



**URBAN LOT SPLIT APPLICATION PACKET  
COMMUNITY DEVELOPMENT DEPARTMENT**

8130 Allison Avenue, La Mesa, CA 91942  
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[www.cityoflamesa.us](http://www.cityoflamesa.us)

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

**\*\*\* STAFF USE ONLY \*\*\***  
Project No.: \_\_\_\_\_  
Date Recd: \_\_\_\_\_ By: \_\_\_\_\_

**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

**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 verify and attest that:

1. The development is not located on a site that is specified in CA GOV 65913.4(a)(6)(B) – (K) (attached).
2. None of the following conditions exist relative to the two-unit residential development or the property where it is proposed:
  - a. The parcel contains a designated historic landmark or is on the State Historic Resources Inventory, or is within a designated historic district.

- b. The two-unit residential development would require demolition or alteration of any of the following:
  - i. Housing that is subject to a recorded covenant, ordinance, or law that restricts rents to levels affordable to persons and families of moderate, low, or very low income.
  - i. Housing that has been occupied by a tenant in the last three years.
- c. The parcel was created by prior urban lot split as provided by this Chapter.
- d. The owner of the parcel or any person acting in concert with the owner of the parcel has previously subdivided an adjacent parcel utilizing the urban lot split process.

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Signature of Owner or Authorized Agent

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Date

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Print Name of Signatory and Title



## URBAN LOT SPLIT 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	ITEMS (Provide digital)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. One completed and signed application form.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Non-refundable filing fee must accompany application.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Provide a copy of all current Grant Deeds applicable to the property and Preliminary Title Report prepared within six months of the date of application.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. Provide written authorization from all parties having any record title interest in the real property to be subdivided to process the urban lot split parcel map.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. Attest CA GOV 65913.4(a)(6)(B) – (K)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. Provide an affidavit that the applicant intends to occupy one of the housing units as their principal residence for a minimum of three years from the date of approval of the urban lot split.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7. An urban lot split parcel map prepared in full compliance with the objective standards of the Subdivision Map Act and this Title, and in compliance with and containing all of the information required within LMMC 22.045.030 Requirements for urban lot splits.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8. A county health department certification for each lot for which a sanitary sewer is not available, that the lot is approved for installation of an on-site sewage disposal system.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9. Site Plan*.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10. Conceptual Grading Plan that shows the development of any proposed access driveways and a suitable building pad (this may be shown on the site plan).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11. Storm Water Requirements Applicability Checklist Appendix A.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	12. Service Availability Letters from Cox, SDG&E, Helix, and EDCO.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	13. Fire Flow Analysis (Contact Helix Water District).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	14. Geotechnical Study.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	15. Preliminary Hydrology Study.

\* See Required Drawing Elements for detail

Received	Needed	N/A
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

16. Soils Report if the lot has any of the following conditions:

- Known history of or suspected illegal grading.
- Known history of or suspected undocumented fill.
- Indications of previous land subsidence or liquefaction.
- Areas of known seismic fault(s).
- Known or suspected potential geological hazard. (Any blasting done in close proximity may leave friable or frangible competent material which may render foundations faulty w/o proper engineering to address this.)
- Known locations of springs or seeps.



# URBAN LOT SPLIT 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	<b>I. General Requirements</b>
<input type="checkbox"/>	<input type="checkbox"/>	1. Drawings shall be neat and clearly labeled.
<input type="checkbox"/>	<input type="checkbox"/>	2. 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.
<input type="checkbox"/>	<input type="checkbox"/>	3. Plans drawn to standard engineering or architects scale of sufficient size.
<input type="checkbox"/>	<input type="checkbox"/>	4. All plan improvements (site, landscaping, grading and drainage plans, and elevations) must be consistent.
		5. Urban Lot Split maps must be prepared and signed by a registered civil engineer or licensed land surveyor.

		<b>II. Urban Lot Split Parcel Map</b>
<input type="checkbox"/>	<input type="checkbox"/>	1. The subdivision boundary lines, including dimensions
<input type="checkbox"/>	<input type="checkbox"/>	2. Existing and proposed streets and alleys in and adjacent to the subdivision. The location and width of alleys and the location, width, and name of existing and proposed streets shall be shown. All streets shall be shown at full width on the map, and the street right-of-way dimensions shall be shown. The grades within 1/2 percent shall be indicated for the abutting streets.
<input type="checkbox"/>	<input type="checkbox"/>	3. The general legal description of the property being subdivided by reference to subdivisions or sectional surveys.
<input type="checkbox"/>	<input type="checkbox"/>	4. The north point shall be shown on each sheet of the map.
<input type="checkbox"/>	<input type="checkbox"/>	5. The scale shall be shown on each sheet of the map.
<input type="checkbox"/>	<input type="checkbox"/>	6. Lot lines.
<input type="checkbox"/>	<input type="checkbox"/>	7. Lot number.
<input type="checkbox"/>	<input type="checkbox"/>	8. Lot dimensions.
<input type="checkbox"/>	<input type="checkbox"/>	9. Area for each lot (gross and net).
<input type="checkbox"/>	<input type="checkbox"/>	10. Easements. The location, width and purpose of all existing and proposed public and private easements shall be shown. Provide evidence of all needed offsite easements.
<input type="checkbox"/>	<input type="checkbox"/>	11. The date of preparation of the map.
<input type="checkbox"/>	<input type="checkbox"/>	12. The gross area of the subdivision calculated to the nearest hundredth of an acre.
<input type="checkbox"/>	<input type="checkbox"/>	13. The total number of the lots proposed for the subdivision.
<input type="checkbox"/>	<input type="checkbox"/>	14. Flood hazards. Any area subject to flooding shall be clearly identified.
<input type="checkbox"/>	<input type="checkbox"/>	15. Railroads.

Needed	N/A	III. Site Plan
<input type="checkbox"/>	<input type="checkbox"/>	1. Boundary lines of the subject property fully dimensioned to centerline of adjacent streets.
<input type="checkbox"/>	<input type="checkbox"/>	2. North arrow oriented to top of the sheet.
<input type="checkbox"/>	<input type="checkbox"/>	3. A scale on each sheet.
<input type="checkbox"/>	<input type="checkbox"/>	4. A small-scale locational map shown on cover sheet.
<input type="checkbox"/>	<input type="checkbox"/>	5. Structures – onsite – the approximate location and dimensions of existing structures shall be shown together with a clear indication of which structures are to be removed, which are to remain, and distance from the property line.
<input type="checkbox"/>	<input type="checkbox"/>	6. Structures – offsite - approximate location of existing structures offsite within 15 feet of the property line.
<input type="checkbox"/>	<input type="checkbox"/>	7. All proposed and existing buildings and improvements and their distances from the property lines and from one another properly dimensioned.
<input type="checkbox"/>	<input type="checkbox"/>	8. Distance between buildings.
<input type="checkbox"/>	<input type="checkbox"/>	9. Specific building use, square footage, and finished floor elevations for the ground level of each structure.
		10. Location of all existing and proposed public improvements, right-of-ways, easements, and utilities.
<input type="checkbox"/>	<input type="checkbox"/>	11. All paved areas noted and dimensioned with materials specified.
<input type="checkbox"/>	<input type="checkbox"/>	12. Location, height, dimensions, and materials of all retaining walls, decorative walls, fences, and screens.
<input type="checkbox"/>	<input type="checkbox"/>	13. The site area to be covered by structures specified.
<input type="checkbox"/>	<input type="checkbox"/>	14. Existing and proposed electrical and telephone distribution lines.
<input type="checkbox"/>	<input type="checkbox"/>	15. 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.
<input type="checkbox"/>	<input type="checkbox"/>	16. Parking space dimensions width, length, and backup.
<input type="checkbox"/>	<input type="checkbox"/>	17. Distance between buildings.
<input type="checkbox"/>	<input type="checkbox"/>	18. When structures are proposed with an Urban Lot Split Application, provide the existing and proposed lowest finished floor elevations and the top of up-stream sewer manhole along the public sewer main, closest to the property shall be identified. <ul style="list-style-type: none"> <li>a. If existing and proposed lowest finished floor elevations are equal to or below the top of the manhole, then a backwater valve is required and so shall be annotated on the plan.</li> <li>b. Indicate location of sewer lateral cleanouts at property line.</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	19. Topography and grading. The approximate existing contours and the proposed general grading plan of streets, alleys, lots, and easements shall be shown. Contours of adjacent land shall be shown when such contours affect the design of the subdivision.
<input type="checkbox"/>	<input type="checkbox"/>	20. Provide cut/fill and import/export quantities in cubic yards, the maximum vertical cut or fill (in feet), the total length of retaining walls and maximum height of retaining walls. Certain applications may require submittal of a separate cut/fill map, and/or typical cross sections.
<input type="checkbox"/>	<input type="checkbox"/>	21. For properties in the Scenic Preservation Overlay zone, label the approximate location of each existing tree, diameter of tree trunks, name of tree species if known, and call out of any trees to be removed.
<input type="checkbox"/>	<input type="checkbox"/>	22. Existing and proposed fire hydrant locations, and distance of existing fire hydrant to nearest subdivision boundary.

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

- 23. Existing and proposed street light locations.
- 24. Overhead utility lines.

**IV. Preliminary Grading Plan (if applicable)**

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

## **CA GOV 65913.4(a)(6)(B) – (K)**

1. An applicant for an urban lot split parcel map shall verify and attest that the development is not located on a site that is any of the following (CA GOV 65913.4(a)(6)(B) – (K)).
  - B. Either prime farmland or farmland of statewide importance, as defined pursuant to United States Department of Agriculture land inventory and monitoring criteria, as modified for California, and designated on the maps prepared by the Farmland Mapping and Monitoring Program of the Department of Conservation, or land zoned or designated for agricultural protection or preservation by a local ballot measure that was approved by the voters of that jurisdiction.
  - C. Wetlands, as defined in the United States Fish and Wildlife Service Manual, Part 660 FW 2 (June 21, 1993).
  - D. Within a very high fire hazard severity zone, as determined by the Department of Forestry and Fire Protection pursuant to Section 51178, or within a high or very high fire hazard severity zone as indicated on maps adopted by the Department of Forestry and Fire Protection pursuant to Section 4202 of the Public Resources Code. This subparagraph does not apply to sites excluded from the specified hazard zones by a local agency, pursuant to subdivision (b) of Section 51179, or sites that have adopted fire hazard mitigation measures pursuant to existing building standards or state fire mitigation measures applicable to the development.
  - E. A hazardous waste site that is listed pursuant to Section 65962.5 or a hazardous waste site designated by the Department of Toxic Substances Control pursuant to Section 25356 of the Health and Safety Code, unless the State Department of Public Health, State Water Resources Control Board, or Department of Toxic Substances Control has cleared the site for residential use or residential mixed uses.
  - F. Within a delineated earthquake fault zone as determined by the State Geologist in any official maps published by the State Geologist, unless the development complies with applicable seismic protection building code standards adopted by the California Building Standards Commission under the California Building Standards Law (Part 2.5 (commencing with Section 18901) of Division 13 of the Health and Safety Code), and by any local building department under Chapter 12.2 (commencing with Section 8875) of Division 1 of Title 2.
  - G. Within a special flood hazard area subject to inundation by the 1 percent annual chance flood (100-year flood) as determined by the Federal Emergency Management Agency in any official maps published by the Federal Emergency Management Agency. If a development proponent is able to satisfy all applicable federal qualifying criteria in order to provide that the site satisfies this subparagraph and is otherwise eligible for streamlined approval under this section, a local government shall not deny the application on the basis that the development proponent did not comply with any additional permit requirement, standard, or action adopted by that local government that is applicable to that site. A development may be located on a site described in this subparagraph if either of the following are met:



- (i) The site has been subject to a Letter of Map Revision prepared by the Federal Emergency Management Agency and issued to the local jurisdiction.
  - (ii) The site meets Federal Emergency Management Agency requirements necessary to meet minimum flood plain management criteria of the National Flood Insurance Program pursuant to Part 59 (commencing with Section 59.1) and Part 60 (commencing with Section 60.1) of Subchapter B of Chapter I of Title 44 of the Code of Federal Regulations.
- H. Within a regulatory floodway as determined by the Federal Emergency Management Agency in any official maps published by the Federal Emergency Management Agency, unless the development has received a no-rise certification in accordance with Section 60.3(d)(3) of Title 44 of the Code of Federal Regulations. If a development proponent is able to satisfy all applicable federal qualifying criteria in order to provide that the site satisfies this subparagraph and is otherwise eligible for streamlined approval under this section, a local government shall not deny the application on the basis that the development proponent did not comply with any additional permit requirement, standard, or action adopted by that local government that is applicable to that site.
- I. Lands identified for conservation in an adopted natural community conservation plan pursuant to the Natural Community Conservation Planning Act (Chapter 10 (commencing with Section 2800) of Division 3 of the Fish and Game Code), habitat conservation plan pursuant to the federal Endangered Species Act of 1973 (16 U.S.C. Sec. 1531 et seq.), or other adopted natural resource protection plan.
- J. Habitat for protected species identified as candidate, sensitive, or species of special status by state or federal agencies, fully protected species, or species protected by the federal Endangered Species Act of 1973 (16 U.S.C. Sec. 1531 et seq.), the California Endangered Species Act (Chapter 1.5 (commencing with Section 2050) of Division 3 of the Fish and Game Code), or the Native Plant Protection Act (Chapter 10 (commencing with Section 1900) of Division 2 of the Fish and Game Code).
- K. Lands under conservation easement.