



**SITE PLAN / PRE-APPLICATION REVIEW APPLICATION**

Mariposa County Planning Department

5100 Bullion Street, P.O. Box 2039

Mariposa, CA 95338

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**FOR OFFICE USE ONLY**

Date Submitted \_\_\_\_\_ Received By \_\_\_\_\_

Fees Paid \$ \_\_\_\_\_ Receipt No. \_\_\_\_\_ Received By \_\_\_\_\_

Application No. \_\_\_\_\_ Application Complete \_\_\_\_\_

Final Action \_\_\_\_\_ Date \_\_\_\_\_

**Applicant (Proponent, if county project):**

**Agent: (if applicable)**

Name \_\_\_\_\_

\_\_\_\_\_

Mailing Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Daytime Telephone (\_\_\_\_\_) \_\_\_\_\_

(\_\_\_\_\_) \_\_\_\_\_

E-Mail Address \_\_\_\_\_

\_\_\_\_\_

Property Owner Name(s)\* \_\_\_\_\_

\*If different than applicant (proponent), attach letter of authorization or other document that authorizes the applicant (proponent) to submit an application on the owner's behalf. Applicant (proponent) must also be a lessee, purchaser in escrow, or optionee of the subject property. If there is more than one property owner, please list the name and mailing address of all other individuals holding an interest.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Property Information:**

Assessor's Parcel Number (APN) \_\_\_\_\_ Parcel Size \_\_\_\_\_

Address \_\_\_\_\_ Town \_\_\_\_\_

General Plan Land Use \_\_\_\_\_ Zoning Districts \_\_\_\_\_

**Project Information:**

Please describe the proposed project or use (refer to attached pages as needed). A site plan review will focus primarily on the layout and technical requirements for the site plan such as setbacks etc. A pre-application review is a more in-depth review intended to determine significant issues to inform decisions on future land use entitlement applications. *It is recommended that sufficient detail of the project scope be included in order to provide a meaningful Pre-Application Review process.*

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Will new structure/s to be constructed?  Yes  No

If yes, please briefly describe the structure/s and its intended use (refer to attached pages as needed).

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Is an existing structure to be remodeled?  Yes  No

If yes, please briefly describe the remodeling activities and the intended use.

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Days & Hours of Operation \_\_\_\_\_

Number of Employees \_\_\_\_\_ Number of Anticipated Customers \_\_\_\_\_

Number of Existing On-site Parking Spaces \_\_\_\_\_ Number of Proposed On-Site Parking Spaces \_\_\_\_\_

Primary Access from\* \_\_\_\_\_

Secondary Access from\* \_\_\_\_\_

\*Please provide information on whether the access road is a County road, non-County road, private easement or driveway, information on the width and type of surface, and the name of the road. If an existing or proposed easement is located off-site, please attach adequate documentation that clearly demonstrates the subject property has the necessary rights to use the easement, or that the necessary easement could be obtained from the adjoining property owner.

**Preliminary Environmental Information:**

Provide information on the adjacent land uses for those properties adjacent to the project site (i.e., vacant, residential, commercial, grazing land, agricultural, mining, timber, etc.).

	<u>Parcel Size</u>	<u>Use of Property</u>
North	_____	_____
Northeast	_____	_____
East	_____	_____
Southeast	_____	_____
South	_____	_____
Southwest	_____	_____
West	_____	_____
Northwest	_____	_____

Are the following items listed below applicable to the project with respect to having a possible effect on the environment? A brief discussion of those items checks 'yes' or 'maybe' must be attached to the application.

- | <u>Yes</u>               | <u>Maybe</u>             | <u>No</u>                |  |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1. Would the construction of roads, driveways, and building pads associated with the project result in grading on slopes of greater than 20% result in a change in the existing topography of any hills on the site, or result in the alteration of any lakes, ponds, rivers, or drainage courses? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 2. Would the project result in any change in the pattern, scale, or character of development in the general area of the project?   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 3. Would the project result in a change in the quantity or quality of ground and surface water supplies?   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 4. Would the project result in an increase in noise or light levels in noise or light levels in the vicinity of the project site?  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 5. Would the project result in the use of hazardous materials such as toxic substances, chemicals, flammables, or explosives?  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 6. Are there any historical or archaeological structures or sites located on the project site or in the surrounding area?  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 7. Would the project result in an increase of traffic or existing easement roads?  |

**SITE PLAN/PRE APPLICATION REVIEW REQUIREMENTS CHECKLIST**

1.  The name of the applicant (proponent).
2.  The street address and Assessor's Parcel Number (APN) of the project site.
3.  A north arrow and scale.
4.  The property lines and dimensions of the parcel.
5.  The approximate area of the property in acres (square feet for parcels less than one acre).
6.  The location of all creeks, springs, intermittent streams, other drainages, lakes or reservoirs on the property.
7.  The location, size, and dimensions of all *existing* structures on the property including houses, decks, additions, garages, sheds, and mobile homes. Each structure must be labeled as to what the structure is used for.
8.  The location, size, and dimensions of all *proposed* structures on the property including houses, decks, additions, garages, sheds, and mobile homes. Each structure must be labeled as to what the structure would be used for.
9.  The setback distance of all existing and proposed structures from all property lines, from the centerline of all state highways, County roads, road easements, and all existing structures.
10.  The location of all existing and proposed sewage disposal systems on the property. The site plan must show and label the area for the septic tank, leach lines, and 100% percent replacement area for the septic tank and leach lines. Each sewage disposal system must be identified and labeled as existing or proposed.
11.  The location of all existing and proposed well sites on the property. The site plan must show the distance of any existing or proposed well from any proposed or existing septic system.
12.  The location, width, and type of all easements of record(s) on the property.
13.  The location, width, surface, grade, and length of all existing and proposed access roads and driveways including turnouts, turnarounds, and bridges or crossings must be identified and labeled as existing or proposed. Include this information for the road(s) within any off-site easement(s) leading to the nearest state highway or County road.
14.  The number of existing and proposed parking spaces available on site. Provide information on the parking area surface, parking staff dimensions, width of travel aisles, turnaround areas, and show the direction of traffic flow on and off site.
15.  Building elevations may be beneficial in some circumstances. Verify with Planning staff if building elevations are required to be submitted with the application. Elevations should indicate the type of construction and materials to be used.

16.  Provide a general vicinity map showing the location of the affected property, and showing information such as major roads, streams, prominent landmarks, adjoining sections, and other information sufficient to locate the property and show its relation to the surrounding area.
17.  Provide a preliminary grading plan or cross section of the site if major grading is proposed as part of the project. Verify with Planning staff if a grading plan or cross section is required for the project.
18.  Provide a preliminary landscaping or revegetation plan for any proposed parking areas or open space areas on the project site.
19.  Show any outside work areas, outside storage areas, or areas where outside retail sales may occur on the project site.
20.  Show the location of any existing or proposed exterior lighting, security lighting, or building lighting.

**REQUIRED MATERIALS AND ITEMS FOR A  
COMPLETE SITE PLAN /PRE- APPLICATION REVIEW APPLICATION**

1.  The attached site plan/pre-application review application form filled out completely and signed by the applicant (proponent). If the applicant (proponent) is not the property owner, the applicant (proponent) must provide a letter of authorization or other document that authorizes the applicant (proponent) to submit an application on the owner's behalf. If there is more than one property owner, the applicant (proponent) shall list the names and addresses of all other individuals who have an interest in the property.
  
2.  Payment of application fees as determined by Mariposa Planning. Additional fees maybe charged by other agencies or county offices, depending on the type of application.

Check one:	
<input type="checkbox"/> Site Plan Review *	\$302.00
<input type="checkbox"/> Pre-Application Review *	\$525.00
Document Conversion	\$7.00
**Optional Site Inspection (Recommended for Pre-Application Review applications)	\$245.00
Public Works	\$277.00
<b>Total:</b>	

Additional Site visits are to be charges at \$123 per occurrence.

\*Good for 1 review cycle, should hourly rate exceed base amount, applicant will be notified and additional charges for services will be charged accordingly OR if there are too many significant changes, Planning Staff may require an entirely new application.

\*\*\* Planning fees will be credited towards future related Planning applications such as a Conditional Use Permit, Subdivision etc.

\*\*\*\* Additional fees may be required by other agency and departments for their review.

3.  Ten (10) copies of an accurate site plan that indicates the affected parcel drawn to scale and containing the information listed on the Site Plan Review Requirements Checklist on the next page. To ensure that all the required information is shown on the site plan, use the Site Plan Review Requirements Checklist and check off each item drawn. The site plan must be drawn to scale in black ink or other non-erasable marker on a single sheet with a minimum size of 11"x17" and a maximum size of 18"x26". The site plan must be drawn to scale as follows:

<u>Parcel Size</u>	<u>Scale</u>
Less than 1 acre	1 inch = 20 feet
1 to 2.5 acres	1 inch = 50 feet
2.6 to 5 acres	1 inch = 80 feet
5.1 to 20 acres	1 inch = 100 feet
Over 20 acres	Please discuss with Planning staff

4.  Digital copies in PDF format for of all plans and application submittal items on a CD.

<b>REQUIRED SIGNATURE(S)</b>
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### Affidavit

I/we, the undersigned (Property Owner and Applicant), agree to defend, indemnify, and hold harmless the County and its agents, officers and employees from any claim, action or proceeding against the County arising from the Property Owner and Applicant project.

I/we declare under the penalty of perjury that the statements and information submitted in this application are in all respects true and correct to the best of my/our knowledge.

I/we acknowledge that I/we have read and understand the information contained in the application package relating to the submittal and processing of this application.

I/we understand that the processing of the application will be delayed if any required information is incorrect, omitted, or illegible.

I/we declare that if an entity listed below is a Partnership, Limited Liability Corporation, Corporation or Trust the signer(s) below certifies that he/she is authorized by that entity to apply and sign the application attached herewithin.

<b><u>Property Owner</u></b> <i>(printed name):</i>	<b><u>2<sup>nd</sup> Property Owner</u></b> <i>(printed name):</i>	<b><u>Applicant</u></b> <i>(printed name):</i>
<b><u>Property Owner</u></b> <i>(signature):</i>	<b><u>2<sup>nd</sup> Property Owner</u></b> <i>(signature):</i>	<b><u>Applicant</u></b> <i>(signature):</i>
Date:	Date:	Date:

If there are more than two property owners, additional copies of this page shall be provided.

**IMPORTANT: This page must be signed by all property owners and any authorized applicant.**

**IMPORTANT: Please note that if the property owner/s is/are authorizing someone other than themselves to act as the applicant or agent, the next page must also be signed.**

**IMPORTANT: Failure to have all necessary signatures will DELAY the commencement of processing the application. The application will be returned to the applicant to provide all necessary signatures.**

This page to be signed **IF** the property owner(s) is (are) authorizing someone to act as an agent or applicant for this application.

### Affidavit

**Applicant/Agent Authorization:**

I/we, \_\_\_\_\_, Property Owner(s) hereby authorize \_\_\_\_\_ to act as a representative/Applicant and/or \_\_\_\_\_ to act as a representative/Agent in all matters pertaining to the processing and approval of this application, including modifying the project, and agree to be bound by all representations and agreements made by the designated Applicant and/or Agent.

I/we declare that if the Property Owner and/or Applicant is a Partnership, Limited Liability Corporation, Corporation or Trust, the individual(s) listed below certifies that he/she/they is/are authorized by that entity to execute the application form attached herewithin.

<b><u>Property Owner (printed name):</u></b>	<b><u>Applicant (printed name):</u></b>	<b><u>Agent (printed name):</u></b>
<b><u>Property Owner (signature):</u></b>	<b><u>Applicant (signature):</u></b>	<b><u>Agent (capacity/title):</u></b>
<b><u>Property Owner (capacity/title):</u></b>	<b><u>Applicant (capacity/title):</u></b>	
Date:	Date:	
<b><u>2<sup>nd</sup> Property Owner (printed name):</u></b>	<b><u>Co-Applicant (printed name):</u></b>	
<b><u>2<sup>nd</sup> Property Owner (signature):</u></b>	<b><u>Co-Applicant (signature):</u></b>	
Date:	Date:	