



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

ZONE CHANGE APPLICATION

COMMUNITY DEVELOPMENT DEPARTMENT / PLANNING DIVISION
8130 Allison Avenue, La Mesa, CA 91942
Phone: 619.667.1166 • 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 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 _____

Reason for Application: (Describe Project and Need for Zone Change)

FOR OFFICE USE ONLY

Application Number: _____

Date Received: _____

Fee: _____

Reviewed By: _____

Legal Description (attach additional sheets if necessary):

Project Data:

Existing zoning classification: _____

Proposed zoning classification: _____

Existing General Plan land use classification: _____

Proposed General Plan land use classification: _____

Existing land use: _____

Proposed land use: _____

Surrounding land uses:

 North: _____

 South: _____

 East: _____

 West: _____

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

Building Area(s) (S.F.):
(individually, as required) _____

Existing off-street parking:
(list number and type of stalls) _____

Residential Projects:

Number of existing dwelling units on site: _____

Number of potential residential units with Zone Change: _____

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: _____

Proposed off-street parking:
(list number and type of stalls) _____

Description of other uses/structures on site: _____

Question	Response
What zone classification is being requested for the subject property?	
Please state the purpose for the zone reclassification.	
Is the proposed zone reclassification consistent with the La Mesa General Plan? Explain	
Is this zone reclassification application being submitted concurrently with a General Plan Amendment?	
Please state why the zone reclassification is justified at this time?	

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 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.

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).
- Environmental Assessment Initial Study form and filing fee.
- Submittal of ten (10) copies of Site Plan and Vicinity Map. Drawing to be prepared as follows with each set folded to 8" x 11" maximum.
- Maximum sheet size of 24" x 36"; minimum 8 ½" x 11".
- Drawings shall be neat and clearly labeled.
- Submittal must include one set of clear, legible 8-1/2" x 11" reductions of Vicinity Map and 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.
- North arrow oriented to top of sheet.
- All boundary lines of the subject property fully dimensioned.
- All existing buildings (and proposed buildings and uses if applicable) and improvements and their distances from the property lines and from one another noted by proper dimensions.
- All existing and proposed zone boundaries to be shown on the Site and Vicinity Maps for the subject property and adjacent properties.
- Additional copies of all maps, plans, and other supporting information for this application will be required prior to scheduling this application for review by the City Council.
- Legal description prepared for entire area to be reclassified, including the private subject property and the half-width of all public right-of-way abutting the subject property (may be submitted after City Council hearing).