

E-SUBMITTAL REQUIREMENTS



CITY OF COSTA MESA
ECONOMIC AND DEVELOPMENT SERVICES DEPARTMENT

E-SUBMITTAL REQUIREMENTS

PLANNING APPLICATION / REQUESTS

SUBMITTAL REQUIREMENTS

ONLINE PORTAL (TESSA)

Costa Mesa would like to introduce you to the City's new Totally Electronic Self-Service Application (TESSA)! TESSA is anywhere you are. TESSA will help you submit, pay for, and track all planning land use or development applications and requests. All applications and requests must be submitted through TESSA.

First time users will need to set up an online account with TESSA to manage your project. Instructional videos for using TESSA may be found at: [Instructional Videos](#). Please [make an appointment with the Planning Division](#) if you need access to a computer or help setting up an account.

FEES

Most Planning Applications/Requests are accompanied with City Processing Fees, most submittals will be reviewed prior to being invoiced fees. For some applications/requests, fees are paid upon submittal. For others, fees will be invoiced once all of the minimum submittal requirements are provided (see below for additional information on minimum submittal requirements). Please reference the handouts below for information related to Planning Fees and Development Fees.

[Planning Processing Fees Handout](#)

[Development Fees Information Handout](#)

Please email planninginfo@costamesaca.gov if you are not sure what type of application/request is required for your project/request, some projects/requests may require more than one application case type.

PUBLIC NOTIFICATION REQUIREMENT

If the project is subject to Public Notification Requirements, the handout in the link below includes a listing of companies that can assist with public notification submittal requirement. 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.

[Public Noticing Requirement Handout](#)

SUBMITTAL REQUIREMENTS

Most planning applications/requests will require specific attachments for review. The attachments shall be formatted as described below and include specific project information. **Any missing attachment or information on the project exhibits will delay the review process. All attachments must be clearly drawn and legible. Providing all applicable information requested below will insure that the application/request can be processed in the most efficient manner possible.**

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REQUIRED SUBMITTAL ATTACHMENTS

If a planning application/request requires submittal attachments, they shall follow the below requirements:

1. **File Scale:** Plans must be drawn and saved "To Scale" to ensure proper measuring of lines and areas electronically. Include a graphic scale on each sheet or include the measurements for each object. For projects that involve new structures, building additions or any other site improvements, reference the *E-Plans section below* for what information should be included on plans;
2. **Page Size:** Maximum page size should not exceed 8" x 11" for the applicant letter (and other supporting documents/attachments) and 24" x 36" for Plans.
3. **File Type:** All files for submittal must be saved in **Portable Document Format (PDF) format;**
4. **File Content:** Files should be flattened and/or optimized PDFs;
 - Either flatten drawing layers when creating PDFs from CAD; or
 - Flatten them after-the-fact by using the "Save As/Flattened" option; or
 - "Optimize PDF" option within a PDF editor (Adobe Pro is recommended);
 - After saving files to PDF format, view them in Adobe to ensure that no comments, stamps, or other 'editable content' appear in the 'Comment' panel of your PDF tool;
 - Do not submit files that Adobe reports as damaged or that Adobe cannot open;
5. **File Naming:** File names should not exceed 140 characters in length. Do not include the pound (#), plus (+), or ampersand (&) characters in the filename. All File Names for documents submitted should include the document/file type, project address and date (example: SitePlan_77FairDrive_2023.08.15);
6. **Property Owner Authorization/Affidavit Form.** For any application submitted by a party other than the legal property owner, a completed and signed Property Owner Authorization/Affidavit Form shall be provided at the time of submittal.

APPLICATION LETTER/PROJECT DESCRIPTION

For any application or request, have a PDF document to submit that includes a general description of the project or request. Include a description of any existing and proposed uses onsite and their operational characteristics, any proposed structures, structures to be demolished or structures to be added to, as well as any other items associated with the project/request. Describe how the project/request is substantially compatible with the same general area and how the proposed project/request would not be materially detrimental to other properties in the same area. Provide any helpful information – such as proposed hours of operation, number of employees, and daily schedules.

E-PLANS ("PLANS")

As referenced earlier, most planning applications/requests require submittal attachments or project plans. The type of project being proposed will ultimately determine the types of plans required for the project. For Planning applications/requests, please be prepared to upload plans as individual plans sheets for Planning review. Once all comments have been addressed and the application/request is ready for decision, the full set of combined project plans shall be uploaded to the "Plans" attachment.

"Plans", when combined into a single document, generally include:

1. Title Sheet/Site Plan;
2. Floor Plans; and
3. Elevations/Existing Elevation Photos;

Separate Plan Sheets for "Plans" shall generally also contain the following information:

4. Roof Plan;
5. Preliminary Landscape Plans and other open space areas (show required [visibility triangles](#))
6. Topography/Grading Plan if:
 - There is greater than a 2-foot elevation difference onsite; or
 - Site elevation exceeds (or will exceed) the neighboring property by 1 foot or more;

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7. Utility Plan (location, widths, and improvements of existing and proposed public utility, easements, transmission lines, power and telephone poles, and underground utilities on or abutting the property, or utility features such as backflows FDC's, electric boxes, etc.);

8. Phasing Plan (if applicable);

SITE PLAN: All project requires the following information on Title Sheet/Site Plan:

1. Address of project;

2. Name, telephone and email of applicant;

3. Date exhibit prepared;

4. Exhibit Amendment block (used to note changes to the proposed project during the review process);

5. North arrow;

6. Scope of work;

7. Zoning District;

8. General Plan Land Use Designation;

9. Specific Plan/Urban Plan/Overlay;

10. Existing use;

11. Vicinity Map;

12. Legal Lot Description;

13. Lot area (after dedication, where required);

14. All property lines and dimensions;

15. Setbacks from ultimate property lines, if applicable, and distances between buildings;

16. Building footprints – label existing and proposed;

17. Existing trees (including street trees);

18. Pedestrian access and circulation;

19. Required right-of-way dedications (if any), and location of ultimate property lines;

20. Easements on or across the site (Title Report may be required);

21. Names, locations, rights-of-way widths, and improvements of adjacent existing and proposed streets and the approximate grades of proposed and existing streets and approximate street centerline radii of curbs. If private streets are proposed, they shall be so noted on the site plan;

22. Location of structures on adjoining lots. Identify structures and indicate location of second-story windows;

23. Off-street parking (reference the [City's Parking Design Standards Handout](#))

- Designate types and number of spaces;

- Accessible parking spaces;

- Dimensions of parking stalls, maneuvering areas, and driveways;

- Identify paving materials; and

- Show location of curbing and wheel stops;

24. Number of total parking spaces – denoting spaces as open parking, carport, or garage;

25. Show all points of access, existing and proposed points of ingress and egress;

Site Plan for Residential Development shall also include the following information:

26. Trash enclosures (except residential projects with 4 units or less);

27. Number of dwelling units, classified by number of bedrooms per unit (# = studio, # = 1-bedroom, # = 2 bedrooms);

- Dens, libraries, etc. are considered bedrooms for this purpose;

28. Open Space calculation;

29. Area (sq. ft.) and percentage of lot devoted to driveway and open parking;

30. Area (sq. ft.) of each building, and total building area (including carports and garages);

31. Identify all existing structures (to remain/or remove);

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Site Plan for Non-Residential Development shall also include the following information:

32. Trash enclosures;
33. Shared Common Area, employee break area (new commercial/industrial development);
34. Rideshare area (if applicable);
35. Bicycle Rack (if applicable);
36. Loading area, including dimensions and screening;
37. Dimensions and use of existing (to remain) and proposed structures;
38. Floor Area Ratio (FAR) calculation;
39. Area (sq. ft.) and percentage of lot devoted to open space (area other than buildings, driveways and parking);

Site Plan additional information, where applicable:

40. Water Quality Management features shown on exhibit;
41. Historic Site/Cultural Resource;
42. Hazardous Waste Site (CalEPA, Cortese, etc.);
43. FEMA mapped floodplains and floodways including zone designation;
44. Walls and fences – height and materials;
45. Airport Influence Area;
46. Bluff Area;
47. Location of Fire Hydrants;
48. Location of Bus Stops;

FLOOR PLANS (if interior modifications are proposed, and for new development):

1. Delineate areas – identify existing and proposed;
2. Residential – identify bedrooms, kitchen, closet spaces, etc.
3. Industrial/Commercial – identify mechanical rooms, stairways, public areas, restrooms, proposed uses, etc.

ELEVATION PLANS for projects that are proposing new structures or exterior improvements.

Note: If no changes are proposed to the existing building elevations, existing elevation photos will be required to be submitted)

1. East, West, North and South building elevations;
2. Height measured from grade;
3. Second Story Window Placements and Balconies (if proposed project is adjacent to an existing residential development, provide privacy impact exhibit);
4. Mechanical equipment shielded from view;
5. Compliance with applicable design guidelines;
6. Architectural features, building materials and color pallets;
7. Light fixtures;

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OPTIONAL SUPPORTING DOCUMENTS / ATTACHMENTS

Note: The below supporting documents are not required to be submitted for all projects, but may be required to be submitted/uploaded to TESSA as part of the entitlement review processes for applicable projects.

1. Drainage Study;
2. Erosion Control Plan;
3. Management Plans;
4. Noise Study;
5. Technical Studies;
6. Public Notification Requirement;
7. Photometric Study;
8. Supplemental Application Materials;
9. Traffic Study or Trip Generation Analysis;
10. Title Report;
11. Water Quality Report;
12. Density Bonus Project Compliance Information (Chapter 13, Title IV)

SUBMITTAL COMMENTS / REQUESTED REVISIONS / RESUBMITTALS

If the submittal does not satisfy the minimum submittal requirements, a planner will reach out via email to inform you of the missing items for submittal.

TESSA will send the project applicant an email when the Development Review Committee (DRC) completes its review and also if the submitted documents require corrections. When comments on the submitted plans are ready, the project applicant registered with TESSA will receive an email that directs them to TESSA where they can sign-in and view/download their Entitlement comments with red-lined plans.

Resubmittals must be uploaded to TESSA. All resubmitted documents should highlight or include a notation of where changes/revisions were made from the previous version of the document.