

Mono County Community Development Department

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

Planning Division

PO Box 8
Bridgeport, CA 93517
760-932-5420, fax 932-5431
www.monocounty.ca.gov

CERTIFICATE OF COMPLIANCE INFORMATION

INTRODUCTION:

Any person may request that Mono County determine whether real property complies with the provisions of the Subdivision Map Act, local ordinances, and the Mono County General Plan.

APPLICATION PACKET SHALL INCLUDE:

- A. Completed application form.
- B. Signed and notarized Owner's Request for Certificate of Compliance (CC).
- C. Completed Project Information form.
- D. Detailed Plot Plan meeting the requirements shown on the Certificate of Compliance application.
- E. Deposit for processing: See Development Fee Schedule for Certificate of Compliance.
- F. Environmental Review (CEQA): See Development Fee Schedule for Categorical Exemption.

APPLICATION REVIEW PROCEDURE:

- A. **Application packet** submitted to the Planning Division.
- B. **Planning staff review.** If the application packet is incomplete, the applicant will be notified of the deficiencies. If deemed complete, the packet will be sent for review to the Public Works and Health departments.
- C. **Verification** of ownership, property tax, and land use consistency. Staff will verify property ownership, check on the status of property taxes for the parcels, and verify that the proposed certificate of compliance is consistent with applicable county policies.
- D. **Review and approval by LDTAC**, the Land Development Technical Advisory Committee. The LDTAC consists of representatives from Community Development, Public Works and Environmental Health divisions. Before taking action the LDTAC will review the Certificate of Compliance application, as well as pertinent background information and any comments. The CC may be: 1) denied; 2) approved; or 3) approved with conditions.
- E. **Appeal of the decision.** The applicant or other interested parties can appeal the LDTAC decision to the Planning Commission. If an appeal is filed, the CC will not be recorded at the county Clerk-Recorder's office until the appeal is considered and the Planning Commission renders a decision. A completed appeal application with accompanying fees must be filed with the Planning Division within 10 days of the decision date.
- F. **If no appeal is filed**, Planning staff will record the Notice of Approval for Certificate of Compliance, exhibit maps and legal descriptions, signed and stamped by a Licensed Surveyor or Registered Engineer, at the county Clerk-Recorder's office.

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**CERTIFICATE OF
COMPLIANCE**

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

APPLICANT/AGENT _____

ADDRESS _____ CITY/STATE/ZIP _____

TELEPHONE (_____) _____ E-MAIL _____

OWNER, if other than applicant _____

ADDRESS _____ CITY/STATE/ZIP _____

TELEPHONE (_____) _____ E-MAIL _____

PROJECT INFORMATION:

Assessor's Parcel # _____ General Plan Land Use Designation _____

PROJECT DESCRIPTION: _____

APPLICATION SHALL INCLUDE:

- A. Plot Plan Map: Reproducible plot plan map (preferably on 8.5" x 11" (maximum size 11" x 17") drawn to a legible scale which illustrates and clarifies the requested lot line modifications. The plot plan must contain sufficient detail to verify conformance with existing land use and building regulations. The plot plan must illustrate the following items where applicable: (a) existing land use designation; (b) existing and proposed lot areas; (c) existing surface and subsurface structures and improvements; (d) existing septic system & well locations; (e) streams & waterways; (f) existing/proposed easements and access routes; and (g) any unusual topographic features or other information (such as compliance with minimum setback requirements that may be pertinent to review and approval of the application).
- B. Completed Project Information Form.
- C. Application fee (see Development Fee Schedule).

(I/We) certify that (I/we) are the owners of the subject property or that (I/we) have been authorized by the owners to process this application.

Signature: _____ Date: _____

RECORDING REQUESTED BY
Community Development Department

AND WHEN RECORDED MAIL TO

Mono County Planning Division
P.O. Box 8
Bridgeport, CA 93517

SPACE ABOVE THIS LINE FOR RECORDER'S USE ONLY

**OWNER'S REQUEST FOR
CERTIFICATE OF COMPLIANCE**

ASSESSOR'S PARCEL NUMBER(S) SUBJECT TO CERTIFICATE OF COMPLIANCE:

SIGNATURE OF RECORD TITLE OWNERS.

This document will be recorded. All record title owners must sign below and their signatures must appear as reflected on the recorded deeds. **NOTE: All signatures must be notarized.**

(I/ we) hereby attest by our signature(s) hereon that (I/ we) (am/ are) all the record title (owner/ owners) of the above-referenced real property.

(I/ we) hereby attest by our signature(s) hereon that (I/ we) have initiated this Certificate of Compliance and are requesting that Mono County record this notice with the approval.

Name: _____ Date: _____
Signature must be notarized.

Name: _____ Date: _____
Signature must be notarized.

Name: _____ Date: _____
Signature must be notarized.

Name: _____ Date: _____
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Name: _____ Date: _____
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PROJECT INFORMATION

(To be completed by applicant or representative)

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

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

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

APPLICANT _____

PROJECT TITLE _____

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

PROJECT LOCATION _____

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

Please Specify:

Number of Units _____ Building Height/# of floors _____
Number of Buildings _____ Density (units/acre) _____

Total lot coverage/impervious surface (sq. ft. & %) _____
a. Buildings (first-floor lot coverage /sq. ft. & %) _____
b. Paved parking & access (sq. ft. & %) _____

Landscaping/screening and fencing:
a. Landscaping (sq. ft. & %) _____
b. Undisturbed (sq. ft. & %) _____

Total parking spaces provided:
a. Uncovered _____
b. Covered _____
c. Guest/Handicapped _____

II. SITE PLAN

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

III. ENVIRONMENTAL SETTING

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

More on back...

1. VICINITY MAP:

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

2. EXISTING DEVELOPMENT:

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

3. ACCESS/CIRCULATION:

Name of Street Frontage(s) _____

Paved Dirt No existing access

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

Yes No

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

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

Are any new access points proposed? Yes No

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

Describe the number and type of vehicles associated with the project _____

4. ADJACENT LAND USES:

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

LAND USE

LAND USE

North _____ South _____

East _____ West _____

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

5. SITE TOPOGRAPHY:

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

6. DRAINAGES:

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

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

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

7. VEGETATION:

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

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

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

8. WILDLIFE:

- A. Will the project impact existing fish and wildlife? Yes No
Describe existing fish and wildlife on site and note any proposed measures (if any) to avoid or mitigate impacts to fish and wildlife _____

- B. Are there any unique, rare or endangered animal species on site? Yes No

9. CULTURAL RESOURCES:

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

10. SITE GRADING:

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

11. AIR QUALITY:

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

12. VISUAL/AESTHETICS:

- A. How does the proposed project blend with the existing surrounding land uses?

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

- C. If outdoor lighting is proposed, describe the number, type and location _____

13. NATURAL HAZARDS:

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

- E. Will there be a substantial change in existing noise or vibration levels? Yes No
If YES to any of the above, please describe _____

More on back...

14. OTHER PERMITS REQUIRED:

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

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

IV. SERVICES

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

Electricity _____

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

Road/Access _____

Water Supply _____

Sewage Disposal _____

Fire Protection _____

School District _____

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

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

Signature _____ Date _____

For _____

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