



**PLANNING APPLICATION PACKET
COMMUNITY DEVELOPMENT DEPARTMENT**

8130 Allison Avenue, La Mesa, CA 91942

Phone: (619) 667-1177 • Fax: (619) 667-1380 • www.cityoflamesa.us

***** STAFF USE ONLY *****
Project No.: _____
Date Recd: _____ By: _____

*****APPOINTMENT REQUIRED FOR SUBMITTAL*****

Project Name: _____
Project Address: _____
APN: _____
Between: _____ And: _____
(Street) (Street)

Property Owner

Name: _____ Company: _____
Address: _____ City: _____ State: _____ ZIP Code: _____
Email: _____ Phone: _____ Fax: _____

Agent / Representative

Name: _____ Company: _____
Address: _____ City: _____ State: _____ ZIP Code: _____
Email: _____ Phone: _____ Fax: _____

Architect / Engineer / Designer

Name: _____ Company: _____
Address: _____ City: _____ State: _____ ZIP Code: _____
Email: _____ Phone: _____ Fax: _____

Contact Person: Property Owner Agent / Representative Architect / Engineer / Designer

REVIEWS REQUESTED:

- | | | |
|---|--|---|
| <input type="checkbox"/> Adult Business | <input type="checkbox"/> Historic Preservation Plan Review | <input type="checkbox"/> Specific Plan |
| <input type="checkbox"/> Annexation | <input type="checkbox"/> Mobile Home Park Relocation | <input type="checkbox"/> Tentative Parcel Map |
| <input type="checkbox"/> Boundary Adjustment | <input type="checkbox"/> MHP Relocation Plan Review | <input type="checkbox"/> Tentative Tract Map |
| <input type="checkbox"/> Conditional Use Permit | <input type="checkbox"/> Planned Residential Development | <input type="checkbox"/> Variance |
| <input type="checkbox"/> Design Review | <input type="checkbox"/> Setback Exception | <input type="checkbox"/> Wireless Communications |
| <input type="checkbox"/> Extension Request | <input type="checkbox"/> Sign Program | <input type="checkbox"/> Zone Change |
| <input type="checkbox"/> Revision | <input type="checkbox"/> Site Plan Review | <input type="checkbox"/> Zoning Ordinance Amendment |
| <input type="checkbox"/> General Plan Amendment | <input type="checkbox"/> Special Permit | |

Hazardous Waste and Substances Statement

Government Code Section 65962.5 requires that, before the City of La Mesa accepts as complete an application for any development project, the applicant submit a signed statement indicating whether or not the project site is identified on the state of California Hazardous Waste and Substances Sites List. This list identifies known sites that have been subject to releases of hazardous chemicals, and is available at http://www.dtsc.ca.gov/SiteCleanup/Cortese_List.cfm.

The development project proposed in this application is is not contained on the lists compiled pursuant to GOV 65962.5.

If yes, provide Regulatory Identification Number: _____ Date of List: _____

Historical Resources Statement

The year(s) all structures were constructed on the property:

The project site is is not a locally designated Historic Landmark. Landmark Number: _____

The project site is is not listed on the La Mesa Historic Resources Inventory.

Indemnification and Hold Harmless Statement

For consideration of the City processing this application, the Applicant shall defend, indemnify and hold harmless the City, its elected and appointed officers and employees, from and against any claims, suits, actions or proceedings, judicial or administrative, for writs, orders, injunction or other relief, damages, liability, cost and expense (including without limitation attorneys' fees) arising out of City's actions in processing, issuing, or approving Applicant's Permit, or in exercising any discretion related thereto including but not limited to the giving of proper environmental review, the holding of public hearings, the extension of due process rights, except only for those claims, suits, actions or proceedings arising from the sole negligence or sole willful conduct of the City, its officers, or employees known to, but not objected to, by the Applicant. Applicant's indemnification shall include any and all costs, expenses, attorney's fees and liability incurred by the City, its officers, agents, or employees in defending against such claims, whether the same proceed to judgement or not. Further, Applicant, at its own expense, shall, upon written request by the City, defend any such suit or action brought against the City, its officers, agents, or employees. Applicant's indemnification of City shall not be limited by any prior or subsequent declaration by the Applicant. At its sole discretion, the City may participate at its own expense in the defense of any such action, but such participation shall not relieve the applicant of any obligation imposed by this condition.

Application Completeness Statement

The information on this application and all accompanying maps, plans, legal descriptions and other information submitted for this application as listed on the Application Checklist are accurate and complete to the best of my knowledge. I acknowledge that I have read and understand the Indemnification and Hold Harmless Statement.

Signature of Owner or Authorized Agent

Date

Print Name of Signatory and Title



PROJECT DESCRIPTION APPLICATION SUPPLEMENT
COMMUNITY DEVELOPMENT DEPARTMENT

Project Name: _____ Project No.: _____

General Project Description

Proposed Use: _____

Project Description: _____

Subject Property Information

Site Area: _____

Zoning: _____

General Plan Designation : _____

Current Land Use: _____

Project Summary

Table with 4 columns: Existing, Proposed, Total. Rows include: Total Building Area - Commercial (S.F.), Building Area (GLA) - Commercial (S.F.), Building Area - Residential (S.F.), Number of Dwelling Units, Number of Lots, Residential Density (dwelling units per acre), Number of Parking Spaces, Residential Open Space Area (S.F.), Density Bonus Project: [] Yes [] No

Existing Conditions: (Describe the existing conditions of the site: i.e., topography, road/alley conditions, access, vegetation, structures, fencing, lot size, drainage, uses and the like).

Surrounding Conditions: (Describe the surrounding conditions: i.e., existing structures and relationship to project, number of units, lot sizes, vehicular access, topography, use type and the like).

Project/Parcel History: (Describe any past actions taken on this site or project or any other actions taken on development of the site).

Project Design: (Describe the design of the project and how it relates to the subject property and adjacent properties and uses).



PLANNING APPLICATION CHECKLIST

COMMUNITY DEVELOPMENT DEPARTMENT

Project Name: _____ **Project No.:** _____

The following list includes items and information that must be submitted for a complete application. Some items may not apply to your project, 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 additional information is necessary, you will receive a specific list of requirements to complete the application.

| | Received | Needed | N/A | | Received | Needed | N/A | |
|--|--------------------------|--------------------------|--------------------------|---|--------------------------|--------------------------|--------------------------|--|
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | ITEMS (Provide hard copies <u>and</u> digital) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | F. Landscape Plan and Supporting Documents |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1. Planning Application | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | G. Lighting Plan |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 2. Project Description Application Supplement | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | H. Sign Plan |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 3. Supplemental Project Review Information | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 10. Colored Elevations of all elevations: one rolled, complete set |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | A. Annexation | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 11. Colors and Materials Board |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | B. Boundary Adjustment | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 12. Color photos of entire site, structures, and adjoining properties (8" x 11") |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | C. Conditional Use Permit | | | | Storm Water Requirements |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | D. General Plan Amendment | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 13. Applicability Checklist Appendix A |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | E. Historic Preservation Site Plan Review | | | | Service Availability Letters from Cox, SDG&E, Helix, and EDCO |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | F. Parcel Map Waiver | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 14. Fire Flow Analysis (Contact Helix Water District) |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | G. Setback Exceptions | | | | 15. Geotechnical Study** |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | H. Sign Program | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 16. Soils Report** |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | I. Special Permit | | | | 17. Traffic Report** |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | J. Specific Plan | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 18. Wireless Facilities Supplemental Materials** |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | K. Tentative Tract / Parcel Map | | | | 19. Drainage Study** |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | L. Variance | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 20. Preliminary Hydrology Study** |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | M. Wireless Communications | | | | 21. Preliminary Water Quality Technical Report** |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | N. Zone Change | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 22. Arborist Report** |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | O. Zoning Ordinance Amendment | | | | 23. Fire Protection Plan** |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 4. Applicable Deposit / Fee as per current fee schedule | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 24. Historic Resource Assessment** |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 5. Current Vesting Grant Deed | | | | 25. Affordable Home Bonus Program Report** |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 6. Preliminary Title Report with Current Owner Listed | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 26. Noise Study |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 7. Letter of Owner Authorization | | | | 27. Air Quality Analysis |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 8. Environmental Assessment Initial Study | | | | |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 9. Project Plans*: | | | | |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | A. Site Plan | | | | |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | B. Open Space Plan | | | | |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | C. Preliminary Grading Plan | | | | |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | D. Floor Plan | | | | |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | E. Elevation Plan | | | | |

* See Required Drawing Elements for detail
 ** Two copies required



PLANNING APPLICATION REQUIRED DRAWING ELEMENTS COMMUNITY DEVELOPMENT DEPARTMENT

Project Name: _____ **Project No.:** _____

A vital part of any application package is a properly drawn, complete and internally consistent set of drawings. Please read through this checklist carefully. Unless otherwise indicated, you must provide all of the following information on each set of drawings submitted. Applications that do not include all of the required information will be found incomplete. All plans must be accurately scaled and dimensioned. Both the State of California and the City of La Mesa have legal requirements for who may prepare development and landscape plans. Check with Planning Division Staff for who may prepare plans.

| Needed | N/A |
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I. General Requirements

1. Drawings shall be neat and clearly labeled.
2. For larger projects with many plan sheets, staple or similarly combine plan sheets into subsets folded to approximately 8 ½" x 11" and bundle subsets into complete plan sets. Plans consisting of multiple plan sheets must be stapled or similarly combined or they will not be accepted. Certain projects may require more copies of project plans, while fewer copies may suffice for others. Please consult with Planning staff.
3. Each sheet contains the name, address, and telephone number of the firm preparing the plan(s), name of applicant, project location, scale, and date of preparation. The identification of the professional engineer or licensed land surveyor who prepared the plan including name, address, telephone number, registration number, and expiration date of certificate shall also be placed on each sheet.
4. Plans drawn to standard engineering or architects scale of sufficient size.
5. All plan improvements (site, landscaping, grading and drainage plans, and elevations) must be consistent.

c. Project Information

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1. Property Owner/Applicant.
2. Contact Person.
3. All persons/firms that prepared any portion of the project plans.
4. Site Address.
5. Assessor's Parcel Number(s) (APN).
6. General Plan land use designation.
7. Existing and proposed land use.
8. Zoning classification.
9. Legal description.
10. Project description.
11. Lot Coverage.
12. Floor Area Ratio.
13. Gross and net lot area in square feet and acres. Include the calculations used to determine net lot area. List deductions from gross area by type and area in square feet.
14. Building area in square feet. List area of existing structures, area of structures to be demolished, areas of addition, and total overall proposed area.
15. Existing and proposed parking counts and minimum requirements.
16. Required and proposed building setbacks.
17. Number of Affordable units, rate of affordability, and incentives/ waivers requested.
18. Building area: area of existing structures, area of structures to be demolished, areas of addition, and total overall proposed area.
19. Description of other uses/ structures on site.
20. Type of proposed construction.

| Needed | N/A |
|--------------------------|--------------------------|
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21. Number of dwelling units (residential projects).
22. Quantities of parking required and provided.
23. Gross Leasable Area (GLA) of existing building(s) (commercial projects).
24. GLA of proposed building(s) or additions (commercial projects).
25. Occupancy load and construction type in accordance with the UBC specified.

III. Site Plan

| | |
|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> |
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1. All boundary lines of the subject property fully dimensioned to centerline of adjacent streets.
2. North arrow oriented to top of the sheet.
3. A scale on each sheet.
4. A small scale locational map shown on cover sheet.
5. All proposed and existing buildings and improvements and their distances from the property lines and from one another properly dimensioned.
6. Design of the off-street parking area(s) (ingress/egress, spaces, aisles, loading, etc.) fully dimensioned with the flow of traffic noted by arrows; in accordance with the City’s zoning requirements and Parking and Landscape Standards.
7. Conceptual landscaping (if not required on a separate plan) showing plant species, quantity, and sizes, prepared in accordance with the City’s Landscape Standards.
8. Location of all existing trees, indicating those to remain and those to be removed.
9. Designation of reserved accessible spaces dimensioned and marked to State standards.
10. Location of all existing and proposed public improvements, right-of-ways, easements, and utilities.
11. Proposed phasing of improvements and provisions for interim facilities.
12. Location of existing, proposed, and future location of all new street improvements adjacent to the project, including but not limited to curb, sidewalk, street pavement, nearest street light with distance to the property corner, utilities, sanitary sewer service, overhead utility line with pole locations, striping, land markings, symbols, signs.
13. Indicate on the plan the existing and proposed lowest finish floor elevations and the top of upstream sewer manhole along the public sewer main, closest to the property. If the existing and proposed lowest finish floor elevations are equal to or below the top of the manhole, indicate on the plan that a backwater valve will be installed.
14. Indicate on the plan that a sewer lateral cleanout at the property line shall be installed.
15. Access, location, and dimensions of refuse enclosures with materials and colors designated.
16. All paved areas noted and dimensioned with materials specified.
17. Location, height, dimensions, materials, finish and color of all retaining walls, decorative walls, fences, and screens.
18. Lighting design specified for building, parking, and landscaping locations with description of type, illumination, height, and shielding.
19. The overall and gross leasable floor area of all buildings specified in square feet.
20. The site area to be covered by structures specified.
21. Specific building use, square footage, and finished floor elevations for the ground level of each structure.
22. Locations and dimensions of any temporary structures, sign(s), and other improvements proposed.
23. Provisions for non-auto transportation (such as transit, or bicycle-related facilities) clearly defined.
24. Energy conservation building construction techniques and materials clearly defined, if applicable.
25. Existing and proposed electrical and telephone distribution lines.

| Needed | N/A |
|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |

26. Existing and proposed storm drainage facilities, including types and approximate locations, alignments, lengths, and grades. Certain applications may require a Closed Circuit Television (CCTV) inspection of existing sewer main and storm drain as directed by City Engineer.
27. Parking space dimensions width, length, and backup.
28. Distance between buildings.

IV. Open Space Plan

| | |
|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |

1. Site Plan showing location of all qualifying open space areas.
2. Square footage of each open space area.
3. Open Space Calculation listing required minimums and proposed total area by type and location.

V. Preliminary Grading Plan

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1. Drawings prepared and stamped by a licensed engineer.
2. Existing topography and proposed grading with the relationship to elevations or grading on adjacent properties shown.
3. Topographic contour lines at two(2) foot intervals for project sites under 10,000 s.f. and five(5) foot intervals for sites equal to or greater than 110,000 s.f.
4. Grading plan to show outline of all structures, decorative and retaining walls and improved surfaces as shown on site and landscape plan.
5. Cut and fill slope ratios and pad elevations specified.
6. Schematic surface drainage plan with the flow noted by arrows, and flow of adjacent off-site drainage.
7. The location and sizes of all existing and proposed underground utilities (water, sewer, and storm drains).
8. Base and top elevations of all walls at 10'-0" intervals maximum.
9. Location and dimensions of natural features (such as water courses, rock outcroppings, ravines).
10. Elevations of building pads and upper and lower levels.
11. Location and type of water retention, detention, or routing facilities.

VI. Structure Floor Plan

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| <input type="checkbox"/> | <input type="checkbox"/> |
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1. North Arrow oriented to top of sheet.
2. Floor plans in sufficient detail to assist in site plan review and drawn to 1/8" or 1/4"
3. 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.
4. Identify affordable units.
5. Parking space dimensions width, length, and backup.
6. Roof plan showing slope direction and mechanical equipment location, dimensions, and screening methods specified.

VII. Elevation Plan

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| <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |

1. 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.
2. Elevations to be labeled North, South, East, and West and to correspond to site plan.
3. Materials and colors of all exterior surfaces and features specified.
4. Elevations of decorative walls or screens with height, material, and color designated.

| Needed | N/A |
|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> |
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| <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |

- Two sectional views of the project, approximately through the middle and at right angles to each other, showing existing and proposed grades and relationship of buildings, parking, and landscaping at maturity.
- 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).
- Building height.
- Additional Area.

VIII. Landscape Plan

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- Planting and irrigation for all areas that are required to be landscaped (potable water only).
- Irrigation plan showing location of irrigation lines and complete automatic irrigation system, designed to the City of La Mesa Landscape Standards, is required on all projects.
- Description of how the plan meets the site's functional, aesthetic, and ecological requirements (landscape screening and buffering, colors, provision for solar access, climate control with relation to site development concepts, aesthetic concerns, etc.).
- Describe plant type, quantity, location, size in accordance with the City's Parking and Landscape Standards.
- Outdoor lighting, signs, screens, walls, retaining walls, trash receptacles, walks, benches, and any other proposed site features.
- Tabulations of required and planned landscaping.
- Open space requirement tabulations in square feet (if applicable).
- Plant legend describing plant characteristics for each symbol.
- The location of all existing trees, indicating those to remain and those to be removed.
- Existing and proposed landscaping and hardscape within any adjacent right-of-way.
- Erosion control measures.
- Location and method of irrigation (preferably on a separate sheet).

IX. Lighting Plan

| | |
|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |

- The location of exterior lighting standards and devices.
- The plan shall be adequate to review.
- Fixture cuts from manufacturer shall be provided for all fixtures proposed, describing dimensions, materials and colors.

X. Sign Plan

| | |
|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |

- Location and size (show dimensions and area in square feet) of existing and proposed exterior signs and outdoor advertising.
- The nature of temporary or seasonal on-site advertising.
- Complete drawings indicating design, materials, colors, and lighting method of proposed signage.