



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

## SITE PLAN REVIEW APPLICATION

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

All applications, plans, maps, exhibits, and other supporting information must be complete and accurate before the Planning Division will accept an application for review. Generally, submission of the items described on the attached checklist constitutes 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.

<b>Applicant</b> (if applicable):		Phone:	
Address:		Fax:	
		Email:	
<b>Property Owner:</b>		Phone:	
Address:		Fax:	
		Email:	
<b>Contact Person:</b>		Phone:	
Address:		Fax:	
		Email:	

<b>Property Location:</b>	
Address:	
Assessor's Parcel Number:	
Site Area (S.F./Acres):	
Building Area(s) (S.F.):	
Existing Parking:	

<b>Project Description:</b>

<b>FOR OFFICE USE ONLY</b>	
Application Number:	
Date Received	
Fee:	
Reviewed By:	

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

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**Project Data:**

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

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

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

Surrounding Land Uses:

North: \_\_\_\_\_

South: \_\_\_\_\_

East: \_\_\_\_\_

West: \_\_\_\_\_

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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: \_\_\_\_\_

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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: \_\_\_\_\_  
Name (Please print) Title: \_\_\_\_\_

\_\_\_\_\_  
Signature \_\_\_\_\_

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_  
Name (Please print) Title: \_\_\_\_\_

\_\_\_\_\_  
Signature \_\_\_\_\_

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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.

### **CHECKLIST**

- One completed and signed application form.
- Non-refundable filing fee must accompany application.
- 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).
- Storm water requirements applicability checklist Appendix A (if required).
- Submittal of (10) sets of all required drawings prepared as follows with each set folded to 8" x 11" maximum. Additional copies of full size plans may be required prior to ratification by the 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.
- Provide fire hydrant fire flow tests from Helix Water District.

### **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.
- 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.
- Proposed phasing of improvements and provisions for interim facilities.
- Indicate on the plan the 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.
- Indicate on the plan 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 plan that a sewer lateral cleanout at the property line shall be installed.
- 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.
- Occupancy load and construction type in accordance with the UBC specified.
- Specific building use, square footage, and finished floor elevations for the ground level of each structure.
- Locations and dimensions of any temporary structures, sign(s), and other improvements proposed.
- Provisions for non-auto transportation (such as transit, or bicycle-related facilities) clearly defined.
- Energy conservation building construction techniques and materials clearly defined, if applicable.
- Existing and proposed electrical and telephone distribution lines.
- 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.

### **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.
- Topographic contour lines at two (2) foot intervals for project sites under 10,000 s.f. and at five (5) foot intervals for sites equal to or greater than 10,000 s.f.
- 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).
- Base and top elevations of all walls at 10'-0" intervals maximum.

- 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.
- Roof plan showing slope direction and mechanical equipment location, dimensions, and screening methods specified.

### **ADDITIONAL REQUIREMENTS FOR WIRELESS COMMUNICATIONS FACILITIES**

- Provide a "Wireless Development Plan", an assessment of alternative sites considered, if any reviewed, and the reason they were not selected.
- Provide the following information:
  1. The maximum power output level as allowed under FCC regulations.
  2. The maximum power output capability of the facility being proposed.
- Identify existing facilities that will be abandoned as a result of the newly proposed facility.