

Mono County Community Development Department

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.mono-county.ca.gov

USE PERMIT INFORMATION

INTRODUCTION:

A Use Permit is a discretionary permit issued by the Planning Commission, typically for uses that may be compatible with surrounding land uses under certain conditions. After holding a public hearing to receive input and comment, the Planning Commission sets conditions or standards, makes the required Use Permit "findings," and issues Use Permits.

APPLICATION PACKET SHALL INCLUDE:

- A. Completed application form.
- B. Completed Project Information form or Expanded Environmental Submittal for larger projects.
- C. Detailed Plot Plan meeting the requirements of the attached Plot Plan guidelines (one copy no larger than 11" x 17"). Applicants of larger projects may be required to submit additional copies.
- D. Elevations or flat scale drawings of the proposed project (one copy no larger than 11" x 17"). Applicants of larger projects may be required to submit additional copies.
- E. Floor plans of the proposed project (one copy no larger than 11" x 17"). Applicants of larger projects may be required to submit additional copies.
- F. Deposit for project processing: See Development Fee Schedule for Use Permit. Project Applicants are responsible for costs incurred above deposit amount.
- G. Completed Environmental Processing & Review agreement.
- H. Environmental Review (CEQA): See Development Fee Schedule for Categorical Exemption, Negative Declaration, Prior Environmental (15183), and Environmental Impact Report. Applicants must prepay the contract estimate for environmental review, plus 20% deposit for staff time. Applicants are responsible for cost incurred above the prepaid amount.

APPLICATION REVIEW PROCEDURE:

- A. **Preapplication conference** with County staff. Conferences can be requested by staff or the applicant for larger projects, or projects that may generate significant public controversy.
- B. **Application packet submitted** to the Planning Division.
- C. **Staff review of application packet.** If application is incomplete, the applicant will be notified of deficiencies. Generally, projects requiring the preparation of a Negative Declaration or Environmental Impact Report will take longer to process.

If the application is deemed complete, the packet will be sent for review by local, state and federal agencies, and a Land Development Technical Advisory Committee (LDTAC) meeting will be scheduled. If the application is deemed complete, the packet will be sent for review by local, state and federal agencies, and a Land Development Technical Advisory Committee (LDTAC) meeting will be scheduled. The LDTAC consists of representatives from the Planning, Public Works and Health departments. The preparation of a Planning Commission staff report and environmental document will also commence.

LDTAC meetings for projects requiring a Negative Declaration or EIR, are scheduled a minimum of four weeks after a complete project application is accepted. Projects that are Categorically Exempt could be scheduled sooner. Board of Supervisors' Minute Order 83-1154 requires the Planning Division to give local fire districts at least 20 days to review and comment on projects. After the initial review period, LDTAC meetings are held to examine comments and concerns of local, state and federal agencies.

- D. **LDTAC review of project.** The LDTAC will review with the applicant the Staff Report with conditions of approval, comments from other agencies and the environmental document. A Planning Commission hearing will be scheduled following the LDTAC meeting.

Due to public review and noticing requirements, most Planning Commission public hearings will not be scheduled for at least two weeks after the LDTAC meeting. Projects requiring Negative Declarations or EIRs will have longer review periods.

- E. **Final Staff Report and environmental document.** A final Staff Report and, if applicable, environmental documentation will be sent to the Planning Commission and the applicant five days prior to the public hearing.
- F. **Planning Commission public hearing.** Following a staff presentation and additional public testimony, the Planning Commission will make an environmental determination and then take action on the proposed project. It can: 1) deny; 2) approve; 3) approve with conditions; or 4) continue the hearing to receive additional input.

The applicant's attendance at the hearing is vital to provide commissioners with additional information and to answer questions. Unless it is appealed to the Board of Supervisors, the Planning Commission's decision is usually the last administrative action.

- G. **Appeal of the Planning Commission's decision.** The applicant or other interested parties can appeal the Planning Commission's decision to the Board of Supervisors. A completed appeal application with accompanying fees must be filed with the Planning Division within 10 days of the decision date.
- H. **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 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

7-18-24

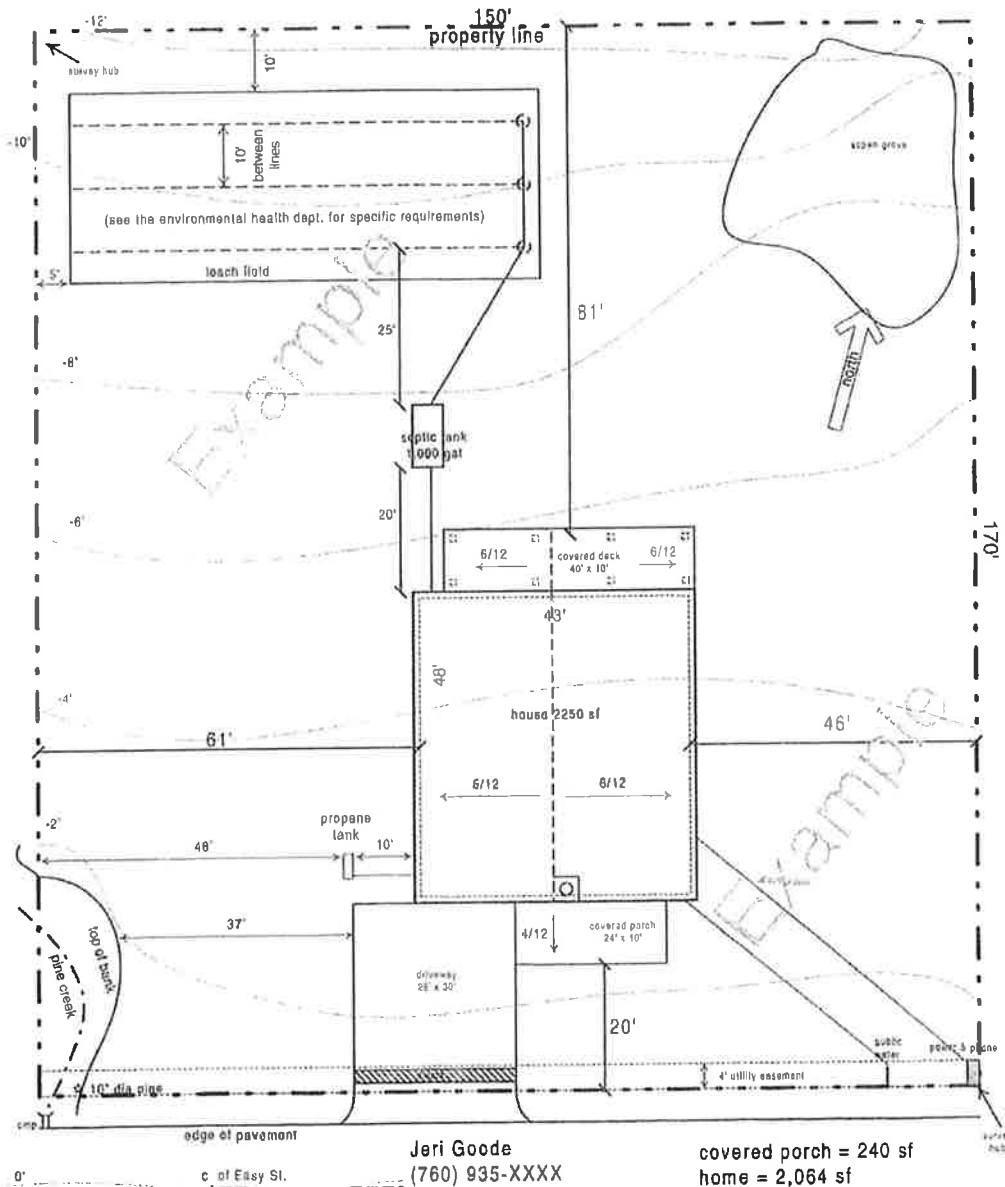
Date

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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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**USE PERMIT
APPLICATION**

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

APPLICANT/AGENT Merton Morgan

ADDRESS 2705 Hwy 158 CITY/STATE/ZIP June Lake, CA 9352

TELEPHONE (760) 209-3160 E-MAIL heathermert@schat.com

OWNER, if other than applicant _____

ADDRESS _____ CITY/STATE/ZIP _____

TELEPHONE (____) _____ E-MAIL _____

PROPERTY DESCRIPTION: .11 acres / long/lat: 37.778618, -119.075085

Assessor's Parcel # 015-086-015-000 General Plan Land Use Designation vac.rental

PROPOSED USE: Describe the proposed project in detail, using additional sheets if necessary.

NOTE: An incomplete or inadequate project description may delay project processing.
Vacation-nightly rental.

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

8/13/2024
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 Merton Morgan

PROJECT TITLE Short Term Rental

LOT SIZE (sq. ft./acre) .11 ASSESSOR'S PARCEL # 015-086-015-000

PROJECT LOCATION 2705 Hwy 158, June Lake CA 93529

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) _____

Short Term Rental

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) Highway 158
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	<u>Residential</u>	South	<u>Motel</u>
East	<u>Vacant lot</u>	West	<u>Motel</u>

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) NONE

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) Trees + grass

B. How many trees will need to be removed? 0

- 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 None

- 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 N/A

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? Existing Structure
- B. How does the proposed project affect views from existing residential/commercial developments, public lands or roads? Existing Structure
- 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 _____

More on back...

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 Existing - SCE

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

Road/Access Hwy 158

Water Supply June Lake PUD

Sewage Disposal June Lake PUD

Fire Protection June Lake Fire Protection Dist.

School District Lee Vining

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 [Signature] Date 8/13/2024

For Short Term Rental

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



(<https://gis.mono.ca.gov>)

PARCEL VIEWER 4

☰ Map (/apps/pv/map)



📍 Parcel (/apps/pv/parcel/015086015000)



Login

2705 Highway 158

015-086-015-000

[Print or View Value Notice](#)

Address 2705 Highway 158

Community June Lake

Complex

Land Use Designation ⓘ
(<https://monocounty.ca.gov/9-20.pdf>)
Commercial (C)

Zoning NA

Transient Rental To Be Determined

Voting Precinct 05 - June Lake

Supervisor District Dist #3: Bob Gardner

Lot Size 0.11 acres

Previous Assessment # 001508615000000

Latitude/Longitude 37.778618, -119.075085