Development Services Department
Email: cannabis@costamesaca.gov
Cannabis Hotline: (714) 754-4902
Monday – Thursday; Every other Friday
8:00AM – 5:00PM

Conditional Use Permit (CUP) for Non-Retail Cannabis Business

Submittal Guide and Application Packet

Materials included in this CUP submittal guide and application packet:

- Step-by-step CUP application submittal guide
- City of Costa Mesa Parking Design Standards, Trash Enclosure Guidelines, and Wall/Fence Standards
- CUP Application Form

STEP 1: Eligibility

Businesses that will manufacture, process, distribute and/or test cannabis are only allowed in the Green Zone, which is generally located north of South Coast Drive and west of Harbor Blvd. A map depicting the Green Zone can be found here on the City's website:
https://www.costamesaca.gov/home/showpublisheddocument/25805/636607813871100000
Businesses that primarily engage in these activities may also request approval to operate a non-storefront retail (delivery) business on the same premises.

Pre-Application Review. Pre-application clearance is required when a cannabis business that will use or store hazardous chemicals/materials is proposed in a multi-tenant building. We recommend that you contact cannabis@costamesaca.gov to determine if a pre-application review is required if your business will be located in a multi-tenant building.

Notice to Proceed. An application for a CUP will not be accepted before a Notice to Proceed (NTP) has been issued as part of the Cannabis Business Permit (CBP) process.

Owners/officers can be removed from the proposed business entity in between the CBP and CUP phases as well as during the CUP process so long as at least 51 percent of the ownership does not change. However, new owners with an interest of 20 percent or greater and officers with control of the business cannot be added in between the CBP and CUP phases nor during the CUP process.

The CUP location must match the location listed in the NTP. The CUP may not include other land uses not previously identified in the NTP.

STEP 2: CUP Application Submittal

CUP applications for cannabis businesses must be submitted online. A specific portal has been provided on the City's cannabis webpage: Cannabis Application Submission Portal | EZ File Drop The City will not accept applications in person, via email, or U.S. mail. The City will ***NOT*** accept incomplete applications for processing.

Each required document/plan must be scanned as a separate PDF document. Do not combine multiple documents/plans into a single PDF file.

CUP Application Form. The CUP application is at the end of this guide.
Ensure you identify all proposed cannabis activities in the "Project Description" section of the form (i.e., Manufacturing, Distribution, Non-Storefront retail, etc.)

CUP Submittal Checklist *(specific to cannabis manufacturing/distribution businesses)*

1. **Scanned application form.** Application must be completed in full and scanned for online submittal. Ensure the scanned document is legible.

2. **Applicant letter.** Provide a letter describing the proposed use. The letter shall specifically include the following information:

    - A description of the proposed business, including type(s) of activity(ies) to be conducted, the type(s) of license(s) to be requested from the State, hours of operation, number of employees, number and type of vehicles to be used, etc.
    - Describe all equipment to be installed and its purpose.
    - A description of the building/space where the business will be conducted, including year built, size, construction type, prior or current use of site, etc.

3. **Fee payment.** A Planner will contact you when it is appropriate to submit the cannabis CUP application fee of $21,529. Payment for the CUP application must be made by a certified check, cashier's check, or money orders made payable to the City of Costa Mesa. Wire transfers will also be accepted with prior arrangements.

4. **Public notification requirements.** A Planner will contact you with instructions on how and when to submit the 500-foot-radius assessor's parcel map, two sets of typewritten owner and occupant mailing labels, and a certification letter from the person who prepared the map and labels. Additional fees will be charged for a newspaper ad and mailing notices to the public. These fees vary by property. These fees must be paid prior to the date of the public hearing.

5. **Plans**. High resolution electronic copy of a proposed site plan, existing floor

plan, and proposed floor plan prepared to scale. The PDF files shall be a minimum resolution of 300 dpi. Denote any floor plan changes from the one provided during the CBP process with a "cloud." Elevations and photo simulations are not required, but are accepted for additional context.

Site plans shall contain the following information:

- Address of project
- Name, telephone number, and email of the agent and applicant
- Scale of drawings
- North arrow
- Street names
- Proposed site statistics summary (zoning, floor area ratio, percentage of landscaped area, and square footage of the lot, building(s), unit(s), and licensed premise)
- Proposed parking summary (number of on-site parking stalls and accessible stalls—note that offsite parking requires a separate CUP, and public street parking cannot be counted toward the project)
- Property lines and dimensions; outline of buildings, parking areas, and landscaping; walls and fences, including height and materials; trash enclosure; double-striped off-street parking stalls; and location where delivery/distribution vehicles will be loaded, stored, etc.
- Detailed floor plans including dimensions and use of the rooms ("cloud" any floor plan changes that differ from the floor plan provided during the CBP process);

Do not provide a preliminary grading plan, water quality management plan, or seismic hazard map act survey.

Parking design, trash enclosure design, and wall/fence/landscaping height and location standards are enclosed. More information is available in the Costa Mesa Municipal Code online:
http://qcode.us/codes/costamesa/view.php?topic=13&frames=off

6. **Security Plan and Business Plan.** The City will utilize the security plan and business plan from the CBP phase. However, if any changes to the security plan and/or business plan are proposed, a revised draft with changes shown as highlighted, underlined, and/or struck through are required as part of the CUP submittal. Include a letter summarizing the changes and the rationale for the changes.

7. **Safety Plan.** The applicant shall submit a safety plan, prepared by a qualified fire prevention and suppression consultant, that includes, at a minimum, the following components:

    - Details on the basic fire prevention, suppression, HVAC, odor control and alarm systems the facility that will be installed.

- An assessment of the facility's fire safety, considering all possible fire hazardous materials and inhalation issues/threats. Provide written and physical mechanisms that will be employed to deal with each specific situation.
- Refer to Costa Mesa Fire Department Measure X Fire Plan Submittal Checklist and Guidelines for additional information: showdocument (costamesaca.gov)

8. **Applicant Campaign Contribution Disclosure Form.** Complete the disclosure form provided in the CUP application packet to disclose if the business entity and/or any of the owners or agents made contributions greater than $249 to any City Council member in the twelve months prior to submitting the CUP application.

STEP 3: CUP Application Review

Planning staff will review the CUP application submittal. Be aware that the City may require additional information or revisions during this review. Incomplete applications will be rejected. Once all the documents have been reviewed and deemed acceptable by the Planning Division, a Planner will issue a letter of completeness. At this point, the filing fee will be collected. Once the application has been accepted for processing, Planning and other departments will thoroughly review the proposed project and identify potential deficiencies regarding compliance with City and state requirements; identify future code requirements; and draft conditions of approval, etc. The applicant may be required to revise the various plans and documents.

STEP 4: Public Notification

Once a Planning Commission public hearing date is set, the City will issue a public notice via newspaper ad and by mailing post cards to owners and occupants within a 500-foot-radius of the subject property. The cost of publishing and mailing will vary by project. A Planner will let the applicant know the final publishing and mailing cost. These fees must be paid in full prior to the date of the public hearing.

STEP 5: Planning Commission Public Hearing

A CUP is decided by the Planning Commission at a public hearing after the public notification period is complete. The applicant will be invited to present the project to the Planning Commission, and any interested party will be able to provide public comments regarding the CUP at the public hearing. The Planning Commission will either approve or deny the project. Decisions are appealable to the City Council.

STEP 6: Building Permits

Tenant improvements, landscape improvements, and other building modifications require issuance of building permits prior to commencing any demolition, construction or

improvement. The applicant is responsible to obtain all required permits from the Building Division and Fire Department as applicable. Information about the plan check submittal and building inspection process may be found on the Building Division's webpage: https://www.costamesaca.gov/city-hall/city-departments/development-services/building-safety

STEP 8: Issuance of the CBP

A CBP will not be issued until the Building Division, Fire Department, Planning Division, and Community Improvement Division have granted final approval for all construction and confirm all applicable CUP conditions of approval have been satisfied. After the final drywall inspection, the applicant shall contact the Planner who processed the CUP to obtain the CBP. The applicant shall submit a matrix with the conditions of approval imposed on the CUP and demonstrate how each condition has been satisfied.

The Planner shall schedule a site inspection so that representatives from applicable City departments may confirm that the site improvements conform to all requirements set forth in the CUP and State and local regulations. The City shall also confirm that all staff members have passed the background check and issue badges for employees, owners and volunteers.

Following issuance of the CBP, the applicant shall obtain a City of Costa Mesa Business License through the Finance Department.

QUESTIONS?

Email us at cannabis@costamesaca.gov or call the City's cannabis hotline at (714) 754-4902.

City of Costa Mesa

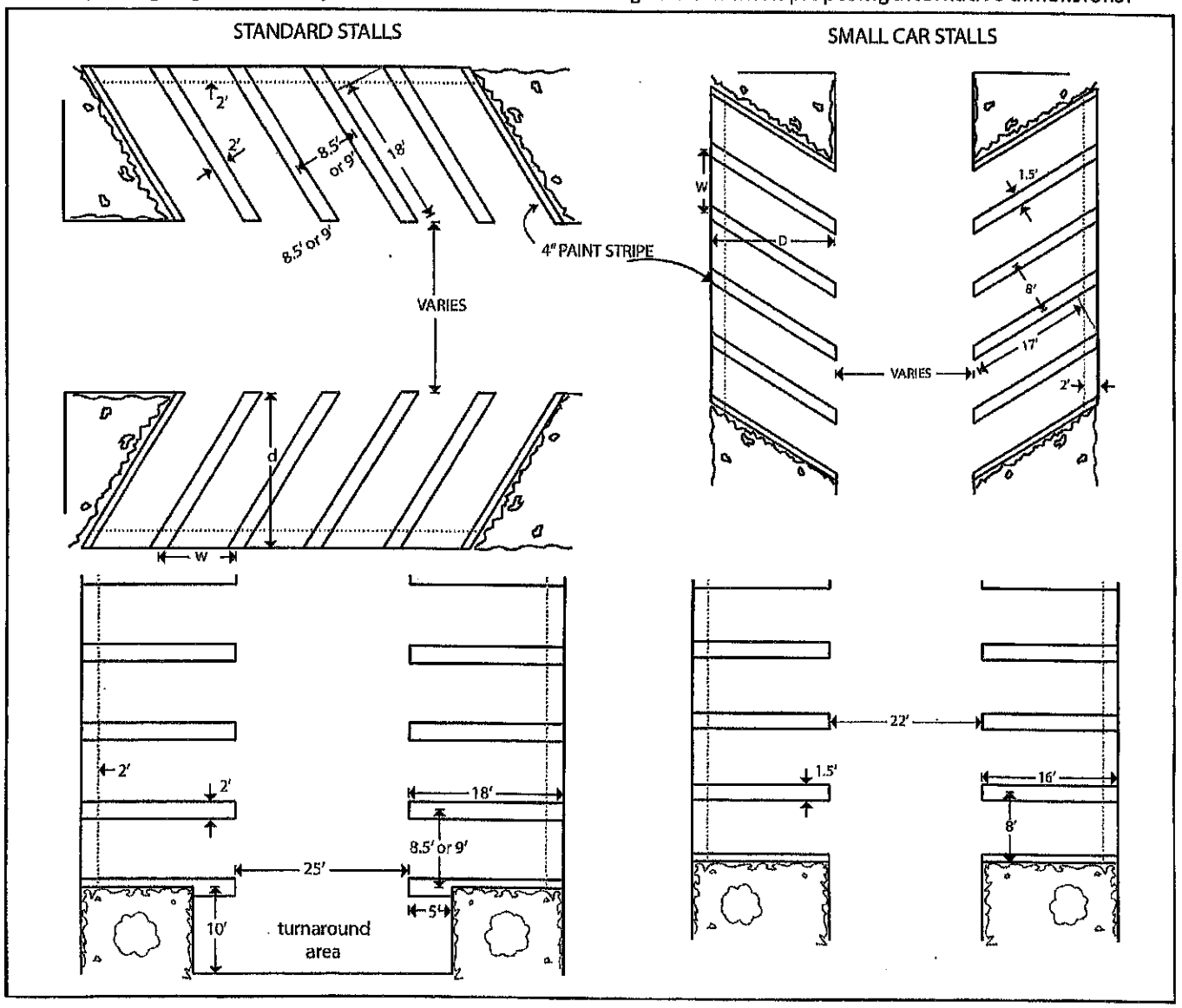
PARKING DESIGN STANDARDS

(All Zones except R1)

Revised November 1, 1999 per Resolution #99-74

STANDARDS STALLS					SMALL CAR STALLS			
		Stall Dimensions					Stall Dimensions	
Parking Angle	Aisle Width 1 way/2 way	D	W (Commercial and Industrial)	W (Residential)	Parking Angle	Aisle width 1 way/2 way	D	W
30	15'/20'	16'	18'	17'	30	15'/20'	13'	16 1/2'
45	15'/20'	18 1/2'	13'	12'	45	15'/20'	14 1/2'	12'
50	15'/20'	19'	12'	11'	50	15'/20'	15'	11'
60	18'/20'	20'	10 1/2'	10'	60	15'/20'	16'	10'
70	21'/21'	18 1/2'	9 1/2'	9'	70	15'/20'	16'	9'
80	23'/23'	18'	9'	8 1/2'	80	18 1/2'/20'	16'	8'
90	25'/25'	18'	9'	8 1/2'	90	22'/22'	16'	8'

*Other parking angles are also permitted. Consult the Planning Division when proposing alternative dimensions.

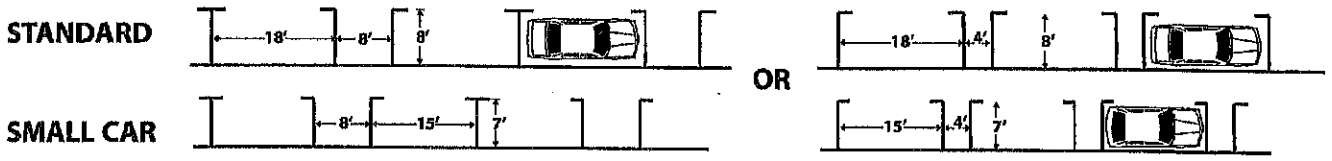


City of Costa Mesa

PARKING DESIGN STANDARDS

(All Zones except R1)

1. All parking areas containing more than 2 spaces shall provide forward motion access to and from the public street, unless an exception is approved by the Plannng Division.
2. Parking areas shall provide internal circulation or sufficient, designated turnaround space. Turnaround area, as shown on the reverse side of this sheet, shall be provided at the end of all dead-end parking aisles exceeding 100 feet in length. Other turnaround arrangements providing the same maneuverability may be approved by the Planning Division.
3. Of the required stall depth, the maximum allowance of bumper overhang into a landscaped area is 2 feet for standard and small car stalls. This area may not be included in the fulfillment of tha landscaping requirements for the site, nor may it encroach into the required street setback.
4. Carports and stalls in parking structures shall provide a clear inside dimension equal to the required width for open stalls; vertical supports shall be recessed 4 feet from access aisle. Other designs providing the same accessibility may be approved by the Planning Division.
5. Residential garage parking stalls shall maintain an unobstructed inside dimmension of at least 10 feet in width and 20 feet in length. Garages shall be provided with a minimum door width of 8 feet for single garages and 16 feet for double garages.
6. Stalls (open and carports) with vertical restrictions at the side (walls, fences, shrubs, etc.) shall be increased in width 1 foot over the width normally required.
7. When necessary due to constraints, minor reductions in the aisle width may be approved by the Planning Division, provided the stall width is increased accordingly.
8. Site plans shall be drawn to scale.
9. Small car parking shall be reasonably distributed throughout the project site and shall be subject to review and approval of the Planning Division.
10. Parallel parking stalls shall be 18 feet in length and 8 feet wide, except that parallel parking stalls for small cars shall be 15 feet in length and 7 feet wide. 4 feet shall be provided at each end of each parallel parking space or 8 feet shall be provided between every other parking space.



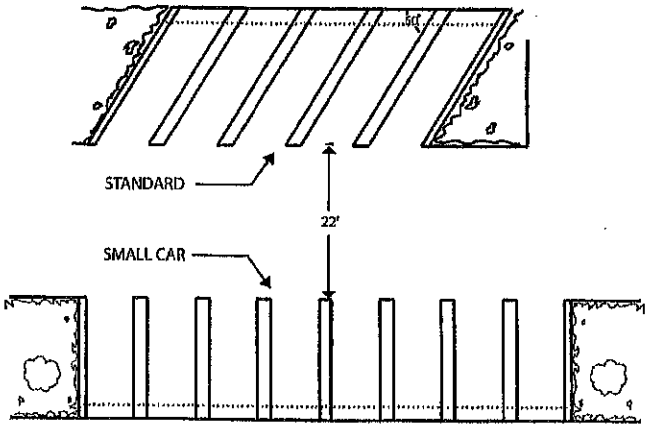
11. Handicappd stalls shall be provided according to Title 24, Part 2 of the 2013 California Building Code (shown below), or any future amendment to the provisions.

Total number of Parking Spaces	Required Minimum Number of Accessible Spaces
1 - 25	1
26 - 50	2
51 - 75	3
76 - 100	4
101 - 150	5
151 - 200	6
201 - 300	7
301 - 400	8
401 - 500	9
501 - 1000	*
1001 - over	**

* 2 percent of total
** 20 plus 1 for each 100, or fraction thereof over 1001

One handicapped stall shall be at least 18 feet in length and 17 feet wide. Additional handicapped stalls shall be at least 18 feet in length and 14 feet wide. Handicap parking design and location shall be reviewed and approved by the Building Division.

12. Where feasible, small car parking shall be provided according to the Drachman System (see beow)



TRASH ENCLOSURE STANDARDS

(October 2005)

In an effort to improve the appearance of the City, Costa Mesa's City Council adopted an ordinance in September 2005 requiring the screening of all trash bins or dumpsters in the City from public view. The following development standards address how the bins and dumpsters can be shielded from public view. All trash enclosure/screening plans require Planning Division approval. A building permit may or may not be required. Please contact the Planning Division for any questions regarding these standards.

Trash Enclosures for New Developments

- Trash enclosure shall be constructed of block or other type of concrete materials (such as woodcrete).
- The enclosure walls shall be high enough to completely screen the dumpster and to discourage illegal dumping of large items over the wall.
- Gates shall be the same height as the enclosure wall, opaque, with metal the preferred material, painted or powder coated to match the enclosure. Chain link with plastic slats in a color matching the enclosure may be substituted if the gates are not readily visible.
- Gates shall be lockable with access provided to employees and residents at all times.
- It is recommended that a 6" by 6" curb be provided inside the trash enclosure to separate dumpsters from the walls.
- Enclosures shall be placed outside of required street setback areas and will be counted against required open space.
- Enclosures shall be large enough or trash pick-up frequent enough to ensure trash does not overflow the bin.

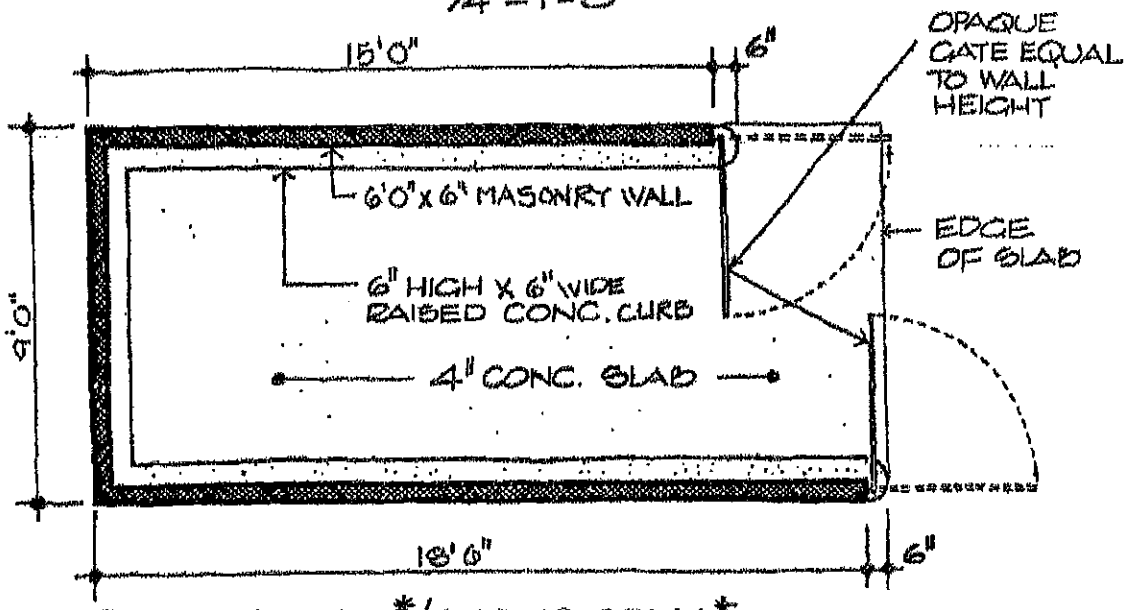
Trash Enclosures for Existing Developments

- Trash dumpsters shall be screened from public view through block or other type of concrete material or plant materials.
- Gates shall be the same height as the enclosure screen, opaque, with metal the preferred material, painted or powder coated to match the enclosure. Chain link with plastic slats in a color matching the enclosure may be substituted if the gates are not readily visible from off-site. If unable to provide gates, the entry shall be oriented away from off- and on-site views.
- If gates are provided, they shall be lockable with access provided to employees and residents at all times.
- Enclosures may be placed in required parking, open space, or landscape areas (with the exception of street setback areas).
- Enclosures shall be large enough or trash pick-up frequent enough to ensure trash does not overflow the bin.

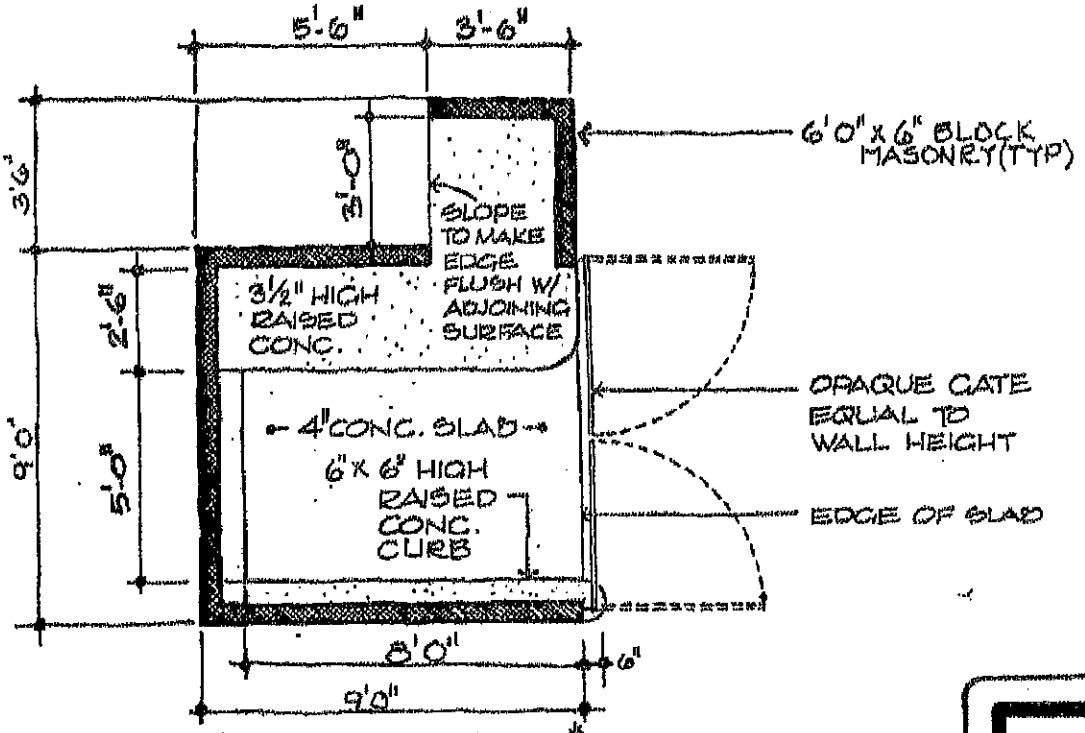
City of Costa Mesa Planning Division
77 Fair Drive, Costa Mesa, CA 92626
Phone: 714.754.5245
Email: Planning Commission @ci.costa-mesa.ca.us
Hours: 8 a.m. to 5 p.m., Monday through Friday

TRASH ENCLOSURE STANDARDS

1/4" = 1'-0"



COMMERCIAL*/ INDUSTRIAL*



RESIDENTIAL*

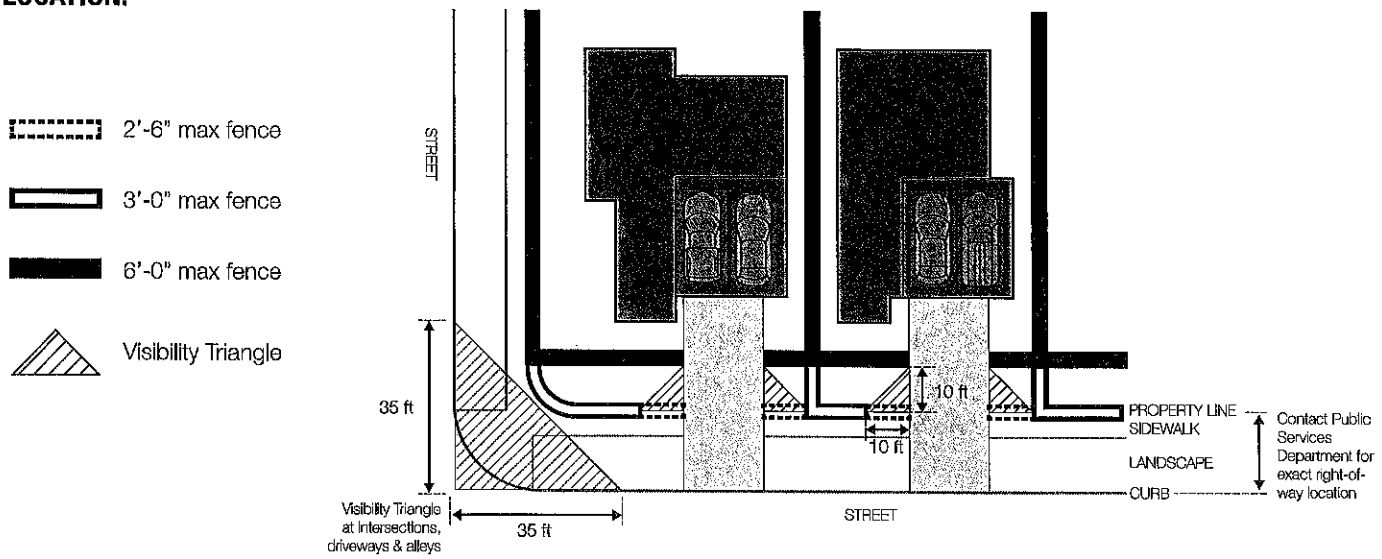
*NOTE: WHEN COVERED OR PLACED ADJACENT TO A BUILDING, FIRE SPRINKLERS MAY BE REQUIRED.

Costa Mesa

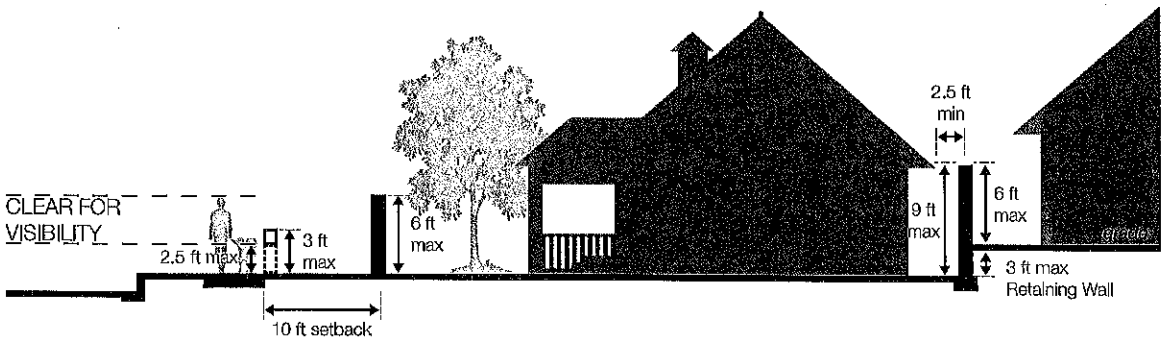
STANDARDS AND SPECIFICATIONS

WALLS, FENCES, AND LANDSCAPING

LOCATION:



HEIGHT:



RESIDENTIAL ZONES:

- Height of walls, fences, and landscaping shall conform with the Visibility Triangle to allow for visibility at intersections and driveways.
- Corner / street cutoffs may be increased or decreased by staff due to street design / configuration.
- Any walls or fences exceeding the maximum specificied height limits require discretionary review.
- Check with the Building & Safety Division for any additional requirements.
- EXCEPTION for R2-MD, R2-HD, R-3 Zones: On corner lots, wall and fences in excess of 36 inches in height shall be set back 5 feet from the street side property line.

COMMERCIAL / INDUSTRIAL ZONES:

- No fence or wall shall obscure the setback landscaping required adjacent to a public right-of-way unless approved by a specific entitlement.

ALL ZONES:

- Fence or walls constructed adjacent to a public street shall be reviewed for compatibility / harmony with surrounding buildings and site developments.
- For corner lots, the narrowest street frontage is the front of the property.

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

Costa Mesa

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

A M Mapping Services
7211 Haven Ave., Suite E375
Alta Loma, California 91701
Phone (909) 466-7596
Fax (909) 466-7595
ammapingserv@aol.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

Darla A. Hammond
T-Square Mapping Service
Radius Map
969 So. Raymond Ave.
Pasadena, California 91105
Phone (626) 403-1803
Fax (626) 403-2972

Robert Simpson
City Radius Maps
300 East Bonita #3641
San Dimas, CA 91773
818-850-3382
robert@cityradiusmaps.com

Donna's Radius Maps 684
South Gentry Lane
Anaheim, California 92807
Office (714) 921-2921
ddradiusmaps@sbcglobal.net

Foothill Project Management
The Urban Design Center
Corrie D. Kates
Radius Maps
1590 Adams Ave., #4403
Costa Mesa, California 92628
Phone (714) 434-9228

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

Karen Martin
668 N Coast Hwy # 401
Laguna Beach, CA 92651
Phone (866) 752-6266
Notification Maps.com
sales@NotificationMaps.com

DataPro
800-568-7104
datapromapping@gmail.com
www.datapromapping.com

Ownership Listing Service
Notification Services
Catherine McDermott
Phone and Fax (951) 699-8064
ownershiplistingservice@hotmail.com

Radius Maps
Land Development Database
Gary Perkins
Phone (888) 272-3487
radiusmaps@gmail.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

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

Updated November 2018

Costa Mesa

FORMAT SAMPLE OF MAILING LABELS

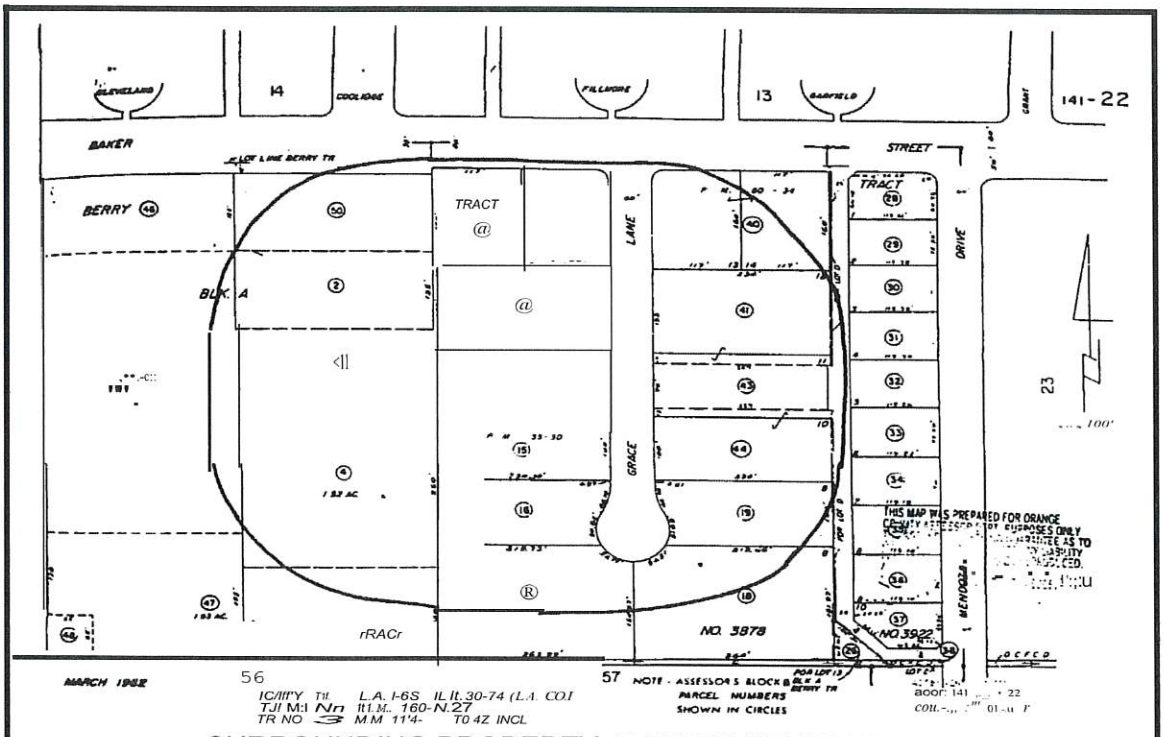
**Please Note:*

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