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## SUBDIVISION APPLICATION, (VESTING) TENTATIVE TRACT AND PARCEL MAPS

(Planning Commission Public Hearing Required / Approximate Processing Time: 8-12 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 project.
- 3. **FEE PAYMENT**  
See attached fee schedule for applicable fee information. Make check(s) payable to the "City of Costa Mesa."
- 4. **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.
- 5. **PLANS – either blueprint or photocopies**
  - 1. **6 copies - 18" x 26"** (or larger) of the subdivision map **folded to 8-1/2" x 11"**, with face of the plans out.
  - 2. **12 copies - 11" x 17"** copies of the subdivision map, **folded to 8-1/2" x 11"**, with face of plans out.
  - 3. **1 copy - 8-1/2" x 11"** copy of map.
- 6. **FILING FOR A VESTING TENTATIVE MAP**  
The City permits the filing of vesting tentative maps. It is encouraged to process tentative maps concurrently with development plans. See **page 2** for additional requirements.

### PROCESSING TIME

Approximately 8-12 weeks. The following will extend the processing time:

- Incomplete application (due to lack of information, inaccuracies or revisions).
- Project revisions made by the applicant.
- Environmental document required (e.g. Negative Declaration).

## PLANS CHECKLIST

**The required plans for a Tentative Tract/Parcel Map must contain the following information:**

- 1. Title of subdivision and legal description of property
- 2. Name and address of owner and subdivider
- 3. Name and address of person preparing map
- 4. Approximate acreage (gross and net)
- 5. Contours at 5 foot intervals if slope is greater than 10%
- 6. Contours at 2 foot intervals if slope is less than 10%
- 7. Existing watercourses
- 8. Land subject to overflow or inundation
- 9. Locations of existing and proposed public utilities, sewers, water lines, storm drains, culverts, etc.
- 10. Existing property use immediately surrounding the subdivision
- 11. Names/numbers of adjoining subdivisions
- 12. Proposed land use: single-family, multi-family, business or industrial
- 13. Lands and parks to be dedicated for public use
- 14. Approximate radii of curves
- 15. Lot/parcel numbers or other designations
- 16. Lot/parcel lines and dimensions
- 17. Existing structures
- 18. Proposed building site elevations
- 19. Width and location of easements and dedications; dimensions of reservations (proposed and existing)
- 20. Width of alleys, existing and proposed
- 21. Cross sections of proposed streets
- 22. Location, width, and grades of proposed streets
- 23. Name, location, width, and grades of existing adjacent streets
- 24. Boundary lines
- 25. Date of map
- 26. Scale: Large enough to be descriptive, depending on area being divided, 1" = 100 feet minimum
- 27. North arrow;

## FILING FOR A VESTING TENTATIVE MAP

Approval of a vesting tentative map vests the application with development standards and requirements (such as fees) in place at time of approval, even if building permits are not immediately obtained.

**Filing of a vesting tentative map, however, requires the submittal of the following (in addition to items 1-4 on page 1):**

1. At the time a vesting tentative map is filed, it shall have printed conspicuously on its face the words "Vesting Tentative Map." This requirement is mandatory and failure to comply with it will prevent the subdivider from obtaining the benefits of a vesting map.
2. The subdivider must provide the following additional information at the time the vesting tentative map is filed:  
The maximum height, total square footage, and general location of all future buildings on the subject property (include one 11" X 17" site plan containing this information);

- a. The proposed location and size of connections to sewer, water, storm drain, and roadways;
  - b. A preliminary grading plan indicating reasonable approximation of site cut and fill (cubic yards) along with any required geological studies;
  - c. Methodology of satisfying storm water runoff and the estimated amount of storm water runoff in CFS (cubic feet per second);
  - d. School impact analysis for grades K through 12;
  - e. Traffic impact analysis, as required by CEQA;
  - f. Conceptual building signing program;
  - g. Any other material considered essential to the proper evaluation of the project (i.e., open space maintenance responsibilities, provisions made for trails and/or parks and their maintenance responsibilities).
3. A vesting tentative map cannot be accepted for filling unless all other discretionary land use approval applications are already approved or are filed concurrently with the map.
  4. If the vesting tentative map accompanies a project that is inconsistent with the zoning ordinance in existence at the time of filling, such inconsistency shall be noted on the map by the subdivider.

## APPEALS

The Planning Commission is responsible for approving or denying this application. The item can either be appealed or called up for hearing before City Council. The appeal must be filed by 5:00 p.m. within 7 days of the Planning Commission'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

Additional material included in this packet:

- Application form
- Format sample of mailing labels
- Surrounding property notification example map
- A partial list of surrounding property notification service companies
- Processing fees information

## WATER QUALITY MANAGEMENT PLAN

### WHAT IS A WQMP?

A WQMP is a written document indicating what structural and non-structural "best management practices" will be incorporated into the project, both design and operation characteristics, to control pollutant runoff into the storm drain system over the life of the project. Contact the Public Services Department at (714) 754-5323 for more information about this requirement

### WHY ARE THEY REQUIRED?

In response to the Federal Clean Water Act of 1987 and the National Pollution Discharge Elimination System (NPDES) permit requirements, the City of Costa Mesa requires the Water Quality Management Plan (WQMPs) for certain types of projects. The intent is to reduce the content of storm water runoff to the maximum extent possible.

**WHAT TYPE OF PROJECT REQUIRES A WQMP?**

1. All construction projects, which require discretionary approval by the City of Costa Mesa, shall be required to submit a WQMP for approval by the City prior to the issuance of building permits.
2. All subdivisions of land shall be required to submit a WQMP for approval by the City prior to recordation, if determined applicable by the City.

**SEISMIC HAZARD MAP ACT SUMMARY****WHAT IS REQUIRED?**

The State's minimum criteria for project approval within Seismic Hazards Zones are defined in the California Code of Regulations (CCR Section 3724 (b)). The following is a summary of the criteria that shall be used by the City of Costa Mesa:

1. A project shall be approved only when the nature and severity of the seismic hazards at the site have been evaluated in a geotechnical report and appropriate mitigation measures have been proposed.
2. The geotechnical report shall be prepared by a registered civil engineer or certified engineering geologist.\* The geotechnical report shall contain site-specific evaluations of the seismic hazard affecting the project, and shall identify portions of the project site containing seismic hazards. The report shall also identify any known off-site seismic hazards that could adversely affect the site in the event of an earthquake. The contents of the geotechnical report shall include, but shall not be limited to, the following:
  - Project description.
  - A description of the geologic and geotechnical conditions at the site, including an appropriate site location map.
  - Evaluation of site-specific seismic hazards based on geological and geotechnical conditions, in accordance with current standards of practice.
  - Recommendations for appropriate mitigation measures as required in Section 3724(a), above.
  - Name of report preparer(s) and signature(s) of a certified engineering geologist and/or registered civil engineer.\*
3. Prior to approving the project, the City of Costa Mesa, or a City-selected consultant,\* shall independently review the geotechnical report to determine the adequacy of the hazard evaluation and proposed mitigation measures and to determine that the requirements of Section 3724 (a) above, are satisfied.

\*Having competence in the field of seismic hazard evaluation and mitigation

(Above criteria from the "Guidelines for Evaluating and Mitigating Seismic Hazards in California" – March, 1997)



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**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](mailto:Planningcommission@costamesaca.gov)  
Website: [www.costamesaca.gov](http://www.costamesaca.gov)





## 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).

<b><u>SITE NAME</u></b>	<b><u>ADDRESS</u></b>
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 <sup>TH</sup> 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 <sup>TH</sup> ST
RANDY'S AUTOMOTIVE PROPERTY	2089 HARBOR BLVD**
SOUTHERN CALIFORNIA EDISON LAFAYETTE SUBSTATION	1680 MONROVIA AVENUE
THRIFTY OIL #139	799 19 <sup>TH</sup> 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



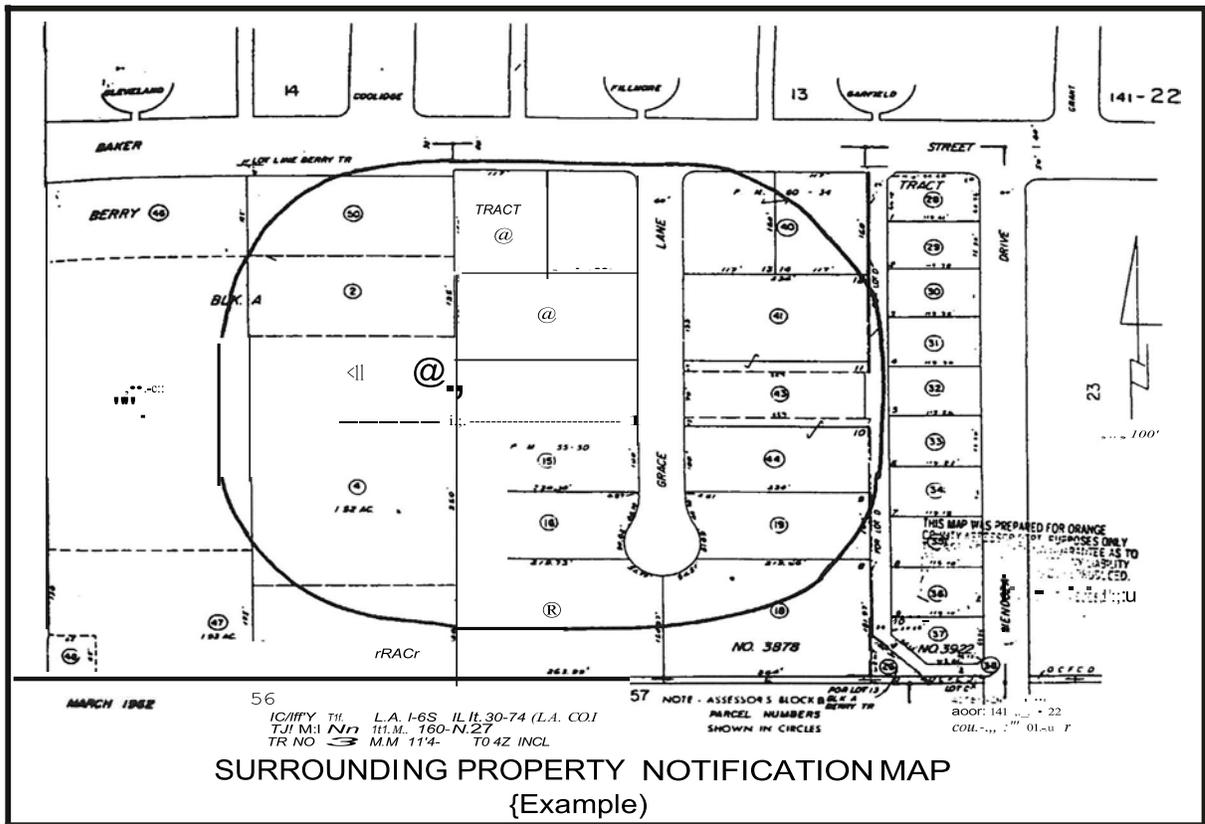
FORMAT SAMPLE OF MAILING LABELS

*\*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**

<b>REVIEW PROCESS</b>	<b>FEE</b>
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
<b>Effective February 2, 2009</b>	



*City of Costa Mesa*

**DEVELOPMENT FEES INFORMATION**

**City of Costa Mesa and Other Agencies**

Agency	Rate
<b>Building Division</b> – 714.754.5273 Building Plan Check Building/plumbing/mechanical/electrical permits	Based on valuation of improvements
<b>Planning Division</b> – 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.
<b>Engineering Division</b> – 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
<b>Transportation Services Division</b> – 714.754.5334 Traffic Impact Fee	See reverse side of this hand-out.
<b>OTHER AGENCIES</b>	
<b>Costa Mesa Sanitary District</b> – 949.645.8400	Contact Costa Mesa Sanitary District for the requirements and/or fees.
<b>San Joaquin Hills Trans. Corridor Agency</b> – 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;"><b>RATES EFFECTIVE FOR ZONE B</b>  <b><u>7/1/16 to 6/30/2017</u></b></p> \$4,109 per dwelling unit \$2,398 per dwelling unit \$5.25 per square foot
<b>Newport Mesa Unified School District</b> – 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
<b>Santa Ana Unified School District</b> – 714.558.5501 Residential Residential exclusively for senior citizens Commercial/Industrial	<p style="text-align: center;"><b>Effective May 12, 2014</b></p> \$3.36 per square foot (Level 1), greater than 500 Sq. Ft. \$0.54 per square foot \$0.54 per square foot
<b>Mesa Consolidated Water District</b> – 949.631.1200	Contact MCWD for the requirements and/or fees
<b>Irvine Ranch Water District</b> – 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:

<b>Traffic Impact Fee Schedule</b>	
<b>Effective November 21, 2005</b>	
<b>EXISTING PLUS PROPOSED AVERAGE DAILY TRIP ENDS (ADT)<sup>1</sup></b>	<b>TRAFFIC IMPACT FEE<sup>1</sup></b>
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 4<sup>th</sup> floor of City Hall.</p>	

## City of Costa Mesa Parkland Impact Fees

The following table indicates the applicable parkland fee per unit that will be applied to new residential projects based on the net increase in residential units.

<b>Parkland Impact Fees</b>	
<b>For Each Single-Family Dwelling Unit</b>	\$13,572.00
<b>For Each Multi-Family Dwelling Unit</b>	\$13,829.00
<b>For Each Apartment Dwelling Unit</b>	\$5,000.00

