



## USE PERMIT DETERMINATION GENERAL INFORMATION AND APPLICATION

Mariposa County Planning Department

5100 Bullion Street, P.O. Box 2039

Mariposa, CA 95338

Telephone (209) 966-5151 FAX (209) 742-5024

[www.mariposacounty.org](http://www.mariposacounty.org) [planningdept@mariposacounty.org](mailto:planningdept@mariposacounty.org)

### General Information and Instructions:

Please type or print clearly. Fill in all areas that apply to your proposed structure. Mistakes or omissions of required information can delay processing of your application. Please describe your proposed activity in detail. Once the application is complete it's submitted to other County offices for comments. Once comments are received the Planning Commission will review the application. You will receive a copy of the agenda and staff report. Adjacent property owners will be notified of your application and notices will be posted on your site informing the public of your request. In addition to the application, staff will also require an accurate site plan, drawn to scale, containing the information listed below. Please use the attached site plan form with a scale based on the following guidelines:

<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.

### Site Plan Requirements Checklist:

1.  The name of the applicant and owner.
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.
21.  Structure exterior elevations.



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**FOR OFFICE USE ONLY**

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

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

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

**Applicant:**

**Agent:** (if applicable)

Name \_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

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

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

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

\_\_\_\_\_

**Property Information:**

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

Parcel Map No. \_\_\_\_\_ Lot / Block / Tract / Survey Map \_\_\_\_\_

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

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

Number and Type of Structures on Site \_\_\_\_\_

\_\_\_\_\_

Total Gross Floor Area of Structure Proposed for Commercial Use (square feet) \_\_\_\_\_

Number of Employees \_\_\_\_\_ Hours and Days of Operation \_\_\_\_\_

Describe Access to Proposed Commercial Use \_\_\_\_\_  
\_\_\_\_\_.

Number of Commercial Trips Generated Per Day \_\_\_\_\_

**Project Information:**

Describe, in detail, the present and the proposed use of property (if more space is needed, please attach a separate sheet):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

Check any of the following that this proposed commercial use involves:

- Noise     Odor     Vibrations     Smoke     Dust     Light (outdoor)
- Explosives     Chemicals

If any of the above is checked, please explain \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

Number of Existing Parking Spaces \_\_\_\_\_ Number of Proposed Parking Spaces \_\_\_\_\_

Water Source:     Well     Spring     Water System     Other \_\_\_\_\_

Sewage System:     Sewer     Septic Tank / Leach Field     Other \_\_\_\_\_

Is there any other prior Planning Commission action that has affected this property?     Yes     No

If yes, please describe:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

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In order to approve a Use Permit Determination, the Planning Commission must make the following finding. Please provide supporting information for each finding.

- 1. The establishment, maintenance, or operation of the use applied for will not, under the circumstances of the particular case, be objectionable by reason of production or emissions of noise, offensive odor, smoke, dust, bright lights, vibrations, involving explosives or dangerous materials, and will not constitute a public or private nuisance.

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**REQUIRED MATERIALS AND ITEMS FOR A REQUEST FOR A USE DETERMINATION**

- 1.  The attached application form filled out completely, along with site plan requirements as per check list.
- 2.  Payment of application fees as determined by Mariposa Planning. Additional fees maybe charged by othger agencies or county offices, depending on the type of application.

Application Fee.....	270.00
Document Conversion Fee.....	5.00
Environmental Review.....	230.00
Planning Commission Hearing.....	200.00

Agency Review Fees

Public Works .....	75.00
County Fire.....	100.00
Health Department.....	114.00

(Health fees are based on 1 hour. Any additional time will be billed to the applicant)

Public Noticing Fee (\_\_\_\_ names at .50 per name + \$5.00).....

Vehicle Mileage Fee (\_\_\_\_\_ miles at \$0.58 per mile, round trip).....

TOTAL FEE: .....

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

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