



COMMUNITY AND ECONOMIC DEVELOPMENT DEPARTMENT PLANNING DIVISION

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

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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:

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

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:
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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			
☐ Design Review - Major (DR)	M.C. 17.88	"Design Review"	\$2,500
☐ Development Agreement (DA)	M.C. 17.108	"Development Agreement"	\$10,000 (deposit)*
☐ General Plan Amendment (GPA)	M.C. 17.112.080	"General Plan Amendment"	\$10,000 (deposit)*
☐ Tentative Parcel Map (TPM)	Government Code	"Tentative Parcel Map"	\$6,000 (deposit)*
☐ Tentative Tract Map (TTM)	Government Code	"Tentative Tract Map"	\$6,000 (deposit)*
☐ Use Permit (UPA)	M.C. 17.68	"Use Permit"	\$2,500 (deposit)*
☐ Variance (VAR)	M.C. 17.72	"Variance"	\$6,000 (deposit)*
☐ Zone Code Amendment (ZCA)	M.C. 17.112	"Zone Code Amendment"	\$6,000 (deposit)*
☐ Zoning Amendment, District (DZA)		"Zoning Amendment, District"	\$6,000 (deposit)*
☐ Specific Plans	M.C. 17.116	"Zoning Amendment, District"	\$6,000 (deposit)*
☐ Master Plans	M.C. 17.120	"Zoning Amendment, District"	\$6,000 (deposit)*
☐ Concept Review (CR)	-	"Concept Review"	\$2,500 (deposit)*
☐ Time Extension Request	-	-	\$1,053
MINOR PERMIT FEES			
☐ Adjustment (ADJ)	M.C. 17.76	"Adjustment"	\$1,058
☐ Administrative Permit (AP)	M.C. 17.84	"Administrative Permit"	\$651
☐ Design Review - Minor (DR)	M.C. 17.88	"Design Review"	\$1,071
☐ Lot Line Adjustment (LLA)	-	"Lot Line Adjustment"	\$1,096
☐ 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

STATEMENT ACKNOWLEDGING HAZARDOUS WASTE AND SUBSTANCES

Before a local agency accepts as complete an application for any development project which will be used by and person, the applicant shall consult the list of Hazardous Waste and Substances appropriate to the Town or County and shall submit a signed statement to the local agency indicating whether the project is located on a site which is included on the list. If the site is included on the list, the list shall be specified on the statement.

For a current listing of sites, please refer to the California Environmental Protection Agency's website:

- [List of Hazardous Waste and Substances sites from Department of Toxic Substances Control \(DTSC\) EnviroStor database](#)
- [List of Leaking Underground Storage Tank Sites from the State Water Board's GeoTracker database](#)
- [List of solid waste disposal sites identified by Water Board with waste constituents above hazardous waste levels outside the waste management unit \(PDF\).](#)
- [List of "active" CDO and CAO from Water Board \(MS Excel, 1,453 KB\).](#)
- [List of hazardous waste facilities subject to corrective action pursuant to Section 25187.5 of the Health and Safety Code, identified by DTSC.](#)

List of "active" CDO and CAO from Water Board (MS Excel, 1,453 KB).

Data Source Definitions and Contacts:

- **CALSITES:** Department of Toxic Substances Control; Abandoned Sites Program Information System. Ben McIntosh (916) 255-2121
- **S-1987, S-1988, S-1990:** Facilities Reporting to the California Environmental Protection Agency; for reporting years 1987, 1988, 1989, 1990 per SARA Title S-1989 III Section III (Toxic Chemicals Release Inventory). Ken Rydbrink (916) 322-2793
- **FINDS:** Environmental Protection Agency (EPA); Facility Index System. User Support (800) 424-9067.
- **HWIS:** Department of Toxic Substances Control; Hazardous Waste Information System. Laura Sotelo (916) 323-6556
- **LTANK:** California State Water Resources Control Board; Leaking Underground Storage Tanks. Terry Brazell (916) 739-2399.
- **SWRCB:** California State Waste Resources Control Board; Waste Discharger System. Gertie Buehler (916) 657-1495.
- **SWIS:** California Integrated Waste Management Control Board. These are solid waste disposal facilities from which there is a known migration of hazardous waste. Sharon Anderson (916) 255-2465
- **AGT25:** California Air Resources Board; Dischargers of greater than 25 tons of criteria pollutants to the air. Linda Murchison (916) 322-6021.
- **A1025:** California Air Resources Board; Dischargers of less than 10 and less than 25 tons of criteria pollutants to the air. Linda Murchison (916) 322-6021.
- **UTANK:** California State Water Resources Control Board; Underground tanks reported to the SWEEPS systems. (800) 327-9337.

I have consulted the following websites/lists to determine if the subject property contains hazardous wastes or substances and is on the lists provided on the above websites.



Date

Signature

The proposed development ☐ is/ ☐ is not on the above list. If the proposed development is on one of the above sites, please indicate which site: _____

PROJECT FACT SHEET

This form is designed to assist the Planning Division in evaluating the potential environmental impacts of the proposed project. Complete and accurate information will facilitate the environmental assessment and minimize requests for further information. If more space is needed for complete information, please attach a separate sheet.

ALL PROJECTS

1. Project Name: _____
Project Address: _____
Assessor's Parcel Number: _____
2. Existing Site Data:
Area (sq. ft. or acres): _____
Developed: _____ Vacant: _____
Existing zoning: _____
Existing structures and uses on site: _____
Approximate age of existing structures: _____
Describe existing site access: _____
Is the property greater than 10% slope: _____
3. Existing Site Description (e.g., vegetation, drainage, existing lakes or streams, existing wetlands, easements, unusual aspects such as an old landfill, etc.):
4. General Project Description (including: hours of operation, proposed uses, transportation improvements, density bonus, housing affordability, housing concession) (attach additional sheets if necessary):
5. Per [Figure 1 and Section C.2.W of the TOML 2019 General Plan](#), is the project site located within any view corridors? If yes, please describe which view corridor.
6. A description of any energy saving technique used in the design, construction, or ultimate operation of the project.

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.		
Change in scenic views or vistas from existing residential areas or public lands or roads.		
Change in pattern, scale, or character of general area of project.		
Substantial increase in waste generation.		
Site on filled land or on slope of 10% or more.		
Use or disposal of potentially hazardous materials such as toxic substances, flammables, or explosives.		
Substantial change in demand for municipal services (police, fire, water, sewage, etc.).		
Substantial increase in fossil fuel consumption (electricity, oil, natural gas, etc.).		
Proposing wood burning appliances/pellet stoves.		
Significant impact to traffic, noise, air quality or water quality.		
Are there other active or approved projects in the vicinity?		
Has an EIR or other environmental documentation been prepared for this site?		
Are there any known historical or cultural resources on the site?		

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