



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

FINAL MAP/PARCEL MAP APPLICATION

COMMUNITY DEVELOPMENT DEPARTMENT / PLANNING DIVISION
8130 Allison Avenue, La Mesa, CA 91942
Phone: 619.667.1177 • Fax: 619.667.1380

NOTE: The City of La Mesa emphasizes that all applications, plans, maps, exhibits, and other supporting information must be complete and accurate before an application is accepted. Generally, submission of the items on the list of application requirements will constitute 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.

Property Owner:

Address: _____ Phone: _____
 _____ Fax: _____
 _____ Email: _____

Professional Engineer

(Those with a number higher than 33965 must also be licensed land surveyors):

Name: _____ Phone: _____
 Address: _____ Fax: _____
 _____ Email: _____

Contact Person:

Address: _____ Phone: _____
 _____ Fax: _____
 _____ Email: _____

Property Location:

Address: _____
 Assessor's Parcel Number: _____

Legal Description (attach additional sheets if necessary):

FOR OFFICE USE ONLY

Application Number: _____
 Date Received: _____
 Fee: _____
 Reviewed By: _____

Project Description:

Project Data:

Zoning Classification: _____

General Plan Land Use: _____

Existing Land Use: _____

Site Area (S.F./Acres)
For Each Lot (Net/Gross): _____

Applicant: _____
Name (Please print)

Date: _____
Title: _____

Signature

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 review fee must accompany application.
- Two (2) copies of a preliminary title report less than 90 days old. (Name of property owner on deed must correspond with the name of applicant unless letter of authorization is submitted with application).
- CC&R's if required
- Reference maps.
- A new legal description.
- Five (5) copies of the final map or parcel map. Sheet size of 18" x 24". The City follows County Mapping Manual Requirements.
- Two (2) sets of Closure Calculations and Traverse Calculations.

CODES & STANDARDS

1. State of California Subdivision Map Act
2. City of La Mesa Subdivision Ordinance (see attached)
3. City of La Mesa Land Use & Zoning Ordinance
4. City of La Mesa Design Criteria for Public Improvements
5. San Diego County Subdivision Manual
6. Tentative Map – Conditions of Approval

PLAT MAP

- The date of preparation of the plat.
- The subdivision boundary lines including bearings and distanced. Existing streets, alleys and railroads adjacent to the subdivision including rights-of-way widths and centerline data and names of streets.
- Basis of Bearings shall be shown and tied to City of La Mesa Coordinates when possible. Two "Found" monuments are required to establish basis of bearings.
- Lots including old and new lot lines clearly distinguished. Bearings and distances along new lot lines and the new lot areas shall be shown.

- Easements. The location, width, and purpose of each existing or proposed public or private easement shall be shown, with recording information.
- Structures. The approximate location of each structure in the subdivision together with the dimensions necessary to establish the relationship of structures to lot lines.
- The north point which shall be shown on each sheet of the plat. The scale which shall be shown on each sheet of the plat. Survey monuments set if a field survey is made.
- Certificates, signed by a registered civil engineer confirming his supervision of plat production and the plat's technical accuracy.
- Traverse calculations for the map. Traverse data shall be provided for the exterior boundary of the subdivision and for the boundary of each lot. Traverses shall be submitted in a form which facilitates checking the dimensions of the map. The error of closure shall be provided for each closed traverse.
- Accurate site vicinity map shall be drawn to a suitable scale to ensure clarity and ease of location.
- Indicate on the plat map the existing and proposed lowest finish floor elevations and the top of up stream sewer manhole along the public sewer main, closest to the property. If the existing and proposed lowest finish floor elevations are equal to or below the top of the manhole plus two (2) feet, indicate on the plan that a backwater valve shall be installed.
- Indicate on the plat map that a sewer lateral cleanout at the property line shall be installed.
- Legend for map references.