



**COMMUNITY AND ECONOMIC DEVELOPMENT DEPARTMENT
PLANNING DIVISION**

P.O. Box 1609, Mammoth Lakes, CA 93546
Phone: (760) 965-3630 Fax: (760) 934-7493

Email: planning@townofmammothlakes.ca.gov Website: www.townofmammothlakes.ca.gov

LAND USE PERMIT APPLICATION FORM

- *Business Hours: Monday-Thursday 8:00 am - 12:00 noon, 1:00 pm - 5:00 pm, Fridays By Appointment Only*
- *Applications are accepted by appointment only and must be complete.*
- *Incomplete applications will not be accepted.*

Property/Development:

Property Address: _____ Assessor Parcel Number _____

Name of Development: _____ Zone _____ Lot _____ Tract _____

Applicant/Owner Contact Information:

<i>Applicant/Agent Name</i>			<i>Property Owner (if different from Applicant)</i>		
<i>Email Address</i>	<i>Phone Number</i>	<i>Email Address</i>	<i>Phone Number</i>	<i>Email Address</i>	<i>Phone Number</i>
<i>Mailing Address</i>			<i>Mailing Address</i>		
<i>City</i>	<i>State</i>	<i>Zip</i>	<i>City</i>	<i>State</i>	<i>Zip</i>

Review Information:

Review Type(s): _____

Project Description:

I CERTIFY UNDER PENALTY OF PERJURY that I am: ___ legal owner(s) of the subject property (all individual owners must sign as their names appear on the deed to the land), ___ authorized to sign on behalf of the owner(s) (proof of authorization to sign must be provided), AND THAT THE FOREGOING IS TRUE AND CORRECT.

▶

 Date Name (Print) and Signature of Property Owner or Agent

▶

 Date Name (Print) and Signature of Property Owner or Agent

(For Staff Use Only)

Date Received:

Permit Number:

APPLICATION FEE WORKSHEET

*All major permits are cost accounted. If any portion of a project is cost accounted, the entire project is billed as a cost accounted project. Additionally, the applicant will be required to submit the Processing Agreement Form attachment (found here: <https://www.townofmammothlakes.ca.gov/174>). Only the largest deposit is required for a project with multiple cost accounted components.

Type (check all that apply)	Code Section	Application Requirement Attachments	Fee/Deposit
MAJOR PERMIT FEES			
<input type="checkbox"/> Design Review - Major (DR)	M.C. 17.88	"Design Review"	\$2,500
<input type="checkbox"/> Development Agreement (DA)	M.C. 17.108	"Development Agreement"	\$10,000 (deposit)*
<input type="checkbox"/> General Plan Amendment (GPA)	M.C. 17.112.080	"General Plan Amendment"	\$10,000 (deposit)*
<input type="checkbox"/> Tentative Parcel Map (TPM)	Government Code	"Tentative Parcel Map"	\$6,000 (deposit)*
<input type="checkbox"/> Tentative Tract Map (TTM)	Government Code	"Tentative Tract Map"	\$6,000 (deposit)*
<input type="checkbox"/> Use Permit (UPA)	M.C. 17.68	"Use Permit"	\$2,500 (deposit)*
<input type="checkbox"/> Variance (VAR)	M.C. 17.72	"Variance"	\$6,000 (deposit)*
<input type="checkbox"/> Zone Code Amendment (ZCA)	M.C. 17.112	"Zone Code Amendment"	\$6,000 (deposit)*
<input type="checkbox"/> Zoning Amendment, District (DZA)		"Zoning Amendment, District"	\$6,000 (deposit)*
<input type="checkbox"/> Specific Plans	M.C. 17.116	"Zoning Amendment, District"	\$6,000 (deposit)*
<input type="checkbox"/> Master Plans	M.C. 17.120	"Zoning Amendment, District"	\$6,000 (deposit)*
<input type="checkbox"/> Concept Review (CR)	-	"Concept Review"	\$2,500 (deposit)*
<input type="checkbox"/> Time Extension Request	-	-	\$1,053
MINOR PERMIT FEES			
<input type="checkbox"/> Adjustment (ADJ)	M.C. 17.76	"Adjustment"	\$1,008
<input type="checkbox"/> Administrative Permit (AP)	M.C. 17.84	"Administrative Permit"	\$601
<input type="checkbox"/> Design Review - Minor (DR)	M.C. 17.88	"Design Review"	\$1,021
<input type="checkbox"/> Lot Line Adjustment (LLA)	-	"Lot Line Adjustment"	\$1,046
<input type="checkbox"/> Time Extension Request	-	-	\$200
Total Application Fees/Deposit			\$ _____

REQUIRED APPLICATION MATERIALS

All Applications Must Include:

- Complete Land Use Permit Application Form
- Improvement survey or improvement location certificate by registered surveyor
- Vicinity Map (8 ½" x 11") indicating the application site and adjacent streets and properties within 100 feet
- Written statement that describes the proposal and indicates how the application meets all applicable review criteria. See specific permit attachments.
- Current title insurance commitment or preliminary title report dated within 30 days or attorney memorandum, based on abstract of title. Other forms of proof of ownership may be acceptable at the Town's discretion.
- Payment of all applicable fees and Application Fee Worksheet
- Processing Agreement Form (for cost accounted projects only)
(Found here: <https://www.townofmammothlakes.ca.gov/174>)
- Statement acknowledging hazardous waste and substances
- Project Fact Sheet
- Associated Application Requirement Attachments
(Found here: <https://www.townofmammothlakes.ca.gov/174>)
- Residential or Commercial Zoning Compliance Evaluation Form, if applicable
(Commercial found here: <https://www.townofmammothlakes.ca.gov/DocumentCenter/View/4567>)
(Residential found here: <https://www.townofmammothlakes.ca.gov/DocumentCenter/View/4568>)
 - Check if not applicable

PROJECT FACT SHEET

PROJECT BREAKDOWN

Fill out those sections below that apply to your project.

Projects With Residential Units		
Data Breakdown	Existing	Proposed
Type(s) of use		
Total # of lots		
Size of lots		
Total # of buildings		
Total building footprint		
Total # of dwelling units		
Total # of condo units		
Total # of transient rental units		
Total # of fractional/timeshare units		
Total # of accessory dwelling units		
Total # of sleeping areas		
Total # of kitchens		
Total floor area		
Total # of building stories		
Maximum building height		
Height of other appurtenances (e.g. antennas, chimneys)		
Gross units/acre		
Net units/acre		
Lot area/unit		
Floor area ratio		
Number of wood burning appliances or fireplaces		
Total # of pellet stoves		
Parking (Covered)		
Parking (Uncovered)		
Guest parking		
Total landscaped area		

PROJECT FACT SHEET

Projects With Non-Residential Units		
Data Breakdown	Existing	Proposed
Type(s) of use		
Total # of lots		
Size of lots		
Total # of buildings		
Total building footprint		
Total # of parking spaces		
Total # of bike parking		
Total # of condo units		
Total # of fractional/timeshare units		
Total # of hotel units		
Total # of room keys (e.g. lock-offs)		
Total # of sleeping areas		
Total # of kitchens		
Total floor area		
Total # of building stories		
Maximum building height		
Height of other appurtenances (e.g. antennas, chimneys)		
Gross units/acre		
Net units/acre		
Lot area/unit		
Floor area ratio		
Ratio of non-residential floor area to residential floor area		
Total # of employees		
Square footage of retail		
Square footage of restaurant		
Square footage of warehousing		
Square footage of office		
Square footage of manufacturing		
Total landscaped area		

PROJECT FACT SHEET

ENVIRONMENTAL INFORMATION:

Are any of the following items applicable to the project or its effects? Discuss below all items checked yes.

All Projects		
Environmental Information	Yes	No
Change in existing features of any hills or substantial alteration of ground contours.	<input type="checkbox"/>	<input type="checkbox"/>
Change in scenic views or vistas from existing residential areas or public lands or roads.	<input type="checkbox"/>	<input type="checkbox"/>
Change in pattern, scale, or character of general area of project.	<input type="checkbox"/>	<input type="checkbox"/>
Substantial increase in waste generation.	<input type="checkbox"/>	<input type="checkbox"/>
Site on filled land or on slope of 10% or more.	<input type="checkbox"/>	<input type="checkbox"/>
Use or disposal of potentially hazardous materials such as toxic substances, flammables, or explosives.	<input type="checkbox"/>	<input type="checkbox"/>
Substantial change in demand for municipal services (police, fire, water, sewage, etc.).	<input type="checkbox"/>	<input type="checkbox"/>
Substantial increase in fossil fuel consumption (electricity, oil, natural gas, etc.).	<input type="checkbox"/>	<input type="checkbox"/>
Proposing wood burning appliances/pellet stoves.	<input type="checkbox"/>	<input type="checkbox"/>
Significant impact to traffic, noise, air quality or water quality.	<input type="checkbox"/>	<input type="checkbox"/>
Are there other active or approved projects in the vicinity?	<input type="checkbox"/>	<input type="checkbox"/>
Has an EIR or other environmental documentation been prepared for this site?	<input type="checkbox"/>	<input type="checkbox"/>
Are there any known historical or cultural resources on the site?	<input type="checkbox"/>	<input type="checkbox"/>

Please discuss any of the items checked yes:

PROJECT FACT SHEET

Technical studies may be required as a part of the preparation of the environmental documentation for this project. Please contact the Planning Division as early as possible to determine the possible need and scope of such studies.

I certify that the statements furnished above and in the attached exhibits present the data and information required for this initial evaluation to the best of my ability, and that the facts, statements, and information presented are true and correct to the best of my knowledge and belief.



Signature of Applicant

Date



Signature of Property Owner

Date