



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/applicant required. Application must be completed in full.
- 2. **APPLICANT LETTER** (*18 copies*)
On a separate sheet of paper, please describe your project. Within your project description, please include the previous use, existing square footage, and square footage breakdown of proposed uses, if applicable.
- 3. **FEE PAYMENT**
See attached fee schedule for applicable fee information. Make check(s) payable to the “City of Costa Mesa.”
NOTE: All planning fees are one-time, non-refundable fees.
- 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 (on 5160 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. Separate mailing labels shall also be provided for each tenant/occupant within the 500-foot radius.
 - 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**
 - 1. **6 copies – 18” x 24”** (or larger) of the subdivision map **folded to 8½” x 11”**, with face of the plans out.
 - 2. **12 copies – 11” x 17”** copies of the subdivision map **folded to 8½” x 11”**, with face of the plans out.
 - 3. **1 copy – 8½” 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 the lack of information, inaccuracies or revisions).
- Project revisions made by the applicant.
- Environmental document required (e.g. Negative Declaration).

PLANS CHECKLIST

The plans shall 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 map is filed:
 - a. 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);
 - b. The proposed location and size of connections to sewer, water, storm drain, and roadways;
 - c. A preliminary grading plan indicating reasonable approximation of site cut and fill (cubic yards) along with any required geological studies;
 - d. Methodology of satisfying storm water runoff and the estimated amount of storm water runoff in CFS (cubic feet per second);
 - e. School impact analysis for grades K through 12;
 - f. Traffic Impact analysis, as required by CEQA;
 - g. Conceptual building signing program;
 - h. 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 filing unless all other discretionary land use approval applications area 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 filing, 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 the City Council. The appeal must be filed by 5:00 PM within seven (7) days of the Planning Commission's decision with the City Clerk's Office at City Hall. See the attached fee schedule for the filing cost of an appeal.

MATERIALS INCLUDED IN APPLICATION PACKET

Additional materials included in this packet:

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

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 engineer 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 engineer 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)

CONTACT US

City of Costa Mesa
Development Services Department
77 Fair Drive, 2nd Floor
Costa Mesa, CA 92626

Community Improvement Division: (714) 754-5638
Planning Division: (714) 754-5245
Fax Number: (714) 754-4913
Hours: Monday through Friday, 8 AM to 5 PM

Email: PLANNINGCOMMISSION@costamesaca.gov

Website: www.costamesaca.gov



Hazardous Waste and Substances Sites*

Updated August, 2020

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>
777 PROPERTIES I, LLC	759 & 765 WEST 16TH ST
AMETEK AEROSPACE INC. (FORMER)	1644 WHITTIER AVE
CRITERION MACHINE WORKS (FORMER)	775 & 777 16TH ST
CLA-VAL CORP	1701 PLACENTIA AVE
COSTA MESA FIRE STATION #3	1865 PARK
COSTA MESA AIR NATIONAL GUARD	2651 NEWPORT BLVD
COSTA MESA SITE DISCOVERY PROJECT	BOUNDARY AREA (SEE CORTESE)
FORMER LOS ANGELES TIMES	1375 W. SUNFLOWER AVE
G & M OIL #21	2995 BRISTOL ST**
GENERAL TRANSMISSIONS	2073 HARBOR BLVD**
HILTON COSTA MESA	3050 BRISTOL ST
J.C. CARTER CO., INC.	671 W 17TH ST
MOBIL #18 - HDR	3195 HARBOR BLVD**
MOBIL #18 – JMY	3470 FAIRVIEW**
NEWPORT MESA UNIFIED SCHOOL DISTRICT	2985 A BEAR**
OLEN PROPERTIES - AIRPORT BUSINESS CENTER	3100 AIRWAY AVE
P AND M STATION #975 AKA SUPERIOR STATION INC.	2050 HARBOR BLVD**
PACIFIC AVENUE LANDFILL	2193 PACIFIC AVE
PRECISION OPTICAL INCORPORATED FACILITY	865 & 869 W 17TH ST
RANDY’S AUTOMOTIVE PROPERTY	2089 HARBOR BLVD
SOUTHERN CALIFORNIA EDISON LAFAYETTE SUBSTATION	1680 MONROVIA AVE
SEMICOA	333 MCCORMICK AVE
THE MET	575 ANTON**
THRIFTY OIL #151	751 BAKER**
UNOCAL #5404	3599 HARBOR**
WALGREENS STORE NO. 11652	1726 SUPERIOR AVE

Sources: *State of California Water Resources Control Board, GeoTracker, August 2020*
State of California Department of Toxic Substance Control, Cortese List, August 2020

*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



BIDDER/APPLICANT/CONTRACTOR CAMPAIGN CONTRIBUTION

DISCLOSURE FORM

Proposer/Consultant/Applicant is required to identify any campaign contribution or cumulative contributions greater than \$249 to any city council member in the twelve months prior to submitting an application, proposal, statement of qualifications or bid requiring approval by the City Council.

Date	Name of Donor	Company/Business Affiliation	Name of Recipient	Amount

Except as described above, I/we have not made any campaign contribution in the amount of \$250 or more to any Costa Mesa City Council Member in the twelve months preceding this Application/Proposal.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Bidder/Applicant/Proposer

Date