



## Community & Economic Development

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

(760) 965-3630

[www.townofmammothlakes.ca.gov](http://www.townofmammothlakes.ca.gov)

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### Development Review Committee – Pre-Application Review

#### PURPOSE

The Development Review Committee (DRC) – Pre-Application Review is an informal review of proposed development projects intended to assist applicants by identifying potential issues and considerations early on in a project's design process. The Town encourages pre-application review for all commercial and multi-family developments and where code requirements cannot be determined through other means. The DRC meeting will include representatives from Community and Economic Development (Building and Planning), Public Works, Mammoth Lakes Fire Protection and Mammoth Community Water Districts, and other departments as needed. The group will respond to specific project related questions provided by the applicant, which may include the following topics:

- Off-site improvement requirements, traffic impacts, site access
- Building requirements
- Zoning requirements and allowed uses
- Public utility easements
- Drainage and floodplain criteria
- Adjacent zoning, parking, landscaping, outdoor lighting
- Location of building(s)
- Fire requirements
- Water and sewer line locations capacities, and potential improvements required

#### SCHEDULING

DRC meetings occur every Tuesday beginning at 8:30 a.m. All required information must be submitted to the Town no later than 12:00 p.m. Monday in order to be on the meeting agenda for Tuesday of the following week. All documents submitted and meeting notes are considered public records and are available to the public by request.

#### REQUIRED SUBMITTALS

To schedule a meeting, please complete this form and provide as much information as possible to ensure that staff can provide you with the most accurate information possible. Other information that may be submitted includes site plans, architectural drawings, and a narrative describing the project.

#### FEE

The first pre-application meeting is free of charge. If subsequent reviews prior to a formal submittal are requested, a Planning Services Review application and deposit may be required.

#### SUBMITTAL

Requests can be submitted at the front counter or via email at [mpeterka@townofmammothlakes.ca.gov](mailto:mpeterka@townofmammothlakes.ca.gov).

#### FOLLOW-UP

Within one week after the Pre-Application Review, the applicant will receive a summary of written comments provided at the meeting.



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Project Information		
Project Name		
Project Address		
Assessor's Parcel Number	Zoning	Lot Size/Acreage
Existing Use of Site	Proposed Use of Site	
Project Description		

Contact Information			
Applicant	Email	Phone Number	
Mailing Address	City	State	Zip Code

Additional Information
Provide details including type of project, number of units, and specific questions for Town staff (be as specific as possible, no application will be accepted without specific questions) <i>attach additional sheets as needed:</i>
<b>PLEASE PROVIDE:</b> Maps, drawings, illustrations, floor plans, site plans, and narrative that may be useful for staff review

**Development Review Committee Disclaimer**

Comments provided by Town staff are based on the information received at the time of the pre-application meeting and do not constitute a formal review, an approval or conditions of approval for the application. Additional staff comments and project requirements will be provided to the applicant after review of a formal application submittal. All development applications are required to comply with all applicable Town of Mammoth Lakes codes and ordinances.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date