



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

## PARCEL MAP WAIVER 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.

**Property Owner:**

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**Professional Engineer**

(Those with a number higher than 33965 must also be licensed land surveyors):

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**Contact Person:**

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**Property Location:**

Address: \_\_\_\_\_

Assessor's Parcel Number: \_\_\_\_\_

**Legal Description** (attach additional sheets if necessary):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**FOR OFFICE USE ONLY**

Application Number: \_\_\_\_\_

Date Received: \_\_\_\_\_

Fee: \_\_\_\_\_

Reviewed By: \_\_\_\_\_

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**Project Description:**

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**Project Data:**

Zoning Classification: \_\_\_\_\_

General Plan Land Use: \_\_\_\_\_

Existing Land Use: \_\_\_\_\_

Surrounding Land Uses: \_\_\_\_\_

    North: \_\_\_\_\_

    South: \_\_\_\_\_

    East: \_\_\_\_\_

    West: \_\_\_\_\_

Site Area (S.F./Acres): \_\_\_\_\_

Building Area(s) (S.F.): \_\_\_\_\_

Existing Parking: \_\_\_\_\_

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**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 Building(s): \_\_\_\_\_

GLA of Proposed Building(s) or Additions: \_\_\_\_\_

Parking Proposed: \_\_\_\_\_

Description of other uses/structures on site: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Findings:**

Parcel Map Waiver requests are processed by the City of La Mesa in an administrative manner. No public hearing is required. The proposal does, however, need to be reviewed by the Planning, Engineering, Fire and Building Departments. An application may only be approved if the following conditions exist:

- A. That adjustments do not create any new lots.
- B. That it does not include any lot created illegally unless said lot has subsequently been approved and a map of Certificate of Compliance has been filed with the County Recorder.
- C. That all lots for which the City Engineer has determined that improvements or dedications are necessary have been installed or guaranteed.
- D. That the adjustment does not impair any existing access or easement or create a need for a new access or easement serving any adjacent lot.
- E. That the adjustment does not require substantial alteration of any existing improvements or create a need for new improvements.

The Community Development Department normally requires 3 to 4 weeks to process a parcel map waiver. The lot line adjustment will be finalized when a Certificate of Compliance has been filed with the County Recorder.

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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: \_\_\_\_\_

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, you will receive a specific list of requirements to complete the application.

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### **CHECKLIST**

- One completed and signed application form.
- Non-refundable filing fee must accompany application.
- 2 copies of a preliminary title report less than 90 days old. (Name of property owner on deed must correspond with the name of applicant unless letter of authorization is submitted with application).
- A new legal description for the entire property after consolidation.
- Copies of the applicable deeds with new legal description(s) for all new lots created by the adjustment/consolidation.
- Five copies of the plat map.

### **GENERAL REQUIREMENTS**

- Sheet size of 18" x 26".
- 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 names 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.
- All plans shall be drawn to standard engineering or architects scale of sufficient size to properly evaluate the project.

### **PLAT MAP**

- The date of preparation of the plat.
- The subdivision boundary lines including bearings and distanced. Existing streets, alleys and railroads adjacent to the subdivision including rights-of-way widths and centerline data and names of streets.
- Basis of Bearings shall be shown and tied to City of La Mesa Coordinates when possible. Two "Found" monuments are required to establish Basis of Bearings.
- Lots including old and new lot lines clearly distinguished. Bearings and distances along new lot lines and the new lot areas shall be shown.
- Easements. The location, width, and purpose of each existing or proposed public or private easement shall be shown.

- ❑ Structures. The approximate location of each structure in the subdivision together with the dimensions necessary to establish the relationship of structures to lot lines.
- ❑ The north point which shall be shown on each sheet of the plat. The scale which shall be shown on each sheet of the plat. Survey monuments set of a field survey is made.
- ❑ Certificates, signed by a registered civil engineer confirming his supervision of plat production and the plat's technical accuracy.
- ❑ Traverse calculations for the map. Traverse data shall be provided for the exterior boundary of the subdivision and for the boundary of each lot. Traverses shall be submitted in a form which facilitates checking the dimensions of the map. The error of closure shall be provided for each closed traverse.
- ❑ Accurate site vicinity map shall be drawn to a suitable scale to ensure clarity and ease of location.
- ❑ Indicate on the plat map the existing and proposed lowest finish floor elevations and the top of up stream 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 shall be installed.
- ❑ Indicate on the plat map that a sewer lateral cleanout at the property line shall be installed.