



## DESIGN REVIEW, CONDITIONAL USE PERMIT, MASTER PLAN, VARIANCE

(Planning Commission Public Hearing / 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)
  - A. On a separate sheet of paper, please describe your project.
  - B. **Conditional Use Permit:** If you are applying for a conditional use permit, describe how the proposed use is substantially compatible with uses permitted in the same general area and how the proposed use would not be materially detrimental to other properties in the same area. Within your project description, please include the previous use, existing square footage, and square footage breakdown of proposed uses, if applicable.
  - C. **Variance:** If you are applying for a variance, describe the property's special circumstances, including size, shape, topography, location or surroundings that deprive the property of privileges enjoyed by other properties in the vicinity under the identical zoning classification due to strict application of the Zoning Code. 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. **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).

6. **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).

7. **WATER QUALITY MANAGEMENT PLAN (preliminary, see page 3)**

## 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:
  - There is greater than a 2-foot elevation difference onsite.
  - 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:
  - Designate types and number of spaces;
  - Dimensions of parking stalls, maneuvering areas, and driveways;
  - Identify paving materials; and
  - 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, 2<sup>nd</sup> 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](mailto:PLANNINGCOMMISSION@costamesaca.gov)

Website: [www.costamesaca.gov](http://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

**<sup>1</sup>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.

**<sup>2</sup>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 \_\_\_\_\_

<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 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).

<b><u>SITE NAME</u></b>	<b><u>ADDRESS</u></b>
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



**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**

