



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 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:

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.

**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. Deposit fees are for applications that are to be charged time and materials and are estimated using the staff hour charge of \$116 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 consultant fees, specialized studies, CEQA charges, publication fees and any additional fees that maybe charged by other agencies or county offices.

Planning Deposit	\$2,030.00
Document Conversion	\$62.00
Public Noticing, Posted	\$58.00
Public Noticing, Affected Property Owners	\$58.00
Agency Review Fees:	
Public Works	\$203.00
County Fire	\$100.00
Health Department (Any additional time will be billed directly from Health to the applicant)	\$300.00
Total:	\$ \$2,811.00

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.

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