



**CITY OF
LA MESA**
JEWEL of the HILLS

HISTORIC PRESERVATION SITE PLAN REVIEW APPLICATION

COMMUNITY DEVELOPMENT DEPARTMENT / PLANNING DIVISION
8130 Allison Avenue, La Mesa, CA 91942
Phone: 619.667.1177 • Fax: 619.667.1380

NOTE: The City of La Mesa emphasizes that all applications, plans, maps, exhibits, and other supporting information must be complete and accurate before an application is accepted. Generally, submission of the items on the list of application requirements will constitute a complete application, unless the City determines additional information is needed to evaluate your application. If your application is determined to be incomplete, you will receive a written list describing what is needed to complete the application. If you have any questions about the application or review procedures, contact the Community Development staff.

Applicant (if applicable): _____

Phone: _____

Address: _____

Fax: _____

Email: _____

Property Owner: _____

Phone: _____

Address: _____

Fax: _____

Email: _____

Contact Person: _____

Phone: _____

Address: _____

Fax: _____

Email: _____

Property Location:

Address: _____

Assessor's Parcel Number: _____

Site Area (S.F./Acres): _____

Building Area(s) (S.F.): _____

Existing Parking: _____

Project Description:

FOR OFFICE USE ONLY

Application Number: _____

Date Received _____

Fee: _____

Reviewed By: _____

Legal Description (attach additional sheets if necessary):

Project Data:

Zoning Classification: _____

General Plan Land Use: _____

Existing Land Use: _____

Surrounding Land Uses: _____

 North: _____

 South: _____

 East: _____

 West: _____

Residential Projects:

Number of dwelling units on site: _____

Parking Proposed: _____

Description of other uses/structures on site: _____

Commercial Projects:

Gross Leaseable Area (GLA) of Existing _____

GLA of Proposed Building(s) or Additions: _____

Parking Proposed: _____

Description of other uses/structures on site: _____

ATTEST: The information on this Application and all accompanying maps, plans, legal descriptions and other information as submitted for this application as listed on the Application Checklist are accurate and complete to the best of my knowledge. I authorize the applicant as listed on this application to act as my representative for all aspects of processing this application with the City of La Mesa.

Property Owner: _____ Date: _____

Applicant: _____ Date: _____

FOR OFFICE USE ONLY

Application Number: _____

Date Received: _____

Fee: _____

Reviewed By: _____

The following list includes the items and information that must be submitted for a complete application. Some items may not apply to your project as noted in the list below, and some will only be required if specifically requested by the City to adequately evaluate the project. If you are not sure about a requirement, ask the Planning Division staff. You will be notified whether your application is complete. If it is incomplete or additional information is required to evaluate the project, you will receive a specific list of requirements to complete the application.

CHECKLIST

- One completed and signed application form.
- Photocopy of current deed or preliminary title report. (Name of property owner on deed must correspond with the name of applicant unless letter of authorization is submitted with application).
- Environmental Assessment Initial Study form and filing fee (if required).
- Submittal of (10) sets prepared as follows with each set folded to 8" x 11" maximum. Additional copies of full size plans may be required if this application must be reviewed by the Planning Commission or City Council. A Planning Division staff member will specify the exact number, if needed.

GENERAL REQUIREMENTS

- Maximum sheet size of 24" x 36".
- Drawings shall be neat and clearly labeled.
- Submittal must include one set of clear, legible 8-1/2" x 11" reductions of all plans submitted in addition to full size submissions.
- Each sheet should contain the name, address and telephone number of the firm preparing the plan(s), name of applicant, project location, scale, and date of preparation.
- All plans shall be drawn to standard engineering or architects scale of sufficient size to properly evaluate the project.
- All plan improvements (site, landscape, grading and drainage plans, and elevations) must be consistent with each other.

SITE PLANS

- North arrow oriented to top of sheet.
- A small-scale locational map shown on cover sheet of plans.
- All boundary lines of the subject property fully dimensioned to centerline of adjacent streets.
- All proposed and existing buildings and improvements and their distances from the property lines and from one another properly dimensioned.
- Design of the off-street parking area(s) (ingress/egress, spaces, aisles, loading, etc.) fully dimensioned with the flow of traffic noted by arrows; plans prepared as per the City's zoning requirements and Parking and Landscape Standards.
- Conceptual landscaping (preferable on a separate plan) shown with plant species, quantity, and sizes noted. Plans to be prepared in accordance with the City's Landscape Standards.
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- The location of all existing trees, indicating those to remain and those to be removed.
- Designation of reserved handicapped spaces dimensioned and marked to State standards.
- Location of all existing and proposed public improvements, right-of-ways, easements, and utilities.

- ❑ The existing, proposed, and future location of all new street improvements adjacent to the project (i.e., curbs, gutters, sidewalks, drive entrances, medians, deceleration/acceleration lanes and fire hydrants).
- ❑ Location, height, dimensions, materials, finish and color of all retaining walls, decorative walls, fences, and screens.
- ❑ Access, location, and dimensions of refuse enclosures with materials and colors designated.
- ❑ All paved areas noted and dimensioned with materials specified.
- ❑ The overall and gross leasable floor area of all buildings specified in square feet.
- ❑ Lighting design specified for building, parking, and landscaping locations with description of type, illumination, height, and shielding.
- ❑ The site area to be covered by structures specified.

CONCEPTUAL GRADING PLANS

- ❑ Drawings prepared and stamped by a licensed engineer.
- ❑ Existing topography and proposed grading with the relationship to elevations or grading on adjacent properties shown.
- ❑ Grading plan to show outline of all structures, decorative and retaining walls and improved surfaces as shown on site and landscape plan.
- ❑ Cut and fill slope ratios and pad elevations specified.
- ❑ Schematic surface drainage plan with the flow noted by arrows, and flow of adjacent off-site drainage.
- ❑ The location and sizes of all existing and proposed underground utilities (water, sewer, and storm drains).
- ❑ Location and dimensions of natural features (such as water courses, rock outcroppings, ravines).
- ❑ Elevations of building pads and upper and lower levels.
- ❑ Location and type of water retention, detention, or routing facilities.

ELEVATIONS

- ❑ Elevations of ALL exterior building and accessory structure facades needed to evaluate the project drawn to a scale sufficient to evaluate the design, color, building materials, building height, and construction details of the project.
- ❑ Elevations to be labeled North, South, East, and West and to correspond to site plan.
- ❑ Materials and colors of all exterior surfaces and features specified.
- ❑ Elevations of decorative walls or screens with height, material, and color designated.
- ❑ Elevations of exterior mechanical equipment and proposals for screening (to include type of material and color), including electrical and gas connections, electrical transformer, solar panels, meter boxes, and irrigation backflow devices.
- ❑ Sign information showing location, size (dimensioned) materials, colors, and lighting type for all signs (including directional and convenience signs).

STRUCTURE FLOOR PLANS

- ❑ Floor plans in sufficient detail to assist in the site plan review and drawn to 1/8" or 1/4" scale.
- ❑ Floor plans must show the use of all interior spaces, all exiting and internal circulation systems, exterior openings, and other details needed to evaluate the design of the project.