



**TWO-UNIT RESIDENTIAL DEVELOPMENT  
APPLICATION PACKET  
COMMUNITY DEVELOPMENT DEPARTMENT**

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

**(LMMC 24.05.032)** 8130 Allison Avenue, La Mesa, CA 91942  
Phone: (619) 667-1177 • Fax: (619) 667-1380 • [www.cityoflamesa.us](http://www.cityoflamesa.us)  
**\*\*\* 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

**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.
  - ii. Housing that has been occupied by a tenant in the last three years.

\_\_\_\_\_  
Signature of Owner or Authorized Agent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name of Signatory and Title



## TWO-UNIT RESIDENTIAL 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. Attest CA GOV 65913.4(a)(6)(B) – (K).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. Letter of Owner Authorization (Name of property owner must correspond with the name of application unless letter of authorization is submitted with application).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. Project Plans*:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A. Site Plan
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	B. Preliminary Grading Plan
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	C. Floor Plan
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	D. Elevation Plan

\* See Required Drawing Elements for detail  
Updated: 2022-10-13



# TWO-UNIT RESIDENTIAL 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.

		<b>II. Project Information</b>
<input type="checkbox"/>	<input type="checkbox"/>	1. Property Owner/Applicant.
<input type="checkbox"/>	<input type="checkbox"/>	2. Contact Person.
<input type="checkbox"/>	<input type="checkbox"/>	3. All persons/firms that prepared any portion of the project plans.
<input type="checkbox"/>	<input type="checkbox"/>	4. Site Address.
<input type="checkbox"/>	<input type="checkbox"/>	5. Assessor's Parcel Number(s) (APN).
<input type="checkbox"/>	<input type="checkbox"/>	6. Existing and proposed land use.
<input type="checkbox"/>	<input type="checkbox"/>	7. Zoning classification.
<input type="checkbox"/>	<input type="checkbox"/>	8. Legal description.
<input type="checkbox"/>	<input type="checkbox"/>	9. Project description.
<input type="checkbox"/>	<input type="checkbox"/>	10. Lot Coverage.
<input type="checkbox"/>	<input type="checkbox"/>	11. Building area in square feet. List area of existing structures, area of structures to be demolished, areas of addition, and total overall proposed area.
<input type="checkbox"/>	<input type="checkbox"/>	12. Required and proposed building setbacks.
<input type="checkbox"/>	<input type="checkbox"/>	13. Building area: area of existing structures, area of structures to be demolished, areas of addition, and total overall proposed area.
<input type="checkbox"/>	<input type="checkbox"/>	14. Description of other uses/ structures on site.
<input type="checkbox"/>	<input type="checkbox"/>	15. Type of proposed construction.
<input type="checkbox"/>	<input type="checkbox"/>	16. Number of dwelling units.
<input type="checkbox"/>	<input type="checkbox"/>	17. Quantities of (existing and proposed) parking required and provided.

**Needed**   **N/A**

**III. Site Plan**

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. All 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. 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"/> | 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. |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. Location of all existing trees, indicating those to remain and those to be removed.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 8. All paved areas noted and dimensioned with materials specified.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 9. Location, height, dimensions, materials, finish and color of all retaining walls, decorative walls, fences, and screens.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 10. The site area to be covered by structures specified.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 11. Specific building use, square footage, and finished floor elevations for the ground level of each structure.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 12. Existing and proposed electrical and telephone distribution lines.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 13. Parking space dimensions width, length, and backup.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 14. Distance between buildings.  |

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

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

Needed	N/A
<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"/>

**V. Structure Floor Plan**

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. Parking space dimensions width, length, and backup.
5. Roof plan showing slope direction and mechanical equipment location, dimensions, and screening methods specified.

**VII. Elevation Plan**

<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. Elevations of ALL exterior building and accessory structure facades needed to evaluate the project drawn to a scale sufficient to evaluate the building materials, building height, and construction details of the project.
2. Elevations to be labeled North, South, East, and West and to correspond to siteplan.
3. Materials of all exterior surfaces and features specified.
4. 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.
5. Building height.

## **CA GOV 65913.4(a)(6)(B) – (K)**

1. An applicant for a two-unit residential development 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.