



GENERAL PLAN SCREENING / GENERAL PLAN AMENDMENT / REZONE
(City Council Public Hearing Required / Average Processing Time: 8-12 weeks)

APPLICATION CHECKLIST

- 1. **APPLICATION FORM**
- 2. **APPLICANT LETTER**
 - A. On a separate sheet of paper, please describe your project.
- 3. **FEE PAYMENT**

See attached fee schedule for applicable fee information. Make check(s) payable to the "City of Costa Mesa."
- 4. **PUBLIC NOTIFICATION REQUIREMENTS FOR GENERAL PLAN AMENDMENT OR REZONE***

** Note: A General Plan Screening application does not require the submittal of item 4 (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.
- 5. **PLANS (TO BE DETERMINED)* – Either blueprint or photocopies**

** Note: Discuss with planner.*

 - A. **Sixteen copies - 11" x 17"** plans folded in half, with face of plans out, containing any concept plans of proposed development.
 - B. **One 8½" x 11"** copy of any plan(s).
- 6. **LEGAL DESCRIPTION** - Two copies of the legal description of the involved property(ies).
- 7. **PHOTOGRAPHS OF THE SITE** - Labeled pictures taken with a camera.

PROCESSING TIME

General Plan Screening: (approx. 6-8 weeks)

A General Plan Screening application is required to be submitted prior to the acceptance of the actual General Plan Amendment application. The City Council shall review the screening application and determine whether or not the application should be processed. A public notice for the meeting is not required at the screening level.



General Plan Amendment and Rezone: (approx. 8-12 weeks)

Per State law, a General Plan Amendment of each Element may be processed four times per year. Please contact the Planning Division to discuss the General Plan filing schedule. Rezones may be processed concurrently with a General Plan Amendment application. Depending upon the review cycle that the application is processed, the processing time may vary from 8 weeks to 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 or Environmental Impact Report)

REHEARING

The City Council is responsible for approving or denying this application. The item can be called up, or a rehearing may be requested before City Council. The request must be filed at the City Clerk's office at City Hall by 5:00 p.m. within seven (7) days of the 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

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.costamesa.ca.us
Website: www.ci.costamesa.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



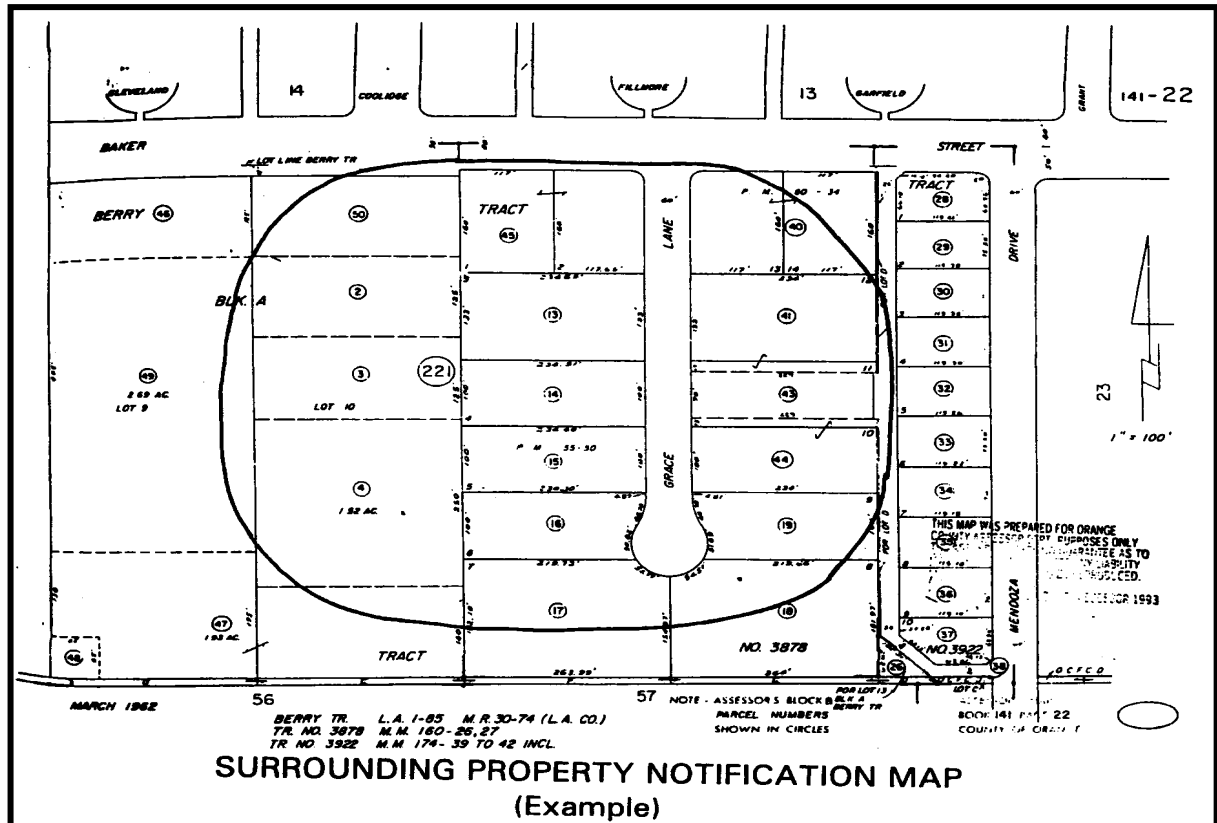
FORMAT SAMPLE OF MAILING LABELS

**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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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

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)	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">\$3,602 per dwelling unit</td> <td style="width: 50%;">\$3,698 per dwelling unit</td> </tr> <tr> <td>\$2,102 per dwelling unit</td> <td>\$2,158 per dwelling unit</td> </tr> <tr> <td>\$4.60 per square foot</td> <td>\$4.72 per square foot</td> </tr> </table>	\$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
\$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

