



PLANNED SIGNING PROGRAM

(Zoning Administrator Review Required / Approximate Processing Time: 8-10 Weeks)

SUBMITTAL CHECKLIST

- 1. **APPLICATION FORM:** Wet ink signature by property owner(s), agent required
- 2. **APPLICANT LETTER:** On a separate sheet of paper, please describe your signage program and any deviations from the sign regulations
- 3. **DESCRIPTION OF JUSTIFICATION FORM**
Describe how the proposed signage is substantially compatible with signs permitted in the same general area and how the proposed signage would not be materially detrimental to other properties in the same area. Identify any signs which exceed code requirements and provide a justification for the requested deviation(s).
- 4. **FEE PAYMENT**
See attached fee schedule for applicable fee information. Make check(s) payable to the "City of Costa Mesa."
- 5. **PUBLIC NOTIFICATION REQUIREMENTS**
 - A. **Radius Map:** This map shall show the subject property and all properties within a **500-foot** radius. Assessor parcel numbers must be shown on all affected properties.
 - B. **Mailing Labels:** Submit two sets of typewritten mailing labels & one photocopy. A mailing label is required for every property that is within the 500-foot radius (either wholly or partially). The mailing label must contain the assessor parcel number above the name of the owner and applicable address. Property owner names and addresses shall be obtained from the latest available County of Orange assessment rolls.
 - C. **Certification Letter:** The person who prepared the radius map and mailing labels shall write and sign a letter certifying that the information is true and accurate.
- 6. **PLANS – 22 Sets (either blueprint or photocopies)**
All Planned Signing Program applications must use the attached forms. You may provide your own format if each page is 8½" x 11" (except for the site plan required to be 11" x 17") horizontal format and contains the same information and numbering as the corresponding page of the standard form. The forms include all the data necessary for staff to determine whether the Planned Signing Program can be approved. The Planned Signing Program must be organized as follows:
 - 1. **Sign Summary (Page 1)**
 - 2. **Building Wall Signage/Elevations (Page 2)**
 - 3. **Monument Signage (Page 3)**
 - 4. **11" x 17" site plan (Page 4).** Site plan shall note **ALL** signs, existing and proposed. For proposed freestanding signs, site plan should note freestanding signs on site and on adjoining sites. Distances between all freestanding signs must be identified.
 - 5. **One 8½" x 11"** Photocopy of plans.
 - 6. **Photo Simulations**

PROCESSING TIME

Approximately 8-10 weeks. The following will extend the processing time:

- Incomplete application (due to lack of information, inaccuracies or revisions).
- Project revisions made by the applicant

PLANS CHECKLIST

The plans shall contain the following information:

Sign Summary (See insert)

- 1. Minimum/maximum letter heights
- 2. Minimum/maximum size of tenant signs
- 3. Minimum/maximum sign area for monument signs
- 4. Quantity of signs
- 5. Exclusions (e.g. required colors, sign type)

Building Wall Signage

- 1. Provide dimension of the entire building elevation
- 2. Provide location of wall signs and location criteria (e.g. dimensions) including height of sign above ground
- 3. For development with unique architectural features requiring customized sign locations, show as many elevations as necessary
- 4. All sign types may be shown on one set of elevations

Monument Signage

- 1. Sign face dimensions
- 2. Sign height
- 3. Type of illumination
- 4. Area of sign
- 5. Location and dimensions of required address numerals
- 6. Landscaped planter area and property line(s)
- 7. Elevations

Site Plan

- 1. Lot area (dimensions of property)
- 2. Building footprints
- 3. Driveway and parking areas
- 4. Adjacent streets
- 5. North arrow
- 6. Scale
- 7. Existing signs (if any)
- 8. Proposed signs. Use letter designation (sign type) for Sign Summary. Indicate all signs and their alternate locations.
- 9. Show locations of freestanding signs, including distance between all freestanding signs on-site as well as distances to existing freestanding signs on adjoining properties.
- 10. Public Right-of-Way

APPEALS

The Zoning Administrator is responsible for approving or denying this application. The Zoning Administrator decision may either be appealed or called up for hearing before Planning Commission. The appeal must be filed by 5 p.m. within 7 days of the Zoning Administrator's decision at the City Clerk's office at City Hall. See attached fee schedule for the filing cost of an appeal.

MATERIALS INCLUDED IN APPLICATION PACKET

Additional material included in this packet:

- Application form
- Planned signing program form
- Public notification information
- A partial list of surrounding property notification service companies
- Processing fees information



Scan for direct link to application

CONTACT US

City of Costa Mesa
Development Services Department
77 Fair Drive
Costa Mesa, CA 92626
Phone: (714) 754-5245
Fax: (714) 754-4913
Hours: Monday through Friday, between 8 a.m. and 5 p.m.
Email: Planningcommission@costamesaca.gov
Website: www.costamesaca.gov

Planned Signing Program

For

(Development Name)

(Address of all buildings to which this Program applies)

(Zoning category of property)

Property owner signature and approval for sign permit applications required? (Y / N) _____

Property Owner (include address):

Program Designer (include address):

Location Map (include north arrow):

Title Page – Page 1

(Development Name)

Sign Type	Description	Sign Location				Quantity	Sign Area (sq. ft.)	Height clearance of sign from the ground (feet)	Height or Length limitations (feet)	Illumination (Y or N)
		Freestanding	Building	Canopy	Projecting					
Total:										
Total area of all signs:										

1. Minimum/maximum size of tenant signs (including letter heights)
 -
 -
 -
2. Minimum/maximum sign area for monument signs
 -
 -
 -
3. Specifications (e.g. required colors, sign type)
 -
 -
 -
4. Exclusions/ Prohibited Signs
 -
 -
 -

Note: For large projects containing a large number of signs, add additional

Scale:

Notes:

1. Provide, dimension of the entire building elevation.
2. Provide location of wall signs and location criteria (e.g. dimensions) including height of sign above ground.
3. For development with unique architectural features requiring customized sign locations, show as many elevations as necessary using page numbers 3a, 3b, etc.
4. All sign types may be shown on one set of elevations.

Elevation Plan – Page 3

(Only for wall-mounted signs)

(Development Name)

Sign Type:

Description:

Provide the following for each sign:

- Sign face dimensions
- Sign height
- Type of illumination
- Area of sign
- Location of required address numerals
- Landscaped planter area/materials
- Side elevations (for freestanding signs)
- Any color, copy or design and materials criteria

Note:

Provide a separate Sign Specification page for each sign type. Number additional pages 4a, 4b, etc.

Sign Specifications – Page 4

(Development Name)

Scale:

Site Plan should be in 11"X17" format

The following elements must be shown:

- Building footprints
- Driveway and parking areas
- Adjacent streets
- North arrow
- Scale
- Existing signs (if any)
- Proposed signs. Use letter designation (sign type) from Sign Summary - Page 2. Indicate all signs and their alternate locations.
- For proposed freestanding signs, note freestanding signs, if within 150 feet, on adjoining sites and approximate distance(s) from the proposed sign(s) to those adjacent sign(s).

Note:

For complex programs containing large number of signs, use a separate site plan for each sign type. Number additional pages 5a, 5b, etc.

Site Plan – Page 5

(Development Name)



City of Costa Mesa, Development Services Department
 77 Fair Drive, P.O. 1200, Costa Mesa, CA 92628-1200
 Phone: (714) 754-5245 Fax: (714) 754-4856 www.costamesaca.gov

Office to Assign

PLANNING APPLICATION (PART ONE – TYPE OR PRINT) Application # _____

PROPERTY ADDRESS: _____

Property Owner _____ Phone _____ Fax _____

Address _____ Email _____

City _____ State _____ Zip Code _____

Property Owner's Signature see note1 below _____ Date _____

AUTHORIZED AGENT: _____ Phone _____ Fax _____

Address _____ Email _____

City _____ State _____ Zip Code _____

Authorized Agent's Signature see note2 below _____ Date _____

PROJECT DESCRIPTION: [Briefly describe project below and attach detailed project description & justification for approval:]

PROJECT RELATED TOPICS: I have noted below the items that are applicable to the project:

- In the Redevelopment Area Subject to future street widening
- In a Specific Plan Area Includes a drive-through facility (Special notice requirements, per GC Section 65091 (d))

HAZARDOUS WASTE AND SUBSTANCES SITES: Pursuant to Section 65962.5 of the Government Code, I have reviewed the Hazardous Waste and Substances Site List (see reverse side) and determined that the project:

- IS NOT included in the LIST IS included in the LIST

¹RIGHT OF ENTRY: The abovesigned ("Property Owner") is the owner of certain real property identified above in Costa Mesa, California ("Property"), acknowledges that the application process requires the property to be posted with a public hearing notice, where applicable. Property Owner hereby permits the City of Costa Mesa ("City"), by and through its employees or agents, to enter upon the property for the sole purpose of posting, modifying, and removing a public hearing notice relating to Property Owner's Planning Application. The right of entry shall be granted by Property Owner to City at no cost to City and shall remain in effect until the removal of the public hearing notice. Owner further agrees to release, waive, discharge and hold harmless City, its employees and agents, from and against any and all loss, damage, injury, liability, claim, cost or expense resulting from or arising out of the activities of City, its employee and agents, upon the Property, pursuant to this signed application.

²PENALTY OF PERJURY: I declare under penalty of perjury that all statements contained in this application and any accompanying documents are true and correct, with full knowledge that all statements made in this application are subject to investigation and that any misrepresentations, false or dishonest information contained in the application materials may be grounds for denial of the application.

WHEN COMPLETED, PLEASE RETURN ALL COPIES TO PLANNING DIVISION (PART TWO BELOW – "OFFICE USE ONLY")

Date Application Received _____ By _____ Receipt # _____

Date Application Determined Complete _____ By _____

<input type="checkbox"/> Admin Adjustment	\$	<input type="checkbox"/> Gen Plan Screening	\$	<input type="checkbox"/> RCID Conversion	\$
<input type="checkbox"/> Appeal	\$	<input type="checkbox"/> Lot Line Adjustment	\$	<input type="checkbox"/> Rezone	\$
<input type="checkbox"/> CUP	\$	<input type="checkbox"/> Master Plan	\$	<input type="checkbox"/> Specific Plan Amd	\$
<input type="checkbox"/> Design Review	\$	<input type="checkbox"/> Minor CUP	\$	<input type="checkbox"/> Tent Tract/Parcel	\$
<input type="checkbox"/> Dev Agreement	\$	<input type="checkbox"/> Minor Design Review	\$	<input type="checkbox"/> Time Extension	\$
<input type="checkbox"/> Development Review	\$	<input type="checkbox"/> Negative Declaration	\$	<input type="checkbox"/> Variance	\$
<input type="checkbox"/> Gen Plan Amendment	\$	<input type="checkbox"/> Planned Signing Prg	\$	<input type="checkbox"/> Other	\$

TOTAL \$

APN: _____ Zone: _____ General Plan: _____



Hazardous Waste and Substances Sites*

Updated October, 2015

Before the City of Costa Mesa accepts an application as complete for any development project, the applicant shall consult this list and sign the Planning Application form, indicating that the project site is listed as a hazardous waste and substances site (Section 65962.5 of the Government Code).

<u>SITE NAME</u>	<u>ADDRESS</u>
AMETEK AEROSPACE INC. (FORMER)	1644 WHITTIER AVE
CLA-VAL CORP	1701 PLACENTIA AVE
COSTA MESA AIR NATIONAL GUARD	2651 NEWPORT BLVD
G & M OIL	1740 NEWPORT BLVD**
GENERAL TRANSMISSIONS	2073 HARBOR BLVD**
MAURER MARINE INC.	873 W 17 TH ST
P AND M STATION #975 AKA SUPERIOR STATION INC.	2050 HARBOR BLVD**
PACIFIC AVENUE LANDFILL	2193 PACIFIC AVENUE
PRECISION OPTICAL INCORPORATED FACILITY	865 - 869 W 17 TH ST
RANDY'S AUTOMOTIVE PROPERTY	2089 HARBOR BLVD**
SOUTHERN CALIFORNIA EDISON LAFAYETTE SUBSTATION	1680 MONROVIA AVENUE
THRIFTY OIL #139	799 19 TH ST**
TOSCO – 76 #4992	1900 NEWPORT BLVD**
WALGREENS STORE NO. 11652	1726 SUPERIOR AVE

Sources: State of California Water Resources Control Board, GeoTracker, September 2015

State of California Department of Toxic Substance Control, Cortese List, February 2012

*The sites listed here are only those that are specifically categorized as open in the Geotracker and Cortese lists. For more information and for a full list of hazardous waste and substance sites, please see the above sources. For information on a specific site, please contact the Orange County Health Care Agency, Environmental Health Division at (714) 433-6000.

**Indicates Leaking Underground Storage Tank Sites



PUBLIC NOTICING

SURROUNDING PROPERTY NOTIFICATION SERVICE COMPANIES

This listing is provided as a convenience to applicants. It contains information from companies who have advised the City of their services and does not constitute a recommendation or endorsement by the City of Costa Mesa.

Advanced Marketing Services
Post Office Box 2593
Dana Point, California 92624
Office (949) 361-3921
Fax (949) 361-3923

Donna's Radius Maps 684
South Gentry Lane
Anaheim, California 92807
Office (714) 921-2921
ddradiusmaps@sbcglobal.net

Ownership Listing
Service Notification
Services Catherine
McDermott
Phone and Fax (951) 699-8064
ownershiplistingservice@hotmail.com

A M Mapping Services
7211 Haven Ave., Suite E375
Alta Loma, California 91701
Phone (909) 466-7596
Fax (909) 466-7596
ammappingserv@aol.com

Foothill Project Management
The Urban Design Center
Corrie D. Kates
Radius Maps
1590 Adams Ave., #4403
Costa Mesa, California 92628
Phone (714) 434-9228

Radius Maps
Land Development Database
Gary Perkins
Phone (888) 272-3487
radiusmaps@gmail.com

DBS
Dependable Business Services,
Inc. Dennis Stout
504 E. Palmyra Ave.
Orange, California 92866
Phone (714) 744-2845
Fax (714) 744-5123
dnstout@gmail.com

KEC Radius Maps
Property Ownership
Information Darren L. Knudson
17731 Irvine Blvd., Suite 202
Tustin, California 92780
Cell (714) 865-2945
Fax (714) 832-9160
darren@knudsonengineers.com

Susan W. Case, Inc.
Ownership Listing Service
917 Glenneyre Street, Suite 7
Laguna Beach, California 92651
Phone (949) 494-6105
Fax (949) 494-7418
orders@susancaseinc.com

Darla A. Hammond
T-Square Mapping Service
Radius Map
969 So. Raymond Ave.
Pasadena, California 91105
Phone (626) 403-1803
Fax (626) 403-2972

Karen Martin
668 N Coast Hwy # 401
Laguna Beach, CA 92651
Phone (866) 752-6266
Notification Maps.com
sales@NotificationMaps.com

Szeto and Associates
ABC License Mapping Service
879 W Ashiya Road
Montibello, California 90640
Office (626) 512-5050
Fax (323) 246-4007
stanleyszeto@sbcglobal.net

Robert Simpson
City Radius Maps
300 East Bonita #3641
San Dimas, CA 91773
818-850-3382
robert@cityradiusmaps.com

DataPro
800-568-7104
datapromapping@gmail.com
www.datapromapping.com



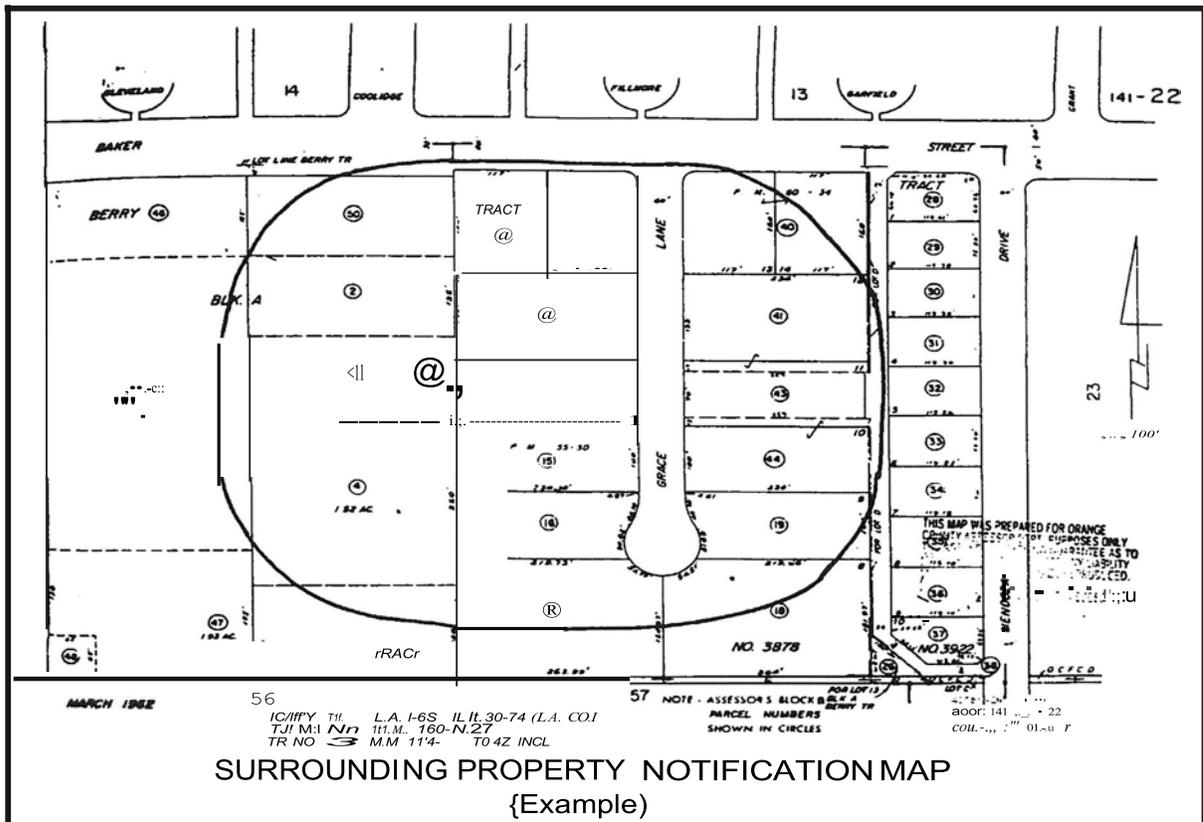
FORMAT SAMPLE OF MAILING LABELS

**Please Note:*

Maximum Label Width: 3 Inches / 30 Labels Per Sheet / No Transparent Labels / Labels Must Be Self-Adhesive

APN# 141-221-50 Mr. John B. Smith 123 Main Street Costa Mesa, California 92626	APN# 141-221-50 Occupant 123 Main Street Costa Mesa, California 92626	APN# 141-221-50 Mr. John B. Smith 123 Main Street Costa Mesa, California 92626
APN# 141-221-50 Mr. John B. Smith 123 Main Street Costa Mesa, California 92626	APN# 141-221-50 Mr. John B. Smith 123 Main Street Costa Mesa, California 92626	APN# 141-221-50 Mr. John B. Smith 182223 Main Street Costa Mesa, California 92660
APN# 141-221-50 Mr. John B. Smith 123 Main Street Costa Mesa, California 92626	APN# 141-221-50 Mr. John 8. Smith 123 Main Street Costa Mesa, California 92626	APN# 141-221-50 Mr. John B. Smith 123 Main Street Costa Mesa, California 92626
APN# 141-221-50 Mr. John B. Smith 123 Main Street Costa Mesa, California 92626	APN# 141-221-50 Mr. John B. Smith 123 Main Street Costa Mesa, California 92626	APN# 141-221-50 Mr. John B. Smith 123 Main Street Costa Mesa, California 92626
APN# 141-221-50 Mr. John B. Smith 123 Main Street Costa Mesa, California 92626	APN# 141-221-50 Mr. John B. Smith 123 Main Street Costa Mesa, California 92626	APN# 141-221-50 Mr. John B. Smith 123 Main Street Costa Mesa, California 92626

FORMAT SAMPLE OF RADIUS MAP





City of Costa Mesa PLANNING DIVISION PROCESSING FEES

Effective February 2, 2009

REVIEW PROCESS	FEE
Administrative Adjustment	\$1,035.00
Appeal:	
1. Appeal to Planning Commission	\$690.00
2. Appeal to City Council	\$1,220.00
Conditional Use Permit	\$1,550.00
Density Bonus Review	\$1,760.00
Design Review	\$1,650.00
Development Agreement	Time and materials with \$5,000.00 minimum deposit
Development Agreement Annual Review:	
1. Planning Commission Review	\$1,425.00
2. City Council Review	\$1,875.00
Development Review (staff)	\$915.00
Environmental Impact Report	Total consultant contract estimate plus 10%
General Plan Amendment Screening	\$1,000.00
General Plan Amendment	\$3,560.00
Lot Line Adjustment	\$800.00
Master Plan & Amendment, including preliminary plans:	
1. Zoning Administrator final review authority	\$960.00
2. Planning Commission final review authority	\$1,760.00
3. City Council final review authority	\$2,265.00
Minor Conditional Use Permit	\$1,010.00
Minor Design Review	\$650.00
Mobile Home Park Applications:	
1. Mobile Home Park Conversion	\$4,255.00
2. Tenant Relocation (staff review)	\$1,450.00
3. Tenant Relocation Report (third party review)	Total consultant contract estimate plus 10%

Please turn over for additional fee information

REVIEW PROCESS	FEE
Negative Declaration	\$1,010.00 or total consultant estimate plus 10%
Off-site Hazardous Waste Facility:	Total consultant estimate plus 10% with the following minimum deposit:
1. Notice of Intent	\$1,000.00 minimum deposit
2. Conditional Use Permit	\$1,000.00 minimum deposit
3. Local Assessment Committee (formation and convening)	\$1,000.00 minimum deposit
Planned Signing Program	\$635.00
Public Entertainment Permit	\$675.00
Public Hearing Continuance (due to applicant's request or incomplete application)	\$520.00
Redevelopment Project Review	\$2,195.00
Rehearing:	
1. Before Planning Commission	\$690.00
2. Before City Council	\$1,220.00
Renewal:	
1. Zoning Administrator action	\$365.00
2. Planning Commission action	\$450.00
3. All other actions	\$400.00
Residential and Non-Residential Common Interest Development Conversion	\$1,500.00 plus \$115.00/unit for required Building inspection
Rezone	\$1,910.00
Specific Plan Amendment	\$2,090.00
Specific Plan Conformity Review	\$1,630.00
Tentative Tract Map	\$1,445.00
Tentative Parcel Map	\$1,445.00
Time Extension:	
1. Zoning Administrator action	\$365.00
2. Planning Commission action	\$450.00
3. All other actions	\$400.00
Urban Master Plan Screening	\$0
Variance	\$1,685.00
Effective February 2, 2009	



City of Costa Mesa

DEVELOPMENT FEES INFORMATION

City of Costa Mesa and Other Agencies

Agency	Rate
Building Division – 714.754.5273 Building Plan Check Building/plumbing/mechanical/electrical permits	Based on valuation of improvements
Planning Division – 714.754.5245 Letter of confirmation (flood zone, zoning) Project Review Parkland Impact Fees	\$40.00 See separate Planning Division Processing Fee Schedule See reverse side of this hand-out.
Engineering Division – 714.754.5323 Drainage fee Final map check fee Off-site plan check Street improvement plan check fee Deposit/bond - off-site work Construction Access permit Curb and Gutter permit Driveway approach Sidewalk permit Wheelchair ramp Public right-of-way inspection	\$6,283.00 – 11,309.00 per acre \$90.00/hour \$90.00/hour \$90.00/hour Twice the amount of the cost estimate of off-site work \$230.00 \$365.00 \$425.00 \$380.00 \$365.00 \$125.00/hour
Transportation Services Division – 714.754.5334 Traffic Impact Fee	See reverse side of this hand-out.
OTHER AGENCIES	
Costa Mesa Sanitary District – 949.645.8400	Contact Costa Mesa Sanitary District for the requirements and/or fees.
San Joaquin Hills Trans. Corridor Agency – 949.727.4800 (Rates effective as indicated. City collects fee and forwards to agency) Single-family residential Multiple-family residential Commercial/Industrial (Non-residential)	<p style="text-align: center;">RATES EFFECTIVE FOR ZONE B <u>7/1/16 to 6/30/2017</u></p> \$4,109 per dwelling unit \$2,398 per dwelling unit \$5.25 per square foot
Newport Mesa Unified School District – 714.424.5000 APA mentorship program (City collects fee and forwards to agency) Residential Commercial/Industrial	\$1.84 per square foot (additions under 500 s.f. may be exempt) \$0.30 per square foot
Santa Ana Unified School District – 714.558.5501 Residential Residential exclusively for senior citizens Commercial/Industrial	<p style="text-align: center;">Effective May 12, 2014</p> \$3.36 per square foot (Level 1), greater than 500 Sq. Ft. \$0.54 per square foot \$0.54 per square foot
Mesa Consolidated Water District – 949.631.1200	Contact MCWD for the requirements and/or fees
Irvine Ranch Water District – 949.453.5300	Contact IRWD for the requirements and/or fees

NOTE: This is a listing of City Departments and Divisions as well as other agencies that may require a development fee for your project. Although it is intended to be a complete list, there may be other agencies (AQMD, CalTrans, etc.) that have fees that are not included above. It is your responsibility as either the applicant or authorized agent to ensure all applicable fees are paid. These fees are subject to change; therefore, please contact the responsible City Division or agency for the current rate.

City of Costa Mesa Traffic Impact Fees

The City of Costa Mesa assesses a traffic impact fee on an incremental basis. The fee is assessed as follows:

Traffic Impact Fee Schedule	
Effective November 21, 2005	
EXISTING PLUS PROPOSED AVERAGE DAILY TRIP ENDS (ADT)¹	TRAFFIC IMPACT FEE¹
0-25 ADT	\$0/ADT
26-50 ADT	\$50/ADT for incremental trips exceeding 25 ADT.
51-75 ADT	\$75/ADT for incremental trips exceeding 50 ADT.
76-100 ADT	\$100/ADT for incremental trips exceeding 75 ADT.
101 ADT OR MORE	\$181.00 per average daily trip.
<p>1. For the determination of the appropriate incremental traffic impact fee rate, the existing ADT (if applicable) plus the proposed new ADT are combined together. The traffic impact fee is assessed on the increased number of average daily trips generated by the proposed project. Any and all questions regarding the City's traffic impact fee should be directed to the City's Transportation Services Division, located on the 4th floor of City Hall.</p>	

City of Costa Mesa Parkland Impact Fees

The City of Costa Mesa recently approved an increase in its parkland impact fees. The new parkland impact fees will be incrementally increased over a 3-year period. The following table indicates the applicable parkland fee per unit that will be applied to a new residential subdivision based on the date the application is filed with City.

Parkland Impact Fee Schedule				
Subdivision Application Filed:	Before and On July 15, 2005	On and After July 16, 2005	On and After July 16, 2006	On and After July 16, 2007
For Each Single-Family Dwelling Unit	\$5,481.72	\$8,178.00	\$10,875.00	\$13,572.00
For Each Multi-Family Dwelling Unit	\$4,829.09	\$7,829.00	\$10,829.00	\$13,829.00

