



COMMUNITY AND ECONOMIC DEVELOPMENT DEPARTMENT

BUILDING DIVISION

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SITE PLAN SUBMITTAL CHECKLIST

- ☐ Location and dimensions of all new and existing structures, additions, and accessory buildings. This would include all projections such as stairs, decks, roof eaves, retaining walls, etc. on the property.
- ☐ Property boundary dimensions and bearings that match the recorded map.
- ☐ Setback dimensions from both the building line and eave line of the structure to the property line. If the building and eave line(s) are clearly within the setbacks, it may not be necessary to show the eave line dimension.
- ☐ Projected roof plan showing all penetrations, valleys, hips, and direction of slope (direction of snow shed).
- ☐ Dimensions and areas of all easements and other encumbrances.
- ☐ Lot number, subdivision, street address, and Assessor Parcel Number. North arrow and scale of drawings.
- ☐ Name, address, and telephone number of the owner/developer.
- ☐ Name, address and telephone number of the author of the plans.
- ☐ Lot coverage: The total area of all structures, ground level decks, driveways, parking areas, and other impervious surfaces, and one-half of all decks at least eight (8) feet above grade. (Not applicable if no increase in lot coverage.) Location of all LPG facilities (tank, regulator, meter, etc.).
- ☐ All new or relocated underground and overhead utilities (water, sewer, electrical, etc).
- ☐ Driveway right-of-way at the edge of pavement / curb and gutter. Driveway width: minimum 12', maximum 24' at the property line.
- ☐ Driveway section / profile showing driveway slope(s) and elevations at the street, garage and first floor elevation. N/A if driveway is existing and unchanged.
- ☐ Snow storage areas and snow storage area calculations (75% of required parking areas and driveway).
- ☐ Structures on adjacent properties closer than 10' from the property line.
- ☐ Note existing trees greater than six (6) inches in diameter scheduled for removal and those to remain.
- ☐ Drainage swales and topography with contours at 2' vertical intervals. N/A for interior remodels.
- ☐ Note benchmark elevation at the edge of pavement (reference point for all other elevations; driveway slope, building height, lot slope etc.).
- ☐ Identify all grading excluding that within the perimeter of the structure. A separate grading plan may be submitted.
- ☐ Show all finished cuts and fills. Indicate amount, depth, height, etc. A separate grading plan may be submitted.
- ☐ Identify areas designated for material storage.