



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

SPECIAL PERMIT APPLICATION

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

Special Permits are required by the Municipal Code to expand the limits of development standards when such expanded limits are reasonable, but need evaluation of the impact of the proposal.

Property Location:

Street Address: _____

Assessor's Parcel Number: _____

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

Applicant (if applicable):

Address: _____

Phone: _____

Fax: _____

Email: _____

Property Owner:

Address: _____

Phone: _____

Fax: _____

Email: _____

Contact Person:

Address: _____

Phone: _____

Fax: _____

Email: _____

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.

Legal Description (attach additional sheets if necessary):

FOR OFFICE USE ONLY

Application Number: _____

Date Received: _____

Fee: _____

Reviewed By: _____

Project Data:

Zoning Classification: _____
General Plan Land Use: _____
Existing Land Use: _____
Surrounding Zoning: _____
North: _____
South: _____
East: _____
West: _____

Reason for Application (Select as Appropriate and Describe)

- Over height Fence / Wall** Maximum Height Proposed _____
- Over height Structure** Maximum Height Proposed _____
- Repair / Restore Non-Conforming Structure** (Describe precisely what is non-conforming)

- Excessive cut / fill in setback** (Note Location(s) and maximum height)
 - Fill greater than 3' _____
 - Cut greater than 6' _____
- Temporary Shade Structure**
 - Exceed 90-Day Maximum Number of days requested _____
 - Encroach into setbacks / front yard Distance from property line _____
 - Exceeds size/height limitation Allowed _____ Requested _____
- Outdoor Restaurant Seating** Number of Seats _____
- Waiver of Additional Parking due to Increased Occupant Load**
 - Spaces required w/ new use _____ Current Number of Spaces _____
- Reduced Parking for Historical Landmark**
 - Number of Spaces Required by Code _____
 - Number of Spaces Planned _____

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Residential Projects:

Number of dwelling units on site: _____

Parking Existing and (Proposed): _____

Description of other uses/structures on site: _____

Commercial Projects:

Gross Leasable Area (GLA) of Existing Building(s): _____

GLA of Proposed Building(s) or Additions: _____

Parking Proposed: _____

Description of other uses/structures on site: _____

Findings

Special Permits are required for a variety of cases in the Zoning Ordinance to expand the limits of certain development standards, when such expanded limits are reasonable, but need evaluation of impact on adjacent properties and uses. Special Permit applications will be scheduled for a public hearing before the Planning Commission after receiving and accepting a complete application. The Commission may approve, deny, or approve with conditions the Special Permit based on an evaluation of the proposal in terms of view obstruction, scale in relation to other structures in the vicinity, structure design, and potentially offensive characteristics of the use. The Commission must also make the findings listed below. Please explain how this application addresses these findings in the space provided below. If more room is needed, attach additional pages.

- I. Will the location and characteristics of the proposed buildings and/or structures, and the proposed use of them, impact unfavorably upon adjacent properties? Explain.

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Fee: _____

Reviewed By: _____

2. Is the project consistent with the design objectives established as policy of the City Council? Explain.

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: _____

The following list includes items and information that must be submitted for a complete application. Some items may not apply to your project, 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 additional information is necessary, you will receive a specific list of requirements to complete the application.

CHECKLIST

- One completed and signed application form.
- Non-refundable filing fee must accompany application.
- Attached sheet(s) describing evidence-supporting findings for the special permit.
- 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).
- Environmental Assessment Initial Study form and filing fee. Required for grading and as otherwise determined.
- Submittal of twelve (12) sets of required drawings prepared as follows
 - o Two (2), full size sets (24" X 36") with each set folded to 8" x 11" maximum.
 - o Eight (8), medium size sets (11" x 17") with each set folded vertically in half.
 - o Two (2), 8-1/2" X 11" reductions

GENERAL REQUIREMENTS

- Drawings shall be neat and clearly labeled.
- 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.

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.
- Conceptual landscaping (preferable on a separate plan) shown with plant species, quantity, and sizes noted. Plans to be prepared in accordance with the City's Landscape Standards.
- The location of all existing trees, indicating those to remain and those to be removed.
- 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.
- 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.
- 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 electrical and telephone distribution lines.

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.
- 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.