



**CITY OF  
LA MESA**  
JEWEL of the HILLS

## CERTIFICATE OF NON-CONFORMING USE

**COMMUNITY DEVELOPMENT DEPARTMENT / PLANNING DIVISION**  
**8130 Allison Avenue, La Mesa, CA 91942**  
**Phone: 619.667.1177 • Fax: 619.667.1380**

The City of La Mesa zoning ordinance provides for the continuous, maintenance, improvement, or reconstruction of certain nonconforming uses or structures when it can be determined that a nonconforming use will not constitute a significant hazard to public, health, safety, and welfare and continuance of the non-conforming use or structure is consistent with the purpose and intent of the City of La Mesa zoning ordinance.

In order to make this determination, this application and any additional information required by the Planning Director must be submitted as completely and accurately as possible to the Community Development Department. A determination to issue a certificate of nonconforming use cannot be made without a completed application. Please contact the Planning Department if you have any question regarding the nonconforming status of your property or the information requested on the application.

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<b>Applicant</b> (if applicable):	_____	Phone:	_____
Address:	_____	Fax:	_____
	_____	Email:	_____
<b>Property Owner:</b>	_____	Phone:	_____
Address:	_____	Fax:	_____
	_____	Email:	_____

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**Property Location:**

Address: \_\_\_\_\_

Assessor's Parcel Number: \_\_\_\_\_

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**Legal Description** (attach additional sheets if necessary):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**FOR OFFICE USE ONLY**

Application Number: \_\_\_\_\_

Date Received: \_\_\_\_\_

Fee: \_\_\_\_\_

Reviewed By: \_\_\_\_\_

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**Project Description:**

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**Project Data:**

Zoning Classification: \_\_\_\_\_

General Plan Land Use Classification: \_\_\_\_\_

Existing Land Use: \_\_\_\_\_

Surrounding Land Uses:      North: \_\_\_\_\_

   South: \_\_\_\_\_

   East: \_\_\_\_\_

   West: \_\_\_\_\_

Site Area (S.F./Acres) \_\_\_\_\_

Building Area(s) (S.F.):  
(List individually, as required) \_\_\_\_\_

Existing Parking: \_\_\_\_\_

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**Residential Projects:**

Number of dwelling units on site: \_\_\_\_\_

Number of dwelling units proposed: \_\_\_\_\_

Description of other uses/structures on site: \_\_\_\_\_

**Commercial Projects:**

Gross Leaseable Area (GLA) of Existing Building(s): \_\_\_\_\_

GLA of Proposed Building(s) or Additions: \_\_\_\_\_

Description of other uses/structures on site: \_\_\_\_\_



The following list includes the items and information that must be submitted for a complete application. Some items may not apply to your project as noted in the list below, and some will only be required if specifically requested by the City to adequately evaluate the project. If you are not sure about a requirement, ask the Planning Division staff. You will be notified whether your application is complete. If it is incomplete or additional information is required, you will receive a specific list of requirements to complete the application.

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## CHECKLIST

One completed and signed application form.

Non-refundable filing fee must accompany application.

Photostatic copy of current deed or preliminary title report. (Name of property owner on deed must correspond with the name of applicant unless letter of authorization is submitted with application).

Submittal of three (3) sets of required drawings with two (2) individual extra copies of the Site Plan. Drawings to be prepared as follows with each set folded to 8" x 11" maximum.

## GENERAL REQUIREMENTS

Maximum sheet size of 24" x 36", minimum 8-1/2"x11".

Drawings shall be neat and clearly labeled.

Submittal must include one set of clear, legible 8-1/2" x 11" reduction of all plans submitted.

Each sheet should contain the names of the firm preparing the plan(s), name of applicant, project location, scale, and date of preparation.

All plans shall be drawn to standard engineering or architects scale of sufficient size to properly evaluate the project.

## SITE PLANS

North arrow oriented to top of sheet.

A small-scale locational map.

All boundary lines of the subject property fully dimensioned with centerline of adjacent streets.

All proposed and existing buildings and improvements and their distances from the property lines and from one another noted by proper dimensions.

Design of the off-street parking area(s) (ingress/egress, spaces, aisles, loading, etc.) fully dimensioned with the flow of traffic noted by arrows; plans to be prepared as per the City's Parking and Landscape Standards.

Conceptual landscaping (preferably on a separate plan) shown with plant species, quantity, and sizes noted; plans to be prepared as per the City's Parking and Landscape Standards.

The location of all existing on and off-site trees, indicating those to remain and those to be removed.

The location and width of all vehicular (curb cuts) and pedestrian access openings (sidewalks) into and out of the property.

Location of all existing and proposed public improvements, right-of-ways, easements, and utilities.

Location of all proposed walls and fences with the height, material, and color noted.

Location of trash receptacle enclosures.

Location of on-site exterior lighting.

The proposed and existing location of all new street improvements (i.e. curbs, gutters, sidewalks, fire hydrants, etc.).

Width and location of all existing or proposed public or private easements.

#### ELEVATIONS

Elevations of all exterior building facades needed to evaluate the project drawn to a scale sufficient to evaluate the design, color, building materials, and construction details of the project.

Elevations to be labeled North, South, East, and West and to correspond to site plan.

Submittals of scale models or colored renderings of a project that help in its description are optional.

#### FLOOR PLANS

Floor plans in sufficient detail to, assist in the site plan review and drawn to a 1/8" or 1/4" scale.

Floor plans must show the use of all interior spaces, all existing and internal circulation systems, exterior openings, and other details needed to evaluate the design of the project.