



**TWO-UNIT RESIDENTIAL DEVELOPMENT
APPLICATION PACKET
COMMUNITY DEVELOPMENT DEPARTMENT**

***** STAFF USE ONLY *****

Project No.: _____
Date Recd: _____ By: _____

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*****APPLICATIONS ARE ACCEPTED ELECTRONICALLY
CONTACT STAFF TO ARRANGE SUBMITTAL*****

Project Name: _____

Project Address: _____

APN: _____

Between: _____ **And:** _____
(Street) (Street)

Property Owner

Name: _____ **Company:** _____

Address: _____ **City:** _____ **State:** _____ **ZIP Code:** _____

Email: _____ **Phone:** _____ **Fax:** _____

Agent / Representative

Name: _____ **Company:** _____

Address: _____ **City:** _____ **State:** _____ **ZIP Code:** _____

Email: _____ **Phone:** _____ **Fax:** _____

Architect / Engineer / Designer

Name: _____ **Company:** _____

Address: _____ **City:** _____ **State:** _____ **ZIP Code:** _____

Email: _____ **Phone:** _____ **Fax:** _____

Contact Person: ☐ Property Owner ☐ Agent / Representative ☐ Architect / Engineer / Designer

Application Completeness Statement

The information on this application and all accompanying maps, plans, legal descriptions and other information submitted for this application as listed on the Application Checklist are accurate and complete to the best of my knowledge. I verify and attest that:

1. The development is not located on a site that is specified in CA GOV 65913.4(a)(6)(B) – (K) (attached).
2. None of the following conditions exist relative to the two-unit residential development or the property where it is proposed:
 - a. The parcel contains a designated historic landmark or is on the State Historic Resources Inventory, or is within a designated historic district.

- b. The two-unit residential development would require demolition or alteration of any of the following:
- i. Housing that is subject to a recorded covenant, ordinance, or law that restricts rents to levels affordable to persons and families of moderate, low, or very low income.
 - ii. Housing that has been occupied by a tenant in the last three years.

Signature of Owner or Authorized Agent

Date

Print Name of Signatory and Title



TWO-UNIT RESIDENTIAL CHECKLIST

COMMUNITY DEVELOPMENT DEPARTMENT

Project Name: _____ **Project No.:** _____

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.

Received	Needed	N/A	ITEMS (Provide digital)
☐	☐	☐	1. One completed and signed application form.
☐	☐	☐	2. Non-refundable filing fee must accompany application.
☐	☐	☐	3. Provide a copy of all current Grant Deeds applicable to the property and Preliminary Title Report prepared within six months of the date of application.
☐	☐	☐	4. Attest CA GOV 65913.4(a)(6)(B) – (K).
☐	☐	☐	5. Letter of Owner Authorization (Name of property owner must correspond with the name of application unless letter of authorization is submitted with application).
☐	☐	☐	6. Project Plans*:
☐	☐	☐	A. Site Plan
☐	☐	☐	B. Preliminary Grading Plan
☐	☐	☐	C. Floor Plan
☐	☐	☐	D. Elevation Plan



TWO-UNIT RESIDENTIAL REQUIRED DRAWING ELEMENTS

COMMUNITY DEVELOPMENT DEPARTMENT

Project Name: _____ Project No.: _____

A vital part of any application package is a properly drawn, complete and internally consistent set of drawings. Please read through this checklist carefully. Unless otherwise indicated, you must provide all of the following information on each set of drawings submitted. Applications that do not include all of the required information will be found incomplete. All plans must be accurately scaled and dimensioned. Both the State of California and the City of La Mesa have legal requirements for who may prepare development and landscape plans. Check with Planning Division Staff for who may prepare plans.

Needed	N/A	I. General Requirements
☐	☐	1. Drawings shall be neat and clearly labeled.
☐	☐	2. Each sheet contains the name, address, and telephone number of the firm 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.
☐	☐	3. Plans drawn to standard engineering or architects scale of sufficient size.
☐	☐	4. All plan improvements (site, landscaping, grading and drainage plans, and elevations) must be consistent.

II. Project Information	
☐	1. Property Owner/Applicant.
☐	2. Contact Person.
☐	3. All persons/firms that prepared any portion of the project plans.
☐	4. Site Address.
☐	5. Assessor's Parcel Number(s) (APN).
☐	6. Existing and proposed land use.
☐	7. Zoning classification.
☐	8. Legal description.
☐	9. Project description.
☐	10. Lot Coverage.
☐	11. Building area in square feet. List area of existing structures, area of structures to be demolished, areas of addition, and total overall proposed area.
☐	12. Required and proposed building setbacks.
☐	13. Building area: area of existing structures, area of structures to be demolished, areas of addition, and total overall proposed area.
☐	14. Description of other uses/ structures on site.
☐	15. Type of proposed construction.
☐	16. Number of dwelling units.
☐	17. Quantities of (existing and proposed) parking required and provided.

Needed	N/A	III. Site Plan
☐	☐	1. All boundary lines of the subject property fully dimensioned to centerline of adjacent streets.
☐	☐	2. North arrow oriented to top of the sheet.
☐	☐	3. A scale on each sheet.
☐	☐	4. A small scale locational map shown on cover sheet.
☐	☐	5. All proposed and existing buildings and improvements and their distances from the property lines and from one another properly dimensioned.
☐	☐	6. Design of the off-street parking area(s) (ingress/egress, spaces, aisles, loading, etc.) fully dimensioned with the flow of traffic noted by arrows; in accordance with the City's zoning requirements and Parking and Landscape Standards.
☐	☐	7. Location of all existing trees, indicating those to remain and those to be removed.
☐	☐	8. All paved areas noted and dimensioned with materials specified.
☐	☐	9. Location, height, dimensions, materials, finish and color of all retaining walls, decorative walls, fences, and screens.
☐	☐	10. The site area to be covered by structures specified.
☐	☐	11. Specific building use, square footage, and finished floor elevations for the ground level of each structure.
☐	☐	12. Existing and proposed electrical and telephone distribution lines.
☐	☐	13. Parking space dimensions width, length, and backup.
☐	☐	14. Distance between buildings.

IV. Preliminary Grading Plan (if applicable)

☐	☐	1. Drawings prepared and stamped by a licensed engineer.
☐	☐	2. Existing topography and proposed grading with the relationship to elevations or grading on adjacent properties shown.
☐	☐	3. Topographic contour lines at two(2) foot intervals for project sites under 10,000 s.f. and five(5) foot intervals for sites equal to or greater than 110,000 s.f.
☐	☐	4. Grading plan to show outline of all structures, decorative and retaining walls and improved surfaces as shown on site and landscape plan.
☐	☐	5. Cut and fill slope ratios and pad elevations specified.
☐	☐	6. Schematic surface drainage plan with the flow noted by arrows, and flow of adjacent off-site drainage.
☐	☐	7. The location and sizes of all existing and proposed underground utilities (water, sewer, and storm drains).
☐	☐	8. Base and top elevations of all walls at 10'-0" intervals maximum.
☐	☐	9. Location and dimensions of natural features (such as water courses, rock outcroppings, ravines).
☐	☐	10. Elevations of building pads and upper and lower levels.
☐	☐	11. Location and type of water retention, detention, or routing facilities.

Needed	N/A
☐	☐
☐	☐
☐	☐
☐	☐
☐	☐

V. Structure Floor Plan

1. North Arrow oriented to top of sheet.
2. Floor plans in sufficient detail to assist in site plan review and drawn to 1/8" or 1/4"
3. 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.
4. Parking space dimensions width, length, and backup.
5. Roof plan showing slope direction and mechanical equipment location, dimensions, and screening methods specified.

VII. Elevation Plan

☐	☐
☐	☐
☐	☐
☐	☐
☐	☐

1. Elevations of ALL exterior building and accessory structure facades needed to evaluate the project drawn to a scale sufficient to evaluate the building materials, building height, and construction details of the project.
2. Elevations to be labeled North, South, East, and West and to correspond to siteplan.
3. Materials of all exterior surfaces and features specified.
4. 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.
5. Building height.

CA GOV 65913.4(a)(6)(B) – (K)

1. An applicant for a two-unit residential development shall verify and attest that the development is not located on a site that is any of the following (CA GOV 65913.4(a)(6)(B) – (K).
 - B. Either prime farmland or farmland of statewide importance, as defined pursuant to United States Department of Agriculture land inventory and monitoring criteria, as modified for California, and designated on the maps prepared by the Farmland Mapping and Monitoring Program of the Department of Conservation, or land zoned or designated for agricultural protection or preservation by a local ballot measure that was approved by the voters of that jurisdiction.
 - C. Wetlands, as defined in the United States Fish and Wildlife Service Manual, Part 660 FW 2 (June 21, 1993).
 - D. Within a very high fire hazard severity zone, as determined by the Department of Forestry and Fire Protection pursuant to Section 51178, or within a high or very high fire hazard severity zone as indicated on maps adopted by the Department of Forestry and Fire Protection pursuant to Section 4202 of the Public Resources Code. This subparagraph does not apply to sites excluded from the specified hazard zones by a local agency, pursuant to subdivision (b) of Section 51179, or sites that have adopted fire hazard mitigation measures pursuant to existing building standards or state fire mitigation measures applicable to the development.
 - E. A hazardous waste site that is listed pursuant to Section 65962.5 or a hazardous waste site designated by the Department of Toxic Substances Control pursuant to Section 25356 of the Health and Safety Code, unless the State Department of Public Health, State Water Resources Control Board, or Department of Toxic Substances Control has cleared the site for residential use or residential mixed uses.
 - F. Within a delineated earthquake fault zone as determined by the State Geologist in any official maps published by the State Geologist, unless the development complies with applicable seismic protection building code standards adopted by the California Building Standards Commission under the California Building Standards Law (Part 2.5 (commencing with Section 18901) of Division 13 of the Health and Safety Code), and by any local building department under Chapter 12.2 (commencing with Section 8875) of Division 1 of Title 2.
 - G. Within a special flood hazard area subject to inundation by the 1 percent annual chance flood (100-year flood) as determined by the Federal Emergency Management Agency in any official maps published by the Federal Emergency Management Agency. If a development proponent is able to satisfy all applicable federal qualifying criteria in order to provide that the site satisfies this subparagraph and is otherwise eligible for streamlined approval under this section, a local government shall not deny the application on the basis that the development proponent did not comply with any additional permit requirement, standard, or action adopted by that local government that is applicable to that site. A development may be located on a site described in this subparagraph if either of the following are met:

- (i) The site has been subject to a Letter of Map Revision prepared by the Federal Emergency Management Agency and issued to the local jurisdiction.
 - (ii) The site meets Federal Emergency Management Agency requirements necessary to meet minimum flood plain management criteria of the National Flood Insurance Program pursuant to Part 59 (commencing with Section 59.1) and Part 60 (commencing with Section 60.1) of Subchapter B of Chapter I of Title 44 of the Code of Federal Regulations.
- H. Within a regulatory floodway as determined by the Federal Emergency Management Agency in any official maps published by the Federal Emergency Management Agency, unless the development has received a no-rise certification in accordance with Section 60.3(d)(3) of Title 44 of the Code of Federal Regulations. If a development proponent is able to satisfy all applicable federal qualifying criteria in order to provide that the site satisfies this subparagraph and is otherwise eligible for streamlined approval under this section, a local government shall not deny the application on the basis that the development proponent did not comply with any additional permit requirement, standard, or action adopted by that local government that is applicable to that site.
- I. Lands identified for conservation in an adopted natural community conservation plan pursuant to the Natural Community Conservation Planning Act (Chapter 10 (commencing with Section 2800) of Division 3 of the Fish and Game Code), habitat conservation plan pursuant to the federal Endangered Species Act of 1973 (16 U.S.C. Sec. 1531 et seq.), or other adopted natural resource protection plan.
- J. Habitat for protected species identified as candidate, sensitive, or species of special status by state or federal agencies, fully protected species, or species protected by the federal Endangered Species Act of 1973 (16 U.S.C. Sec. 1531 et seq.), the California Endangered Species Act (Chapter 1.5 (commencing with Section 2050) of Division 3 of the Fish and Game Code), or the Native Plant Protection Act (Chapter 10 (commencing with Section 1900) of Division 2 of the Fish and Game Code).
- K. Lands under conservation easement.