

MONO COUNTY PLANNING COMMISSION

PO Box 347
Mammoth Lakes, CA 93546
760.924.1800, fax 924.1801
commdev@mono.ca.gov

PO Box 8
Bridgeport, CA 93517
760.932.5420, fax 932.5431
www.monocounty.ca.gov

PLANNING COMMISSION AGENDA

June 18, 2026 at 9:00 am

Mono Lake Room
1290 Tavern Rd
Mammoth Lakes, CA 93546

This meeting will be held in person at the location listed above. Additionally, a teleconference location will be available where the public and members of the Commission may participate by electronic means.

Members of the public may participate in person and via the Zoom Webinar, including listening to the meeting and providing comment, by following the instructions below.

TELECONFERENCE INFORMATION

1. Mammoth Teleconference Location -Bridgeport CAO Conferences Room,
First floor Annex 1, 74 N. School Street, Bridgeport CA.

2. Joining via Zoom

You may participate in the Zoom Webinar, including listening to the meeting and providing public comment, by following the instructions below.

To join the meeting by computer

Visit: <https://monocounty.zoom.us/j/82582983770>

Or visit <https://www.zoom.us/> and click on "Join A Meeting." Use Zoom Meeting ID: 825 8298 3770

To provide public comment (at appropriate times) during the meeting, press the "Raise Hand" hand button on your screen and wait to be acknowledged by the Chair or staff. Please keep all comments to 3 minutes.

To join the meeting by telephone

Dial (669) 900-6833, then enter *Webinar ID*: 825 8298 3770

To provide public comment (at appropriate times) during the meeting, press *9 to raise your hand and wait to be acknowledged by the Chair or staff. Please keep all comments to 3 minutes.

3. Teleconference Location- 128 Rhonda Ln, Chalfant Valley , CA 93514

**Agenda sequence (see note following agenda).*

1. CALL TO ORDER & PLEDGE OF ALLEGIANCE

2. INTRODUCTION OF NEW PLANNING COMMISSIONER: Michael Draper

3. PUBLIC COMMENT: Opportunity to address the Planning Commission on items not on the agenda.

DISTRICT #1
COMMISSIONER
Michael Draper

DISTRICT #2
COMMISSIONER
Roberta Lagomarsini

DISTRICT #3
COMMISSIONER
Jora Fogg

DISTRICT #4
COMMISSIONER
Scott Bush

DISTRICT #5
COMMISSIONER
Chris I. Lizza

4. CONSENT AGENDA

- A. Review and adopt minutes of April 16, 2026 (pg. 1)

5. ACTION ITEMS

- A. **Subdivision Ordinance Update:** Review draft subdivision ordinance update and recommend the Board of Supervisors find the ordinance exempt under CEQA §15061(b)(3) and §15305, and adopt the ordinance with any desired modifications. (pg. 4)

6. WORKSHOPS

7. REPORTS

- A. Director (pg. 41)
B. Commissioners

8. INFORMATIONAL/ CORRESPONDENCE

- 9. ADJOURN** to the scheduled regular meeting on July 16, 2026.

NOTE: Although the Planning Commission generally strives to follow the agenda sequence, it reserves the right to take any agenda item – other than a noticed public hearing – in any order, and at any time after its meeting starts. The Planning Commission encourages public attendance and participation.

In compliance with the Americans with Disabilities Act, anyone who needs special assistance to attend this meeting can contact the Commission secretary at 760-924-1804 within 48 hours prior to the meeting to ensure accessibility (see 42 USCS 12132, 28CFR 35.130).

*The public may participate in the meeting at the teleconference site, where attendees may address the Commission directly. Please be advised that Mono County does its best to ensure the reliability of videoconferencing but cannot guarantee that the system always works. If an agenda item is important to you, you might consider attending the meeting in Bridgeport.

Full agenda packets, plus associated materials distributed less than 72 hours prior to the meeting, will be available for public review at the Community Development offices in Bridgeport (Annex 1, 74 N. School St.) or Mammoth Lakes (1290 Tavern Rd, Mammoth Lakes, CA 93546). Agenda packets are also posted online at [www.monocounty.ca.gov / departments / community development / commissions & committees / planning commission](http://www.monocounty.ca.gov/departments/community-development/commissions-&committees/planning-commission). For inclusion on the e-mail distribution list, send request to hwillson@mono.ca.gov

Commissioners may participate from a teleconference location. Interested persons may appear before the Commission to present testimony for public hearings, or prior to or at the hearing file written correspondence with the Commission secretary. Future court challenges to these items may be limited to those issues raised at the public hearing or provided in writing to the Mono County Planning Commission prior to or at the public hearing. Project proponents, agents or citizens who wish to speak are asked to be acknowledged by the Chair, print their names on the sign-in sheet, and address the Commission from the podium.

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Draft Minutes

April 16, 2026, at 9:00 AM

Bridgeport Board Chambers
2nd floor County Courthouse
278 Main Street
Bridgeport, CA 93517

Visit: <https://monocounty.zoom.us/j/84067920764>

COMMISSIONERS: Roberta Lagomarsini, Chris Lizza, Jora Fogg, Patricia Robertson

STAFF: Heidi Willson, planning commission clerk; Jeff Hughes, county counsel; Erin Bauer, planning analyst; Brent Calloway, assistant director; Olya Egorov, planning analyst; Wendy Sugimura, director; Sean Robison, County Surveyor

PUBLIC: Stephenson family

1. CALL TO ORDER & PLEDGE OF ALLEGIANCE

- Meeting called to order at 9:01 am and the Commission led the Pledge of Allegiance.

2. PUBLIC COMMENT: Opportunity to address the Planning Commission on items not on the agenda.

- No public comment.

3. CONSENT AGENDA

- a) Review and adopt minutes of March 19, 2026

Motion: Approve minutes as presented.

Motion by Fogg; Lagomarsini second.

Roll-call vote – Ayes: Robertson, Fogg, Lagomarsini, Lizza. Absent: Bush.

Motion Passes 4-0 with one absence.

4. PUBLIC HEARINGS

- a) **Use Permit 26-002/Stephenson:** The applicant proposes a short-term rental with an occupancy of six persons and two vehicles at the Edgewater Condos (Unit #19) in June Lake (APN 015-076-019-000), which would allow the condominium unit to be rented for 30 consecutive days or less. The Edgewater Condos is a 1.35-acre property located at 110 Knoll Avenue in June Lake with a Land Use Designation of Multi-Family Residential, High

DISTRICT #1
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Patricia Robertson

DISTRICT #2
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Scott Bush

DISTRICT #5
COMMISSIONER
Chris I. Lizza

(MFR-H). If approved, the project would qualify for an exemption under California Environmental Quality Act (CEQA) §15301 (Existing Facilities) (Staff: *Olya Egorov*).

- Egorov provided a presentation to the Commission and answered questions.
- Public hearing opened at 9:29 am
- Applicant provided a public comment.
- Public comment closed at 9:33 am
- Commission deliberated the project, which included questions too, answers from, and exchanges with staff and the applicants.

Motion: Determine that the required findings can be made as contained in the staff report, find that the project qualifies as a categorical exemption under CEQA §15301 and instruct staff to file a Notice of Exemption; and approve Use permit 26-002.

Motion by Fogg; Lagomarsini second.

Roll-call vote – Ayes: Fogg, Lagomarsini, Lizza. Nay: Robertson. Absent: Bush.

Motion Passes 3-1 with one absence.

- b) **Tentative Parcel Map 26-001/Mono County:** The project proposes to split 85 Kirkwood Street in Bridgeport, APN 008-092-006-000 into two parcels, a 0.47-acre vacant parcel and a 0.39-acre parcel developed with an existing single-family home and detached garage. The parent parcel is designated Multi-Family Residential, Low (MFR-L) and is 0.86 acres. *Staff: Brent Calloway*

***Commissioner Robertson announced that she was going to recuse herself due to the perceived conflict of interest.**

- Calloway provided a presentation to the Commission.
- Public hearing opened at 9:56 am
- No public comments.
- Public comment closed at 9:56 am
- Commission deliberated the project, which included questions too, answers from, and exchanges with staff and the applicants.

Motion: Find that the project qualifies as a exemption under CEQA Guidelines Section 15183, and direct staff to file a Notice of Exemption; and adopt the findings for the Tentative Parcel Map 26-001 as contained in the project staff report; and approve Tentative Parcel Map 26-001 subject to the conditions of approval as contained in the staff report; and approve Tentative Parcel Map 26-001 subject to the Conditions of Approval.

Motion by Fogg; Lagomarsini second.

Roll-call vote – Ayes: Fogg, Lagomarsini, Lizza. Recused: Robertson. Absent: Bush.

Motion Passes 3-0 with one recusal and one absence.

5. WORKSHOPS

6. REPORTS

- a) Director- Sugimura provided an overview of the directors' report and answered questions from the Commission.
- b) Commissioners- Commissioner Fogg and Lagomarsini provided a report.

7. INFORMATIONAL/ CORRESPONDENCE

- 8. ADJOURN at 10:17 am** to the scheduled regular meeting on May 21, 2026.

Mono County Community Development Department

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Planning Division

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June 18, 2026

TO: Mono County Planning Commission

FROM: Brent Calloway, Assistant Director
Clark Sintek, Planning Analyst
Scott Burns, Retired Annuitant

RE: SUBDIVISION ORDINANCE UPDATE

Recommendation

1. Conduct workshop on the draft update of Mono County Subdivision Ordinance;
2. Provide direction on recommended changes and revisions to the draft; and
3. Forward the draft update with these changes to the Board of Supervisors with a recommendation for adoption.

Background

The Mono County subdivision ordinance in its current form was mostly enacted in 1974, apparently coinciding with California's adoption of the Subdivision Map Act (SMA) the same year. According to the Governor's Office of Land Use and Climate Innovation, the SMA establishes statewide uniformity in local subdivision procedures while giving cities and counties the authority to regulate the design and improvement of subdivisions, require dedications of public improvements or related impact fees, and require compliance with the general plan. Land cannot be subdivided for sale, lease, or financing in California without local government approval.

Proposed Subdivision Ordinance Update

Although some ordinance amendments have been enacted since 1974, most of the Mono County subdivision ordinance is over 50 years old, with some sections now obsolete and inconsistent with current law and local circumstances. As an example, the ordinance includes obsolete requirements for the Mammoth Lakes Community, which incorporated in 1984 and is no longer under the land use planning authority of Mono County. Other significant planning changes not reflected in the ordinance include the adoption of a

comprehensive County General Plan, supporting Environmental Impact Report, and the elimination and integration of the County zoning ordinance and zoning maps with the General Plan.

The need for updating the subdivision ordinance has been recognized for some time. Past comprehensive reviews and update of the subdivision ordinance have been initiated but not completed in recent years, due primarily to conflicting priorities and staffing changes. This subdivision ordinance update has been prepared internally with Public Works and Community Development staff, with a focus on legal adequacy, deference to the SMA, consistency with General Plan policy, and application of updated Public Works Standards. Relying on the regulatory framework provided by the SMA, it attempts to reduce verbiage, avoid repetition, update terminology, integrate with local and state process and procedures, and rely on other state requirements, such as the California Environmental Quality Act (CEQA) and California Department of Forestry and Fire (CalFire) Protection standards.

With an emphasis on modifying the more dated sections of the subdivision ordinance, fewer adjustments are recommended for relatively newer sections. The newer sections include modifications of recorded maps (2006), certificates of compliance (1998), and vesting tentative maps (1995). Sections that are not specifically called out in the SMA that have rarely or never been used, such as subdivision variances, are proposed for elimination. Also proposed for elimination are sections concerning impact fees that are no longer imposed on subdivision applications.

Overview of Changes

The following highlights changes proposed in the subdivision ordinance update:

- Renamed the ordinance from Subdivisions and Land Divisions to simply “Subdivisions.”
- Eliminated redundant and obsolete definitions, modified and added others.
- Added an overview chapter “17.09 Subdivision Maps Generally” that summarizes decision authority, common processing procedures, and County department roles.
- Renamed and condensed Chapter 17.12 Tentative Tract Maps and clarified that modifications of tentative maps require review by the Land Development Technical Advisory Committee (LDTAC) and Planning Commission.
- Specifically referenced Land Use Element Chapter 40 in Chapter 17.13. Conversion of Existing Residential Facilities by Subdivision

- Clarified and condensed several requirements of Chapter 17.16 Subdivisions – Requirements and Improvements, including water supply, block dimensions, inundations and avalanches, CC and R’s, underground utilities, street grades, and lot width and depth. Road standards in this section were updated to reflect fire safe requirements and updated Public Works Standards.
- Made several minor adjustments to Chapter 17.20 - Final Maps, clarified that the Planning Director does not approve final maps, and allowed for the County Surveyor to approve routine final maps, with maps requiring interpretation, judgement, or acceptance of dedications to still be reviewed by the Board of Supervisors.
- Updated Chapter 17.21 Modifications to Recorded Maps to include the additional fire safe findings of SMA Section 66474.02.
- Proposed eliminating Chapter 17.28 Subdivisions – Variances, recognizing it is not specifically provided for in the SMA, and current staff can find no record of past processing of a subdivision variance.
- Eliminated the term land division from Chapter 17.36 in favor the more commonly accepted term of parcel map; condensed and eliminated verbiage that was reiterating the SMA; updated parcel map waiver provisions, adjusted the requirements for waiving soils reports, referenced required SMA findings for Planning Commission action, and clarified that final parcel maps follow the requirements of Chapter 17.20. It should be noted that the update of the parcel map waiver section includes implementing current restrictions on short-term rentals in a condominium project.
- Included minor updates to Chapter 17.37 Lot Line Adjustments, with a technical change to no longer routinely require record of surveys, in response to a recent Attorney General opinion.
- Added Chapter 17.38 Voluntary Mergers to clarify voluntary merger processing, memorializing a process similar to that of lot line adjustments.
- Removed Chapter 17.40 Development Fees to reflect the elimination of these fees several years ago by the Board of Supervisors
- Eliminated Chapter 17.44 Construction of Bridges and Major Thoroughfares to reflect past repeal of related fees.
- Updated several minor items in Chapter 17.50 Certificates of Compliance.

California Environmental Quality Act (CEQA)

The Subdivision Ordinance update is exempt under CEQA §15061(b)(3) and §15305 because 1) it can be seen with certainty that there is no possibility the ordinance by itself will have a significant effect on the environment as the ordinance merely aligns with state

law and does not change any physical development standards, and 2) no changes in land use or density result from the ordinance update.

Summary

The focus of the update is legal adequacy, with a reliance on the Subdivision Map Act (SMA), California Environmental Quality Act (CEQA), Mono County General Plan, Public Works Standards, and other applicable laws and ordinances. The intent is to keep it concise, don't repeat existing law but reference applicable sections, focus on procedure/process, and avoid setting new policy that triggers complex CEQA coverage. As drafted, the draft update should qualify for an exemption from CEQA.

Alpine County's ordinance has been referenced as an example of a somewhat recent ordinance that is concise, relies on the SMA, and applies to a rural California county. We have also viewed Tuolumne County's ordinance for similarities. Policy direction guiding subdivisions will be found primarily in the General Plan and the SMA. Improvement standards will be found primarily in Public Works Standards, the SMA, and CalFire requirements. The LDTAC continues to play an elevated role in the process to ensure collaboration and consistency among County departments. Processes of the subdivision ordinance will follow existing permitting procedures when applicable, referencing the SMA, CEQA and General Plan.

The ordinance also attempts to clarify roles of County departments. Community Development is the lead for accepting most applications; providing noticing and outreach; setting meetings/hearings; conducting CEQA analysis; and staffing Board, Commission, and Committee meetings. The Environmental Health division of the Health and Human Services Department is lead on health-related matters, including wastewater treatment, domestic water systems, and wells. Public Works is the lead on technical issues; survey needs; map accuracy; improvement standards; improvement plans; final maps; and staffing Board, Commission, and Committee meetings.

Following the Planning Commission review, it is proposed that the draft update, with changes resulting from the workshop, be presented to the Board of Supervisors for adoption.

This staff report has been reviewed by the Community Development Director.

ATTACHMENT

Draft Mono County Subdivision Ordinance Update

Title 17 SUBDIVISIONS

Chapters:

Chapter 17.04 GENERAL PROVISIONS

Sections:

17.04.010 Title.

This title shall be known as the "Mono County subdivision ordinance"; further, it shall be deemed to be the "local ordinance" under the California Subdivision Map Act (SMA), specifically Section 66411 of the Government Code.

17.04.020 Purpose.

This title is enacted for the purpose of adopting subdivision and land division regulations in accordance with the Subdivision Map Act (SMA) contained in Government Code Sections 66410 et seq.; further, this title is intended to promote public health, safety, and general welfare and, consistent with Mono County General Plan the orderly growth and development of the county; the proper use of land; the conservation, stabilization, and protection of the value of property; and to establish adequate provisions for utilities and other conveniences in land use.

17.04.030 Advisory agency.

The Mono County Commission Planning (Commission) is designated as the advisory agency pursuant to Section 66415 of the Government Code.

Chapter 17.08 DEFINITIONS

Sections:

17.08.010 Definitions generally.

In addition to those definitions given in the Land Use Element of the Mono County General Plan, and other chapters of the Mono County code, the following words and phrases shall have the meaning given in this chapter. In the event of a conflict, definitions in the SMA first and then the Mono County General Plan second supersede this chapter.

17.08.020 Access road.

"Access road" means any street or road passing adjacent to or through the subdivision which carries the major flow of traffic, and onto which traffic entering from side streets and driveways may be controlled.

17.08.030 Block.

"Block" means an area of land within a subdivision, which area is either entirely bounded by streets (except alleys), or by streets (except alleys) and the exterior boundary or boundaries of the subdivision.

17.08.040 Building site.

"Building site" means a parcel or lot occupied or intended to be occupied by buildings or structures.

17.08.040 Building Envelope.

"Building envelope" means a designated area of a parcel or lot within which all construction and associated land disturbance excluding driveway access must be contained. It may be used in subdivision or specific plans to maintain neighborhood character and protect environmental features.

17.08.045 California Environmental Quality Act (CEQA).

"California Environmental Quality Act (CEQA)" means the state law that requires local agencies to identify and disclose potentially significant environmental impacts of proposed projects and to avoid or reduce those impacts where possible. Promulgated in Public Resources Code Section 21000 et seq., implementation direction is found in the CEQA Guidelines, California Code of Regulations, Title 14, Division 6, Chapter 3, Sections 15000-15387.

17.08.047 Certificate of compliance.

"Certificate of compliance" means evidence of a formal determination by Mono County of whether certain real property in the county complies with the SMA and County ordinances enacted pursuant thereto, recorded by the County in response to a request for such a determination made pursuant to SMA Section 66499.35.

17.08.048 Conditional certificate of compliance.

"Conditional certificate of compliance" means a certificate of compliance setting forth conditions that must be satisfied before the real property that is the subject of the certificate will be deemed by Mono County to comply with the SMA and/or County ordinances enacted pursuant thereto.

17.08.050 Commission.

"Commission" means the Mono County Commission Planning, the body duly appointed, authorized and acting per Section 65300 of the Government Code and Chapter 2.36 of this code, and when used herein may apply to the Commission's duly authorized representatives.

17.08.060 Conversion of existing residential facilities by subdivision.

"Conversion of existing residential facilities by subdivision" means apartments, mobile home parks or other multi-family residential facilities which are converted to individual ownership by subdivision.

17.08.070 Director of Public Works

"Director of Public Works" means the Director of Public Works of Mono County, or designated representative. For the purposes of this ordinance, the Public Works Director is interchangeable with County Engineer and County Surveyor.

17.08.080 Drainage way.

"Drainage way" means a natural depression in the earth's surface, such as swales, ravines, draws and hollows, in which surface waters collect as a result of rain or melting snow, but at other times are destitute of water.

17.08.100 Final map.

"Final map" means a map prepared in accordance with the provisions of this title and the SMA, and which is designed to be recorded in the recorder's office.

17.08.140 Frontage.

"Frontage" means that portion of the lot or block measured along the property line adjacent to the street.

17.08.170 Highway or street.

"Street" or "highway" means all streets, roads, highways, avenues, boulevards, drives, sidewalks, lanes, esplanades, alleys, equestrian, bicycle or snowmobile lanes, utilized principally for pedestrian or vehicular traffic, and includes the entire area between the right-of-way boundaries.

17.08.180 Improvement plan.

"Improvement plan" means an engineered plan submitted by a civil engineer registered by the state, showing the location and construction details of all infrastructure and public improvements required for the subdivision. Such improvements may include, but are not limited to, roads, sidewalks, water and sewer lines, draining systems, (underground) electrical utilities, and landscaping.

17.08.190 Land Development Technical Advisory Committee (LDTAC).

"Land Development Technical Advisory Committee (LDTAC)" means a technical committee consisting of the directors of the Mono County Public Works, Environmental Health, and Community Development departments (CDD), and any other affected County department, or their designated representatives. It provides technical review and recommendations on land development projects, and its purposes include coordination among County departments, efficient and timely permit processing, and informing applicants of County requirements early in the development review process.

17.08.220 Lot.

"Lot" means that portion of land in a subdivision which is delineated or described as a single integral unit as shown on the map of the subdivision or parcel map.

17.08.225 Lot Line Adjustment.

"Lot line adjustment," as defined in the SMA, means the adjustment of the boundaries between four or fewer existing adjoining parcels, where the land taken from one parcel is added to an adjacent parcel, and where a greater number of parcels than originally existed is not thereby created if the lot line adjustment is approved by the local agency or advisory agency.

17.08.230 Noncounty improvements.

"Noncounty improvements" means improvements to be made by the Applicant but not required to be offered for dedication to the county. Such noncounty improvements may include private areas, private sewage disposal, sewer systems to be furnished to other governmental entities and water distribution systems to be furnished to other governmental entities.

17.08.250 Parcel.

"Parcel" means real property which is contiguous and under one ownership. Property shall be considered contiguous even if separated by streets, easements or railroad rights-of-way.

17.08.260 Park.

"Park" means public or private land or open space reserved from non-recreational dwelling unit development that is devoted to active or passive recreation.

17.08.270 Path.

"Path" means a way designed for use only by pedestrian.

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- A. "Public paths" means only such paths whose right-of-way is dedicated upon a subdivision map or deeded to and accepted by the governing Board of the County.
 - B. "Private path" means a path offered for the benefit of the owners of certain lots, which lots shall be designated for that purpose on the subdivision map.

17.08.310 Ponding of local storm water.

"Ponding of local storm water" means standing storm water in local depressions. As distinguished from sheet overflow, this water originates on or in the vicinity of the subdivision and due to the condition of the ground surface does not reach a drainage channel or conduit.

17.08.320 Private street.

"Private street" means any parcel of land or nonexclusive easement not owned by the County, a city, or the State, and not offered for dedication to the public, and which is used or intended to be used for vehicular access to a lot or parcel.

17.08.325 Health and Human Services Department.

"Health and Human Services Department" means the Mono County Health and Human Services Department, Environmental Health Division.

17.08.330 Public ways.

"Public ways" means all streets, roads, highways, esplanades, easements, rights-of-way, tunnels, culverts, wires, pipes, lines, tubes and any or all other property rights or interests, facilities, or improvements, including fee interests and rights less than in fee, together with improvements, therein or thereon, owned, possessed, held, or under the control of a political subdivision and/or public and private utility entities.

17.08.370 Road department.

"Road Department" means the Mono County Road Department.

17.08.380 Sheet flow.

"Sheet flow" means water of minor depths, either quiescent or flowing at velocities less than those necessary to produce serious scour.

17.08.390 Standard plans.

"Standard plans" means the Road Department standard plans, including State standard plans and specifications.

17.08.420 Subdivision.

"Subdivision" shall be as defined in Section 66424 et seq. of the Government Code.

17.08.420 Subdivision Map Act.

"Subdivision Map Act (SMA)" means the California law governing the division of land for sale, lease, or financing purposes. Defined in Section 66424 et seq. of the Government Code, the SMA vests the regulation, design, and improvement of subdivisions in the legislative bodies of local agencies, such as Mono County.

17.08.430 Surface water.

"Surface water" means water falling upon, arising from, and naturally spreading over lands and produced by rainfall, melting snow, or springs.

17.08.440 Surveyor.

"Surveyor" means the Mono County Surveyor, appointed by the Board of Supervisors, consistent with SMA 66417, unless the context indicates otherwise.

17.08.460 Trail.

"Trail" means a way designed for use by pedestrians, bicycles, and horses, unless otherwise specified.

17.08.470 Watercourse.

"Watercourse" means a running stream of water; a natural stream, including rivers, creeks, runs, and rivulets. It may sometimes be dry, but must flow in a definite channel.

Chapter 17.09 SUBDIVISION MAPS GENERALLY

Sections:**17.09.010 Map requirements.**

- A. A tentative and final map shall be required for all subdivisions, including when a parcel or tract map is required, except when excluded by SMA Section 66426 and 66428, or as waived as provided hereinafter.
- B. A map is not required for the sale of the entirety of a designated remainder.

17.09.020 Decision authority.

The following bodies are the final approval/denial authority for subdivision related maps unless they are appealed as provided in each type of subdivision application covered in this title.

- A. For certificates of compliance, parcel map waivers, lot line adjustments, and voluntary lot mergers: the Land Development Technical Advisory Committee.
- B. For tentative parcel maps, vesting tentative parcel maps, and parcel map extensions: the Planning Commission.
- C. For tentative and final subdivision maps, including tentative map extensions, tentative map modifications, recorded final map amendments, and vesting tentative maps: the Board of Supervisors.
- D. For final subdivision maps and final parcel maps: the County Surveyor, provided no interpretation or independent judgement is required to determine compliance, and no offers of dedication are included.

17.09.020 Public hearing notice.

Unless otherwise required by the SMA, subdivision-related public hearings by the Planning Commission and Board of Supervisors shall comply with Chapter 46 – Noticing Requirements of the General Plan Land use Element.

17.09.030 Appeals.

Unless otherwise required by the SMA, appeals of subdivision-related decisions shall comply with land use element Chapter 47 – Appeals.

17.09.040 Environmental review.

All actions shall comply with the environmental review requirements of the California Environmental Quality Act (CEQA) and implementing handbook of Mono County.

17.09.050 Processing.

All subdivision-related applications, including lot mergers and lot line adjustments, shall be submitted to the Community Development Department for processing. Processing includes application acceptance; CEQA review; circulation to affected departments, agencies, utilities, entities and interested parties; compilation and review of

comments; scheduling of meetings and hearings; issuance of staff reports and transmittal of staff, LDTAC, and Planning Commission recommendations; staffing coordination and meetings; and filing of notice of determinations and decisions. The Public Works Director or County Surveyor or County Engineer is lead staff for improvement plans, records of survey, performance bonds, soils report reviews, soils report waivers, work inspections, final map scheduling, final map modification scheduling, and transmittal of lot line adjustments to County Recorder.

Chapter 17.11 VESTING TENTATIVE MAPS

Sections:

17.11.010 Applicability.

Vesting tentative maps shall conform with the provisions of Government Code, Division 2, Chapter 4.5, Section 66498.1 et seq.

17.11.020 Processing and approval.

With the exception of additional rights that may be conferred in conjunction with Section 17.11.010, vesting tentative maps shall be processed and approved in general conformance with the applicable provisions for final maps and/or parcel maps as specified in this title.

Chapter 17.12 TENTATIVE TRACT MAPS

Sections:

17.12.010 Application acceptance.

Each proposed subdivision requires submittal of a Tentative Tract Map application to the Community Development Department (CDD) for processing. The tentative map application shall be prepared in accordance with the Subdivision Map Act, the Mono County General Plan, specific plans, application form, and the provisions of this title. Submittal may be prior to the completion of final surveys but shall be prior to the start of any grading or construction work within the proposed subdivision. A digital copy and three paper copies of the tentative map are required at the time of submittal. A reproducible copy may be required upon request of the County Surveyor. Within thirty days after submission of the tentative map application and following initial review by the CDD, the Land Development Technical Advisory Committee (LDTAC) shall determine if the application is complete for formal acceptance. If it is not complete, the application shall be returned to the Applicant by the CDD with a written list of deficiencies.

17.12.020 Tentative tract map—application fee.

Each applicant, at the time of submittal of the tentative map application, shall pay applicable permit and environmental fees of the Mono County fee schedule.

17.12.030 Tentative tract map—Distribution after acceptance.

After application acceptance by the LDTAC, the CDD shall distribute copies to the Public Works Department, Health and Human Services Department, the affected water or utility district, the local fire district and/or Calfire, the applicable school district(s), the utility companies serving the area, and other affected entities. Upon the completion of the requirements of the California Environmental Quality Act (CEQA), the information shall be sent to the same entities. Each entity may submit its written findings and recommendations to the Community Development Department prior to the final decision.

17.12.040 Environmental review.

The environmental impact of the proposed project application shall be reviewed in accordance with CEQA. Time periods for action shall comply with SMA Section 66452.1 and CEQA Section 21151.5.

17.12.060 Land Development Technical Advisory Committee—Meeting.

- A. The Applicant and all interested agencies shall be given written notice of the LDTAC meeting in accordance with California public meeting laws (Brown Act).
- B. The departments of Health and Human Services and Public Works shall be given copies of the tentative map and accompanying data required by this chapter, including CEQA documents, prior to the meeting.
- C. A written LDTAC recommendation shall be transmitted to the Commission and Applicant prior to the Commission hearing.

17.12.070 Hearing before the Commission.

Consistent with SMA Section 66452.1 time frames, and following the close of the public hearing, the Planning Commission shall, in writing, report and recommend the approval, conditional approval or disapproval of the proposed subdivision to the Board. The report shall be accompanied by such data as is deemed appropriate by the Commission to facilitate the determinations required by SMA Section 66474, 66474.01, and 66474.02.

17.12.080 Action by the Board of Supervisors.

The Board of Supervisors shall act upon the Commission report and recommendation consistent with time periods of Section 66452.2 of the SMA and Section 21151.5 of CEQA. Any reports or recommendations on the maps made by the Commission to the Board of Supervisors shall be provided to the Applicant at least three days prior to hearing or final action on the tentative map consistent with SMA Section 66452.3. Board action shall be based on findings required by SMA Sections 66474, 66474.01, and 66474.02.

17.12.090 Tentative map—Action time limit.

If no action by the Board of Supervisors is taken within these time limits or any authorized extensions thereof, the tentative map as filed shall be deemed to be approved and it shall be the duty of the Clerk of the Board to certify its approval consistent with Section 66452.4 of the SMA.

17.12.100 Tentative tract map—Form and content.

The tentative map shall be clearly and legibly drawn on one sheet whenever possible. The following items shall be included unless waived by the LDTAC. Additional items based on specific site conditions may be requested by the LDTAC:

- A. The title may contain such name as may be selected by the Applicant and shall contain the tract number which may be obtained from the CDD;
- B. Names and addresses of the legal owner of the property, applicant, and civil engineer or licensed land surveyor who prepared the map;
- C. Contours showing accurately the existing terrain within the subdivision and adjacent area as required;
- D. For subdivisions of average lot size of less than one acre, the map shall be drawn to an engineer's scale of not less than one inch equals fifty feet;
- E. For subdivisions of average lot size of one acre or more, the map shall be drawn to an engineer's scale of not less than one inch equals one hundred feet;
- F. The contour interval shall conform to the mapping standards for the scale used. Every fifth contour shall be of heavier weight and labeled. Care shall be exercised in labeling contours so that the elevation of any contour is readily discernible. Contours may be omitted when the lines fall closer than ten contours per inch, provided that all contours at the bottom and top of slope changes are shown. In no event shall the heavy contours be omitted.

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Spot elevations shall be expressed to the nearest one-tenth of a foot. On comparatively level terrain where contours are more than one hundred feet apart at map scale, the contours may be omitted and spot elevations substituted therefor. Additional spot elevations shall be shown at intervals along the center of dikes, roads, and ditches at summits, depressions, saddles, or at other existing permanent installations.

At least ninety percent of all contours shall be within one-half contour of true elevation, except that in areas where the ground is completely obscured by dense brush or timber, ninety percent of all contours shall be within one contour interval. Contours in obscured areas shall be indicated by dashed lines.

Mapping not having this accuracy shall be rejected;

- G. When the map contains more than one sheet, the sheets shall be indexed to show the relative position of each sheet;
- H. The outline of existing slides, slips, sump areas and areas subject to inundation or avalanche;
- I. The approximate edges of pavements of existing paved roads, driveways within or adjacent to public right-of-way and easements or within private common right-of-way;
- J. Approximate existing property lines and approximate boundaries of existing easements within the subdivision with the names of owners of record;
- K. The proposed lot and street layout with scaled dimensions of the lots and the minimum, maximum, and average lot area;
- L. The approximate width, location, and purpose of all existing and proposed easements. Easements shall be shown for utilities such as electric, telephone, internet, television, sewer and water lines, and for drainage and access when applicable;
- M. Street names, widths of streets and easements, approximate grade, approximate point of grade change, and radius of curves along centerlines of each street;
- N. Typical road sections shown may refer to the standard plans;
- O. Areas designated for public and/or common purpose;
- P. Location, approximate grade, direction of flow, and type of facility of existing drainage channels and storm drains;
- Q. A vicinity map showing roads, adjoining subdivisions, towns, creeks, and other data sufficient to locate the proposed subdivision and show its relation to community development;
- R. The line of high and low water and flood plain on all lots abutting any lake, river, stream, reservoir, or other body of water;
- S. North arrow and scales for maps, contour interval;
- T. Existing and proposed use of all existing structures;
- U. Names of adjacent property owners or subdivisions;
- V. Approximate toe of fills and top of cuts;
- W. Approximate finish contour lines along roadways;
- X. Parking areas and access solutions for individual lots may be required;
- Y. Condominium parking plans in accordance with General Plan requirements and Road Department standards when applicable.

17.12.110 Tentative tract map—Accompanying data.

The tentative tract map shall include the following:

- A. Existing and proposed use of the property;
- B. Description of the proposed subdivision, including the number of lots, their average and minimum size, and nature of development; including orientation and other considerations under SMA Section 66473.1;
- C. Source, adequacy, potability and right thereto of water supply;
- D. Method of sewage disposal proposed;

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- E. Plans for draining areas subject to inundation;
- F. Other improvements proposed;
- G. Approximate construction phasing so that each phase of construction is completed within one construction season;
- H. Calculations needed for developments as to density, open space, land coverage, and parking, etc.;
- I. The proposed or intended method of fire protection and, if applicable, approval of the fire district within which the subdivision is located; compliance with the Safety Element of the Mono County General Plan (see action 3.A.2.a) and compliance with SMA Section 66474.02;
- J. The proposed means that will be used to assure the proper administration and maintenance of common areas and open space, including a statement of intent regarding proposed deed restrictions;
- K. A preliminary soils report shall be prepared by a civil engineer/engineering geologist, licensed to practice in the state of California, for the proposed subdivision addressing the unified soil classification of the soils, the depth of the water table, the degree of soil moisture from surface to a minimum depth of eight feet, the compaction of the soil at a minimum depth of two feet, and the expansive characteristics of the soil for the proposed project site. If this preliminary report indicates the presence of critically expansive soil or other soils or geological problems, which could lead to structural defects, or any other hazards, a soils report for each parcel, together with the proposed mitigation measures to alleviate identified problems shall be required.
 - a. The requirements of a preliminary soils report may be waived by the County Engineer if the project civil engineer/engineering geologist certifies that no soils problems exist on the site, and that such certification is based on sufficient soils reports prepared for the subdivision under consideration to demonstrate soil stability and the lack of soils problems on the proposed project site. The project proponent shall have the burden of demonstrating the required information. The decision to waive such requirements, based upon the certification of the project proponent's civil engineer/engineering geologist of the absence of any soils related problems, shall be solely within the discretion of the County Engineer. The fee for review of soils reports or consideration of soils report waiver shall be set by resolution of the Board of Supervisors;
- L. When part of a large single ownership area, a sketch showing proposed future development outside of the proposed subdivision;
- M. Plot plans and elevations of proposed buildings in planned unit developments, or condominiums;
- N. A survey prepared by a qualified person identifying tree coverage within the proposed subdivision in terms of type, weakness, maturity, potential hazard, infestations, vigor, density and spacing;
- O. A vegetation preservation and protection plan showing which trees are to be removed and the location and type of vegetation that is to be planted;
- P. Information concerning the ability of the existing and proposed drainage facilities to handle the natural flows and the additional runoff that will be generated by the subdivision at ultimate development. The methods to be used to convey surface waters to the natural drainage courses or drainage systems.

17.12.120 Improvement plans.

Following approval or conditional approval of the tentative map by the Board, the Applicant shall prepare and submit to the public works department two sets of improvement plans. The improvement plans shall comply with and incorporate all conditions attached to the tentative map approval, such as grading and landscaping plans, and shall be accompanied by twenty percent of the inspection fee, based on a preliminary engineer's estimate.

17.12.130 Tentative map—Modification.

The Applicant may request the modification of the approved tentative map. Application for modification of an approved tentative map shall be made as in the case of a tentative map, including review by the LDTAC and Planning Commission. No modification shall be deemed approved until approved by the Board. Upon such

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approval, the modified tentative map shall control, provided the final map is filed within twenty-four months from the date of approval of the original tentative map, plus such additional time periods and extensions obtained pursuant to Section 17.20.020. Filing fees for the modification of the tentative map are set forth in the fee schedule adopted by the Board.

Chapter 17.13 CONVERSION OF EXISTING RESIDENTIAL FACILITIES BY SUBDIVISION

Sections:

17.13.010 Intent.

It is the intent of this chapter to protect a dwindling rental housing and mobile home space supply by regulating the conversion of apartments and mobile home spaces to individual ownership by subdivision.

17.13.020 Requirements generally.

Each applicant converting existing residential facilities by subdivision shall comply with all the requirements of Sections 17.16.020 through 17.16.140, and SMA Section 66427 et seq.

17.13.025 Exemption.

Conversion projects conveying the units or mobile home spaces directly to the current renters shall be subject to the SMA and exempt from Section 17.13.02 of this chapter, provided short-term rental of units are prohibited. Such conversion projects shall be subject to the standards at the time of the original approval or, if an existing nonconforming use, subject to Chapter 34 – Nonconforming Uses of the Mono County General Plan Land Use Element.

17.13.030 Standards for conversion.

The standards for conversion of an existing residential development which shall be required as conditions of approval of a subdivision map for condominium or other forms of ownership where title is conveyed for an individual unit or mobile home space are as follows:

- A. Off-street parking shall be provided as would be required for new developments;
- B. Snow storage areas shall be provided as would be required for new developments;
- C. Deficiencies in trash collection areas and landscaping in accordance with standards adopted pursuant to the general plan shall be corrected;
- D. Pursuant to SMA Section 66451.3(b), notice shall be given by mail to each tenant of the subject property and shall include notification of the tenant's right to appear and be heard.
- E. In addition to all applicable notices required by state law and Mono County ordinances, the management or owner, after all required permits requesting a change of use have been approved by the County, shall give the tenants six months or more written notice of termination of tenancy;
- F. Conversion of residential rental units to short-term rental units is prohibited unless the map specifies the individual units are eligible to apply for the applicable land use permits to authorize short-term rentals;
- G. All required permits and/or map act proceedings requesting a change of use shall in addition to other County approvals require final approval by the Planning Commission and/or Board of Supervisors.

17.13.040 Application for conversion of existing residential facilities.

Application for a use permit shall be filed pursuant to Chapter 40 of the General Plan Land Use Element. Upon receipt of an application for use permit to convert residential facilities, the department shall mark or stamp the

application as a conversion project, and prepare a staff report setting forth findings of General Plan consistency, development standard compliance, and subdivision compliance.

Chapter 17.16 SUBDIVISIONS—REQUIREMENTS AND IMPROVEMENTS

Sections:

17.16.010 Requirements generally.

Each applicant shall comply with the following requirements in this chapter. In the event of conflict with separately adopted Public Works standards, the Public Works Director shall determine which standard applies. In the event of conflicts with state minimum fire safe standards, state standards shall prevail.

17.16.020 Highways and roads.

The project shall comply with the current Road Department standards for all construction. All streets shall be constructed to Road Department standards and offered for dedication as public streets unless specifically waived in writing by the Public Works Director.

17.16.030 Sewage disposal.

- A. Project conditions may require that the Applicant connect to a sewer and drain system having adequate plant capacity to handle the subdivision; that the Applicant construct an adequate sewage treatment plant and collection lines if there is no district having adequate capacity serving the proposed subdivision; or conditions may require such other means of sewage disposal as shall be approved by the Health and Human Services.
- B. Lots not served by sewers shall be suitable for private sewage disposal, pursuant to guidelines and criteria adopted by the Board, Health and Human Services, and Lahontan Regional Water Quality Control Board.
- C. In those areas within a subdivision served by a sewer system under the jurisdiction of the County, all sewer lines, sewage treatment facilities and appurtenances shall be constructed in accordance with the requirements of the Public Works Department and Health and Human Services. When within a local sanitary district it may be inspected by the Public Works Department, under joint cooperation, if so desired by the sanitation district.
- D. Approval of improvement plans by the serving utility district for sewer improvements is required. A letter shall be submitted to the Commission stating that the district has reserved sewage disposal capacity to serve this development.

17.16.040 Flooding and drainage.

- A. The Applicant shall design the subdivision in accordance with Flood Plain Regulation, Chapter 21 of the Mono County General Plan Land Use Element so that it shall be protected from inundation, flood hazard, sheet flow, springs and other surface waters. The design of improvements shall be such that water occurring within the subdivision will be carried off without injury to any improvements, residential sites, or residences to be installed within the subdivision. The design shall provide for prevention of erosion or siltation that would be detrimental to the environment of the adjoining area. Waters occurring within the subdivision shall be carried to a storm drainage facility or natural watercourse by such improvements as may be required to meet the design standards set forth. Drainage design within the subdivision shall accommodate reasonable anticipated future development within the drainage area. Any off-tract outlet drainage facility required to carry drainage from the proposed subdivision to a defined channel or conduit shall be made adequate for the ultimate state of development in the drainage area.
- B. When any watercourse traverses or serves a subdivision, adequate on-site and/or off-site easements for storm drainage purposes shall be provided.
- C. Upon County requirement, a storm drainage maintenance district or acceptable alternate shall be established for the maintenance of storm drainage facilities constructed in conjunction with the

subdivision. When a drainage master plan has been adopted for the drainage area, the applicant shall pay a fee for his/her pro rata share of the cost of the contract or the estimated cost of constructing the drainage facilities within the drainage area.

17.16.050 Water supply.

- A. It may be required that the Applicant connect to a water treatment and distribution system having adequate plant capacity to handle the subdivision; that the Applicant construct an adequate water treatment and distribution system if there is no district or water company having adequate capacity serving the proposed subdivision; or may require such other means of water treatment and distribution as shall provide adequate water to meet domestic and fire use. Fire flows shall be consistent with applicable fire district and state fire safe requirements.
- B. In those areas within a subdivision served by a water furnishing district or water company under the jurisdiction of the County, all lines and facilities shall be constructed in accordance with the requirements of the Public Works Department and the Health and Human Services.
- C. Domestic water shall be provided subject to all requirements, including the General Plan, applicable area and/or specific plans, Lahontan Basin Plan, Local Area Management Plan, applicable environmental mitigation measures, and Health and Human Services requirements. Consistent with these requirements, the Applicant shall prove the availability of water for domestic use. If a domestic system is provided, it shall be adequate for fire protection.
- D. Domestic water shall meet all the local and state standards for quality and quantity. Any source treatment plant, storage facility, distribution lines and appurtenances used to render water safe for domestic use must be approved by the local and/or State Health Department.
- E. Approval of improvement plans by the utility district for water service supply and maintenance is required. A letter shall be submitted by the district stating that the district has the capacity to serve and meet the flows and volumes required for domestic use and fire protection for this development over and above previously approved and existing users.

17.16.060 Lot size.

In addition to General Plan development standards, subdivision layout shall reflect efficient use of developable land. The following items shall be considered in determining the minimum lot size:

- A. The suitability of the land for the proposed lot density;
- B. The suitability of the individual lot sites for the proposed use.
The specific items to be considered in determining A and B above shall include, but not be limited to:
 1. Access and parking;
 2. Building sites on the lot;
 3. Excessive grading required for the installation of driveways, parking, and utilities;
 4. Revegetation of cut, fills, and trenches that may be required;
 5. Drainage and erosion control, on- and off-site;
 6. Any of the items identified in the CEQA environmental document.
- C. Where sewage disposal is by individual septic system, the design of the lots and sewage system shall be pursuant to guidelines and criteria adopted by the Board, Health and Human Services, and Lahontan Regional Water Quality Control Board.

17.16.070 Blocks—Acre or larger lot subdivisions.

Where a parcel is first subdivided into acre or larger tracts, the blocks should be such in size and shape and be so divided as to provide highways, streets, and alleys at such intervals as will permit a subsequent division of any parcel into lots of normal size.

17.16.080 Block lengths.

Blocks should not exceed one thousand feet between street lines. In acre subdivisions, block lengths up to fifteen hundred feet may be approved. In any case where topographic conditions warrant, larger blocks may be permitted. When pedestrian, bicycle, trail bike, or snowmobile ways are platted, the minimum width shall be ten feet.

17.16.090 Block widths.

Blocks shall be of sufficient width to permit the platting of two tiers of lots of normal depth, and in the case of subdivisions remote from any existing subdivision, no block shall be less than two hundred feet nor more than three hundred sixty feet wide, except where the land is being laid out in acre or larger tracts.

17.16.100 Title report.

The Applicant shall furnish satisfactory evidence as to the person that has title to the land, and identify all persons having security interests or liens on the land.

17.16.110 Inundation and avalanches.

The Applicant shall furnish evidence satisfactory to the LDTAC that the land proposed for subdivision is not subject to, or measures have been incorporated to mitigate impacts from, flooding, inundation, avalanches, or land and earth slides, consistent with the General Plan.

17.16.120 Easements.

The subdivider shall be required to offer an irrevocable offer of dedication of real property or easement as determined by the Director of Public Works, within the subdivision for streets, alleys, including access rights and abutter's rights, drainage, public utility easements and other public easements. Easements of sufficient width will be required along natural watercourses, conforming substantially to the lines of such channels.

17.16.130 Building sites.

The creation of building sites through mass pad grading and successive padding or terracing is prohibited. Building sites within flood plains, watercourses, or high-water level of any lake that are inconsistent with the general plan flood plain regulations are prohibited. The Applicant shall provide through deed restrictions, conditions, covenants and restrictions, easements, or other methods acceptable to the County assurances that no building or structures will be constructed in such areas that violate General Plan flood plain regulations.

17.16.140 Conditions, covenants and restrictions.

Conditions, covenants and restrictions (CC and R's) may be required for subdivisions based upon LDTAC recommendations. The CC and R's may include provisions for maintenance of recreational facilities, open space, parking areas, etc.

17.16.150 Public access.

In accordance with Article 4 of SMA where a subdivision fronts on a public waterway or stream, reasonable public access by fee or easement shall be provided from a public highway to the portion of such waterway within the proposed subdivision and a public easement shall be provided along the portion of such waterway within the subdivision. In accordance with the General Plan Open Space and Conservation Element, require easements or other appropriate mechanisms to ensure access to irrigation facilities.

17.16.160 Bicycle and equestrian paths.

Whenever an applicant is required pursuant to Section 66475 to dedicate roadways to the public, the Applicant shall dedicate such additional land as may be necessary and feasible to provide multi-modal paths (pedestrian, bicycle, equestrian) for the use and safety of the residents of the subdivision.

17.16.170 Schools.

Subdivision impacts to schools shall be mitigated in accordance with applicable sections of the Education Code (17620) and Government Code (Chapter 4.7).

17.16.180 Parks and recreational facilities.

The Applicant may be required to dedicate land for park or recreational purposes or, as a fee in lieu thereof, the reasonable market value of such land, or any combination of such land and fee, in accordance with the General Plan and Sections 66007 and 66477 of the SMA.

17.16.190 Community improvements.

Whenever the installation of roads, sewers, water supply systems or drainage facilities by the Applicant are required, and such improvements are of benefit and value to land other than that located within the subdivision, an agreement with the Applicant for reimbursement in whole or part for the use of such improvements by lands other than those developed by the Applicant, may be required. The imposition and collection of a charge for the use of such facilities as provided in the SMA (Article 6) may also be imposed.

17.16.195 Reserved areas for public purposes.

The Board of Supervisors may, as a condition of the approval of a tentative and/or final map, require the Applicant to reserve areas of real property within the subdivision to be used for public purposes consistent with Article 4 of the SMA, including but not limited to parks, recreational facilities, fire stations, libraries, or other public uses.

17.16.200 Underground utilities.

At the time the tentative map is approved, a requirement to install underground utilities shall be imposed to comply with the General Plan and California Public Utilities Commission (CPUC) regulations (e.g., CPUC Rule 15). Undergrounding shall be mandatory for all subdivisions and all condominium projects.

17.16.210 Formation of entities.

The Applicant may be required to form appropriate legal entities to operate and perform all required maintenance and services if they are not a regular county-wide public service, or if the Applicant desires a level of service greater than those the County is able to provide.

17.16.220 Improvements generally.

- A. Prior to approval or conditional approval of the tentative map, street improvements; utilities; drainage structures and facilities; erosion control; fences; planting; right-of-way dedication; and other provisions for public safety, health, and general welfare, both within the subdivision and off the site, may be required as necessary. Such requirements shall be consistent with SMA Section 66477 and may include provisions for maintenance, and all construction shall be in accord with Road Department standards and state minimum fire safe standards.
- B. Paving of roads prior to acceptance into the County road system shall be required in all subdivisions. All underground utilities, including sewer connections, located within street rights-of-way shall be stubbed out to the property line of each lot abutting the right-of-way.
- C. Unpaved roads in existing subdivisions shall not be accepted in the County road system until paved.

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- D. Unpaved roads in existing subdivisions already included in the County road system may be paved only if the total cost for such work is borne by the abutting property owners.
 - E. Paving under subsections C and D shall be done only if the abutting property owners agree to the formation of an assessment district or other appropriate district, or other means of financing. Such work of construction or reconstruction shall be done in accordance with Public Works Standards.
 - F. All improvements shall comply with Public Works Standards.

17.16.230 Streets and highways—Relation to topography.

Topographic conditions shall determine the general pattern of blocks and natural contours shall control the placement and alignment of streets, highways, and ways.

17.16.240 Streets and highways—Relation to adjoining and adjacent street system.

The arrangement of streets shall provide for the direct continuation of the centerlines of the principal existing streets or highways in adjacent or adjoining subdivided areas.

17.16.250 Street names.

Streets that are extensions of or obviously in alignment with existing streets shall bear the names of existing streets. The names of new streets shall be subject to the approval of the Director of Public Works and IT Director, pursuant to Section 13.35.10 and Chapter 15.20, and shall not duplicate the existing street names, except as provided above.

17.16.260 -Street widths.

Street and road widths and rights-of-way shall comply with Public Works Standards.

17.16.270 Half streets.

Half streets on the subdivision boundary will not be approved except when necessary to complete an existing abutting half street on an adjoining subdivision, in which case the Applicant may be required to improve the entire roadway to full County standards.

17.16.280 Street grades.

Street grades shall comply and consistent with the state fire safe standards.

17.16.290 Curves.

Road development, including the radius curvature, shall comply with state fire safe standards.

17.16.300 Intersections.

The intersections of streets shall be at an angle of ninety degrees, or as close to such angle as is practicable, but in no case shall an intersection be at an angle less than thirty degrees. Where more than four streets intersect at a common point, the intersection shall be of sufficient size and so designed as to provide adequately and safely for the maximum anticipate volume of traffic entering from all streets.

17.16.310 Dead-end streets.

Where necessary to give access to or permit a satisfactory subdivision of adjoining land, streets shall run through to the boundary of the property and the resulting dead-end streets may be approved with a temporary turnaround, but in all cases a turnaround having a minimum radius of pavement of forty feet with a right-of-way radius of fifty feet shall be provided. In those cases where, in the judgment of the Public Works Director, extraordinary conditions make strict compliance with this rule impracticable, s/he may allow an alternate design may be allowed if consistent with state fire safe requirements. Dead-end streets must meet state fire safe standards.

17.16.320 Design of pavement.

Design of all subdivision paving shall be by California bearing ratio or by stabilometer, or methods of sampling and testing shall be those approved by the Department of Transportation, Business and Transportation Agency of the State and recorded in their current "Standard Testing Procedures." In no case shall the thickness of paving be less than two inches. The Applicant must have prior approval by the Public Works Director for the method of testing and laboratory to be used. The subgrade shall be compacted to a depth of six inches to ninety percent relative value. The structural section shall be determined by engineering analysis and approved by the Public Works Director.

17.16.330 Streets and highways—Drainage requirements.

- A. Design Factors. Sufficient drainage facilities designed in accordance with accepted engineering principles, and located in public streets or drainage easements, shall be provided to care for drainage within the project. Drainage facilities shall be approved by the Road Department.
- B. Hydraulic Gradient. Drainage shall be accomplished by gravity.
- C. Protection. Sufficient width to accommodate mechanical equipment for cleaning shall be provided unless the ditch is concrete lined, in which case access for workmen shall be provided.

17.16.340 Alleys.

An alley having a minimum width of twenty feet may be required in the rear of commercial lots. In residential blocks, the provision of alleys is optional for the Applicant, but where they are provided, the minimum width shall be sixteen feet. A diagonal cutoff shall be made at all acute and right-angle intersections of alleys, measuring not less than five feet in each direction from the corner.

17.16.400 Lot area.

The minimum lot area shall conform to the designated land use, as specified in the General Plan land use designation, in which the subdivision is located.

17.16.430 Incidental consideration.

In all subdivisions, due regard must be shown for all natural features, such as large trees, natural groves, watercourses, scenic points, historic spots, and similar community assets, which will add attractiveness and value to the property if preserved.

17.16.440 Access roads.

Lack of adequate access roads to a subdivision may be basis for denial. Access must comply with the State Minimum Fire Safe Standards.

Chapter 17.20 SUBDIVISIONS—FINAL MAPS**Sections:****17.20.010 Content and form—Generally.**

The general form and contents of the final map shall comply with the Subdivision Map Act in the Government Code, Section 66433 et seq., and with requirements of Sections 17.20.020 through 17.20.150.

17.20.015 Supplemental map sheets.

With respect to any final map, the Public Works Director may require the preparation of a supplemental map sheet or sheets, to be recorded simultaneously with the final map, containing the information described in

Government Code Section 66434.2(b) and/or such other information pertaining to the map as the Public Works Director deems appropriate. Any such supplemental sheet or sheets shall conform to the requirements of Government Code Section 66434.2(a).

17.20.020 Expiration—Extension of time.

- A. An approved or conditionally approved tentative map shall expire twenty-four months after its approval or conditional approval.
- B. Consistent with 66452 et seq (Article 2), upon written application filed with the CDD prior to the expiration of the approved or conditionally approved tentative map, the time at which the map expires may be extended for the maximum allowed under the SMA.
- C. Where there has been a timely written application for an extension of a tentative map, the tentative map shall not expire until a decision has been given by the Planning Commission for a parcel map or the Board of Supervisors for a tract map. In all other cases, the expiration of the approved or conditionally approved tentative map shall terminate all further proceedings thereon, and no applications for extensions or modifications shall be considered, and no final map of all or any portion of the real property included within the tentative map shall be filed without first processing a new tentative map.

17.20.040 Title sheet.

The title sheet shall contain the subdivision tract number, conspicuously placed on the sheet, and the location of the property being subdivided, with references to maps which have been previously recorded, or by reference to the plat of the United States Survey. A subdivision name may be added below the subdivision tract number. In case the property included with the subdivision lies wholly in unincorporated territory, the following words shall appear in the title: "In the County of Mono."

17.20.050 Certificates—Map key and scale.

Affidavits, certificates, acknowledgments, endorsements, acceptances, or dedications and the notarial seals required by law and this division shall appear only once on the title sheet. If more than three sheets are used for the map, a key diagram shall be included. In addition to those certificates prescribed by Section 66435 et seq. of the Government Code, certificates by the approving authority and the health officer shall be on the map indicating their approval of the subdivision.

The basis of bearing shall be approved by the County Surveyor and shall be required on one sheet only. The map shall show the equation of bearing to the true north. All easements required to be dedicated shall have their particular use specified on the map. The Applicant shall provide the County Surveyor with letters from all involved utilities stating that the easements as provided on the final map are satisfactory. Easements for an existing or proposed utility installation for the use of a private or nongovernmental agency shall not be shown on the map unless there is a recorded conveyance to such individual or corporation, except as provided by Section 17.20.060.

17.20.060 Previously undisclosed easements—Designations.

Easements not disclosed by the records in the office of the County Recorder, and found by the Surveyor or Engineer to be existing in the subdivision prior to the date of filing for record of the subdivision map, shall be specifically designated on the map, naming the party or parties using the easement and describing the specific purpose for which the easement is being used.

17.20.070 Previously existing easements—Designations.

Easements evidenced by the records in the office of the County Recorder prior to the date of filing for record of the subdivision map shall be specifically designated thereon by the volume and page of the conveyance which established the easement, and the name of the grantee in the conveyance who or which reserved the easement.

17.20.080 Easements—Side lines.

The side lines of all such record easements shall be shown by dashed lines on the final map with the width, lengths and bearings thereof, in figures if available from the records.

17.20.090 Subdivision location information.

The map shall show the definite location of the subdivision and particularly its relation to surrounding subdivisions, surveys, public land surveys and, in addition, shall make reference to the recorder's book and page of such subdivisions and surveys.

17.20.100 County or city boundary designations.

City or county boundaries crossing or joining the subdivision shall be clearly designated and no lot shall be divided by such boundary.

17.20.110 Monument designations.

The location and description of all existing and proposed monuments shall be shown and the relation of these monuments and the lines formed by these monuments to existing surveys shall be shown and noted.

17.20.120 Street data.

The map shall show the centerline of each street, the boundary of each street, including the width of the portion of any fractional street being dedicated, the width of existing road rights-of-way when available from the public records, and the widths on each side of the centerline of whole streets. The widths and locations of adjacent streets shall be shown as determined from public records. Whenever the Public Works department has established either the centerline or monument line of the street and such information is made a public record, this location and data shall be shown on the final map.

17.20.130 Interpretive data.

Sufficient linear, angular and radial data shall be shown to determine the bearings and lengths of the centerline of roads, the boundary lines of the subdivision and the boundary lines of every lot and parcel which is a part thereof. Other ties necessary for interpretation of the map and location of the points, lines, and areas depicted will be shown.

17.20.140 Survey procedures.

The survey to be used in preparation of the final map shall be made in a manner satisfactory to the Department of Public Works, and all monuments shall be subject to the inspection and approval of the Department of Public Works before approval of the final map.

A. Markers and monuments shall be set as follows:

1. Along exterior boundaries at all angle points, the beginning and ending of curves, and at intervals not in excess of one thousand feet;
2. At the intersections of the centerlines of all streets, or on offsets properly tied into such intersections. These monuments shall be buried concrete with acceptable lamphold-type covers;
3. Angle points and the beginning and ending of all curves on the centerlines of all streets shall be marked by permanent monuments not less substantial than galvanized iron pipe five-eighths inch in diameter by twenty-four inches in length, or steel rods not less than one-half inch in diameter or concrete monuments six inches square or six inches in diameter at the top and twelve inches square or twelve inches in diameter at the base, not less than eighteen inches long and properly centered with lead plug and copper tacks, or other permanent metal markers, and buried not less than twelve inches below the finished grade of the street or the surface of the ground with eight inch spike at surface;

4. In case the streets are to be paved and sidewalks constructed, the angle points, beginning and ending of all curves and the centerline intersection of streets shall be marked with lead plugs and copper tacks on centerline in the pavement. All block corners shall be marked with lead plugs, and copper tacks in sidewalks at the intersection of two lines, each five feet from the property line, and parallel to the street right-of-way;
 5. All street and alley corners shall be marked by permanent monuments not less substantial than galvanized iron pipe five-eighths inch in diameter by twenty-four inches in length driven flush with the ground.
 6. All lot corners shall be marked by permanent monuments not less substantial than galvanized iron pipe five-eighths inch in diameter by twenty-four inches in length, or steel rods not less than one-half inch in diameter or concrete monuments six inches square or six inches in diameter at the top and twelve inches square or twelve inches in diameter at the base, not less than eighteen inches long and properly centered with lead plug and copper tacks, or other permanent metal markers not less than fourteen inches long, driven flush with the ground.
- B. The types of markers, the sizes used at the above locations, and ties, where necessary, shall all be clearly indicated on the final map.
 - C. If any shortage or excess is found by the Surveyor on the ground between existing monuments, compared with the original records, any division of the total must bear its proportion of such excess or shortage.
 - D. For the subdivision of public lands or sections, property for the restoration of lost section corners, and for the retracement of section lines, the method to be followed shall be in accord with the instruction set forth in the "Manual of Instructions for the Survey of Public Lands of the United States," published by the Commissioner of the General Land Office, Department of the Interior, Washington, D.C.

17.20.150 Lots.

- A. Each lot or parcel being created shall be either numbered or lettered. If numbered, it must comply with the requirements of a building site as defined by the General Plan Land Use Element.
- B. Lettered lots or parcels may not be used as building sites and need not comply with the requirements for a building site.
- C. Lettered lots other than streets shall be labeled as to their intended use. Numbered lots may be labeled as to their intended use.
- D. Lot numbers or letters shall begin with the number (1), or the letter "A," whichever is applicable, and continue consecutively with no omissions or duplications except that on multiple unit developments numbering or lettering of lots may begin where the numbering or lettering of a previous unit stopped. All figures shall be conspicuous and solid.
- E. Each lot or parcel must be shown in its entirety on one sheet of the map.
- F. No ditto marks shall be used in the dimension and data.
- G. For lots or parcels, the net acreage shall be shown to one hundredths of an acre. The area in the streets and the total area of the subdivision shall be shown. For lots designated commercial, the net square footage shall be shown.

17.20.160 Checking—Fees.

- A. The Applicant shall pay fees to the County for the Surveyor's services in checking the final map based on the current fee schedule as established from time to time by resolution of the Board of Supervisors. All fees shall be paid prior to the time the map is set for approval. Said fee includes the cost of printing copies of the final map. After recording, one set of intermediates will be sent to the Surveyor who prepared the map.
- B. Prior to the execution of the certificates on the original tracing, the Applicant shall submit two sets of prints of the map and certificate sheet to the County Surveyor. The preliminary prints shall be accompanied by a preliminary title report of the property shown on the map and by traverse sheets

prepared by the Applicant's engineer or surveyor showing by mathematical closures proof of the accuracy of all surveying information shown on the map. These shall be submitted in a readily usable form. If computation sheets are not in an acceptable form, they shall be rejected and returned with the maps.

- C. The error of closure for a traverse of the boundaries of the tract blocks or lots shall be one in five thousand or less.
- D. Within twenty calendar days after submission of the required documents, the County Surveyor shall approve the same or disapprove them and return to the Applicant for correction.

17.20.170 Final Map Requirements.

The final map shall be in substantial conformance with the tentative map and be accompanied by the following documents. All applicable items must be completed prior to review.

- A. The improvement plans, approved and signed by the Director of Public Works;
- B. A subdivision agreement, approved by County Counsel, guaranteeing that the Applicant will complete the construction of improvements within a time period specified by the County and will make full payment therefor;
- C. Cash deposit or acceptable surety bond equivalent to the estimated cost of construction of all improvements, monuments, landscaping, guaranteeing performance of work, payment for labor and materials, and any other claims that may arise as a result of the improvement work, as set forth in the subdivision agreement;
- D. Deeds for easements on right-of-way required for road, drainage or other purposes which have not been dedicated on the final map;
- E. Written evidence acceptable to the Public Works Department in the form of right of entry or permanent easements across private property outside of the subdivision permitting or granting access to perform necessary construction work, permitting the maintenance of the facility, and providing access to the subdivision;
- F. Agreements acceptable to the Public Works Department, executed by the owners of existing utility easements within proposed road right-of-way, consenting to the joint use of the right-of-way as may be required by the County for the convenience and public use of the road;
- G. Two copies of fully executed CC&R's shall be reviewed in final form by County Counsel to ensure any applicable conditions required by the map are included;
- H. Deposit made with Recorder for recording fees;
- I. Proof of payment from Tax Collector showing that all payable taxes have been paid, and a bond or cash deposit guaranteeing payment of taxes and assessments then a lien, but not yet payable, as required by the Subdivision Map Act;
- J. Cash payment or proof of payment for all checking and filing fees, inspection of construction cash deposits as required by the fire districts or water company or districts having jurisdiction of fire hydrant rental fees, and other applicable fees or deposits; all approved by the County Surveyor;
- K. Evidence of formation of legal entities when required to operate and perform all required maintenance and services.
- L. Any conditions or requirements of 1) Mono County departments that were approved as part of the tentative map, 2) applicable federal or state law, and 3) applicable Mono County or other regulations.
- M. The Applicant shall submit a digital CAD or Shapefile of the map exhibit.

17.20.180 Final map approval.

- A. When the final map conforms to the tentative map, General Plan, local ordinances, the Subdivision Map Act, other applicable state laws, and is technically correct, the original tracing of the final map, signed by all parties required to execute the owner's certificate and surveyor's certificate on the map, shall be reviewed by LDTAC who will make a recommendation to the County Surveyor. Pursuant to the procedure and timeframes in SMA Section 66458(d), the County Surveyor is delegated authority to approve or disapprove the final map provided no interpretation or independent judgement is required to determine

compliance, and no offers of dedication are included. If the County Surveyor finds that determining substantial compliance with the tentative tract map requires interpretation or judgement outside of a ministerial approval, or the map contains related actions to be taken by the Board of Supervisors, then s/he shall refer the map to the Board.

- B. The County Surveyor's decision may be appealed pursuant to Chapter 47 of the Mono County General Plan Land Use Element.
- C. As provided for in SMA Section 66474.1, a final map shall not be denied if it is in substantial compliance with the previously approved tentative map.
- D. Upon approval of the final map, the County Surveyor shall transmit the map, deeds, and other necessary documents to the County Recorder for recording.
- E. The Applicant shall also present to the Recorder evidence that upon the date of recording, as shown by public record, the parties consenting to the recordation of the map are all of the parties having a record title interest in the land subdivided, whose signatures are required by the provisions of the Subdivision Map Act; otherwise, the map shall not be recorded.

17.20.190 Multiple final maps.

An applicant may elect to file a final map covering only a portion of the approved tentative map consistent with SMA Section 66456.1. This is allowable only if the Applicant declares such intention to the Commission at the time the tentative map is filed, or if the Commission approves the phasing. Each such final map for a portion of the tentative map shall be given a suffix subdivision tract number. All of the requirements for approval of a full final map shall apply to approval for a partial final map, and the subdivision agreement required of the Applicant shall provide for the construction of such improvements as may be necessary to constitute a logical and orderly development by units of the whole subdivision.

Chapter 17.21 MODIFICATIONS TO RECORDED MAPS

Sections:

17.21.010 Purpose.

The purpose of this chapter is to provide findings, procedures, mitigation requirements, and fees for modifications of recorded final maps and parcel map or conditions of approval of a recorded map when there has been a change of circumstances that make any or all conditions of a recorded final map or parcel map no longer appropriate or necessary, in conformity with Government Code Section 66472.1, and as that section may be amended from time to time.

17.21.020 Fees.

The fees charged for such a modification of a final map or a parcel map shall be set forth in a fee schedule adopted by the Board of Supervisors.

17.21.30 Application and initial review process.

- A. Applicant. An applicant for a modification or amendment to a recorded final map or parcel map shall be either: the owner of title to the subject property or his or her authorized representative, or the CDD.
- B. Application. An application brought by any person other than the community development department shall be submitted to the CDD for preliminary consideration in map form and shall include a certified copy of the recorded map to be modified, specific reference to the conditions of the map that are to be modified, the facts that demonstrate the change of circumstances that have made the existing condition or conditions no longer appropriate or necessary, and proposals for modification or amendment of the recorded map.
- C. The CDD shall determine if the application for amending a map and the accompanying data is complete. If the application is not complete, it shall be returned to the Applicant with a written list of deficiencies.

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- D. Application Acceptance. The CDD shall schedule the complete application for the next LDTAC meeting for application acceptance. The LDTAC shall review the submittal to ensure the information required by the application has been provided, and shall take action to accept or reject the application for processing. If the application is not complete, it shall be returned to the Applicant with a written list of deficiencies.
 - E. Distribution to County departments. Following application acceptance, the CDD shall forward copies to the Public Works Department, Health and Human Services, County Counsel, and any other departments, districts, or government agencies that may be affected by the modifications made to the recorded map.
 - F. Environmental Review. The environmental impact of any proposed modification of a recorded map shall be assessed and reviewed by the CDD, and the CDD shall determine the scope of the environmental review necessary to meet the requirements of the California Environmental Quality Act.

17.21.040 Land development technical advisory committee review.

The LDTAC shall provide a review of the proposed modification or amendment to a recorded map, formally accept the application as complete, and provide technical advice to the decision-makers regarding the proposed modification. The technical advice shall consider, but not be limited to, a review of the map condition(s) proposed to be modified, the purported changed circumstances, and the reasons why the changed circumstances make the existing map conditions proposed to be modified no longer necessary or appropriate (see SMA section 66472.1). The LDTAC shall hold a meeting with the Applicant as provided in Section 17.12.060 of this title to review its technical advice.

17.21.050 Hearing before Planning Commission.

The application for a modified recorded map shall be heard by the Planning Commission. The hearing shall be a public hearing in compliance with the notice requirements in Government Code Section 66451.3, and shall be confined to considering and recommending action on the proposed modification.

17.21.060 Action by Board of Supervisors.

The application for a modified recorded map shall be heard by the Board of Supervisors. The hearing shall be a public hearing in compliance with the notice requirements set forth in Government Code Section 66451.3, and shall be confined to consideration and action on the proposed modification.

17.21.070 Required findings.

- A. Consistent with SMA section 66472.1 the Applicant must substantiate the following facts and, in approving the modification, the Board of Supervisors shall find:
 1. That there are changes in circumstances which make any or all of the conditions or the design of a recorded final map or parcel map no longer appropriate or necessary;
 2. That the proposed modification(s) do not impose any additional burdens on the present owner of the property;
 3. That such modification(s) would not alter any right, title or interest in the real property;
 4. That the proposed modification(s) are consistent with applicable general and specific plans;
 5. That the proposed modification(s) do not result in an increased number of dwelling units or a greater density than set forth in the recorded map except for accessory dwelling units streamlined under state law, state density bonus law units, or units otherwise addressing an affordable or workforce housing need in a manner acceptable to the Mono County Housing Program or designee;
 6. That the site is physically suitable for the type and proposed density of the development;
 7. That the design of the subdivision or proposed improvements, as modified, will not be likely to cause substantial environmental damage or substantially and avoidably injure fish or wildlife or their habitat; and
 8. That the design of the subdivision or type of improvements will not be likely to cause serious public health problems; or conflict with public easements; or requirements related to drainage,

snow storage, or other requirements set forth in the recorded map deemed necessary and appropriate by the Public Works Department.

9. The additional findings of SMA Section 66474.02, if applicable.

17.21.080 Mitigation requirements.

- A. If amended conditions of a final map were initially imposed as conditions to mitigate an impact that pertained to public health, welfare, or safety, an open space policy, an agricultural preservation policy, a wildlife preservation policy, or any mitigation requirement imposed pursuant to CEQA or any General Plan policy, an additional mitigation requirement may be imposed to offset the removal of the final map condition.
- B. Any mitigation requirement imposed shall bear a reasonable relationship to the elimination, reduction or amendment to any originally imposed condition that is proposed to be amended, and may include, and not be limited to, the payment of a mitigation fee, the dedication of land, or any other reasonably related requirement.

17.21.090 Recordation of amending map.

Following approval of the modified recorded map by the Board of Supervisors, the Applicant shall submit to the County Engineer either an amending map or a certificate of correction as determined by the Public Works Department. The amending map or certificate of correction shall thereafter be recorded in the same manner as the recording of a final map or parcel map.

Chapter 17.24 SUBDIVISIONS—IMPROVEMENTS REGULATION

Sections:

17.24.010 Inspection and control of work.

- A. All work done in constructing the improvements and all materials furnished shall be subject to the inspection of the Public Works Department.
- B. The Public Works Department shall have access to the work at all times during its construction and shall be furnished with every reasonable facility for ascertaining that the materials used and the workmanship are in accordance with the requirements of this division.
- C. If any of the work on improvements is done by the Applicant prior to the approval of the improvement plans, or prior to the inspections of the improvements as required by the Director of Public Works, such work may be rejected and shall be deemed to have been done at the risk and peril of the Applicant.

17.24.020 Inspection fee.

- A. The inspection fee for inspection of plans, work, and materials following shall be an amount set by resolution of the Board of Supervisors, not to exceed the County's cost of administering this chapter.
- B. The cost of the improvements shall be based upon the construction cost plus ten percent for contingencies as estimated by the Director of Public Works. If a construction contract has been let, the contract amount plus ten percent for contingencies shall be used as the job cost, provided the following does not apply: if the Applicant has any greater than a fifty-percent financial interest in the party with whom such contract is made, an estimate approved by the Director of Public Works shall be used as the job cost. It shall be the responsibility of the Applicant to establish that he has no such financial interest in the party with whom such contract is made. If any portion of the work has been done at the time of depositing the fee, the Applicant shall pay to the County the inspection fee plus fifteen percent thereof for the inspection and testing required to verify the quantity and quality of the work done. Twenty percent of the fee, as determined from an acceptable engineer's estimate, shall accompany the first

submission of improvement plans, specifications and estimates. This portion of the fee shall be nonrefundable, whether or not construction is commenced. The remaining eighty percent of the inspection fee, with adjustments for changes in the estimate, shall be paid by the developer to the County prior to the Director of Public Works signing the improvement plans.

17.24.030 Prosecution of work.

The Applicant shall prosecute the work to completion without undue delay except for inclement weather or other reasonable cause. Delay in completion of the work beyond the period stated in the subdivision agreement, unless an extension thereof is approved by the Board and the surety company, may result in forfeiture of the cash deposits and/or security or a portion thereof for the completion of the work.

17.24.040 Acceptance of work.

- A. When all work required by the improvement plans, or a complete unit thereof, is complete to the satisfaction of the Director of Public Works, he shall issue a certificate to the Board stating the work, or a portion thereof, has been satisfactorily completed and recommending the acceptance by the Board.
- B. When the work is satisfactorily completed and accepted by the Board, it shall file a notice of completion as to the required improvements in the Office of the County Recorder.
- C. In subdivisions in which the County has required that noncounty improvements be completed to County standards, upon certification by the Director of Public Works that such noncounty improvements have been completed to County standards, the Board may release that portion of the performance bonds covering noncounty improvements.

~~Chapter 17.28 SUBDIVISIONS—VARIANCES~~

Chapter 17.32 SUBDIVISIONS—VIOLATIONS

Sections:

17.32.010 Penal provisions.

The penal provisions shall be as prescribed in Section 1.12.010 of this Code and Section 66499.30 et seq. of the Government Code.

Chapter 17.36 Tentative Parcel Map

Sections:

17.36.010 Applicability.

- A. This chapter shall apply to all subdivisions for which a tentative and final subdivision map are not required by SMA Sections 66426, and 66428 et seq., except where the parcel map is waived as herein provided. A tentative parcel map is required where a parcel map is required by the SMA.

17.36.020 Waiver provisions.

- A. Pursuant to SMA Section 66428(b), the following procedures apply to tentative and parcel map waivers:

1. A complete parcel map application and fees must be submitted with a written description of how the project is consistent with a circumstance eligible for a waiver. Fees are waived for circumstances listed in Section 17.36.020.B.1.
 2. The LDTAC shall review the parcel map application and determine if it is complete for processing a waiver request. If the application is not complete, it shall be returned to the Applicant with a written list of deficiencies.
 3. The Commission or LDTAC shall render the waiver decision as set forth in Sections 17.36.020.B.1 and B.2.
 4. Pursuant to SMA Section 66451.7, applications for parcel map waivers shall be acted upon within 60 days of the application being deemed complete pursuant to Section 65943.
 5. Waiver determinations may be appealed subject to Mono County General Plan Land Use Element Chapter 47.
- B. Tentative and final parcel map waivers may be granted by the LDTAC for the following circumstances:
1. Parcel map waivers shall be granted pursuant to the circumstances listed in SMA Section 66428(a) for a portion(s) of the operating right-of-way of a railroad corporation, and transfers to/from government agencies, etc., unless a showing is made in individual cases, upon substantial evidence, that public policy or safety necessitates a parcel map. For example, one or more development standards for the intended use cannot be met, or the project is likely to result in one or more significant environmental impact(s). Such parcel map waivers are ministerial pursuant to the circumstances in SMA Section 66428(a) and therefore are exempt from CEQA per Guidelines §15268.
 2. A tentative and final parcel map shall be waived for the circumstances listed below provided the following findings can be made pursuant to SMA Section 66428(b): the proposed division of land complies with requirements as to area; improvement and design; flood and water drainage control; appropriate improved public roads; sanitary disposal facilities; water supply availability; environmental protection and other requirements of this chapter, the Mono County General Plan, and local ordinances which are applicable to division of land pursuant to the SMA. The waiver request is subject to CEQA compliance.
 - i. Construction of a condominium or other multi-family residential project on a single parcel of land that is conditioned to prohibit short-term rental of the units; and
 - ii. Subdivisions of four or fewer parcels pursuant to the circumstances set forth in SMA Section 66426(a-e).

17.36.050 Tentative parcel map application.

- A. The application for a tentative parcel map shall be on forms provided by and submitted to the Community Development Department. Applications shall be accompanied by a digital copy and at least-three reproducible paper copies of the tentative parcel map. When all information required by the application has been submitted, LDTAC shall review the application and accept or reject it as complete for processing. If the application is not complete, it shall be returned to the Applicant with a written list of deficiencies. Time limits for the Commission to act on the application shall commence after certification of the CEQA document consistent with SMA Section 66452.1.
- B. Each applicant, at the time of submittal of the tentative parcel map application, shall pay the application fee based on the current fee schedule adopted by resolution of the Board of Supervisors.
- C. The tentative parcel map application information shall include:
 1. The name, address, email address, and telephone number of the Applicant and the name, address, email address, and telephone number of the owner, if he is not the Applicant. This should be accompanied by a preliminary title report from an authorized title company;
 2. A copy of the County Assessor's map with the property of the proposed land division delineated;

3. The source, name of the supplier, quality and an estimate of the available quantity of domestic water;
 4. The method of sewage disposal and name of sewage agency, if any;
 5. The proposed use of the parcels;
 6. The existing land use designation of the land;
 7. The signature of the Applicant and the date of application;
 8. Such other information as deemed necessary by the LDTAC.
- D. The tentative parcel map shall be clearly and legibly drawn on 18"x 26" sheets, using an engineer's scale. A marginal line shall be drawn around each sheet leaving a blank margin of one inch. The map shall show:
1. The boundaries of the land proposed to be divided with dimensions and the net area, exclusive of roads;
 2. The existing or proposed right-of-way lines of County roads or streets within or abutting the land and the location and width of pavement including the roadway pavement, curbs, gutters and sidewalks, both existing and proposed;
 3. The existing and proposed parcel lines with dimensions and area of each parcel;
 4. The location, with dimensions, and the use of any existing structures and improvements on the land or underground, including wells, sewerage, etc.;
 5. The location of drainage provisions, watercourses, and area subject to flooding;
 6. Any existing or proposed easement which may have influenced the proposed parcel line locations or may influence the locations of buildings;
 7. The name and address of the person who prepared the map and the date of preparation;
 8. The north point and scale;
 9. Such other information as deemed necessary by the LDTAC, including maps of adjoining land which may have been previously divided.

17.36.060 LDTAC review.

- A. The tentative parcel map application and accompanying data shall be considered by the LDTAC
- B. The Applicant and all interested agencies shall be given written notice of the meeting at least three days prior to meeting.
- C. The departments of HHS and Public Works shall be given copies of the tentative map and accompanying data required by this chapter, including the CEQA document.
- D. The Director of Public Works or designated agent shall report on the effect each proposed land division would have on drainage, public improvements, roads, and such other matters necessary to secure compliance with this title and other laws regulating land division.
- E. The Community Development Director or designated agent shall report on the proposed parcel design, parcel size, proposed use, and such other matters necessary to secure compliance to this title and the General Plan.
- F. The Environmental Health Director or designated agent shall report on the adequacy of the proposed water supply for domestic purposes, the adequacy of the proposed sewerage, and any other matters affecting the public health. The Applicant for each land division application may be required to make tests and investigation as deemed necessary by the Health and Human Services.

17.36.080 LDTAC action.

- A. The LDTAC shall recommend to the Planning Commission project conditions and approval, conditional approval, or disapproval of the tentative map by a majority vote of the LDTAC. The LDTAC recommendation shall be submitted in a written report.
- B. The LDTAC may recommend, as conditions of approval of the tentative map, such dedications and improvements as it deems reasonable and necessary.

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- C. The estimated construction cost of any improvements required by the County shall be approved by the Director of Public Works and shall be secured by a faithful performance bond, cash deposit, or certified check.

17.36.090 Minimum requirements.

The LDTAC may recommend approval or conditional approval of the tentative parcel map only when the following conditions are found:

- A. The information or basis for information shown on the map is accurate;
- B. The proposed division as related to other intended or existing divisions would not constitute a subdivision as defined in the State and County subdivision laws;
- C. All parcels of the map and intended use thereof will meet use, minimum building site area, site width, yard area, and access requirements for the existing or probable land use designation;
- D. Adequate access to all of the parcels will be provided in compliance with the State Minimum Fire Safe Standards;
- E. Requirements of Health and Human Services will be observed in the size and development of such parcels;
- F. Drainage, grading and improvements, pursuant to County regulations, would be provided so as not to adversely affect parcels of the land division, County roads, or the neighborhood;
- G. Use is made of public sewerage and water facilities when available.
- H. A preliminary soils report shall be prepared by a civil engineer/engineering geologist, licensed to practice in the state of California, for the proposed subdivision addressing the unified soil classification of the soils, the depth of the water table, the degree of soil moisture from surface to a minimum depth of eight feet, the compaction of the soil at a minimum depth of two feet, and the expansive characteristics of the soil for the proposed project site. If this preliminary report indicates the presence of critically expansive soil or other soils or geological problems, which could lead to structural defects, or any other hazards, a soils report for each parcel, together with the proposed mitigation measures to alleviate identified problems shall be required. At the sole discretion of the Public Works Director, a waiver of the requirements of a preliminary soils report may be granted if the project civil engineer/engineering geologist certifies that no soils problems exist on the site, and that such certification is based on sufficient soils reports prepared for or adjacent to the subdivision under consideration to demonstrate soil stability and the lack of soils problems on the proposed project site. The fee for review of soils reports or consideration of soils report waiver shall be set by resolution of the Board of Supervisors.

17.36.100 Planning Commission action.

- A. The Planning Commission shall approve, conditionally approve, or deny the tentative parcel map based upon findings of SMA Sections 66474, 66474.01, 66474.02.
- B. The Planning Commission shall require such street improvements; utilities; drainage structures and facilities; erosion control; fences; planting; right-of-way dedication; and other provisions for public safety, health, and general welfare within the area of the tentative map and such off-site improvements as are, in its opinion, necessary and in accord with the law and terms of this chapter. All construction shall be in accord with Road Department standards.

17.36.110 Appeals.

- A. If the Applicant or any interested person is dissatisfied with any action taken or requirement imposed upon the tentative map by the Commission, he or she may appeal the same to the Board in accordance with General Plan Land Use Element Chapter 47 and SMA Section 66452.5. If the appellant raised the objections on the record of the Commission proceeding

17.36.120 Parcel map—Expiration—Extensions of time.

- A. After the approval or conditional approval of the tentative map, a parcel map shall be prepared in conformity with the approved or conditionally approved tentative map by a licensed land surveyor or registered civil engineer, pursuant to the SMA. The parcel map shall be based on a field survey and shall conform to all the survey and map requirements for a final map.
- B. In addition to other required certificates, a certificate on the parcel map signed by the Commission as acknowledgement that the map is in accord with the approved or conditionally approved tentative map shall be required.
- C. In addition to other required certificates, a certificate on the parcel map signed by the Tax Collector of the County stating that there are no liens of any kind against the property or any part thereof for any delinquent County, municipal, or local taxes or special assessments shall be required.
- D. The approved tentative parcel map shall be deemed final complete when processed and found consistent with applicable sections of Chapter 17.20 and the approved parcel map thereof is filed in the Office of the County Recorder.
- E. An approved or conditionally approved tentative parcel map shall expire twenty-four months after its approval or conditional approval. Where there has been a timely written application for an extension of a tentative map as allowed by the SMA and provided for in Section 17.20.020 herein, the tentative map shall not expire until a decision has been given by the Planning Commission and any appeals therefrom to the Board of Supervisors have been decided or the time limits for such appeals have expired. The time for appeal under this section is within ten days after the Planning Commission has denied the extension, consistent with Chapter 47 of the General Plan Land Use Element. In all other cases, the expiration of the approved or conditionally approved tentative map shall terminate all further proceedings thereon, and no applications for extensions or modifications shall be considered, and no final map of all or any portion of the real property included within the tentative map shall be filed without first processing a new tentative map.

17.36.121 Checking—Fees.

- A. The Applicant shall pay to the County fees for the Surveyor's services in checking the parcel map based on the current fee schedule as established from time to time by resolution of the Board of Supervisors. All fees shall be paid prior to the time the map is set for approval by the Commission.

17.36.130 Penal provisions.

The penal provisions shall be as prescribed in Section 1.12.010 of this Code and Section 66499.30 of the Government Code.

Chapter 17.37 LOT LINE ADJUSTMENTS

Sections:

17.37.010 Purpose.

Section 66412 of the Government Code provides that lot line adjustments are excluded from the requirements of the SMA when they have been approved by the local agency. The lot line procedure is not intended to be used for subdividing property and may be used only in those situations where the provisions of the SMA do not apply.

17.37.020 Alternative procedures.

Nothing in this chapter is intended to prohibit an applicant from proposing lot line adjustments in conjunction with a subdivision of land which is being proposed by means of a final map or parcel map (see Government Code

Section 66410 et seq. and applicable provisions of Title 17 of the Mono County Code) as an alternative to the procedures as set forth in this chapter.

17.37.040 Application for lot line adjustment—Filing fees—Distribution.

- A. Advisory Agency. The advisory agency for lot line adjustments shall be the LDTAC.
- B. An application for lot line adjustment, as described in Section 17.37.050 of this chapter, is required for all lot line adjustments.
- C. The Applicant for a lot line adjustment shall deliver to the Community Development Department the original application for lot line adjustment, a digital copy, and ~~eighteen~~ three paper copies thereof.
- D. Persons applying for permits under this chapter shall pay a fee in an amount set by resolution of the Board of Supervisors, not to exceed the County's costs of administering this chapter.
- E. The application for lot line adjustment shall not be deemed to be filed until the community development department has made a review of the application and any accompanying documents for completeness, and LDTAC has accepted the application as complete for processing.
- F. After the LDTAC has determined that the application is complete, the Community Development Department shall submit copies of the lot line adjustment and any accompanying documents to the Public Works Department, the County Health and Human Services, and to any public utility affected, together with a request for recommendations on the proposed lot line adjustment. The Community Development Department may also transmit copies of the lot line adjustment map to fire districts, water districts, irrigation districts, community services districts, and other public and private agencies affected by the proposed lot line adjustment, together with a request for recommendations on the proposed lot line adjustment.
- G. When the LDTAC has determined that the application is complete, the application shall be deemed filed. Within thirty days of the date that the application has been filed, the application shall be scheduled for review by LDTAC.
- H. The Applicant shall be notified, in writing by US postal mail or electronic mail, by the Community Development Department prior to the LDTAC review of the application for lot line adjustment ~~by LDTAC~~. The notification shall give the date, time, and place of the meeting at which the application will be reviewed. Notice shall be deemed to have been given upon sending of an email or deposit of the notice in the United States mail.

17.37.050 Application for lot line adjustment—Requirements.

- A. The application for lot line adjustment shall be submitted on the forms provided by the Community Development Department. The forms, documents, and exhibits shall be filled out, drawn legibly and reproducible.
- B. Forms to be submitted.
 1. Exhibit "A" – Application for Lot Line Adjustment.*
This form must be filled out completely. The record title owners of all parcels involved must sign the application form. A current title report, covering all existing parcels to be considered in the lot line adjustment must accompany the application.
 2. Exhibit "B" – Lot Line Adjustment Map.
This map must be drawn in black ink on the form provided or full-size plan sheets. The map must be clear and readable. The following information shall be provided on the map (additional information may be required):
 - Map scale and north arrow (map scale shall be decimal or engineer's scale adequate and appropriate for the maps.)
 - The location of the project site in relation to existing streets and, when available, the approximate distance to the nearest cross street. (Must be detailed enough to allow someone not familiar with the area to locate the project site).

- The existing and proposed lot layout. Show bearings and distances for all parcel lines. Use a heavy solid line for the exterior project boundary, solid lines for proposed property lines, and light dashed lines for existing property lines to be adjusted.
 - A number for each new parcel (Parcel 1, Parcel 2, etc.) and the net area of each new parcel. Net area equals the gross area minus any easements that may restrict the surface use of the property, such as vehicular, pedestrian, or equestrian easements.
3. Exhibit "C" – Site Plan.
- Since only certain information shall be shown on the lot line adjustment map (Exhibit "B"), a second map is required showing additional information necessary to verify compliance with adopted County ordinances. This information shall be submitted on the form labeled Exhibit "C" Site Plan. This map must be drawn in black ink on the form provided. The map must be clear and readable. The following information shall be provided on the site plan (additional information may be required):
- Map scale and north arrow (scale should be the same as used on Exhibit "B")
 - The location and width of all existing or proposed easements or rights-of-way, whether public or private; for roads, drainage, sewers, or flood control purposes. Label the easements as existing or proposed and indicate to whom the easement is granted.
 - The location of any aboveground or underground structures on the site. Dimension distances from proposed property lines to structures. If there are no structures on the lots proposed for adjustment, add a note on the map stating that fact.
4. Applicable sections of the California Land Surveyors Act may require that the above referenced "Exhibit B" and "Exhibit C" be prepared by a person licensed to practice land surveying in the State of California.

17.37.060 Maps and documents.

Upon approval of the application for lot line adjustment by the LDTAC, the Applicant shall be required to submit the following maps and documents to the County Surveyor for review and approval.

- A. Lot Line Adjustment Map
- The Applicant shall prepare a lot line adjustment map exhibit in accordance with the approved application for a lot line adjustment.
 - The lot line adjustment map exhibit shall indicate that sufficient monuments have been set to determine the precise location of the adjusted lot lines (monuments shall be required at all newly created lot corners and angle points in the adjusted lot lines).
 - The title block of the exhibit shall indicate that it is for a lot line adjustment.
 - In accordance with Government Code 66412(d), no record of survey shall be required for a lot line adjustment unless required by Section 8762 of the Business and Professions Code.
- B. Deeds. The Applicant shall cause to be prepared all necessary deeds to effectuate the proposed lot line adjustment. The County Surveyor shall review the deeds for conformance with the approved application for lot line adjustment. The deeds shall be in a form acceptable for recording and shall record concurrently with, and make reference to, the required lot line adjustment map exhibit.
- C. The Applicant shall submit a digital CAD or Shapefile of the map exhibit.

17.37.070 Dedications and improvements.

- A. In reviewing the application for lot line adjustment, the LDTAC should comply with the general principle that, unless minor in nature, dedications and improvements required for subdivisions involving tentative, final, or parcel approved map are not applicable to lot line adjustments unless necessary to ensure adjusted lots conform to the General Plan, specific plans, and building ordinances.
- B. Whenever the LDTAC determines that dedications and/or improvements are necessary in order to carry out the provisions of this chapter, they shall determine what dedications and/or improvements, shall be made by the Applicant pursuant to SMA section 66412 (d). The LDTAC shall then advise the Applicant of the required dedications and/or improvements, and the date such improvements are to be completed.

Agreements for constructing such improvements, security for such agreements, and all other matters pertaining to such dedications or improvements shall be governed by the same principles as set forth for parcel maps in Section 66410 et seq. of the Government Code.

17.37.080 Approval.

The LDTAC may approve the proposed lot line adjustment whenever the following conditions have been met:

- A. The lots which will result from the proposed lot line adjustment conform to applicable General Plan, specific plan, and building code regulations in effect in the area.
- B. The lots generally comply with regulations set forth in Title 17 of the Mono County Subdivision Code particularly those sections pertaining to size, shape, and dimensions of lots.
- C. The proposed lot line adjustment does not appear, under the circumstances of the particular case, to be detrimental to the health, safety, convenience, or general welfare of persons residing or working in the neighborhood or to the general welfare of the county.

17.37.090 Disapproval.

The LDTAC shall disapprove any application for a lot line adjustment that does not comply with the criteria for approval as established in SMA Section 17.37.080. In addition, the LDTAC may disapprove any application for a lot line adjustment if it is determined that there is no real relationship between the existing parcels and the proposed new parcels or that major improvements are required, indicating that the proposed lot line adjustment would be more adequately processed as a final or parcel map in accordance with Section 66410 et seq. of the Government Code.

17.37.100 Notice.

The Applicant shall be notified, in writing, by the Community Development Department within fifteen calendar days of the approval, conditional approval, or disapproval by the LDTAC. Notice shall be deemed to have been given upon email transmittal or deposit of said notice in the United States mail.

17.37.110 Recording lot line adjustments.

- A. Should dedications or improvements be required, the lot line adjustment map exhibit shall not be recorded until such time as said dedications or improvements have been made in accordance with Section 17.37.070.
- B. Upon approval by the County Surveyor of all maps and documents required in accordance with this chapter and payment by the Applicant of all fees; the County Surveyor shall transmit the approved lot line adjustment, as shown on the lot line adjustment map exhibit and all other required documents to the County Recorder for recordation.
- C. Any requests for a certificate of compliance regarding a lot line adjustment shall be submitted and processed in accordance with Chapter 17.50 of this code.
- D. An approved lot line adjustment shall expire twelve months after its approval by the LDTAC. The expiration of the approved lot line adjustment shall terminate all proceedings and no maps or documents of all, or any portion, of the real property included within the approved lot line adjustment shall be recorded without first processing a new application in accordance with this chapter.

17.37.120 Appeals.

- A. If the LDTAC disapproves a lot line adjustment, the Applicant may appeal such decision to the Planning Commission. The appeal shall be processed within the same time limits and be subject to the same procedures and requirements as set forth for tentative maps in Section 66410 et seq. of the Government Code.
- B. The fee established for the necessary additional administrative costs in processing the appeal shall be set by resolution of the Board of Supervisors, not to exceed the County's cost of administering this chapter.

Chapter 17.38 VOLUNTARY MERGERS

Sections:

17.38.010. Purpose.

Under SMA Section 66499.20.3, a county may, by ordinance, authorize the merger of continuous parcels under common ownership, and shall require the recordation of an instrument evidencing the merger. The purpose of this chapter is to provide a procedure for granting such mergers.

17.38.020 Application, LDTAC, and Recordation

The proposed merger of two or more continuous parcels under common ownership shall be submitted on application forms available from the Community Development Department. The Applicant shall provide all required information specified on the application form. Applications are processed consistent with procedures specified in the application form and are similar to those required for Lot Line Adjustments in Section 17.37. Complete applications are accepted and considered for approval, approval with conditions, or denial by the LDTAC. When all maps and documents supporting a lot merger granted by LDTAC are approved by the County Surveyor, a Lot Merger Notice shall be transmitted to the County Recorder for recordation.

~~Chapter 17.40 DEVELOPMENT FEES~~

~~Chapter 17.44 CONSTRUCTION OF BRIDGES AND MAJOR THOROUGHFARES~~

Chapter 17.50 CERTIFICATES OF COMPLIANCE

Sections:

17.50.010 Purpose.

This chapter is intended to establish procedures for processing requests for certificates of compliance and/or conditional certificates of compliance pursuant to Section 66499.35 of the California Government Code.

17.50.030 Land Development Technical Advisory Committee—Authority to grant certificates of compliance.

The LDTAC shall have the authority to determine on behalf of Mono County whether real property in the county complies with the SMA and/or County ordinances enacted pursuant thereto and to issue certificates of compliance or conditional certificates of compliance in accordance with SMA Section 66499.35. The conditional certificate of compliance shall, to the extent permitted by Section 66499.35, set forth any and all conditions whose satisfaction is necessary before the real property that is the subject of the certificate shall be deemed to comply with the SMA and any County ordinances enacted pursuant thereto.

17.50.040 Compliance determination process.

Applications for certificates of compliance shall be submitted to the LDTAC on forms available from the Community Development Department along with the appropriate processing fee for such applications as adopted by the BOS.. The LDTAC may also require any additional information that it deems necessary in order to make a

determination of compliance pursuant to this chapter. The Applicant shall be notified of any Committee meeting at which the application will be considered and shall be given an opportunity to be heard at that meeting before the LDTAC makes a final determination on the application. The Applicant may appeal any final determination of the LDTAC to the Planning Commission. The appeal shall be filed and processed within the same time limits and shall be subject to the same procedures and requirements as set forth for decisions regarding tentative maps in Section 66410 et seq. of the SMA, including the payment fees. The Planning Commission may approve or modify the Committee's determination in any respect, including the addition or subtraction of any conditions to granting the certificate of compliance.

17.50.050 Certificate—Form and recording procedure.

To the extent required by SMA Section 66499.35 or other applicable provision of state law, the final compliance determination of the LDTAC, or the final decision-making body in the event a LDTAC determination is timely appealed, shall be memorialized in a certificate of compliance or conditional certificate of compliance. The form of such certificates shall be developed by the LDTAC in consultation with County Counsel and shall, at a minimum, include any provisions required by SMA Section 66499.35. The certificate shall be signed by the LDTAC chair or, in the case of a timely appeal, by the chair of the final decision-making body. The LDTAC, or final decision-making body in the event of a timely appeal, shall thereafter cause the certificate to be filed for record on behalf of Mono County with the County Recorder.

Mono County Planning Division*: Current Projects

June 12, 2026

*Does not comprehensively include transportation, LAFCO, building, code compliance, etc. projects

Completed Planning Work		
MHJMP	countywide	FEMA comments received, response submitted
Housing Element & HMO update	countywide	RFP Completed: Housing Element contract award to MintierHarnish on the 6/16 Board agenda; HMO contract award to EPS underway
STR Activity Permit	June Lake	Board approved Decoster STR
GPA	Mono Basin & countywide	Board approved converting the LUD from I to SP for the D&S Waste site, and modifying to the Commercial LUD to be consistent with the STR regulations adopted in December 2025
SP	Mono Basin	Board approved the D&S Waste Specific Plan
STRAP	June Lake	Board approved an STR Activity Permit for a condo in Edgewater
Inquiries/Violation solutions	countywide	Staff has been spending significant time assisting property owners outside of formal permitting
Active Planning Permit Applications		
Permit Type	Community	Description
SP	June Lake	Allow events and expanded overnight use at Victory Lodge
DR	Mono Basin	Frank Sam Mine Idle Mine Plan
DR	Mono City	Cargo container
DR	Chalfant	Cargo container
UP	June Lake	New RV Park (Bear Paw)
UP	Sunny Slopes	New Long Valley Fire Dept station
UP	June Lake	4 visitor lodging cabins
UP	Lee Vining	Tioga Green - permanent seasonal food truck
LLA	Walker	Merger, adjustment of lot lines
LM	Antelope Valley	merger of ER parcels
LM	June Lake	merger
LM	Antelope Valley	merger of two RR parcels
Planning Projects		
Name	Community	Description
ATP Grant	Lee Vining	Gap funding to complete the Caltrans Lee Vining Rehab Project
Tri-Valley Groundwater Model - for the TVGMD	Tri-Valley	public comments received, response underway, final draft in progress, grant closes at end of June
Annual Clean-up GPA	Countywide	In progress
Housing Element Update	Countywide	Underway after contract approval on 6/16/26, due June 2027
HMO Update	Countywide	Contracting underway, project start thereafter
RPAC Remote Meeting approval	Countywide	Resolution scheduled for Board consideration on 6/16/26
Environmental Justice Element	Countywide	Will be proposed with the Annual GPA update
GPA: Interlaken Parcel	June Lake	Per the STR policies, process a GPA to change the Interlaken parcel to an LUD that allows for STRs
Workshop on Hemp regulations	Countywide	In progress
RVs as residences	Countywide	Analyzing results for workshop with Planning Commission and Board to determine policy direction, consultant budget not granted - Board requested update
Revising Environmental Handbook	Countywide	Provide updated guidance to applicants on the County's implementation of CEQA
Review last mile provider proposal	Countywide	Attending meetings, providing feedback
Review of new state laws	Countywide	Reviewing state laws passed in 2025 and responding/adjusting as needed

Planning Projects		
US 395 Wildlife Crossings	Long Valley	
Sage grouse conservation	countywide	
Review State Minimum Fire Safe Standards and update General Plan regulations	Countywide	Will be a separate GPA, received determination that new regulations do not apply to existing roads
Revision to Chapter 11	Countywide; Antelope Valley	on hold pending staffing resources
Cannabis Odor Standards	Countywide	Low priority

Acronyms:

AG	Agriculture
APR	Annual Progress Report
BOS	Board of Supervisors
CDBG	California Development Block Grant
CEQA	California Environmental Quality Act
DR	Director Review
ESCOG	Eastern Sierra Council of Governments
GHG	Greenhouse Gas
GPA	General Plan Amendment
HCD	Housing and Community Development (State Department of)
LDTAC	Land Development Technical Advisory Committee
LLA	Lot Line Adjustment
LTC	Local Transportation Commission
LUD	Land Use Designation
LV HAC	Long Valley Hydrologic Committee
MFR-M	Multi-Family Residential - Medium
MLTPA	Mammoth Lakes Trails and Public Access
MMSA	Mammoth Mountain Ski Area
MU	Mixed Use
PC	Planning Commission
RHNA	Regional Housing Needs Allocation
RR	Rural Residential
RTIP	Regional Transportation Improvement Program
SP	Specific Plan
STIP	State Transportation Improvement Program
STR	Short-Term Rental
TOML	Town of Mammoth Lakes
UP	Use Permit
VHR	Vacation Home Rental
VMT	Vehicle Miles Traveled