Costa Mesa

RESIDENTIAL COMMON INTEREST DEVELOPMENTS AND CONVERSIONS

(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. **APPLICATION WORKSHEET**
Please complete the enclosed two-page worksheet related to standard conditions and requirements.

☐ 4. **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.

☐ 5. **ADDITIONAL SUBMITTAL REQUIREMENTS**
See Zoning Code Section 13-42 for Residential Common Interest Development Conversions and applicable Subdivision Map Act sections.

☐ 6. **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.

☐ 7. **PLANS**

- ☐ 1. **18" x 24"** (or larger) drawn to scale and folded to 8½" x 11", with the face of the plans out:
  - **Three sets (stapled)** containing site, floor and elevation plans.
  - **Two** additional site plans.
- ☐ 2. **11" x 17"** plans folded in half, with the face of the plans out:
  - **Four sets (stapled)** containing site, floor and elevation plans.
  - **Twelve (stapled)** additional site and floor plans.
- ☐ 3. **One 8½" x 11"** copy of full plans.
- ☐ 4. **High resolution electronic copy** of plans (PDF version) provided on a USB drive or CD (two weeks prior to hearing date). The PDF file should be a minimum resolution of 300 dpi. All sheets must be oriented correctly.
- ☐ 5. Color front, side, rear elevations and color street elevations (one color set may be submitted two weeks prior to the hearing date).

☐ 8. **PRELIMINARY GRADING PLAN** (for development projects only, discuss with planner)

Submit three copies showing: Existing and proposed grade elevations at the property lines; Elevations are to be shown at 20-foot intervals; Existing grade elevations 5' away from the subject site on all surrounding properties; Arrows depicting direction of flow and identification of any existing drainage courses; Finished floor elevations of all the proposed and existing buildings (to be retained).

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. Address of project;
- ☐ 2. Name, telephone and email of applicant or architect;
- ☐ 3. Scale of drawings;
- ☐ 4. Topography/grading plan if:
  - o There is greater than a 2-foot elevation difference onsite.
  - o Site elevation exceeds (or will exceed) the neighboring property by 1 foot or more.
- ☐ 5. Existing trees;
- ☐ 6. Location of structures on adjoining lots. Identify structures and indicate location of second-story windows.
- ☐ 7. Setbacks from ultimate property lines, if applicable, and distances between buildings;
- ☐ 8. Required right-of-way dedications, if any, and location of ultimate property lines;
- ☐ 9. Dimensions and use of existing (to remain) and proposed structures;
- ☐ 10. All property lines and dimensions;
- ☐ 11. Pedestrian access and circulation;
- ☐ 12. Landscape and other open space areas;
- ☐ 13. Walls and fences – height and materials;
- ☐ 14. Trash enclosures (except residential projects with 4 units or less);
- ☐ 15. Loading area, including dimensions and screening;
- ☐ 16. Off-street parking:
  - o Designate types and number of spaces;
  - o Dimensions of parking stalls, maneuvering areas, and driveways;
  - o Identify paving materials; and
  - o Show location of curbing and wheel stops.
- ☐ 17. Names and widths (to centerline) of all adjacent streets and alleys;
- ☐ 18. North arrow;
- ☐ 19. Easements on or across the site;
- ☐ 20. Floor plans including dimensions and use of the rooms;
- ☐ 21. Exterior elevations of all sides of the building, including height, use of rooms and materials;
- ☐ 22. Roof plan;
- ☐ 23. Conceptual Landscape Plan;
- ☐ 24. Renderings / Streetscape View of Project

The following information, where applicable to your project, must be provided either on the site plan or separately:

- ☐ 1. Lot area (after dedication, where required);
- ☐ 2. Number of dwelling units, classified by number of bedrooms per unit (X=bachelor, Y=1 bedroom, Z=2 bedrooms); dens, libraries, studios, etc. are considered bedrooms for this purpose;
- ☐ 3. Number of parking spaces – classify as to open parking, carport, or garage;
- ☐ 4. Area (sq. ft.) and percentage of lot devoted to open space (area other than buildings, driveways and parking);
- ☐ 5. Area (sq. ft.) of each building, and total building area (including carports and garages);
- ☐ 6. Area (sq. ft.) and percentage of lot devoted to driveway and open parking.

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

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 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).

SITE NAME	ADDRESS
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

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 November 2018

FORMAT SAMPLE OF MAILING LABELS

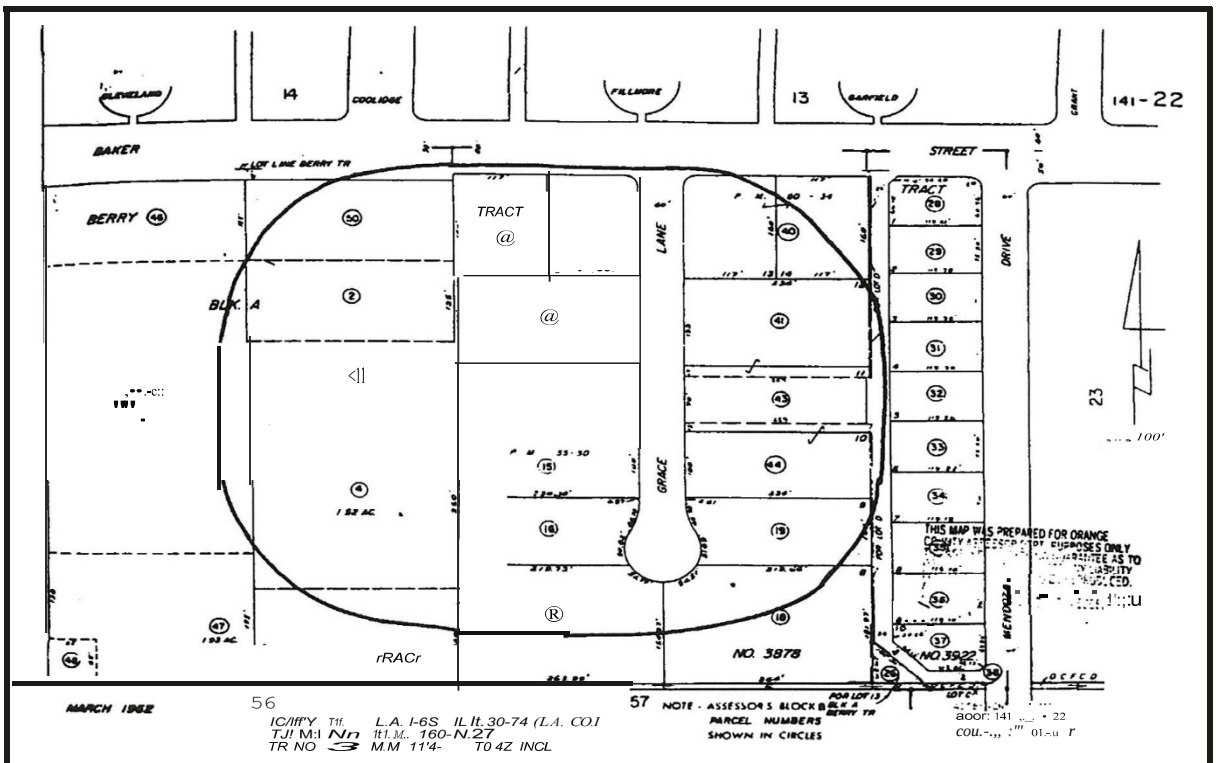
**Please Note:*

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

(Type 5610 Mailing Labels)

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 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 Occupant 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 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 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 Occupant 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 Occupant 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



SURROUNDING PROPERTY NOTIFICATION MAP

(Example)

Updated November 2018