



Town of Mammoth Lakes
Community Development Department
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DEVELOPMENT PROCEDURES MANUAL

An Introduction: Welcome to Mammoth!

Welcome to Mammoth Lakes! We are delighted that you have chosen to build in our community!

Many applicants new to the development process are discouraged by its complexity. Due to state and local regulations, legal concerns and ever greater public scrutiny, the days of drawing a design on a napkin and doing things all by yourself are largely over. To go smoothly, remodeling or building should be a partnership between an informed applicant and Town staff. Town staff serve two customers: you, the applicant and also the Mammoth Lakes public as a whole. Our job is to help you build your dream while ensuring that it is not a health or safety hazard and that its design fits with the charm that makes Mammoth Lakes a wonderful community.

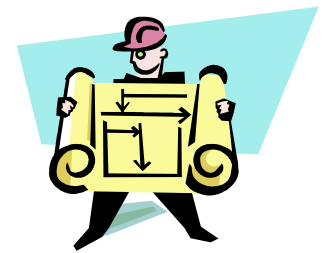
You can help by submitting a complete application with all items on our checklists, providing good quality materials for review and by responding quickly to the Town's requests for changes or corrections. The Town cannot continue the review process until receiving your requested

changes. If your contractor or design team is handling permits, make sure you know whether he/she is responding to Town requests for information on a timely basis.

The material in this manual will assist you in understanding the Town's development processes and procedures. Our goal is to make this process as transparent and understandable as possible so that we can build a better partnership with you and help you navigate our system.

Our staff is committed to assisting you and look forward to helping you make your dream a reality. Please don't hesitate to ask questions along the way.

Robert F. Clark
Town Manager



So you want to build
in Mammoth Lakes...

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Questions to Ask Before You Start

Before you even submit an application with the Town (or, preferably, before you even purchase the property), you should visit the Community Development counter at Town Hall and do some research. Ask Town staff some of the following questions to find out more about your property and what you can or cannot build there.

- What is the zoning?
- What are the permitted uses?
- What are the setbacks?
- Are there any other development projects occurring nearby?
- What permits would be required to build the project?
- What fees would be required to build the project?
- What grading or infrastructure requirements might affect the project?
- How long should I expect the process to take?
- Are there any special conditions of my property that I should know about?



How to Save Yourself Time and Money

Below are some general tips to help you save time and money in the development process:

- Consult with Town staff early about developing your property.
- Retain the services of a competent, professional design team.
- Designate a Project Contact Person who will be responsible for the overall coordination of your project with Town staff. Many projects get bogged down when there are “too many cooks in the kitchen.”
- If the project is publicly sensitive (i.e., infill project or higher density than surrounding area) meet with neighbors early to receive their input.
- Research the history of the site and understand the setting and context.
- Carefully review all applicable Town codes, ordinances, policies, guidelines, and submittal requirements prior to preparing any proposal. Copies are available at the Community Development Department.
- Submit a complete application and include all items on the Town’s checklists. The Town will not accept incomplete applications at the counter.
- Call ahead for appointments to meet with Town staff, indicate purpose of meeting and how many people you will bring. This will help us to schedule our time so that we give you our full attention.
- Follow up with outside agencies. Initiate direct contact with key staff from outside agencies to which your project is referred.
- Expect the Town to seek high standards of design and a very detailed package of development plans. Checklists are available from the Town’s Planning, Building and Engineering Divisions and are attached to each application.
- Respond quickly to Town requests for changes or corrections. Many times approvals and permits get slowed down because the applicant has not responded to Town requests. The Town cannot continue to process the project until its requests for changes or corrections have been made. Be sure your contractors or design team respond quickly.
- Follow-up on all conditions of approval. The conditions may require completion of certain items prior to final map recordation, grading permits or building permits. The Town will be checking to ensure these items are completed.
- Carefully review with Town staff all fees that will apply to your project.
- Plan your construction schedule carefully. Allow for winter conditions. Note the review times for Town processes provided in this document and plan accordingly. Discuss scheduling with Town staff. While they will work efficiently to meet turnaround time goals, they cannot skip steps of the process to accommodate your timing.

A Complete Application: The Critical First Step

To provide predictable process timelines and maintain staffing levels, the Town Manager has approved a new policy which states, in summary, that the Town only accepts complete submittals.

The Town provides an intake checklist to the applicant listing all items necessary to submit an application. These checklists are available at the Community Development Department and can be found on the Town's website at

www.ci.mammoth-lakes.ca.us The applicant must submit the appropriate application package along with the intake checklist to a Town Permit Technician. A Technician will review the application package with the applicant at the counter. A Technician will review each item on the intake checklist. If an application is missing items, it will be returned to the applicant or the applicant's agent for resubmittal at a later date.

Town staff encourages applicants to call to request a specific appointment time to make a submittal. In this way Town staff can set aside dedicated and concentrated time to go over the application with the applicant at the counter and limit interruptions.

By submitting a complete application with all items on the checklist, you will pave the way for a faster and smoother review by Town staff. The goal of this process is to provide an effective and timely project review process that benefits everyone.

Timing is Everything: Town Review Times

The Town of Mammoth Lakes commits that it will meet the time standards noted below for each application type 90% of the time. If a project requires a major redesign midway through the process, the process will start over and subsequent reviews will require first submittal review times.

All times are shown in working (not calendar) days

Planning Division

Completeness Review	within 22 days of application (30 calendar days)
Administrative Permit with hearing	40 days
Administrative Permit (internal staff review only)	20 days
Use Permit	50 days + CEQA, if applicable
Tentative Map	80 days (4 months)
Administrative Permit	40 days
Lot Line Adjustment	30 days
Sign Permit	15 days
Zoning Code/Master Plan Amendment	100 days + CEQA, if applicable
CEQA	Categorical Exemption = 5 days Negative Declaration = 30 days EIR/EIS = 180 days

Engineering Division

Development Review	20 days
Grading/Improvement Plan Review	
1 st Submittal	20 days
2 nd Submittal	10 days
3 rd and Subsequent Submittals	5 days

Building Division

Plan Checks	
1st Submittal	15 days
2nd and Subsequent Submittals	10 days

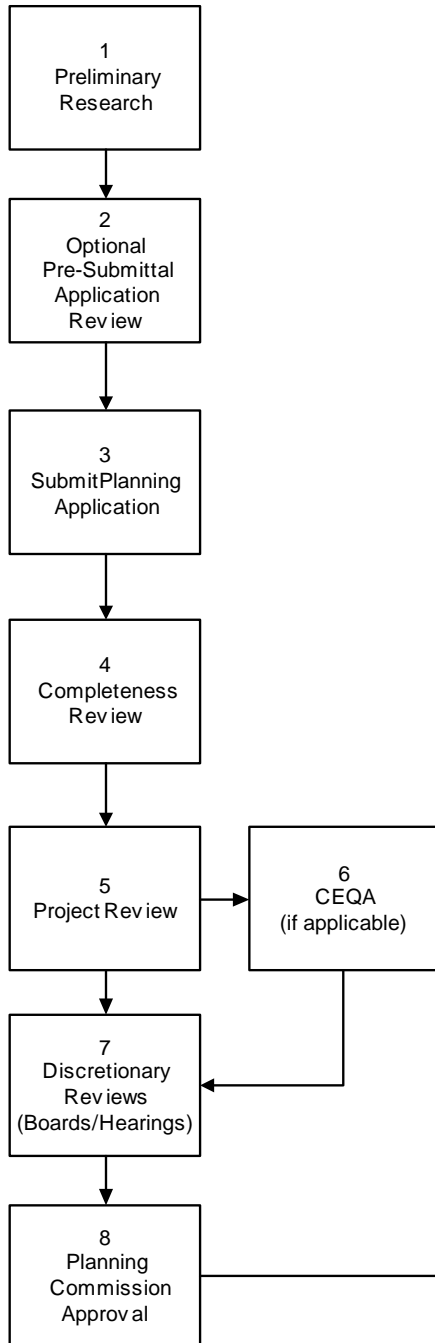
Non plan-checked permits (e.g., woodstove, electrical, mechanical, re-roof, water heater)
2 working days

Building Inspection (providing all information is given by 7:00 a.m. cut-off time)
within 24 hours of request

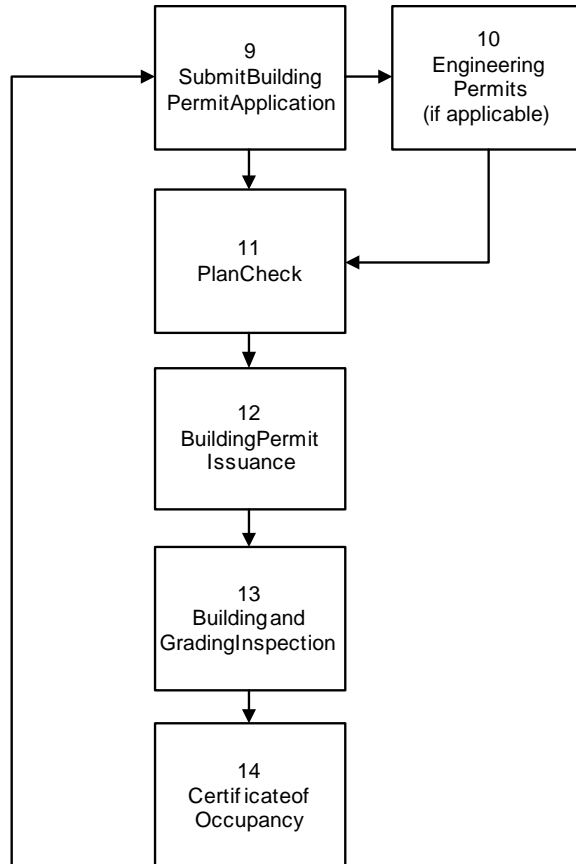
The Process: An Overview

The chart below shows the basic steps of the Town's full development process. If you have a small project or if you are making minor changes such as re-roofing or a small remodeling job, not all of these steps will apply to you. If your project is significant, however, such as condominium or new commercial construction, you will be following these steps. Below is an explanation for each step in the chart.

PROJECT DESIGN PHASE



PROJECT CONSTRUCTION PHASE



PROJECT DESIGN PHASE

Well before construction starts most projects will need to have their design approved by the Town's Planning Division.

1. Preliminary Research

Before submitting an application you should perform some basic research. Talk to the Town's Planning Division.

2. Optional Pre-Submittal Application Review

The Town offers applicants the option to meet with staff prior to submitting a formal application in order to obtain basic, *non-binding* advice and general information on their project plan. Staff can provide helpful tips to turn your dream into a reality.

For more complex projects, the Town also offers a more formal pre-submittal application review process. This process provides an opportunity for Planning Commission and Advisory Design Panel review.

3. Submit Planning Application

An applicant will submit a formal application for Planning review with Community Development.

4. Completeness Review

Within 30 days of submission if a completeness review is satisfactory, the Planning Division will let you know whether your application includes all necessary items in sufficient detail to perform a full-scale review. It will be formally deemed "Complete" or "Incomplete." If incomplete, you will be given the opportunity to resubmit.

5. Project Review (1-12 months, usually 1-4)

A thorough review is done of your project application. The Planning Division routes copies to other Town departments and divisions, as well as outside agencies, for their comments. This review is extensive and may take multiple cycles to coordinate comments and responses.

6. CEQA (1-12 months)

If your project requires environmental review per the California Environmental Quality Act ("CEQA"), it is done in this phase. The CEQA process can take from one month to a year, depending upon the complexity of the project.

7. Discretionary Hearings (1 month for each)

Projects of a certain size/scope will be sent for public hearing before the Planning Commission. The Commission will hear your case and make a recommendation regarding its approval or rejection. You may appeal the decision to the Town Council.

8. Planning Approval

Once the review and hearing phases are complete, your project will (hopefully) be approved, usually with some conditions (things that must occur during construction).

CONSTRUCTION PHASE

Now that your project design has been approved, you can move into the construction phase by applying for grading and building permits.

9. Engineering

Many Planning applications also require the applicant to get Engineering permits or approvals such as grading permits. The Public Works Department is happy to assist you.

10. Submit Building or Engineering Services Application

Once you have received Planning approval, you may apply for a Building Permit with the Building Division. Your design professionals will need to prepare detailed structural drawings for the Town's review and submit all checklist items.

11. Building and Engineering Plan Check

The Building and Engineering Services Divisions will route your plans to other Town divisions and departments for review and comment, and will identify necessary corrections. You may have to go through more than one review cycle until the plans are approved. You will be responsible for plan submittals to other agencies such as the Water District, School District, Health Department, etc.

12. Building and Engineering Services Permit Approval

When all corrections have been made and approved by staff and all fees are paid, you may be issued a Building Permit and begin construction.

13. Building and Public Works Inspection

At various phases of construction, you will need to have a building inspector and a public works inspector review work done to ensure compliance with all codes. There will likely be multiple inspections as your project progresses. A list of most of the required inspections is provided on your inspection card or a Building or Public Works Inspector can advise you when inspections are needed. The inspection card is your record of what inspections have been approved.

14. Certificate of Occupancy/Permit Finaled

When construction is complete and you have passed all building inspections, your Building Permit will receive final approval and you will receive a Certificate of Occupancy.

Congratulations! You've done it!

Contact Information

Below is a list of divisions, departments, and agencies with whom you may need to speak.

<p>Thom Heller Mammoth Lakes Fire Protection District P.O. Box 5 Mammoth Lakes, CA 93546 (760) 934-2300</p>	<p>Gary Sisson MCWD P.O. Box 597 Mammoth Lakes, CA 93546 (760) 934-2596</p>
<p>Mike Schlafmann U.S. Forest Service – Mammoth Ranger Station P.O. Box 148 Mammoth Lakes, CA 93546 (760) 924-5503</p>	<p>Louis Molina Environmental Health Director Mono County Health Department P.O. Box 3329 Mammoth Lakes, CA 93546 (760) 924-1845</p>
<p>Duane Ono Great Basin Unified APCD 157 Short Street, Suite 6 Bishop, CA 93514 (760) 872-8211</p>	<p>Maggie Thompson General Manager NPG Cable P.O. Box 396 Mammoth Lakes, CA 93546 (760) 934-8553</p>
<p>Daniel S. Brady Local Public Affairs Region Manager Southern California Edison P.O. Box 7329 Mammoth Lakes, CA 93546 (760) 934-7581</p>	<p>Bruce Henderson Army Corps of Engineers 2151 Alessandro Drive, Suite 110 Ventura, CA 93001 (805) 585-2145</p>
<p>Cindi Mitton Lahontan CRWQCB 14440 Civic Drive, Suite 200 Victorville, CA 92392 (760) 241-6583</p>	<p>Chief Mike Smith Cal Fire 2781 S. Round Valley Road Bishop, CA 93514 (760) 387-2565</p>
<p>Gayle Rosander Caltrans District 9 500 S. Main Street Bishop, CA 93514-3174 (760) 872-0785</p>	
<p>Bruce Kinney Deputy Regional Manager California Department of Fish and Game 407 W. Line Street Bishop, CA 93514 (760) 872-1171</p>	