



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

TENTATIVE PARCEL MAP APPLICATION

COMMUNITY DEVELOPMENT DEPARTMENT / PLANNING DIVISION

8130 Allison Avenue, La Mesa, CA 91942

Phone: 619.667.1177 • Fax: 619.667.1380

All applications, plans, maps, exhibits, and other supporting information must be complete and accurate before the Planning Division will accept an application for review. Generally, submission of the items described on the attached checklist constitutes a complete application, unless the City determines additional information is needed. If your application is determined to be incomplete, you will receive a written list describing what is required to complete the application. If you have any questions about the application or review procedures, contact the Community Development staff.

Applicant:		Phone:	
Address:		Fax:	
		Email:	
Property Owner:		Phone:	
Address:		Fax:	
		Email:	
Civil Engineer Engineer/Surveyor:		Phone:	
Address:		Fax:	
		Email:	

Property Location:

Address: _____

Assessor's Parcel Number: _____

Legal Description (attach additional sheets if necessary):

Purpose of Parcel Map:

Project Data:

Existing Land Use: _____

Zoning Classification: _____

Intended land use of lots within the subdivision: _____

General Plan Land Use Classification: _____

Surrounding Land Uses: _____

 North: _____

 South: _____

 East: _____

 West: _____

Existing No. of Lots: _____

Proposed No. of Lots: _____

Gross Lot Area (S.F./Acres) of Each Parcel: _____

Net Lot Area (S.F./Acres) of Each Parcel _____

Building Area (S.F.) Each Structure on Parcel: _____

Are dedications proposed? _____

Are public improvements proposed? _____

Residential Projects:

Number of existing dwelling units on site: _____

Description of other existing and proposed uses / structures on site:

Commercial Projects:

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

GLA of Proposed Building(s) or Additions: _____

Description of other existing and proposed uses / structures on site:

Findings:

After a tentative parcel map application has been received and accepted as complete by the Planning Department, it will be scheduled for a public hearing at the earliest agenda before the Development Advisory Board. The application will be evaluated based on the parcel map submission, public testimony at the hearing, and findings listed below. Facts in support of the required findings must be complete in the space provided below. **If more space is needed, attach additional sheets.**

FINDING	FACTS IN SUPPORT
Is the proposed map consistent with applicable general and specific plans?	
Is the design or improvement of the proposed subdivision consistent with applicable general or specific plans?	
Is the site physically suitable for the type of development?	
Is the site physically suitable for the proposed density of development?	
Is the design of the subdivision or the proposed improvements likely to cause substantial environmental damage or likely to injure fish or wildlife or their habitat?	
Is the design of the subdivision or the type of improvements likely to cause serious public health problems?	
Will the design of the subdivision or the type of improvements conflict with easements, acquired by the public at large, for access through or use of the property within the proposed subdivision?	

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 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 an item, ask the Planning or Engineering 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.

CHECKLIST

- One completed and signed application form.
- Non-refundable filing fee must accompany application.
- Photocopy of current deed and 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 (if required).
- Submittal of fifteen (15) sets of all required drawings. Drawings to be prepared as follows with each set folded to 8" x 11" maximum.
- Submittal of three (3) copies of conceptual grading plan that show the development of any necessary access driveways and a suitable building pad.
- Preliminary hydrology study.
- Storm Water Requirements Applicability Checklist Appendix A.
- Soils Report.

GENERAL REQUIREMENTS

- Sheet size of 24" x 36" is required.
- Drawings shall be neat and clearly labeled.
- Submittal must include two sets of clear, legible 8-1/2" x 11" and 11" x 17" reductions of all plans submitted in addition to full size submissions.
- Each sheet should contain the name(s) of the firm(s) preparing the plan(s), name of applicant, project location, scale and date of preparation. The identification of the professional engineer or licensed land surveyor who prepared the plan including name, address, telephone number, registration number, and expiration date of certificate shall also be placed on each sheet.
- All plans shall be drawn to standard engineering or architect's scale of sufficient size to properly evaluate the project.
- Tentative maps must be prepared and signed by a registered civil engineer or licensed land surveyor.

THE MAP SHALL SHOW OR BE ACCOMPANIED BY A REPORT FROM THE SUBDIVIDER REGARDING:

- Existing and proposed street and alley improvements, including a plan layout and typical sections.
- Existing and proposed sanitary sewer facilities, including sizes and approximate locations, alignment, lengths, and grades.
- Existing and proposed storm drainage facilities, including types and approximate locations, alignments, lengths, and grades. Certain applications may require a Closed Circuit Television (CCTV) inspection of existing sewer main and storm drain as directed by City Engineer.

PLOT MAP

- The subdivision boundary lines, including dimensions.
- Existing and proposed streets and alleys in and adjacent to the subdivision. The location and width of alleys and the location, width, and name of existing and proposed streets shall be shown. All streets shall be shown at full width on the map, and the street right-of-way dimensions shall be shown. The grades within ½ percent shall be indicated for the abutting streets.
- The general legal description of the property being subdivided by reference to subdivisions or sectional surveys.
- The north point shall be shown on each sheet of the map.

- The scale shall be shown on each sheet of the map.
- Lot lines.
- Lot number.
- Lot dimensions.
- Area for each lot (gross and net).
- Easements. The location, width and purpose of all existing and proposed public and private easements shall be shown. Provide evidence of all needed offsite easements.
- The date of preparation of the map.
- The gross area of the subdivision calculated to the nearest hundredth of an acre.
- The total number of the lots proposed for the subdivision.
- Structures – onsite – the approximate location and dimensions of existing structures shall be shown together with a clear indication of which structures are to be removed, which are to remain, and distance from the property line.
- Structures –offsite- approximate location of existing structures offsite within 15 feet of the property line.
- Flood hazards. Any area subject to flooding shall be clearly identified.
- The existing and proposed lowest finished floor elevations and the top of up-stream sewer manhole along the public sewer main, closest to the property shall be identified.
 - If existing and proposed lowest finished floor elevations are equal to or below the top of the manhole, than
 - a backwater valve is required and so shall be annotated on the plan.
 - Indicate location of sewer lateral cleanouts at property line.
- Topography and grading. The approximate existing contours and the proposed general grading plan of streets, alleys, lots, and easements shall be shown. Contours of adjacent land shall be shown when such contours affect the design of the subdivision. Provide cut/fill and import/export quantities in cubic yards, the maximum vertical cut or fill (in feet), the total length of retaining walls and maximum height of retaining walls. Certain applications may require submittal of a separate cut/fill map, and/or typical cross sections.
- Trees. The approximate location of each existing tree, diameter of tree trunks, name of tree species if known, and call out of any trees to be removed.
- Existing and proposed fire hydrant locations, and distance of existing fire hydrant to nearest subdivision boundary.
- Existing and proposed street light locations.
- Railroads.
- Overhead utility lines.
- Condominium Project and PRD developments only – additional requirements:
 - Number of units listed.
 - Number of parking spaces listed.
 - Open space square foot requirements listed.
 - Open space indicated on map (one copy).
 - Open space calculations.
 - Parking space width.
 - Parking space length.
 - Parking space backup.
 - Distance between buildings.
 - Condo conversions only:
 - Approved Site Development Plan.
 - Copies of notices to tenants of conversions.
 - Date of last notice.