



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

CONDITIONAL USE PERMIT 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 that additional information is needed for evaluation. The applicant will be notified as to the completion status of the application and of the date and time of the Planning Commission review.

Property Owner:	_____	Phone:	_____
Address:	_____	Fax:	_____
	_____	Email:	_____
Applicant:	_____	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: _____

Legal Description (attach additional sheets if necessary):

Project Data:

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: _____

Findings

A conditional use is a use determined by the City as having such unique or diverse characteristics that predetermination of regulations for either its operation or location is not practical. An application for conditional use permit shall be scheduled for a public hearing before the Planning Commission after acceptance of the application as complete. The Commission may approve, deny, or approve with conditions a conditional use permit after considering a staff report and holding a public hearing. The findings listed below must be met in order for a Conditional Use Permit to be granted. Please provide facts to support the required findings in the space provided below. If more space is needed, attach additional sheets.

A. Will the project be incompatible with other uses in the same vicinity?

B. Will issuance of such a conditional use permit lead to the creation of a nuisance or endanger the public health, safety or order by any of the following:

1. Unreasonably increasing pedestrian and/or vehicular traffic in the area in which the premises are located?

2. Increasing the incidence of disruptive conduct in the area in which the premises are located?

3. Unreasonably increasing the level of noise in the area in which the premises are located?

C. Is the use consistent with the General Plan?

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: _____
Name (Please print) Title: _____

Signature

Applicant: _____ Date: _____
Name (Please print) Title: _____

Signature

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 Conditional Use Permit filing fee must accompany application.
- Attached sheet(s) describing evidence to support findings for conditional use permit.
- One 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 (if required).
- Submittal of ten (10) sets of required drawings prepared as follows with each set folded to 8" x 11" maximum.

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 improvement plans (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 location map shown on cover sheet of plans.
- 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 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 Parking and Landscape Standards.
- The location of all existing on and off-site 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 proposed or existing temporary structures, sign(s), and other improvements.
- Provisions for non-auto transportation (such as transit, or bicycle-related facilities) clearly defined.
- Energy conservation building construction techniques and materials, 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.

ADDITIONAL REQUIREMENTS FOR WIRELESS COMMUNICATIONS FACILITIES

- Provide a "Wireless Development Plan", an assessment of alternative sites considered, if any reviewed, and the reason they were not selected.
- Provide the following information:
 1. The maximum power output level as allowed under FCC regulations.
 2. The maximum power output capability of the facility being proposed.
- Identify existing facilities that will be abandoned as a result of the newly proposed facility.

FOR MEDICAL MARIJUANA FACILITIES, COMPLETE THE SUPPLEMENTAL QUESTIONNAIRE.