



ADMINISTRATIVE ADJUSTMENT, MINOR CONDITIONAL USE PERMIT, AND MINOR DESIGN REVIEW

(Zoning Administrator Review Required / Average Processing Time: 8-12 Weeks)

SUBMITTAL CHECKLIST

- 1. **APPLICATION FORM**
- 2. **APPLICANT LETTER**
 - A. On a separate sheet of paper, please describe your project.
- 3. **DESCRIPTION OF JUSTIFICATION FORM**
 - A. **Minor Conditional Use Permit:** If you are applying for a minor conditional use permit, describe how the proposed use is substantially compatible with uses permitted in the same general area and how the proposed use would not be materially detrimental to other properties in the same area.
 - B. **Administrative Adjustment:** If you are applying for an administrative adjustment, describe the property's special circumstances, including size, shape, topography, location or surroundings that deprive the property of privileges enjoyed by other properties in the vicinity under the identical zoning classification due to strict application of the Zoning Code.
- 4. **FEE PAYMENT**

See attached fee schedule for applicable fee information. Make check(s) payable to the "City of Costa Mesa."
- 5. **PUBLIC NOTIFICATION REQUIREMENTS**
 - A. **Radius Map:** This map shall show the subject property and all properties within a **500-foot** radius. Assessor parcel numbers must be shown on all affected properties.
 - B. **Mailing Labels:** Submit two sets of typewritten mailing labels & one photocopy. A mailing label is required for every property that is within the 500-foot radius (either wholly or partially). The mailing label must contain the assessor parcel number above the name of the owner and applicable address. Property owner names and addresses shall be obtained from the latest available County of Orange assessment rolls.
 - C. **Certification Letter:** The person who prepared the radius map and mailing labels shall write and sign a letter certifying that the information is true and accurate.
- 6. **PLANS – either blueprint or photocopies**
 - 1. **18" x 24"** (or larger) drawn to scale and folded to 8-1/2" x 11", with the face of the plans out:
 - a. **Four sets** (stapled) containing site, floor and elevation plans.
 - b. **Two** additional site plans.
 - 2. **11" x 17"** plans folded in half, with face of plans out:
 - a. **Two sets** (stapled) containing site, floor and elevation plans.
 - b. **Eight** additional site plans.
 - 3. **One 8½" x 11"** copy of plan(s).
- 7. **PRELIMINARY GRADING PLAN** (for development projects only, discuss with planner)

Submit three copies showing: Existing and proposed grade elevations at the property lines; Elevations are to be shown at 20-foot intervals; Existing grade elevations 5' away from the subject site on all surrounding properties; Arrows depicting direction of flow and identification of any existing drainage courses; Finished floor elevations of all the proposed and existing buildings (to be retained).

PROCESSING TIME



Approximately 8-12 weeks. The following will extend the processing time:

- Incomplete application (due to lack of information, inaccuracies or revisions)
- Project revisions made by the applicant
- Environmental document required (e.g. Negative Declaration)

PLANS CHECKLIST (for Admin. Adjustment, Minor CUP, Minor Design Review)

The plans shall contain the following information:

- 1. Address of project;
- 2. Name and telephone number of applicant or architect;
- 3. All plans must be drawn to scale;
- 4. Topography/grading plan if:
 - 1. There is greater than a 2-foot elevation difference onsite.
 - 2. Site elevation exceeds (or will exceed) neighboring property by 1 foot or more.
- 5. Existing trees;
- 6. Location of structures on adjoining lots. Identify structures and indicate location of second-story windows.
- 7. Setbacks from ultimate property lines, if applicable, and distances between buildings;
- 8. Required right-of-way dedications, if any, and location of ultimate property lines;
- 9. Dimension and use of existing (to remain) and proposed structures;
- 10. All property lines and dimensions;
- 11. Pedestrian access and circulation;
- 12. Landscape and other open space areas;
- 13. Walls and fences - height and materials;
- 14. Trash enclosures (except residential projects with 4 units or less);
- 15. Loading area, including dimensions and screening;
- 16. Off-street parking:
 - 1. Designate types and number of spaces;
 - 2. Dimensions of parking stalls, maneuvering areas, and driveways;
 - 3. Identify paving materials; and
 - 4. Show location of curbing and wheel stops.
- 17. Names and widths (to centerline) of all adjacent streets and alleys;
- 18. Scale of drawings (large-sized site plans must be drawn to scale);
- 19. North arrow;
- 20. Easements on or across the site;
- 21. Floor plans including dimensions and use of the rooms;
- 22. Exterior elevations of all side of the buildings, including height, use of rooms and materials;
- 23. Roof plan

The following information, where applicable to your project, must be provided either on site plan or separately:

- 1. Lot area (after dedication, where required);
- 2. Number of dwelling units, classified by number of bedrooms per unit (X=bachelor, Y=1 bedroom, Z=2 bedrooms); dens, libraries, studios, etc. are considered "bedrooms" for this purpose;
- 3. Number of parking spaces – classify as to open parking, carport, garage;
- 4. Area (sq. ft.) and percentage of lot devoted to open space (area other than buildings, driveways, parking);
- 5. Area (sq. ft.) of each building, and total building area (including carports and garages);
- 6. Area (sq. ft.) and percentage of lot devoted to driveway and open parking.



APPEALS

The Zoning Administrator is responsible for approving or denying this application. The item can either be appealed or called up for hearing before Planning Commission. The appeal must be filed by 5:00 p.m. within seven (7) days of the Zoning Administrator's decision with the Planning Division at City Hall. The Planning Commission's decision can be appealed to City Council by 5:00 p.m. within seven (7) days of the Planning Commission's decision. See attached fee schedule for the filing cost of an appeal.

MATERIALS INCLUDED IN APPLICATION PACKET

Additional material included in this packet:

- Application form
- Format sample of mailing labels
- Surrounding property notification example map
- A partial list of surrounding property notification service companies
- Processing fees information

WATER QUALITY MANAGEMENT PLANS

WHY ARE THEY REQUIRED?

In response to the Federal Clean Water Act of 1987 and the National Pollution Discharge Elimination System (NPDES) permit requirements, the City of Costa Mesa requires the Water Quality Management Plan (WQMPs) for certain types of projects. The intent is to reduce the content of storm water runoff to the maximum extent possible.

WHAT TYPE OF PROJECT REQUIRES A WQMP?

1. All construction projects, which require discretionary approval by the City of Costa Mesa, shall be required to submit a WQMP for approval by the City prior to the issuance of building permits.
2. All subdivisions of land shall be required to submit a WQMP for approval by the City prior to recordation, if determined applicable by the City.

WHAT IS A WQMP?

A WQMP is a written document indicating what structural and non-structural "best management practices" will be incorporated into the project, both design and operation characteristics, to control pollutant runoff into the storm drain system over the life of the project. Contact the City for more information about this requirement.



SEISMIC HAZARD MAP ACT SUMMARY

WHAT IS REQUIRED?

The State's minimum criteria for project approval within Seismic Hazards Zones are defined in the California Code of Regulations (CCR Section 3724 (b)). The following is a summary of the criteria that shall be used by the City of Costa Mesa:

1. A project shall be approved only when the nature and severity of the seismic hazards at the site have been evaluated in a geotechnical report and appropriate mitigation measures have been proposed.
2. The geotechnical report shall be prepared by a registered civil engineer or certified engineering geologist.* The geotechnical report shall contain site-specific evaluations of the seismic hazard affecting the project, and shall identify portions of the project site containing seismic hazards. The report shall also identify any known off-site seismic hazards that could adversely affect the site in the event of an earthquake. The contents of the geotechnical report shall include, but shall not be limited to, the following:
 - Project description.
 - A description of the geologic and geotechnical conditions at the site, including an appropriate site location map.
 - Evaluation of site-specific seismic hazards based on geological and geotechnical conditions, in accordance with current standards of practice.
 - Recommendations for appropriate mitigation measures as required in Section 3724(a), above.
 - Name of report preparer(s) and signature(s) of a certified engineering geologist and/or registered civil engineer.*
3. Prior to approving the project, the City of Costa Mesa, or a City-selected consultant,* shall independently review the geotechnical report to determine the adequacy of the hazard evaluation and proposed mitigation measures and to determine that the requirements of Section 3724 (a) above, are satisfied.

* Having competence in the field of seismic hazard evaluation and mitigation
(Above criteria from the "Guidelines for Evaluating and Mitigating Seismic Hazards in California" – March, 1997)

CONTACT US

City of Costa Mesa
Development Services Department
Phone: (714) 754-5245
Fax: (714) 754-4856
Hours: Monday through Friday, between 8 a.m. and 5 p.m.
Email: PlanningCommission@ci.costa-mesa.ca.us
Website: www.ci.costa-mesa.ca.us



Hazardous Waste and Substances Sites

Updated March, 2009

Before the City of Costa Mesa accepts an application as complete for any development project, the applicant shall consult this list and sign the Planning Application form, indicating that the project site is listed as a hazardous waste and substances site (Section 65962.5 of the Government Code)

<u>SITE NAME</u>	<u>ADDRESS</u>
CONOCOPHILLIPS 76 #4107	393 E. 17TH ST *
J.C. CARTER CO., INC.	671 W. 17TH ST *
WINALL STATION #11	790 W. 19TH ST *
THRIFTY OIL #139	799 W. 19TH ST *
SIGMA CIRCUITS	2970 AIRWAY AVE
THRIFTY OIL #151	751 BAKER ST *
SULLIVAN CONCRETE TEXTURES	1111 BAKER ST *
CARWASH OF AMERICA	1195 BAKER ST *
SHELL OIL	1201 BAKER ST *
NEWPORT MESA UNIFIED SCHOOL DISTRICT	2985-A BEAR ST *
CIMCO, INC.	265 BRIGGS AVE
BRISTOL VILLAGE CLEANERS	260 SE. BRISTOL AVE
BRISTOL PLAZA ARCO #5994	300 BRISTOL AVE *
SOUTH PACIFIC CAR WASH	2750 BRISTOL AVE *
CREEKSIDE PROPERTY	2900 BRISTOL AVE
G & M OIL #21	2995 BRISTOL AVE *
AB DICK	3598 CADILLAC AVE
ITT - JABSCO	1485 DALE WAY
EXXONMOBIL OIL CORP #10302	3470 FAIRVIEW AVE *
SUPERIOR STATION INC.	2050 HARBOR BLVD *
BEACON BAY AUTO WASH #10	2059 HARBOR BLVD *
GENERAL TRANSMISSIONS	2073 HARBOR BLVD *
RANDY'S AUTOMOTIVE PROPERTY	2089 HARBOR BLVD *
CHEVRON #21-1314 / AMERICAN SAVINGS BANK	2252 HARBOR BLVD *
HARBOR FAIR STATION	2502 HARBOR BLVD *
EXXONMOBIL OIL CORP #11593	3006 HARBOR BLVD *
EXXONMOBIL OIL CORP #15904	3195 HARBOR BLVD *
EZ LUBE #15	3599 HARBOR BLVD *
METROPOLITAN VELIE CIRCUITS	1261 LOGAN AVE
G & M OIL #43	1740 NEWPORT BLVD *
CONOCOPHILLIPS 76 #4992	1900 NEWPORT BLVD *
CONOCOPHILLIPS 76 #5067	2281 NEWPORT BLVD *
COSTA MESA AIR NATIONAL GUARD	2651 NEWPORT BLVD
VALENTEC-WELLS, INC.	3190 PULLMAN ST
ITT BUSINESS MACHINES, INC.	3191 REDHILL AVE
COSTA MESA FIRE STATION #1	2803 ROYAL PALM DR *
LOS ANGELES TIMES	1375 SUNFLOWER AVE
BETTY JONES COOK TRUST-ACE INTERNATIONAL	936 SUNSET DR

Sources:

State of California Department of Toxic Substance Control, Cortese List, March 2009
State of California Water Resources Control Board, GeoTracker, March 2009
For information on a specific site, please contact the Orange County Health Care Agency,
Environmental Health Division at (714) 433-6000.

* Indicates Leaking Underground Storage Tank Sites



PUBLIC NOTICING

SURROUNDING PROPERTY NOTIFICATION SERVICE COMPANIES

This listing is provided as a convenience to applicants. It contains information from companies who have advised the City of their services and does not constitute a recommendation or endorsement by the City of Costa Mesa.

Advanced Marketing Services
Post Office Box 2593
Capo Beach, California 92624
Office (949) 361-3921
Fax (949) 361-3923

KEC Radius Maps
Property Ownership Information
Darren L. Knudson
17731 Irvine Blvd., Suite 202
Tustin, California 92780
Cell (714) 865-2945
Fax (714) 832-9160
darren@knudsonengineers.com

Susan W. Case, Inc.
Ownership Listing Service
917 Glenneyre Street, Suite 7
Laguna Beach, California 92651
Phone (949) 494-6105
Fax (949) 494-7418

A M Mapping Services
8001 B Archibald Avenue
Post Office Box 4710
Rancho Cucamonga, California 91730
Phone (909) 466-7596
Fax (909) 466-7595

Martin Parker
Notification Maps
23412 Moulton Parkway, Suite 140
Laguna Hills, California 92653
Phone (949) 1-866-PLANCOM
Fax (949) 465-8297
sales@notificationmaps.com

Szeto and Associates
ABC License Mapping Service
2714 Stingle Avenue
Rosemead, California 91770
Office (626) 512-5050
Fax (323) 838-0515

DBS
Dependable Business Services, Inc.
Dennis Stout
871 North Maplewood Street
Orange, California 92867
Phone (714) 744-2845
Fax (310) 641-8414

Morey/Seymour & Associates
5757 West Century Boulevard,
Suite 604
Los Angeles, California
Phone (310) 641-3377
Fax (310) 641-8414

Williams Land Use Services
2418 Honolulu Avenue, Suite B
Montrose, California 91020
Phone (818) 542-4109
Fax (818) 542-3172
williamslanduse@yahoo.com

Darla A. Hammond
T-Square Mapping Service
Radius Map
Post Office Box 605
La Canada, California 91012
Phone (626) 403-1803/(213) 255-9805
Fax (626) 403-2972

Ownership Listing Service
Notification Services
Catherine McDermott
Phone (951) 699-8064

Zoning & Land-Use Solutions
Radius Maps
Ericka Odum
1775 Ohio Avenue #10
Long Beach, California 90804
Phone (562) 841-2188-1170
Fax (562) 961-3289

Donna's Radius Maps
684 South Gentry Lane
Anaheim, California 92807
Office (714) 921-2921
Fax (714) 921-0990

Radius Maps
Land Development Database Services
Bonnie Perkins
Phone (888) 272-3487

Foothill Project Management
The Urban Design Center
Corrie D. Kates
Radius Maps
Post Office Box 4403
Costa Mesa, California 92626-4403
Phone (714) 434-9228
(800) 651-6277

Stephanie Kyle
Ownership Listing Solutions
230 Newport Center Drive, Suite 210
Newport Beach, California 92660
Office (949) 706-2768
Fax (949) 717-7942



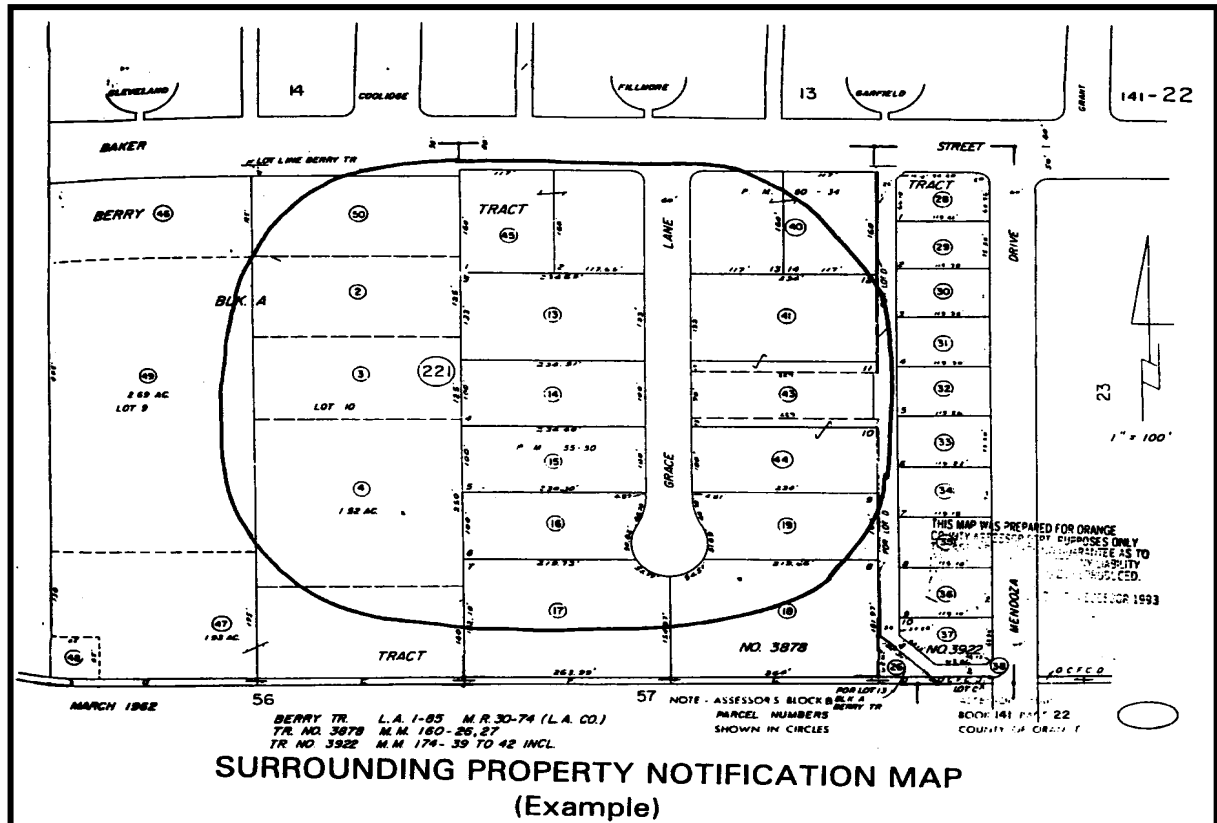
FORMAT SAMPLE OF MAILING LABELS

**Please Note:*

Maximim Label Width: 3 Inches / 30 Labels Per Sheet / No Transparent Labels / Labels Must Be Self-Adhesive

APN# 141-221-50 Mr. John B. Smith 123 Main Street Costa Mesa, California 92626	APN# 141-221-50 Occupant 123 Main Street Costa Mesa, California 92626	APN# 141-221-50 Mr. John B. Smith 123 Main Street Costa Mesa, California 92626
APN# 141-221-50 Mr. John B. Smith 123 Main Street Costa Mesa, California 92626	APN# 141-221-50 Mr. John B. Smith 123 Main Street Costa Mesa, California 92626	APN# 141-221-50 Mr. John B. Smith 182223 Main Street Costa Mesa, California 92660
APN# 141-221-50 Mr. John B. Smith 123 Main Street Costa Mesa, California 92626	APN# 141-221-50 Mr. John B. Smith 123 Main Street Costa Mesa, California 92626	APN# 141-221-50 Mr. John B. Smith 123 Main Street Costa Mesa, California 92626
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FORMAT SAMPLE OF RADIUS MAP





City of Costa Mesa PLANNING DIVISION **PROCESSING FEES**

Effective February 2, 2009

REVIEW PROCESS	FEE
Administrative Adjustment	\$1,035.00
Appeal:	
1. Appeal to Planning Commission	\$690.00
2. Appeal to City Council	\$1,220.00
Conditional Use Permit	\$1,550.00
Density Bonus Review	\$1,760.00
Design Review	\$1,650.00
Development Agreement	Time and materials with \$5,000.00 minimum deposit
Development Agreement Annual Review:	
1. Planning Commission Review	\$1,425.00
2. City Council Review	\$1,875.00
Development Review (staff)	\$915.00
Environmental Impact Report	Total consultant contract estimate plus 10%
General Plan Amendment Screening	\$1,000.00
General Plan Amendment	\$3,560.00
Lot Line Adjustment	\$800.00
Master Plan & Amendment, including preliminary plans:	
1. Zoning Administrator final review authority	\$960.00
2. Planning Commission final review authority	\$1,760.00
3. City Council final review authority	\$2,265.00
Minor Conditional Use Permit	\$1,010.00
Minor Design Review	\$650.00
Mobile Home Park Applications:	
1. Mobile Home Park Conversion	\$4,255.00
2. Tenant Relocation (staff review)	\$1,450.00
3. Tenant Relocation Report (third party review)	Total consultant contract estimate plus 10%
<i>Please turn over for additional fee information</i>	

REVIEW PROCESS	FEE
Negative Declaration	\$1,010.00 or total consultant estimate plus 10%
Off-site Hazardous Waste Facility: 1. Notice of Intent 2. Conditional Use Permit 3. Local Assessment Committee (formation and convening)	Total consultant estimate plus 10% with the following minimum deposit: \$1,000.00 minimum deposit \$1,000.00 minimum deposit \$1,000.00 minimum deposit
Planned Signing Program	\$635.00
Public Entertainment Permit	\$675.00
Public Hearing Continuance (due to applicant's request or incomplete application)	\$520.00
Redevelopment Project Review	\$2,195.00
Rehearing: 1. Before Planning Commission 2. Before City Council	 \$690.00 \$1,220.00
Renewal: 1. Zoning Administrator action 2. Planning Commission action 3. All other actions	 \$365.00 \$450.00 \$400.00
Residential and Non-Residential Common Interest Development Conversion	\$1,500.00 plus \$115.00/unit for required Building inspection
Rezone	\$1,910.00
Specific Plan Amendment	\$2,090.00
Specific Plan Conformity Review	\$1,630.00
Tentative Tract Map	\$1,445.00
Tentative Parcel Map	\$1,445.00
Time Extension: 1. Zoning Administrator action 2. Planning Commission action 3. All other actions	 \$365.00 \$450.00 \$400.00
Urban Master Plan Screening	\$0
Variance	\$1,685.00
Effective February 2, 2009	



City of Costa Mesa
DEVELOPMENT FEES INFORMATION
 City of Costa Mesa and Other Agencies

Agency	Rate
Building Division - (714) 754-5273 Building Plan Check Building/plumbing/mechanical/electrical permits	Based on valuation of improvements
Planning Division - (714) 754-5245 Letter of confirmation (flood zone, zoning) Project Review Parkland Impact Fees	\$40.00 See separate Planning Division Processing Fee Schedule See reverse side of this hand-out.
Engineering Division - (714) 754-5323 Drainage fee Final map check fee Off-site plan check Street improvement plan check fee Deposit/bond - off-site work Construction Access permit Curb and Gutter permit Driveway approach Sidewalk permit Wheelchair ramp Public right-of-way inspection	\$6,283.00 – 11,309.00 per acre \$90.00/hour \$90.00/hour \$90.00/hour Twice the amount of the cost estimate of off-site work \$230.00 \$365.00 \$425.00 \$380.00 \$365.00 \$125.00/hour
Transportation Services Division - (714) 754-5334 Traffic Impact Fee	See reverse side of this hand-out.
OTHER AGENCIES	
Costa Mesa Sanitary District – (949) 645-8400	Contact Costa Mesa Sanitary District for the requirements and/or fees.
San Joaquin Hills Trans. Corridor Agency - (949) 727-4800 (Rates effective as indicated. City collects fee and forwards to agency)	RATES EFFECTIVE FOR ZONE B <u>7/1/11 TO 6/30/2012</u> <u>7/1/2012 TO 6/30/2013</u>
Single-family residential Multiple-family residential Commercial/Industrial (Non-residential)	\$3,602 per dwelling unit \$3,698 per dwelling unit \$2,102 per dwelling unit \$2,158 per dwelling unit \$4.60 per square foot \$4.72 per square foot
Newport Mesa Unified School District - (714) 754-5615 (City collects fee and forwards to agency) Residential Commercial/Industrial	\$1.84 per square foot (additions under 500 s.f. may be exempt) \$0.30 per square foot
Santa Ana Unified School District - (714) 558-5501 Residential Residential exclusively for senior citizens Commercial/Industrial	\$2.63 per square foot of assessable space. \$0.42 per square foot of assessable space \$0.42 per square foot of chargeable and enclosed space
Mesa Consolidated Water District - (949) 631-1200	Contact MCWD for the requirements and/or fees
Irvine Ranch Water District - (949) 453-5300	Contact IRWD for the requirements and/or fees

NOTE: This is a listing of City Departments and Divisions as well as other agencies that may require a development fee for your project. Although it is intended to be a complete list, there may be other agencies (AQMD, CalTrans, etc.) that have fees that are not included above. It is your responsibility as either the applicant or authorized agent to ensure all applicable fees are paid. These fees are subject to change; therefore, please contact the responsible City Division or agency for the current rate.

City of Costa Mesa Traffic Impact Fees

The City of Costa Mesa assesses a traffic impact fee on an incremental basis. The fee is assessed as follows:

Traffic Impact Fee Schedule	
Effective November 21, 2005	
EXISTING PLUS PROPOSED AVERAGE DAILY TRIP ENDS (ADT)¹	TRAFFIC IMPACT FEE¹
0-25 ADT	\$0/ADT
26-50 ADT	\$50/ADT for incremental trips exceeding 25 ADT.
51-75 ADT	\$75/ADT for incremental trips exceeding 50 ADT.
76-100 ADT	\$100/ADT for incremental trips exceeding 75 ADT.
101 ADT OR MORE	\$181.00 per average daily trip.
<p>1. For the determination of the appropriate incremental traffic impact fee rate, the existing ADT (if applicable) plus the proposed new ADT are combined together. The traffic impact fee is assessed on the increased number of average daily trips generated by the proposed project. Any and all questions regarding the City's traffic impact fee should be directed to the City's Transportation Services Division, located on the 4th floor of City Hall.</p>	

City of Costa Mesa Parkland Impact Fees

The City of Costa Mesa recently approved an increase in its parkland impact fees. The new parkland impact fees will be incrementally increased over a 3-year period. The following table indicates the applicable parkland fee per unit that will be applied to a new residential subdivision based on the date the application is filed with City.

Parkland Impact Fee Schedule				
Subdivision Application Filed:	Before and On July 15, 2005	On and After July 16, 2005	On and After July 16, 2006	On and After July 16, 2007
For Each Single-Family Dwelling Unit	\$5,481.72	\$8,178.00	\$10,875.00	\$13,572.00
For Each Multi-Family Dwelling Unit	\$4,829.09	\$7,829.00	\$10,829.00	\$13,829.00

