



**COMMUNITY AND ECONOMIC DEVELOPMENT DEPARTMENT
PLANNING DIVISION**

P.O. Box 1609, Mammoth Lakes, CA 93546

Phone: (760) 965-3630 Fax: (760) 934-7493

www.townofmammothlakes.ca.gov

CONCEPT REVIEW APPLICATION

Name of applicant or agent

Mailing Address

E-Mail Address

Phone Number

Property Owner (if other than applicant)

Mailing Address (property owner)

E-Mail Address (property owner)

Phone Number (property owner)

Street Address (project location)

Assessor Parcel Number(s)

Zoning

Lot

Tract

PROPOSED USE: Describe the request being made, or nature of the use, business, or purpose for which the building, structure, improvement, or premise is to be used (use additional sheets if necessary):

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), _____ corporate officer(s) empowered to sign for the corporation, or _____ owner's legal agent having Power of Attorney for this action (a notarized "Power of Attorney" document must accompany the application form), AND THAT THE FOREGOING IS TRUE AND CORRECT.

Date

Signature of Property Owner or Agent

Date

Signature of Property Owner or Agent

ARCHITECT/ENGINEER STATEMENT (Optional for Concept Review Applications):

I certify that I have reviewed applicable development plans for compliance with the requirements of the Town of Mammoth Lakes and such plans are designed in accordance with those regulations.

Date

Signature of Licensed Architect or Engineer

INTENT OF CONCEPT REVIEW APPLICATIONS

Concept Review Applications prove to be a valuable resource in the processing of your application, particularly if:

- You are unfamiliar with Town standards or the permits you will need.
- Your proposal is complex or involves multiple approvals.
- You anticipate requesting a zoning code amendment, general plan amendment, and/or a variance from Town standards or code requirements.

The Concept Review process will familiarize you with the various elements of the Town's permitting process:

- Meeting the staff coordinating the review of your application upon formal submittal.
- Introducing you to the regulations and plan submittal requirements specific to your proposal.
- Providing you an early opportunity to identify potential major issues and "red flags."
- Discussing the plan review process to reduce costs and expedite permit processing and approvals.

CONCEPT REVIEW SUBMITTAL REQUIREMENTS¹

PROJECT NARRATIVE AND ZONING CONFORMANCE

- A preliminary project narrative, including a description of the project components such as program, densities, square footage, anticipated phasing, etc.
- An outline of the project's conformance to the General Plan, zoning standards, and design guidelines.

PRELIMINARY SITE PLAN

- Property lines including lot dimensions/area and the distances from the edges of adjacent road surfaces.
- Scale and north arrow.
- Significant existing features, such as buildings, parking areas, roads, driveways, paving, open space, wetlands, flood zones, landscaped areas, and utilities.
- Purpose, width, location of existing and proposed easements.
- All proposed improvements including all preliminary dimensions such as setbacks, lot coverage, distance between structures, driveway widths, parking areas, snow storage areas, etc.
- Projected roof plan showing valleys, hips, roof pitch, and direction of slope.

PRELIMINARY BUILDING ELEVATIONS, SITE PROFILE, FLOOR PLAN

- Exterior elevations.
- The type of roof and exterior colors/materials.
- Building height calculations.
- Preliminary floor plans showing room layouts, common areas, and parking.

PRELIMINARY HOUSING DEVELOPMENT MITIGATION PLAN (IF APPLICABLE)

- Preliminary/conceptual Housing Mitigation Plan pursuant to the Town of Mammoth Lakes Housing Mitigation Regulations.

¹ These are the typical Concept Review materials, but the Director may accept submittals with less information if appropriate.

CONCEPT REVIEW APPLICATION INFORMATION SHEET & PROCESS

Prior to submittal of a Concept Review Application, the applicant is encouraged to have an informal pre-application meeting with Town Staff to review basic zoning and procedural requirements. Such meetings are free and topics such as compliance with code standards and design guidelines are discussed. Staff will answer any specific questions that the applicant may have and determine if a Concept Review Application is appropriate. If it is determined that a more detailed review of your development plan is required including a review and/or hearing before the Advisory Design Panel and/or the Planning and Economic Development Commission, then it is advisable that a Concept Review Application be submitted.

The following steps outline the Community and Economic Development Department procedures for the processing of Concept Review Application requests for Tentative Maps, Use Permit Applications, Zoning Code Amendments, Specific Plans, General Plan Amendments, and other complex projects.

- Concept Review Package. A Concept Review Application form, deposit, and complete review package is submitted to the Town. If the actual application processing costs are less than the deposit, the Town will apply the remaining deposit towards the applicant's formal application submittal.
- Development Review Committee. Upon receipt the project manager will place the Concept Review Application request on the Development Review Committee's (DRC) agenda to establish a Project Team.
- Concept Review, Informal CEQA Assessment, and Preliminary Agency Consultation. Town staff provides initial review for conformance with zoning and design compliance, completes an initial screening for environmental issues, and informally consults with potentially affected agencies to identify potential issues or requirements.
- Advisory Design Panel and Planning and Economic Development Commission Workshops. Staff prepares reports for the Advisory Design Panel and/or Planning and Economic Development Commission (PEDC) and sets workshop dates for both as deemed appropriate or desirable by staff and the applicant. The applicant makes a concept level presentation to the Advisory Design Panel and/or PEDC, and receives preliminary comments that can be incorporated into the applicant's formal submittal package.
- Town Council Workshop. At the discretion of the applicant and/or Staff, a preliminary concept report can be presented to the Town Council. Comments from the Town Council can be incorporated into the applicant's formal submittal package.
- Written Response to Applicant. Town staff then prepares a "Concept Review Analysis Report" and sets a meeting with the applicant to review comments and recommendations for formal project submittal. Feedback from the Concept Review process is advisory based upon the information provided and is not binding. After receipt of staff's written response, the applicant may either submit a formal project application (with the appropriate deposit/fee), or resubmit, with an additional deposit, a new Concept Review Application.