

FEES: See Community and Economic Development Fee Schedule

APPLICATION FEE WORKSHEET (check all that apply):

<u>Type</u>	<u>Fee/Deposit</u>
<input type="checkbox"/> Adjustment	\$ _____
<input type="checkbox"/> Administrative Design Review	\$ _____
<input type="checkbox"/> Administrative Permit	\$ _____
<input type="checkbox"/> Design Review - Minor	\$ _____
<input type="checkbox"/> Lot Line Adjustment	\$ _____
<input type="checkbox"/> Planning Services Review/Investigation	\$ _____

Administrative Design Review - approval at staff level – Community and Economic Development Director and Planning and Economic Development Commission or Design Committee

- Single family residences - new construction or significant additional/remodel (e.g. SFRs in Bluffs not in SDD zone, SFR in Juniper Ridge, Greyhawk, or Altis)
- Minor façade or other exterior improvements, similar paint, minor color changes, small additions, etc. to condominium and commercial buildings.

Minor DR - approval at staff level – Community and Economic Development Director and Planning and Economic Development Commission or Design Committee

- Major façade or other exterior improvements, paint, color changes, additions, etc. to condominium and commercial buildings (e.g. 501 Center façade improvements, Mammoth Outlets paint)
- New construction projects that do not require Planning and Economic Development Commission review.
- Electronic Message Board Signs*

* require PEDC approval

Major DR - approval by PEDC resolution

- Major construction projects or projects that require design review and another entitlement to be considered by the Planning and Economic Development Commission (e.g. Old Mammoth Place, SFR in Bluffs within SDD zone)

These are examples only and staff reserves the right to determine the type of application submittal upon examining the application and project type.

**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.

Please read the following list of sites within Mammoth Lakes and the definitions of the types of hazardous waste or substances. Please sign the form in the space provided.

MAMMOTH LAKES

Highway 203 and Mammoth Road (no street address)	
Unknown	UTANK
Mammoth Mountain Ski Area	FINDS
Mammoth Shell Station	LTANKS
Sierra Lodge Motel	SWRCB
Main Street (3280)	
Former Exxon Mini Mart	LTANK
Star Route 1 Box 208 (no street number)	
Mammoth Hot Springs Fish Hatchery	LTANK
Airport	LTANK

See the next page for definitions.

I have read the above list of sites and the definitions of hazardous waste and substances.

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.

DATA SOURCE DEFINITION AND CONTACTS

1. CALSITES Department of Toxic Substances Control; Abandoned Sites Program Information System
Ben McIntosh (916) 255-2121
2. S-1987 Facilities Reporting to the California Environmental Protection Agency;
S-1988 for reporting years 1987, 1988, 1989, 1990 per SARA Title S-1989 III
Section III (Toxic Chemicals Release Inventory).
S-1990 Ken Rydbrink (916) 322-2793
3. FINDS Environmental Protection Agency (EPA); Facility Index System.
User Support (800) 424-9067.
4. HWIS Department of Toxic Substances Control; Hazardous Waste
Information System. Laura Sotelo (916) 323-6556
5. LTANK California State Water Resources Control Board; Leaking Underground
Storage Tanks.
Terry Brazell (916) 739-2399.
6. SWRCB California State Waste Resources Control Board; Waste Discharger
System. Gertie Buehler (916) 657-1495.
7. 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
8. AGT25 California Air Resources Board; Dischargers of greater than 25 tons of
criteria pollutants to the air.
Linda Murchison (916) 322-6021.
9. 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.
10. UTANK California State Water Resources Control Board; Underground tanks
reported to the SWEEPS systems.
(800) 327-9337.

ALL APPLICATIONS MUST INCLUDE:

- Completed Application Form
- Payment of all applicable fees
- Project narrative including:
 - Project purpose.
 - Project location.
 - Project description – numbers of units, numbers and square footage of structures, project area, etc.
- Residential or commercial zoning compliance summary.
- General Plan conformance analysis.
- Plans, illustrating the project in both printed and electronic formats (described in more detail below).

MAPS, PLANS, AND SUPPORTING DOCUMENTATION REQUIRED OF ALL APPLICATIONS:

- Site context map showing properties and structures on adjacent properties and within 100 feet exclusive of abutting rights of way (for all applications).
- Designated applicant representative.
- All submittals, except lot line adjustments, shall include three (3) sets of plans sized 24"x36" and three (3) sets of plans sized 11"x17". When deemed complete, additional sets of plans will be required. **Plans must be carefully drawn and easily readable. Plans that are not so drawn will not be accepted for filing. Plans shall be folded to a size not larger than 8½ by 14 inches (legal size) and shall be assembled in sets prior to acceptance.**
- Current title report.
- Digital submittal (in addition to the hard copies):
 - A copy of the application materials in Adobe PDF and jpg formats.
 - All text documents should be in Microsoft Word format.
 - The three dimensional modeling shall also be in Adobe PDF format or other format acceptable to the Town.

REQUIREMENTS BY APPLICATION TYPE

Administrative Permits (M.C. 17.84)

- Site plans
- Building elevations/floor plans
- Cross sections
- Preliminary landscape plans

Lot Line Adjustment (Chapter 17.37 of Ord. 84-10)

- Legal Description
- Lot line adjustment map
- Site plan with topography

Design Review (M.C. 17.88)

- Site plans
- Colored elevation drawings
- Preliminary landscape plan
- Materials board (Not larger than 24" x 36")

Zoning Adjustment (M.C. 17.76)

- Site Plan
- Justification for Adjustment
- Sufficient evidence shall be submitted to substantiate any conditions warranting the adjustment request. Adjustments may only be authorized when a significant public benefit is conveyed by the adjustment or when unique physical circumstances of the property would deprive the owner of a privilege enjoyed by others in the neighborhood or zone in which the property is located. If the project can be reasonably redesigned, an adjustment may not be warranted.

Planning Services Review

- Preliminary Site Plan
- Preliminary building elevations, Site Profile, Floor Plan
- Project narrative