Scan for direct link to application

GENERAL PLAN SCREENING / GENERAL PLAN AMENDMENT / REZONE

(City Council Public Hearing Required / Approximate Processing Time: 8-12 weeks or 12-16 weeks)

APPLICATION 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 FOR GENERAL PLAN AMENDMENT OR REZONE***

Not required for General Plan Screenings.

☐ 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 (TO BE DETERMINED)* – prints or photocopies**

**** Note: Discuss with planner.***

☐ A. Twelve **copies - 11" x 17"** plans folded in half, with face of plans out, containing any concept plans of proposed development.

☐ B. **One 8½" x 11"** copy of any plan(s).

☐ 6. **LEGAL DESCRIPTION** - Two copies of the legal description of the involved property(ies).

☐ 7. **SUBMITTAL REQUIREMEMTS FOR DEVELOPMENT PROJECT**

If an applicant will also be submitting a specific development project concurrently with the General Plan Amendment and/or Rezone Application, submittal requirements as listed in the Master Planning Application (separate application) should also be included. Contact the Planning Division for more information regarding the applicability of this requirement to your project.

PROCESSING TIME

General Plan Screening: (approx. 8-12 weeks)

A General Plan Screening application is required to be submitted prior to the acceptance of the actual General Plan Amendment application. The City Council shall review the screening application and determine whether or not the application should be processed. A public notice for the meeting is not required at the screening level.

General Plan Amendment and Rezone: (approx.12-16 weeks)

Per State law, a General Plan Amendment of each Element may be processed four times per year. Please contact the Planning Division to discuss the General Plan filing schedule. Rezones may be processed concurrently with a General Plan Amendment application. Depending upon the review cycle that the application is processed, the processing time may vary from 12 weeks to 16 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 or Environmental Impact Report).

REHEARING

The City Council is responsible for approving or denying this application. The item can be called up, or a rehearing may be requested before City Council. The request must be filed at the City Clerk's office at City Hall by 5:00 p.m. within seven (7) days of the decision. See attached fee schedule for the filing cost of an appeal.

MATERIALS INCLUDED IN APPLICATION PACKET

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

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

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

---

[1]**RIGHT 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.

[2]**PENALTY 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 _____

☐ Admin Adjustment	$	☐ Gen Plan Screening	$	☐ RCID Conversion	$
☐ Appeal	$	☐ Lot Line Adjustment	$	☐ Rezone	$
☐ CUP	$	☐ Master Plan	$	☐ Specific Plan Amd	$
☐ Design Review	$	☐ Minor CUP	$	☐ Tent Tract/Parcel	$
☐ Dev Agreement	$	☐ Minor Design Review	$	☐ Time Extension	$
☐ Development Review	$	☐ Negative Declaration	$	☐ Variance	$
☐ Gen Plan Amendment	$	☐ Planned Signing Prg	$	☐ 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).

SITE NAME	ADDRESS
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 17TH 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 17TH ST
RANDY'S AUTOMOTIVE PROPERTY	2089 HARBOR BLVD**
SOUTHERN CALIFORNIA EDISON LAFAYETTE SUBSTATION	1680 MONROVIA AVENUE
THRIFTY OIL #139	799 19TH 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) 466-7595
ammapingserv@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

Updated August 2015

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
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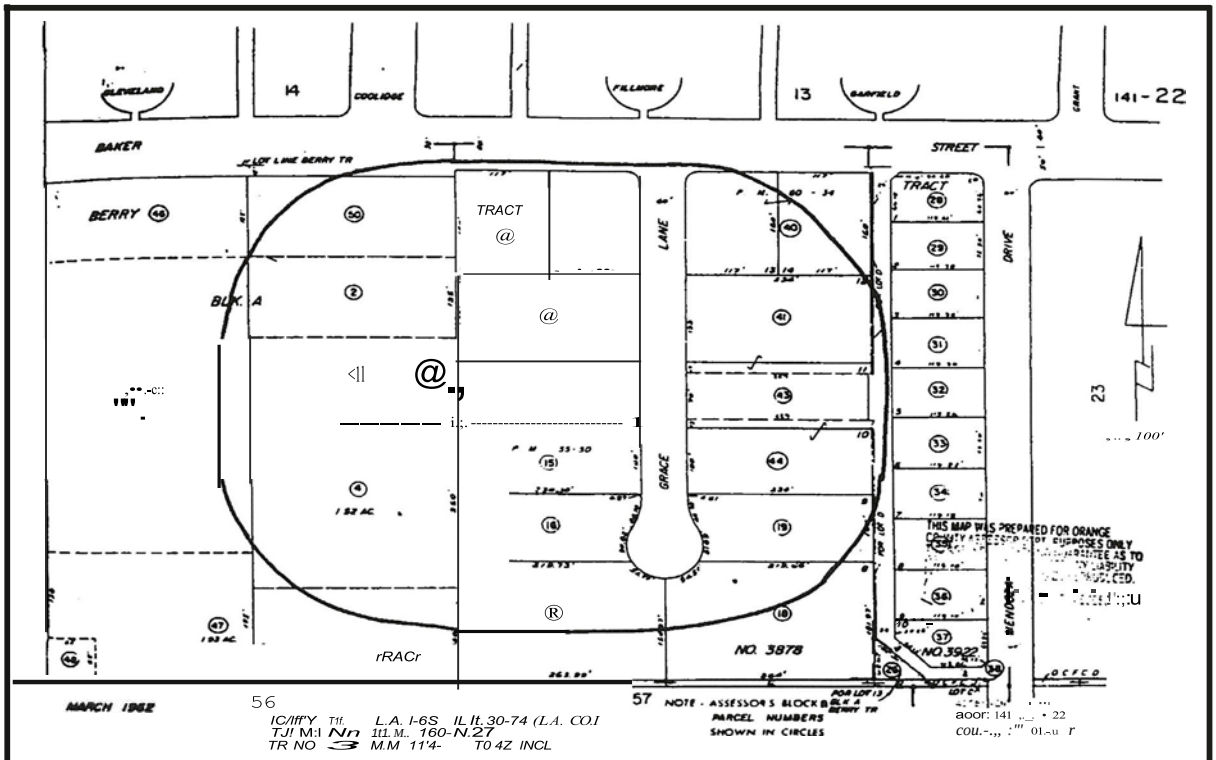
FORMAT SAMPLE OF RADIUS MAP



SURROUNDING PROPERTY NOTIFICATION MAP

{Example)

Updated August 2015

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 2. Appeal to City Council	 $690.00 $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 2. City Council Review	 $1,425.00 $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 2. Planning Commission final review authority 3. City Council final review authority	 $960.00 $1,760.00 $2,265.00
Minor Conditional Use Permit	$1,010.00
Minor Design Review	$650.00
Mobile Home Park Applications: 1. Mobile Home Park Conversion 2. Tenant Relocation (staff review) 3. Tenant Relocation Report (third party review)	 $4,255.00 $1,450.00 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: 1. Notice of Intent 2. Conditional Use Permit 3. Local Assessment Committee (formation and convening)	Total consultant estimate plus 10% with the following minimum deposit: $1,000.00 minimum deposit $1,000.00 minimum deposit $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 2. Before City Council	 $690.00 $1,220.00
Renewal: 1. Zoning Administrator action 2. Planning Commission action 3. All other actions	 $365.00 $450.00 $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 2. Planning Commission action 3. All other actions	 $365.00 $450.00 $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)	**RATES EFFECTIVE FOR ZONE B** **7/1/16 to 6/30/2017** $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	**Effective May 12, 2014** $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.

Updated June 2016

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 FEE[1]**
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.

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.

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

Costa Mesa

Updated June 2016