



Planning Department
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HOW TO SUBMIT A CONDITIONAL USE PERMIT APPLICATION

1. PREFACE: A Conditional Use Permit is for projects that possess characteristics which require special appraisal by the planning commission in each instance to determine whether or not the use is necessary or desirable and will be properly related to other uses and to transportation and service facilities in the vicinity, and whether or not the use would, under all the circumstances of the particular case, affect adversely the health or safety of persons living or working in the vicinity or be materially detrimental to the public welfare.

2. CONSULTATION: To avoid unnecessary expense and delay consult with the Inyo County Planning Department for a preliminary review and discussion of your proposal in order to answer any questions regarding the application and processing procedures, there is no fee for this meeting. You may also request a formal pre-application meeting for which there is a fee.

3. PLANNING DEPARTMENT MAIN APPLICATION: The Main Application Form must be completed in its entirety with the Conditional Use Permit box checked and must be signed by the authorized property owner of the property for which the Conditional Use Permit is being sought. The Processing Fee Agreement Form must also be filled out in its entirety and accompany the Main Application Form.

4. ENVIRONMENTAL INFORMATION FORM: This form is included in the Main Application Package. The information requested by this form assists the County in preparing the appropriate environmental documentation as required by the California Environmental Quality Act (CEQA).

5. CONDITIONAL USE PERMIT APPLICATION PACKAGE: Submission of the following normally constitutes a complete application:

1. One original Main Application Form with the Conditional Use Permit box checked and the Environmental Information Form filled out.
2. One original Processing Fee Agreement Form.
3. At a minimum, one 18"x26" print and one 8.5"x11" print of the plot plan depicting the project for the requested Conditional Use. The plot plan must include parcel measurements (perimeter - each side and area), and as appropriate (please consult with Planning Staff), depiction of existing buildings and measurements from each building to the parcel perimeter lines and between each building.

6. FILING FEES: Fees are required to initiate the processing of the Conditional Use Permit. County fees for the Conditional Use Permit application and environmental review are indicated on the Planning Department's fee schedule.

NOTE: THIS APPLICATION REQUIRES A PUBLIC HEARING BEFORE THE INYO COUNTY PLANNING COMMISSION. YOU OR A REPRESENTATIVE MUST BE PRESENT TO ANSWER ANY QUESTIONS. FAILURE TO APPEAR MAY RESULT IN THE PUBLIC HEARING BEING CONTINUED OR THE APPLICATION DENIED.