



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

DESIGN REVIEW APPLICATION

COMMUNITY DEVELOPMENT DEPARTMENT / PLANNING DIVISION

8130 Allison Avenue, La Mesa, CA 91942

Phone: 619.667.1177 • Fax: 619.667.1380

NOTE: The City of La Mesa emphasizes that all applications, plans, maps, exhibits, and other supporting information must be complete and accurate before an application is accepted. Generally, submission of the items on the list of application requirements will constitute a complete application, unless the City determines additional information is needed to evaluate your application. If your application is determined to be incomplete, you will receive a written list describing what is needed to complete the application. If you have any questions about the application or review procedures, contact the Community Development staff.

Applicant (if applicable):	_____	Phone:	_____
Address:	_____	Fax:	_____
	_____	Email:	_____
Property Owner:	_____	Phone:	_____
Address:	_____	Fax:	_____
	_____	Email:	_____
Contact Person:	_____	Phone:	_____
Address:	_____	Fax:	_____
	_____	Email:	_____

Property Location:

Address: _____

Assessor's Parcel Number: _____

Site Area (S.F./Acres): _____

Building Area(s) (S.F.): _____

Existing Parking: _____

Project Description:

FOR OFFICE USE ONLY

Application Number: _____

Date Received: _____

Fee: _____

Reviewed By: _____

Project Data:

Legal Description (attach additional sheets if necessary):

Zoning Classification: _____

General Plan Land Use: _____

Existing Land Use: _____

Surrounding Land Uses: _____

North: _____

South: _____

East: _____

West: _____

Residential Projects:

Number of dwelling units on site: _____

Parking 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: _____

Parking Proposed: _____

Description of other uses/structures on site: _____

ATTEST: The information on this Application and all accompanying maps, plans, legal descriptions and other information as submitted for this application as listed on the Application Checklist are accurate and complete to the best of my knowledge. I authorize the applicant as listed on this application to act as my representative for all aspects of processing this application with the City of La Mesa.

Property Owner: _____

Date: _____

Applicant: _____

Date: _____

FOR OFFICE USE ONLY

Application Number: _____

Date Received: _____

Fee: _____

Reviewed By: _____

The following list is provided as a general list of design issues that should be addressed by a designer in developing a project requiring Design Review Board approval. While the Checklist attempts to be comprehensive in identifying a wide range of specific issues that reflect the policies established in the Urban Design Program, it should not be used in place of the guidelines or be used to define the limits of review by the Design Review Board. The Checklist has been prepared to let the developer/designer know what the City will be looking for in review of a site development plan.

CHECKLIST

- One completed and signed application form.
- Non-refundable Design Review filing fee must accompany application.
- Photocopy 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 (10) sets of all required drawings prepared as follows with each set folded to 8" x 11" maximum. Additional copies of full size plans may be required prior to ratification by the City Council. A Planning Division staff member will specify the exact number, if needed.

GENERAL REQUIREMENTS

- Maximum sheet size of 24" x 36".
- Drawings shall be neat and clearly labeled.
- Submittal must include one set of clear, legible 8-1/2" x 11" reductions of all plans submitted in addition to full size submissions.
- Each sheet should contain the name, address and telephone number 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.
- All plan improvements (site, landscape, grading and drainage plans, and elevations) must be consistent with each other.

PRESENTATION MATERIALS

- Examples of all exterior colors and textures of exterior building materials securely mounted on a maximum 11" x 17" size "foamcore" board.
- One set of colored drawings (elevations, signs, landscape plan, and rendering) are required. Submit rolled plans, not mounted on "foamcore".
- A perspective rendering (2 point) placed on the front cover representing the major structure elevation and site characteristics (if required).
- Site development model (if required).

SITE PLANS

- North arrow oriented to top of sheet.
- A small-scale locational map shown on cover sheet of plans.
- All boundary lines of the subject property fully dimensioned to centerline of adjacent streets.
- All proposed and existing buildings and improvements and their distances from the property lines and from one another properly dimensioned.
- 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 prepared as per the City's zoning requirements and Parking and Landscape Standards.
- Designation of reserved handicapped spaces dimensioned and marked to State standards.
- Location of all existing and proposed public improvements, right-of-ways, easements, and utilities.
- Proposed phasing of improvements and provisions for interim facilities.
- The existing, proposed, and future location of all new street improvements adjacent to the project (i.e., curbs, gutters, sidewalks, drive entrances, medians, deceleration/acceleration lanes and fire hydrants).
- Location, height, dimensions, materials, finish and color of all retaining walls, decorative walls, fences, and screens.
- Access, location, and dimensions of refuse enclosures with materials and colors designated.
- All paved areas noted and dimensioned with materials specified.
- The overall and gross leasable floor area of all buildings specified in square feet.
- Lighting design specified for building, parking, and landscaping locations with description of type, illumination, height, and shielding.
- The site area to be covered by structures specified.
- Occupancy load and construction type in accordance with the UBC specified.
- Specific building use, square footage, and finished floor elevations for the ground level of each structure.
- Locations and dimensions of any temporary structures, sign(s), and other improvements proposed.
- Siting and orientation of structures for solar access.
- Provisions for non-auto transportation (such as transit, or bicycle-related facilities) clearly defined.
- Energy conservation building construction techniques and materials clearly defined, if applicable.
- Existing and proposed fire hydrant locations and electrical and telephone distribution lines.

LANDSCAPING PLANS

- All landscaping plans shall be prepared or reviewed by a licensed landscape architect.
- Description of how the landscape plan meets the site's functional, aesthetic, and ecological requirements (landscape screening and buffering, colors, provision for solar access, and climate control with relation to the overall site development concepts, aesthetic concerns, etc.).
- Conceptual landscaping shall describe plant type, quantity, location, size and be prepared in accordance with the City's Parking and Landscape Standards.
- All plans shall incorporate various hardscape elements such as outdoor lighting, signs, screens, walls, retaining walls, trash receptacles, walks and benches.
- Landscaping requirements shall be tabulated.
- Open space requirement tabulations in square feet (if applicable).
- Plant legend describing plant characteristics for each symbol.
- The location of all existing trees, indicating those to remain and those to be removed.
- Existing and proposed landscaping within any adjacent right-of-way.
- Erosion control measures.
- Location and method of irrigation (preferably on a separate sheet).

CONCEPTUAL GRADING PLANS

- Drawings prepared and stamped by a licensed engineer.
- Existing topography and proposed grading with the relationship to elevations or grading on adjacent properties shown.
- Topographic contour lines at two (2) foot intervals for project sites under 10,000 s.f. and at five (5) foot intervals for sites equal to or greater than 10,000 s.f.
- Grading plan to show outline of all structures, decorative and retaining walls and improved surfaces as shown on site and landscape plan.
- Cut and fill slope ratios and pad elevations specified.
- Schematic surface drainage plan with the flow noted by arrows, and flow of adjacent off-site drainage.
- The location and sizes of all existing and proposed underground utilities (water, sewer, and storm drains).
- Base and top elevations of all walls at 10'-0" intervals maximum.
- Location and dimensions of natural features (such as water courses, rock outcroppings, ravines).
- Elevations of building pads and upper and lower levels.
- Location and type of water retention, detention, or routing facilities.

ELEVATIONS

- Elevations of ALL exterior building and accessory structure facades needed to evaluate the project drawn to a scale sufficient to evaluate the design, color, building materials, building height, and construction details of the project.
- Elevations to be labeled North, South, East, and West and to correspond to site plan.
- Materials and colors of all exterior surfaces and features specified.
- Elevations of decorative walls or screens with height, material, and color designated.
- Two sectional views of the project, approximately through the middle and at right angles to each other, showing existing and proposed grades and relationship of buildings, parking, and landscaping at maturity.
- Elevations of exterior mechanical equipment and proposals for screening (to include type of material and color), including electrical and gas connections, electrical transformer, solar panels, meter boxes, and irrigation backflow devices.
- Sign information showing location, size (dimensioned) materials, colors, and lighting type for all signs (including directional and convenience signs).

STRUCTURE FLOOR PLANS

- Floor plans in sufficient detail to assist in the site plan review and drawn to 1/8" or 1/4" scale.
- Floor plans must show the use of all interior spaces, all exiting and internal circulation systems, exterior openings, and other details needed to evaluate the design of the project.
- Roof plan showing slope direction and mechanical equipment location, dimensions, and screening methods specified.