

## SCENIC HIGHWAY DESIGN REVIEW GENERAL INFORMATION

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)

### To the Applicant:

The attached application package contains all the necessary information and materials needed to submit a Scenic Highway Application. This package includes a list of materials and items that must be submitted by the applicant in order to meet the application filing requirements. In addition, general information is provided relating to costs, the processing of a Scenic Highway application, and requirements for development within the scenic highway overlay zone. This office strongly encourages the applicant to review all the materials included in this package.

### General Information and Instructions:

When preparing the Scenic Highway Application, it is important to provide as much detail and information in the application as possible. Applications that are confusing, missing information or inaccurate may cause delays in processing. By providing complete and accurate information the applicant will lessen the chance for delays and requests for additional information. In order for the application to be considered complete, all the items listed in the "Required Materials and Items" section must be submitted with the required application form and fees to Mariposa Planning.

Applicants are strongly encouraged to have a pre-application meeting with Mariposa Planning staff to discuss the application. Staff will review and discuss with you the application requirements, costs, processing of the application, and possible Scenic Highway requirements. Such pre-application meetings are at no cost to the applicant, and could save both application costs and time. Please call the Mariposa Planning at (209) 966-5151 or toll free (866) 723-5151 if you wish to schedule a meeting to discuss the application or if you have any questions regarding the application package.

Applications may be mailed to our office. Please be aware, however, that incomplete applications will be mailed back to the applicant along with a written list describing information needing to be part of the application. This will cause a delay in the processing of the application. For this reason, we strongly encourage applicants to submit their application in person.

### Application Requirements:

The materials and items that are required to submit a Scenic Highway Application are listed on the following pages of this information sheet.

### Scenic Highway Overlay Zone

The Scenic Highway Overlay Zone is combined with other districts to protect the scenic qualities of public highways and roadways designated a scenic highway by the State of California or the Board of Supervisors. In reviewing and approving an application for scenic highway review, Mariposa Planning shall find that the development is harmonious with the scenic quality of the designated highway, complies with all applicable standards pursuant to Chapter 17.65 (Scenic Highway Overlay) of the Zoning Ordinance, and is consistent with the goals, policies and standards of the General Plan.

### **Exempt Projects**

Under the following cases, projects located within the Scenic Highway Overlay Zone may be determined by Mariposa Planning to be exempt from its regulations: (1) where the applicant can demonstrate that the project is not visible from the scenic highway; (2) where the project will not result in any exterior modifications; and (3) single family residential developments that do not require a grading permit.

### **Costs**

Application fees must be paid before the application will be accepted for processing. See the fee schedule within this application for fee costs. Payment of application fees as determined by Mariposa Planning.

The California Department of Fish and Game may require environmental filing fees when a Scenic Highway Design Review application is approved. The environmental filing fee is required for any project subject to review as required by the California Environmental Quality Act (CEQA). The Department of Fish & Game environmental filing fees are adjusted annually on the 1<sup>st</sup> of January. Additionally a County Clerk fee is required.

### **Review and Approval Process:**

Once the application is received, Mariposa Planning will determine within five (5) working days if the application is complete. The Planning Director shall consider the scenic highway review plan and act to approve, conditionally approve, or deny the plan within thirty (30) days. If this project is in conjunction with a Conditional Use Permit or a CIM Plan it will be reviewed by the Planning Commission.

### **Appeal Period:**

Any determination made by Mariposa Planning relating to the completeness of the application or requirements for additional materials or information may be appealed to the Planning Commission or to the Board of Supervisors. Determinations made by Mariposa Planning relating to the application fees may only be appealed to the Board of Supervisors. **The appeal period to appeal a Planning Department determination is twenty (20) calendar days from the date the written determination was made.**

Any action by the Planning Commission relating to the environmental determination or the approval, conditional approval or denial of the application may be appealed to the Board of Supervisors. **The appeal period to appeal a Planning Commission determination is twenty (20) calendar days from the date of the Commission's action.**

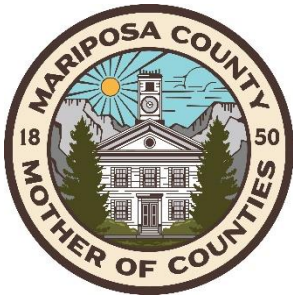
Appeals to the Planning Commission must be submitted to the Mariposa County Planning Department, while appeals to the Board of Supervisors must be submitted to the Clerk of the Board of Supervisors. Further information regarding the appeal process and appeal fees may be obtained from Mariposa Planning.

Attachments:

Application and Required materials and items

Link for 17.65 Scenic Highway:

[https://mariposa.municipalcodeonline.com/book?type=ordinances#name=17.65 Scenic Highway Overlay \(SHO\)](https://mariposa.municipalcodeonline.com/book?type=ordinances#name=17.65%20Scenic%20Highway%20Overlay%20(SHO))



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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 Name \_\_\_\_\_

Day Phone \_\_\_\_\_

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

Zip \_\_\_\_\_ E-Mail \_\_\_\_\_

Property Owner Name \_\_\_\_\_

Day Phone \_\_\_\_\_

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

Zip \_\_\_\_\_ E-Mail \_\_\_\_\_

Agent Name \_\_\_\_\_

Day Phone \_\_\_\_\_

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

Zip \_\_\_\_\_ E-Mail \_\_\_\_\_

Assessor Parcel Number \_\_\_\_\_

Address of Site \_\_\_\_\_

Town \_\_\_\_\_

Project Description (Examples: structural changes to a building, type of new building, re-roof, grading, sign, etc.)  
\_\_\_\_\_  
\_\_\_\_\_

Is the structure within a National Historic District or on the Mariposa County Historic Resources Survey?

Yes \_\_\_\_\_ No \_\_\_\_\_ Don't Know \_\_\_\_\_

Commercial \_\_\_\_\_

Residential \_\_\_\_\_

Institutional \_\_\_\_\_

Industrial \_\_\_\_\_

200501

In addition to the standard site plan requirements for a building permit, please include the information contained in section 17.65.010.B as shown in the attached

- Structure - Elevations and floor layout. Written description or samples of the colors and materials (building, windows, roofing, doors, etc.)
- Preliminary Grading Plan for site, including retaining walls if they are necessary
- Landscaping plan
- Sign - Layout / design  
Dimensions  
Written description or samples of the colors and materials

## REQUIRED MATERIALS AND ITEMS FOR A COMPLETE SCENIC HIGHWAY DESIGN REVIEW APPLICATION

1.  The attached application form filled out completely and signed by the applicant. If the applicant is not the property owner, the applicant must provide a letter of authorization or other document that authorizes the applicant to submit an application on the owner's behalf. If there is more than one property owner, the applicant 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. Deposit fees are for applications that are to be charged time and materials and are estimated using staff hour charge of \$110 per hour. All additional staff time and expenses needed to complete the application processing that exceed the deposit amount will be charged at the disclosed rate at the time that services are rendered. On average, invoices will be calculated on a quarterly basis and forwarded to the applicant for payment. If the deposit falls below a balance of 20% of the initial deposit, the applicant will be asked to make a subsequent deposit in an amount estimated to be necessary to complete the processing. Applicants will be expected to pay the subsequent deposit within 30 days of the invoice date or prior to the public hearing, whichever comes first. In the event that the billing is not paid timely, processing will be suspended until payment is made. Any remaining balance will be used to reconcile the final bill. If there is a balance remaining after reconciling the final bill, a refund check will be mailed to the applicant. If the application requires a public hearing, the public hearing will not be scheduled until payment in full is received. It should be noted that the fees do not include consultants fee, specialized studies, CEQA charges, publication fees and any additional fees that maybe charged by other agencies or county offices.

Select one (please refer to a Planner to see which is applicable to your project):		
	<input type="checkbox"/> Minor Scenic Highway Design Review Application (Replacement of Existing Signage, Mechanical for Existing Structure, Re-roof, etc.)	\$138.00
	<input type="checkbox"/> Minor Scenic Highway Design Review Application (New Signage, or Minor New Residential)	\$260.00
	<input type="checkbox"/> Major Scenic Highway Design Review Deposit	\$1,573.00
	Document Conversion	\$18.00
<b>Total:</b>		

Note: If you are unsure of which category your project falls under please contact our office and discuss with a project planner.

Should staff determine that a Categorical Exempt needs to occur then an additional fee of \$138.00 will be billed to applicant at that time.

### INFORMATION AS PERTINENT TO THE PROJECT, WHICH MAY INCLUDE:

3.  Elevations and Floor Layout
4.  Preliminary Grading Plan
5.  Landscaping Plan
6.  Sign Design Information
7.  Site Plan

**REQUIRED SIGNATURE(S)**

**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.

<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:	