

# Mono County Community Development Department

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PO Box 347  
Mammoth Lakes, CA 93546  
(760) 924-1800, fax 924-1801  
commdev@mono.ca.gov

## Planning Division

PO Box 8  
Bridgeport, CA 93517  
(760) 932-5420, fax 932-5431  
[www.monocounty.ca.gov](http://www.monocounty.ca.gov)

## DIRECTOR REVIEW INFORMATION

### INTRODUCTION:

A Director Review (DR) permit is an administrative permit issued by the Planning Director that avoids the time and expense of a public hearing before the Planning Commission. Director Review permits typically are issued when sufficient standards are contained in the Mono County General Plan, when projects are minor and noncontroversial, and when exempt from the California Environmental Quality Act (CEQA).

Director Review permits may be processed with or without notifying adjacent property owners. A DR permit without notice takes approximately one to three weeks to process. A DR permit with notice takes approximately four to six weeks, which typically includes a 10-day review and comment period.

### APPLICATION PACKET SHALL INCLUDE:

- A. Completed application form.
- B. Completed Project Information form.
- C. Detailed plot plans meeting the requirements of the attached plot plan guidelines (one copy no larger than 11" x 17").
- D. Elevations or flat-scale drawings of the proposed project (one copy no larger than 11" x 17").
- E. Floor plans of project (One copy no larger than 11" x 17").
- F. Deposit for project processing: See Development Fee Schedule for Director Review.
- G. Environmental Review (CEQA): See Development Fee Schedule for Categorical Exemption.

### APPLICATION REVIEW PROCEDURE:

- A. **Application packet submitted** to the Planning Division.
- B. **Planning staff review** of the application packet. If deemed incomplete, the applicant will be notified of the deficiencies. If the packet is complete, the Planning Director will determine whether to review the project with or without notice to adjacent property owners. If the Director determines to issue the permit with notice, a notice will be sent to affected property owners, with a typical comment period of 10 days.
- C. **Preparation of permit and environmental document.** Once the packet is complete and, if applicable, the comment period for noticed projects has ended, staff will prepare the permit and the Categorical Exemption.
- D. **Review by Director.** The Planning Director will review the permit and take action. The permit may be: 1) denied, 2) approved, or 3) approved with conditions. The applicant will receive a copy of the decision. The Director Review permit becomes effective 10 days following the date of the Director's decision unless an appeal is filed.
- E. **Appeal of the decision.** The applicant or other interested parties can appeal the decision of the Planning Director to the Planning Commission. If an appeal is filed, the permit will not be issued until the appeal is considered and the Planning Commission renders a decision. A completed appeal application with accompanying fees must be filed with the Planning Division within 10 days of the decision date.
- F. **Inactive Project.** The project shall be deemed inactive if the applicant has not submitted requested materials from the most recent County correspondence within 180 days, in accordance with 04.360, Mono County Land Use Element.

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**PLOT PLAN  
CHECKLIST**

Lack of a plot plan or any of the required information will delay the review of your plans by the Planning Division.

**PLOT PLANS MUST INCLUDE:**

- Name/address/phone number of owner, applicant, plan preparer
- North arrow, scale (1"=20', etc.)
- Assessor's Parcel Number (APN)
- Location/name of boundary streets, surface waters and recorded easements on property (include type and size of any easements)
- Dimensioned property lines/project boundary lines
- Location/outside dimensions/use of proposed structures, driveways, parking areas -- distance between structures and setbacks to all property lines and surface waters
- Contour lines if the property is in a flood zone

**PLOT PLANS MUST ALSO INCLUDE THE FOLLOWING**, if applicable:

- Location/outside dimensions/use of existing structures: distance between structures and setbacks to all property lines and surface waters
- Location and name of surface waters within 50 feet of property
- Location of utility lines 115 kV or greater within 35 feet of property
- Unusual site features (e.g., hilly terrain, drainages) on property

**NOTE:** New development in the Swall Meadows area must submit are required to submit a Wheeler Crest Design Review application.

The items checked above have been included on the submitted plot plan.

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

\_\_\_\_\_  
Date

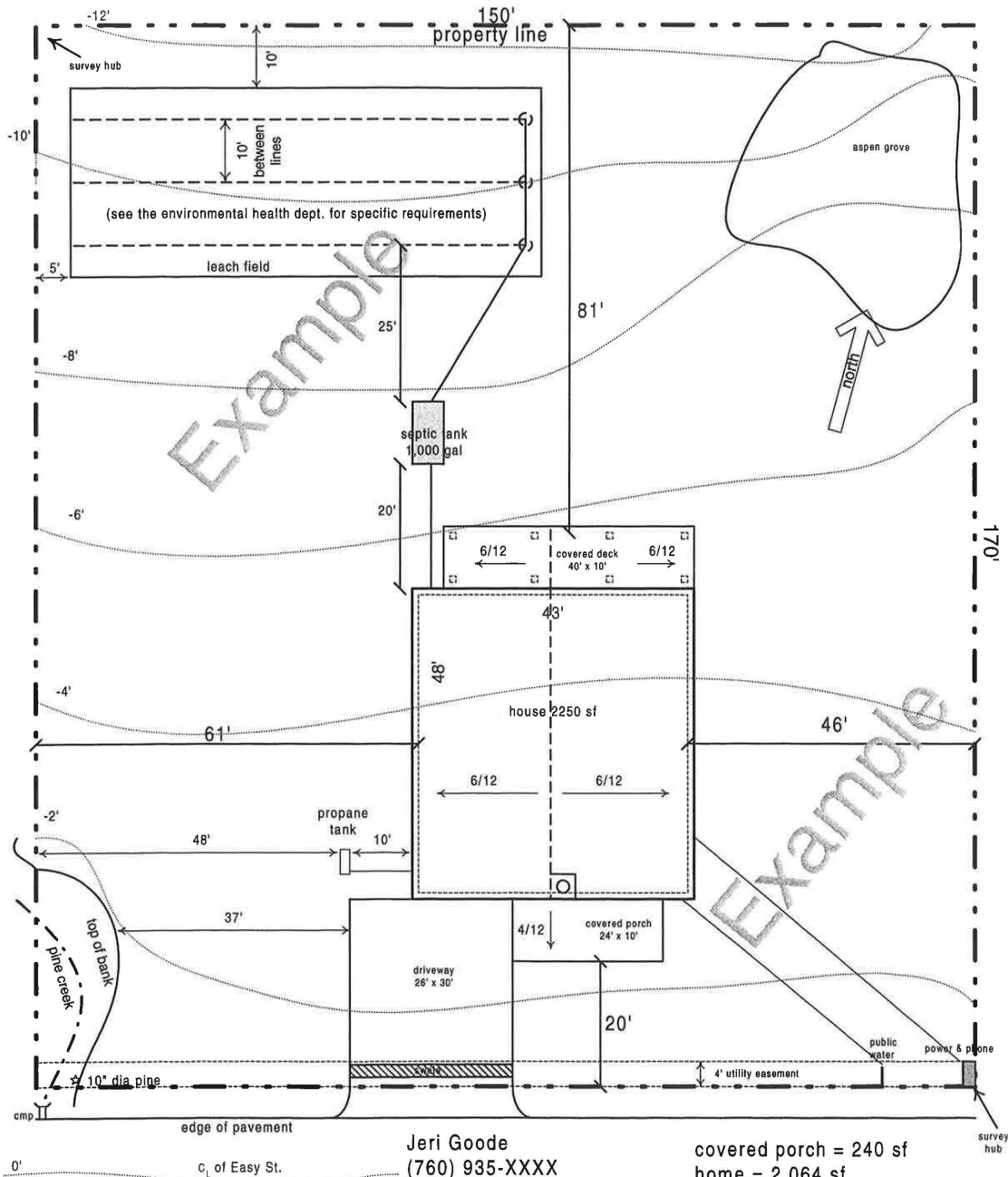
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### PLOT PLAN EXAMPLE



Jeri Goode  
(760) 935-XXXX  
123 Easy St.  
Sunny Slopes, CA 93546  
APN 62-XXX-XX  
lot area = 25,500 sf  
scale 1" = 20'

covered porch = 240 sf  
home = 2,064 sf  
covered deck = 400 sf  
driveway = 780 sf  
total lot coverage = 3,484 sf  
or 13.6%

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**DIRECTOR REVIEW  
APPLICATION**

APPLICATION # _____	FEE \$ _____
DATE RECEIVED _____	RECEIVED BY _____
RECEIPT # _____	CHECK # _____ (NO CASH)

**APPLICANT/AGENT** \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY/STATE/ZIP \_\_\_\_\_

TELEPHONE ( \_\_\_\_\_ ) \_\_\_\_\_ E-MAIL \_\_\_\_\_

**OWNER**, if other than applicant \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY/STATE/ZIP \_\_\_\_\_

TELEPHONE ( \_\_\_\_\_ ) \_\_\_\_\_ E-MAIL \_\_\_\_\_

**DESCRIPTION OF PROPERTY:**

Assessor's Parcel # \_\_\_\_\_ General Plan Land Use Designation \_\_\_\_\_

**PROPOSED USE:** Applicant(s) should describe the proposed project in detail, using additional sheets if necessary. Note: An incomplete or inadequate project description may delay project processing.

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.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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**PROJECT INFORMATION**

(To be completed by applicant or representative)

NOTE: Please answer all questions as accurately and completely as possible to avoid potential delays in processing. Attach additional sheets if necessary.

**I. TYPE OF PROJECT** (check any permit(s) requested):

- Director Review    Use Permit    Lot Line Adjustment    Land Division (4 or fewer)  
 Subdivision    Specific Plan    Variance    General Plan Amendment  
 Other \_\_\_\_\_

APPLICANT \_\_\_\_\_

PROJECT TITLE \_\_\_\_\_

LOT SIZE (sq. ft./acre) \_\_\_\_\_ ASSESSOR'S PARCEL # \_\_\_\_\_

PROJECT LOCATION \_\_\_\_\_

Has your project been described in detail in the project application? Yes  No

Please Specify:

Number of Units \_\_\_\_\_ Building Height/# of floors \_\_\_\_\_

Number of Buildings \_\_\_\_\_ Density (units/acre) \_\_\_\_\_

Total lot coverage/impervious surface (sq. ft. & %) \_\_\_\_\_

a. Buildings (first-floor lot coverage /sq. ft. & %) \_\_\_\_\_

b. Paved parking & access (sq. ft. & %) \_\_\_\_\_

Landscaping/screening and fencing:

a. Landscaping (sq. ft. & %) \_\_\_\_\_

b. Undisturbed (sq. ft. & %) \_\_\_\_\_

Total parking spaces provided:

a. Uncovered \_\_\_\_\_

b. Covered \_\_\_\_\_

c. Guest/Handicapped \_\_\_\_\_

**II. SITE PLAN**

Are all existing and proposed improvements shown on the Plot Plan (see attached Plot Plan Requirements)? Yes  No

**III. ENVIRONMENTAL SETTING**

Use one copy of the Tentative Map or Plot Plan as needed to show any necessary information. Attach photographs of the site, if available.

*More on back...*

1. VICINITY MAP:

Attach a copy of assessor's parcel pages or a vicinity map showing the subject property in relation to nearby streets and lots or other significant features.

2. EXISTING DEVELOPMENT:

Vacant  If the site is developed, describe all existing uses/improvements such as structures, roads, etc. Does the Plot Plan show these uses? Yes  No

\_\_\_\_\_  
\_\_\_\_\_

3. ACCESS/CIRCULATION:

Name of Street Frontage(s) \_\_\_\_\_

Paved  Dirt  No existing access

Are there any private roads, drives or road easements on/through the property?

Yes  No

Has an encroachment permit been submitted to Public Works or Caltrans? Yes  No

Does the property have any existing driveways or access points? Yes  No

Are any new access points proposed? Yes  No

Does the Plot Plan show the driveways or access points? Yes  No

Describe the number and type of vehicles associated with the project \_\_\_\_\_

4. ADJACENT LAND USES:

A. Describe the existing land use(s) on adjacent properties. Also note any major man-made or natural features (i.e., highways, stream channels, number and type of structures, etc.).

LAND USE

LAND USE

North \_\_\_\_\_ South \_\_\_\_\_

East \_\_\_\_\_ West \_\_\_\_\_

B. Will the proposed project result in substantial changes in pattern, scale or character of use in the general area? Yes  No  If YES, how does the project propose to lessen potential adverse impacts to surrounding uses? \_\_\_\_\_  
\_\_\_\_\_

5. SITE TOPOGRAPHY:

Is the site on filled land? Yes  No  Describe the site's topography (i.e., landforms, slopes, etc.) \_\_\_\_\_  
\_\_\_\_\_

6. DRAINAGES:

A. Describe existing drainage ways or wetlands on or near the project site (i.e., rivers, creeks and drainage ditches 12" or deeper and/or within 30' of the property) \_\_\_\_\_  
\_\_\_\_\_

B. Are there any drainage easements on the parcel? Yes  No

C. Will the project require altering any streams or drainage channels? Yes  No  If YES, contact the Department of Fish and Game for a stream alteration permit. IF YES TO ANY OF THE ABOVE, show location on plot plan and note any alteration or work to be done within 30 feet of the stream or drainage.

7. VEGETATION:

A. Describe the site's vegetation and the percentage of the site it covers (map major areas of vegetation on the Plot Plan) \_\_\_\_\_  
\_\_\_\_\_

- B. How many trees will need to be removed? \_\_\_\_\_
- C. Are there any unique, rare or endangered plant species on site? Yes  No
- D. Has the site been used for the production of agricultural crops/trees or grazing/pasture land in the past or at the present time? Yes  No
- E. Is landscaping/planting of new vegetation proposed? Yes  No

8. WILDLIFE:

- A. Will the project impact existing fish and wildlife? Yes  No   
Describe existing fish and wildlife on site and note any proposed measures (if any) to avoid or mitigate impacts to fish and wildlife \_\_\_\_\_  
\_\_\_\_\_
- B. Are there any unique, rare or endangered animal species on site? Yes  No

9. CULTURAL RESOURCES:

- A. Are there any cemeteries, structures or other items of historical or archaeological interest on the property? Yes  No  Specify \_\_\_\_\_  
\_\_\_\_\_

10. SITE GRADING:

- A. Will more than 10,000 square feet of site area be cleared and/or graded? Yes  No  If YES, how much? \_\_\_\_\_
- B. Will the project require any cuts greater than 4' or fills greater than 3'? Yes  No
- C. Will the project require more than 200 cubic yards of cut or fill? Yes  No  If YES, how much? \_\_\_\_ If YES to A, B or C, contact the Department of Public Works for a grading permit.
- D. Will site grading of 10% or more occur on slopes? Yes  No
- E. Note any measures to be taken to reduce dust, prevent soil erosion, or the discharge of earthen material off site or into surface waters \_\_\_\_\_  
\_\_\_\_\_

11. AIR QUALITY:

- A. Will the project have wood-burning devices? Yes  No  If YES, how many? \_\_\_\_\_
- B. What fuel sources will the proposed project use? Wood  Electric  Propane/Gas
- C. Will the proposal cause dust, ash, smoke, fumes or odors in the vicinity? Yes  No

12. VISUAL/AESTHETICS:

- A. How does the proposed project blend with the existing surrounding land uses?  
\_\_\_\_\_  
\_\_\_\_\_
- B. How does the proposed project affect views from existing residential/commercial developments, public lands or roads? \_\_\_\_\_  
\_\_\_\_\_
- C. If outdoor lighting is proposed, describe the number, type and location \_\_\_\_\_  
\_\_\_\_\_

13. NATURAL HAZARDS:

- A. Is the site known to be subject to geologic hazards such as earthquakes, landslides, mudslides, ground failure, flooding, avalanche or similar hazards? Yes  No   
(Circle applicable hazard[s]).
- B. Will any hazardous waste materials such as toxic substances, flammables or explosives be used or generated? Yes  No
- C. Does the project require the disposal or release of hazardous substances? Yes  No

D. Will the project generate significant amounts of solid waste or litter? Yes  No

E. Will there be a substantial change in existing noise or vibration levels? Yes  No

If YES to any of the above, please describe \_\_\_\_\_

14. OTHER PERMITS REQUIRED:

List any other related permits and other public approvals required for this project, including those required by county, regional, state and federal agencies:

- Encroachment Permits from *Public Works or Caltrans*.
- Stream Alteration Permit from *Department of Fish and Game*
- 404 Wetland Permit from *Army Corps of Engineers*
- Grading Permit from *Public Works*
- Building Permit from *County Building Division*
- Well/Septic from *County Health Department*
- Timber Land Conversion from *California Department of Forestry*
- Waste Discharge Permit from *Lahontan Regional Water Quality Control Board*
- Other \_\_\_\_\_

**IV. SERVICES**

1. Indicate how the following services will be provided for your project and the availability of service.

Electricity \_\_\_\_\_

Underground  Overhead  (Show location of existing utility lines on Plot Plan)

Road/Access \_\_\_\_\_

Water Supply \_\_\_\_\_

Sewage Disposal \_\_\_\_\_

Fire Protection \_\_\_\_\_

School District \_\_\_\_\_

2. If an extension of any of the above is necessary, indicate which service(s), the length of extension(s), and the infrastructure proposed \_\_\_\_\_

\_\_\_\_\_

**CERTIFICATION:** I hereby certify that I have furnished in the attached exhibits the data and information required for this initial evaluation to the best of my ability, and that the information presented is true and correct to the best of my knowledge and belief. I understand that this information, together with additional information that I may need to provide, will be used by Mono County to prepare a Specific Plan in compliance with state law.

Signature \_\_\_\_\_ Date \_\_\_\_\_

For \_\_\_\_\_

NOTE: Failure to provide any of the requested information will result in an incomplete application and thereby delay processing.