



COUNTY OF MENDOCINO

DEPARTMENT OF PLANNING AND BUILDING SERVICES

860 North Bush Street
Ukiah, California 95482
Telephone 707-234-6650
FAX 707-463-5709

752 South Franklin Street
Fort Bragg, California 95437
Telephone 707-964-5379
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pbs@mendocinocounty.gov
www.mendocinocounty.gov/pbs

COASTAL DEVELOPMENT PERMIT APPLICATION

A Coastal Development Permit (CDP) is required before undertaking any activity in the Coastal Zone that is defined as a development. Some development activities in the Coastal Zone also require a Use Permit, Subdivision, Variance, or other permit from Mendocino County. When this is the case, your CDP application will be combined with the other application and they will be processed together.

DEFINITIONS

Coastal Development Permit (CDP): A permit which authorizes any activity defined as a "development" to occur in the Coastal Zone. Certain CDP's may be processed administratively; all others will be processed as Coastal Development Standard Permits.

Coastal Development Administrative Permit: A permit granted by an Agency of Mendocino County for certain uses on property located within the Coastal Zone but not within "appealable areas", "areas of original jurisdiction" or areas where sensitive coastal resources will be impacted. Such uses may include single-family residences which are principal permitted uses, other principal permitted uses, most improvements to existing structures and certain temporary uses.

Plot Plan: A plan of the subject property showing accurately the shape, dimensions and orientation of all existing and proposed improvements. (NOTE: If your application is approved, it will be approved as shown on the PLOT PLAN and ONLY as shown thereon).

Location Map: A map showing the location of the subject property in relation to the nearest town or identifying landmarks, and the road used in getting to the property.

COASTAL DEVELOPMENT ADMINISTRATIVE PERMITS – FACTS TO KNOW

- Your CDP application will be reviewed by the Coastal Permit Administrator to determine whether it can be processed administratively or if it must be processed as a Coastal Development Standard Permit.
- The Coastal Permit Administrator may take action on a Coastal Development Administrative Permit application without a public hearing.
 1. A decision of the Coastal Permit Administrator to approve an application will be reported to the Board of Supervisors as a consent item. Public notice will be given of the time and date at which the action of the Coastal Permit Administrator will be reported to the Board of Supervisors. One or more members of the Board of Supervisors may require that the application be scheduled for a public hearing. In such cases, additional fees will be required from the applicant because the

application will be converted to the Coastal Development Standard Permit process. Additional public notice will be given for the public hearing by the Board of Supervisors. No application approved by the Coastal Permit Administrator will be effective until it has been reported to and accepted by the Board of Supervisors or until a public hearing is held when required by the Board of Supervisors.

2. A decision of the Coastal Permit Administrator to deny an application shall be final unless appealed in writing to the Board of Supervisors within ten (10) calendar days thereafter with a filing fee.
- Notice of the final decision will be given to the applicant, Coastal Commission, Assessor and any persons requesting such notice in writing.
 - CDP's for temporary uses (i.e., temporary gatherings, construction support, camping and temporary use of a trailer coach) are valid for a maximum of two (2) years after the building permit is issued unless a written request for an extension has been submitted to and approved by the Planning Director. Temporary uses and related improvements must be removed from the premises upon expiration of the CDP.

COASTAL DEVELOPMENT STANDARD PERMITS – FACTS TO KNOW

- Granting of the permit requires a public hearing by the Planning Commission or Coastal Permit Administrator. Some permits must be reported to and heard by the Board of Supervisors.
- After preliminary review, your application will be scheduled for a public hearing with the Mendocino County Planning Commission or the Coastal Permit

Administrator. Generally speaking, more complex or controversial applications are heard by the Planning Commission, while simpler and more routine applications are heard by the Coastal Permit Administrator. Those Standard Permits converted from Administrative Permits by the Board of Supervisors will be heard by the Board of Supervisors.

- If required by law, an environmental review will be conducted to examine potential environmental effects of your proposal.
- You will be notified by mail of the time and place that your application will be considered by the Planning Commission or Coastal Permit Administrator. Additionally you will be sent a copy of the staff report on your project which will include the project recommendations and conditions of approval. You must be represented at this meeting (except for some minor Boundary Line Adjustments).
- Public notice of hearings on your proposed project will be published in local newspapers or notice posted in public locations.
- Owners and occupants of adjoining property will be notified of the proposal.
- At the public hearing(s), members of the public will have the opportunity to express positive or negative comments regarding your application.
- Action by the Planning Commission or Coastal Permit Administrator is final unless appealed to the Board of Supervisors. Appeals to the Board of Supervisors must be submitted in writing to the Clerk of the Board within ten (10) calendar days of the Planning Commission or Coastal Permit Administrator's decision. The appeal must be accompanied by the applicable fee and an additional set of envelopes for noticing. The Board of Supervisors will hold a public hearing to consider the appeal. You will be notified by mail of the time and place that your appeal will

be considered. Action by the Board of Supervisors is final except that an approved project may be appealed to the Coastal Commission within ten (10) working days following the Coastal Commission's receipt of a Notice of Final Action on the project.

- CDP's shall expire two (2) years after the date of approval if the permit has not been exercised within that time.

**ITEMS WHICH MUST BE
SUBMITTED TO THE
MENDOCINO COUNTY
DEPARTMENT OF
PLANNING AND BUILDING
SERVICES FOR ALL
COASTAL DEVELOPMENT
PERMITS**

- **2 Copies** of the application form and initial site and project description questionnaire
- **2 Copies** of the Plot Plan (See example attached)
- **2 Copies** of the location map (See example attached)
- **2 Copies** of architectural building elevations and sign detail, one copy of full size elevations and floor plans (Check with planner prior to application submission); Also see note below.
- 1 signed **Indemnification Agreement**
- **Filing Fee** (Check with planner). Checks should be made payable to the County of Mendocino.
- 1 signed **Acknowledgement of Deposit/Hourly Fee**
- Proof of the applicant's legal interest in all the property upon which work is to be performed. Proof can be in the form of a current tax statement, title report, lease

agreement or other documents showing legal interest to apply for the permit and comply with all conditions of approval. All holders or owners of any other interest of record in the affected property shall be identified on the application and notified in writing of the permit application by the applicant and invited to join as co-applicant. In addition, prior to the issuance of a Coastal Development Permit, the applicant shall demonstrate the authority to comply with all conditions of approval.

- Mailing List of addresses for **ALL** owners of property situated within three hundred (300) feet and **ALL** occupants situated within one hundred (100) feet of the property lines of the project site (excluding roads). Return address shall be left blank on the envelopes. A list containing the names, addresses and Assessor's Parcel Numbers of owners/occupants as required above shall be typed on the form provided in the application packet. Wherein the applicant is the owner of all properties within three hundred (300) feet of the project site, stamped envelopes shall be provided and addressed to owners of property situated within three hundred feet (300) and all occupants situated within one hundred (100) feet of the applicant's contiguous ownership.
- Stamps and envelopes and a list of names and addresses on the form provided in the application packet of all other parties known to the applicant to have any interest in the proposed development.

PLEASE TAKE NOTE

- All application material **MUST** be collated into individual application packets.
- All maps, plans, etc. (except reproduces) larger than 8 1/2 x 11 inches shall be folded to a maximum size of 8 1/2 x 11 inches.
- One 8 1/2 x 11 inch reproducible site plan shall be submitted with the application.

**ANY APPLICATION NOT MEETING THE
ABOVE CRITERIA WILL BE
CONSIDERED INCOMPLETE AND WILL
BE RETURNED TO THE APPLICANT**

COASTAL DEVELOPMENT PERMIT PROJECT INTAKE CHECKLIST

The following information and materials must be submitted at the time a coastal development permit application is filed with the Planning Division. **Applicants should to check off each completed item under the box marked "a" and submit this checklist with the application.**

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1. **2 Copies** of items a-d. Copies must be on 8 ½" x 11" paper, collated and stapled into individual application packets.

- a) **APPLICATION FORM AND COASTAL ZONE INITIAL SITE AND PROJECT DESCRIPTION QUESTIONNAIRE.** Please be sure to answer all questions thoroughly and accurately. Provide one (1) original "wet" signed and one (1) copy.
- b) **LOCATION MAP** using USGS quad maps with parcel boundaries (See attached example).
- c) **SITE PLAN** drawn to scale (See attached example).
- d) **ARCHITECTURAL BUILDING FLOOR PLANS & ELEVATIONS** (& Sign Detail, if applicable)

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2. **SITE PLAN, FLOOR PLANS, ELEVATIONS AND LIGHTING FIXTURES- 1 Full-Size Set** Drawn to scale and folded to 8 ½" x 11" size. Outdoor lighting fixtures should be indicated on the elevations and site plan. A design detail of the light fixtures or a copy of a catalog description with illustration is adequate. Note that all exterior lighting shall be downcast and shielded to prevent light and glare beyond the parcel boundaries.

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3. **SIGNED CERTIFICATION AND SITE VIEW AUTHORIZATION FORM - 1 original "wet" signed.**

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4. **SIGNED DECLARATION OF POSTING - 1 original "wet" signed.**

A C
☐ ☐

5. **SIGNED INDEMNIFICATION AGREEMENT- 1 original "wet" signed.**

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☐ ☐

6. **PROOF OF THE APPLICANT'S LEGAL INTEREST IN THE SUBJECT PROPERTY - 1 Copy.** Proof can be in the form of a current tax statement, title report, lease agreement or other documents showing legal interest to apply for the permit and comply with all conditions of approval. All holders or owners of any other interest of record in the affected property shall be identified on the application and notified in writing of the permit application by the applicant and invited to join as co-applicant.

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7. **STAMPS & ENVELOPES** addressed to all **owners** of property situated within three hundred (300) feet of property boundaries and **occupants** situated within one hundred (100) feet of the property lines of the project site (excluding roads) and, to any other parties known to the applicant to have an interest in the proposed development. Return address shall be left blank on the envelopes.

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8. **MAILING LIST - 1 COPY** A list of the names, addresses and Assessor's Parcel Numbers of owners/occupants/parties of interest as required above shall be typed or printed legibly on the form provided in the application packet. Contact Tax Assessor's at 707-234-6800

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9. **FILING FEE** (check with a planner for fee amount). Checks should be made payable to the County of Mendocino.

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10. **ACKNOWLEDGEMENT OF DEPOSIT/HOURLY FEE - 1 original "wet" signed.**
County of Mendocino.

A C
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11. **EXTERIOR FINISH & LIGHTING SCHEDULES**

ADDITIONAL INFORMATION MAY BE REQUIRED AS FOLLOWS, CONTACT THE PLANNING DIVISION FOR DETAILS.

- **A BOTANICAL/WILDLIFE SURVEY** may be required if an endangered species, Environmentally Sensitive Habitat Area (ESHA), stream, creek, wetland, or sand dune occupies any portion of the site.
- **A TOPOGRAPHIC MAP/SITE PLAN** may be required if the project is commercial, involves grading, or is located on sloped land.
- **A WATER/SEWER SERVICE LETTER** must be included with the application if water or sewer services are proposed to be provided by a Service District, public agency, or community system.
- **A GEOTECHNICAL REPORT** may be required if the project is on a bluff top property or within a Seismic Safety Combining District. That report must address the issues required by the Coastal Zoning Code Chapter 20.500, including but not limited to site geology, soils, soil stability, landsliding, erosion, drainage, bluff top setback, seismicity and faulting, tsunami issues, appropriateness of the proposed development on the site and construction techniques to adequately provide stability for your development.
- **A DRAINAGE PLAN** may be required where the project has a potential to adversely affect water quality within any waterway and where the project has the potential to affect slope stability along bluffs and steep slopes.
- **A LANDSCAPE PLAN** may be required where the project is located within a designated highly scenic area and landscaping is needed to offset the visual impacts of the project.
- **AN ARCHAEOLOGICAL SURVEY** is required for all projects where the Mendocino County Archaeological Commission has determined that a survey is required.
- **PRELIMINARY CLEARANCE** from California Department of Forestry & Fire Prevention (CALFIRE) may be required if the project is proposing new structures subject to CALFIRE Standards.
- **STORY POLE PLACEMENT** may be required for projects within designated highly scenic areas that are visible from public areas.

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FORT BRAGG, CA 95437

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Case No(s)	_____
CDF No(s)	_____
Date Filed	_____
Fee	_____
Receipt No.	_____
Received by	_____
Office Use Only	

COASTAL ZONE APPLICATION FORM

APPLICANT

Name _____
Mailing _____
Address _____ Email: _____
City _____ State _____ Zip Code _____ Phone _____

PROPERTY OWNER

Name _____
Mailing _____
Address _____ Email: _____
City _____ State _____ Zip Code _____ Phone _____

AGENT

Name _____
Mailing _____
Address _____ Email: _____
City _____ State _____ Zip Code _____ Phone _____

PARCEL SIZE

☐ Square feet
☐ Acres

STREET ADDRESS OF PROJECT

ASSESSOR'S PARCEL NUMBER(S)

I certify that the information submitted with this application is true and accurate.

Signature of Applicant/Agent _____ Date _____ Signature of Owner _____ Date _____

COASTAL ZONE - SITE AND PROJECT DESCRIPTION QUESTIONNAIRE

The purpose of this questionnaire is to relate information concerning your application to the Planning and Building Services Department and other agencies who will be reviewing your project proposal. Please remember that the clearer picture that you give us of your project and the site, the easier it will be to promptly process your application. Please answer all questions. Those questions which do not pertain to your project, please indicate "Not Applicable" or "N/A".

THE PROJECT

1. Describe your project and include secondary improvements such as wells, septic systems, grading, vegetation removal, roads, etc.

2. If the project is residential, please complete the following:

TYPE OF UNIT	NUMBER OF STRUCTURES	SQUARE FEET PER DWELLING UNIT
☐ Single Family	_____	_____
☐ Mobile Home	_____	_____
☐ Duplex	_____	_____
☐ Multifamily	_____	_____

If Multifamily, number of dwelling units per building: _____

3. If the project is commercial, industrial, or institutional, complete the following:

Total square footage of structures: _____
Estimated employees per shift: _____
Estimated shifts per day: _____
Type of loading facilities proposed: _____

4. Will the proposed project be phased? ☐ Yes ☐ No
If Yes, explain your plans for phasing.

5. Are there existing structures on the property? ☐ Yes ☐ No
If yes, describe below and identify the use of each structure on the plot plan.

6. Will any existing structures be demolished? ☐ Yes ☐ No

Will any existing structures be removed? ☐ Yes ☐ No

If yes to either question, describe the type of development to be demolished or removed, including the relocation site, if applicable.

7. Project Height. Maximum height of structure _____feet.

8. Lot area (within property lines): _____ ☐ square feet ☐ acres

9.	Lot Coverage:			
		EXISTING	NEW PROPOSED	TOTAL
	Building coverage	_____square feet	_____square feet	_____square feet
	Paved area	_____square feet	_____square feet	_____square feet
	Landscaped area	_____square feet	_____square feet	_____square feet
	Unimproved area	_____square feet	_____square feet	_____square feet
			GRAND TOTAL:	_____square feet (Should equal gross area of parcel)

10.	Gross floor area:	square feet (including covered parking and accessory buildings).
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11.	Parking will be provided as follows:		
	Number of Spaces	Existing_____	Proposed_____ Total_____
	Number of covered spaces	_____	Size_____
	Number of uncovered spaces	_____	Size_____
	Number of standard spaces	_____	Size_____
	Number of handicapped spaces	_____	Size_____

12. Utilities will be supplied to the site as follows:

A. Electricity

- ☐ Utility Company (service exists to the parcel).
☐ Utility Company (requires extension of services to site: _____ feet _____ miles
☐ On Site generation, Specify: _____
☐ None

B. Gas

- ☐ Utility Company/Tank
☐ On Site generation, Specify: _____
☐ None

C. Telephone: ☐ Yes ☐ No

13. Will there be any exterior lighting? ☐ Yes ☐ No

If yes, describe below and identify the location of all exterior lighting on the plot plan and building plans.

14. What will be the method of sewage disposal?

- ☐ Community sewage system, specify supplier _____
☐ Septic Tank
☐ Other, specify _____

15. What will be the domestic water source?

- ☐ Community water system, specify supplier _____
☐ Well
☐ Spring
☐ Other, specify _____

16. Is any grading or road construction planned? ☐ Yes ☐ No

If yes, grading and drainage plans may be required. Also, describe the terrain to be traversed (e.g., steep, moderate slope, flat, etc.).

For grading and road construction, complete the following:

- A. Amount of cut: _____ cubic yards
B. Amount of fill: _____ cubic yards
C. Maximum height of fill slope: _____ feet
D. Maximum height of cut slope: _____ feet
E. Amount of import or export: _____ cubic yards
F. Location of borrow or disposal site: _____

17.	Will vegetation be removed on areas other than the building sites and roads? ☐ Yes ☐ No If yes, explain:
18.	Does the project involve sand removal, mining or gravel extraction? ☐ Yes ☐ No If yes, detailed extraction, reclamation and monitoring may be required.
19.	Will the proposed development convert land currently or previously used for agriculture to another use? ☐ Yes ☐ No If yes, how many acres will be converted? _____ acres (An agricultural economic feasibility study may be required.)
20.	Will the development provide public or private recreational opportunities? ☐ Yes ☐ No If yes, explain:
21.	Is the proposed development visible from: A. State Highway 1 or other scenic route? B. Park, beach or recreation area? ☐ Yes ☐ No ☐ Yes ☐ No
22.	Will the project involve the use or disposal of potentially hazardous materials such as toxic substances, flammables, or explosives? ☐ Yes ☐ No If yes, explain:
23.	Does the development involve diking, filling, dredging or placing structures in open coastal waters, wetlands, estuaries or lakes? A. Diking B. Filling C. Dredging D. Placement of structures in open coastal waters, wetlands, estuaries or lakes ☐ Yes ☐ No ☐ Yes ☐ No ☐ Yes ☐ No ☐ Yes ☐ No Amount of material to be dredged or filled? _____ cubic yards. Location of dredged material disposal site: _____ _____ Has a U.S. Army Corps of Engineers permit been applied for? ☐ Yes ☐ No

If you need additional room to answer any question, attach additional sheets.

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SUBMIT ONLY ONE COPY

CERTIFICATION AND SITE VIEW AUTHORIZATION

1. I hereby certify that I have read this completed application and that, to the best of my knowledge, the information in this application, and all attached appendices and exhibits, is complete and correct. I understand that the failure to provide any requested information or any misstatements submitted in support of the application shall be grounds for either refusing to accept this application, for denying the permit, for suspending or revoking a permit issued on the basis of such misrepresentations, or for seeking of such further relief as may seem proper to the County.
2. I hereby grant permission for County Planning and Building Services staff and hearing bodies to enter upon and site view the premises for which this application is made in order to obtain information necessary for the preparation of required reports and render its decision.

Owner/Authorized Agent

Date

NOTE: IF SIGNED BY AGENT, OWNER MUST SIGN BELOW.

AUTHORIZATION OF AGENT

I hereby authorize _____ to act as my representative and to bind me in all matters concerning this application.

Owner

Date

MAIL DIRECTION

To facilitate proper handling of this application, please indicate the names and mailing addresses of individuals to whom you wish correspondence and/or staff reports mailed if different from those identified on Page One of the application form.

Name	Name	Name
Mailing Address	Mailing Address	Mailing Address

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COMPLETE FOR PROJECTS LOCATED IN THE COASTAL ZONE ONLY

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DECLARATION OF POSTING

At the time the application is submitted for filing, the applicant must **Post**, at a conspicuous place, easily read by the public and as close as possible to the site of the proposed development, notice that an application for the proposed development has been submitted. Such notice shall contain a general description of the nature of the proposed development and shall be on the standard form provided in the application packet. If the applicant fails to post the completed notice form and sign the **Declaration of Posting**, the Department of Planning and Building Services cannot process the application.

As **Proof of Posting**, please sign and date this Declaration of Posting form when the site is posted; it serves as proof of posting. It should be returned to the Department of Planning and Building Services with the application.

Pursuant to the requirements of Section 20.532.025(H) of the Mendocino County Code, I hereby certify that on _____ (date of posting), I or my authorized representative posted the "NOTICE OF PENDING PERMIT" for application to obtain a Coastal Development Permit for the development of:

(Description of development)

Located at:

(Address of development and Assessor's Parcel Number)

The public notice was posted at:

(A conspicuous place, easily seen by the public and as close as possible to the site of proposed development)

Owner/Authorized Representative

Date

(A copy of the notice which was posted shall be attached to this form).

NOTE: YOUR APPLICATION CANNOT BE PROCESSED UNTIL THIS "DECLARATION OF POSTING" IS SIGNED AND RETURNED TO PLANNING AND BUILDING SERVICES.

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COMPLETE FOR PROJECTS
LOCATED WITHIN THE
COASTAL ZONE ONLY

NOTICE OF PENDING PERMIT

**A COASTAL PERMIT APPLICATION FOR DEVELOPMENT ON THIS SITE
IS PENDING BEFORE THE COUNTY OF MENDOCINO:**

PROPOSED DEVELOPMENT : _____

LOCATION: _____

APPLICANT : _____

ASSESSOR'S PARCEL NUMBER(S): _____

DATE NOTICE POSTED: _____

FOR FURTHER INFORMATION, PLEASE TELEPHONE OR WRITE TO:

COUNTY OF MENDOCINO
PLANNING & BUILDING SERVICES
860 NORTH BUSH STREET
UKIAH, CA 95482
707-234-6650

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DEPARTMENT OF PLANNING AND BUILDING SERVICES

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Indemnification And Hold Harmless

ORDINANCE NO. 3780, adopted by the Board of Supervisors on June 4, 1991, requires applicants for discretionary land use approvals, to sign the following Indemnification Agreement. Failure to sign this agreement will result in the application being considered incomplete and withheld from further processing.

Indemnification Agreement

As part of this application, applicant agrees to defend, indemnify, release and hold harmless the County of Mendocino, its agents, officers, attorneys, employees, boards and commissions, as more particularly set forth in Mendocino County Code Section 1.04.120, from any claim, action or proceeding brought against any of the foregoing individuals or entities, the purpose of which is to attack, set aside, void or annul the approval of this application or adoption of the environmental document which accompanies it. The indemnification shall include, but not be limited to, damages, costs, expenses, attorney fees or expert witness fees that may be asserted by any person or entity, including the applicant, arising out of or in connection with the approval of this application, whether or not there is concurrent, passive or active negligence on the part of the County, its agents, officers, attorneys, employees, boards and commissions.

Date

Applicant

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ACKNOWLEDGEMENT OF DEPOSIT/HOURLY FEE

By signing below, the applicant acknowledges that the staff at Planning and Building Services has discussed the potential for collection of a deposit fee for the projects listed below (as adopted by the Board of Supervisors Resolution No. 23-190)

1. Division of Land Project
2. General Plan Project
3. Coastal Project
4. Zoning Project
5. Administrative Project
6. Cannabis Project
7. Private Road Naming

Once an application has been submitted and the processing costs approach 80% of the initial qualifying fee paid, a deposit equal to 50% of the base fee will be required for further processing. It is possible that during project review, additional deposits may be required depending on the complexity of the project and the staff time necessary to complete application processing.

I acknowledge that I was advised of the deposit fee for continued processing after the initial application fee has been expended.

Applicant Signature

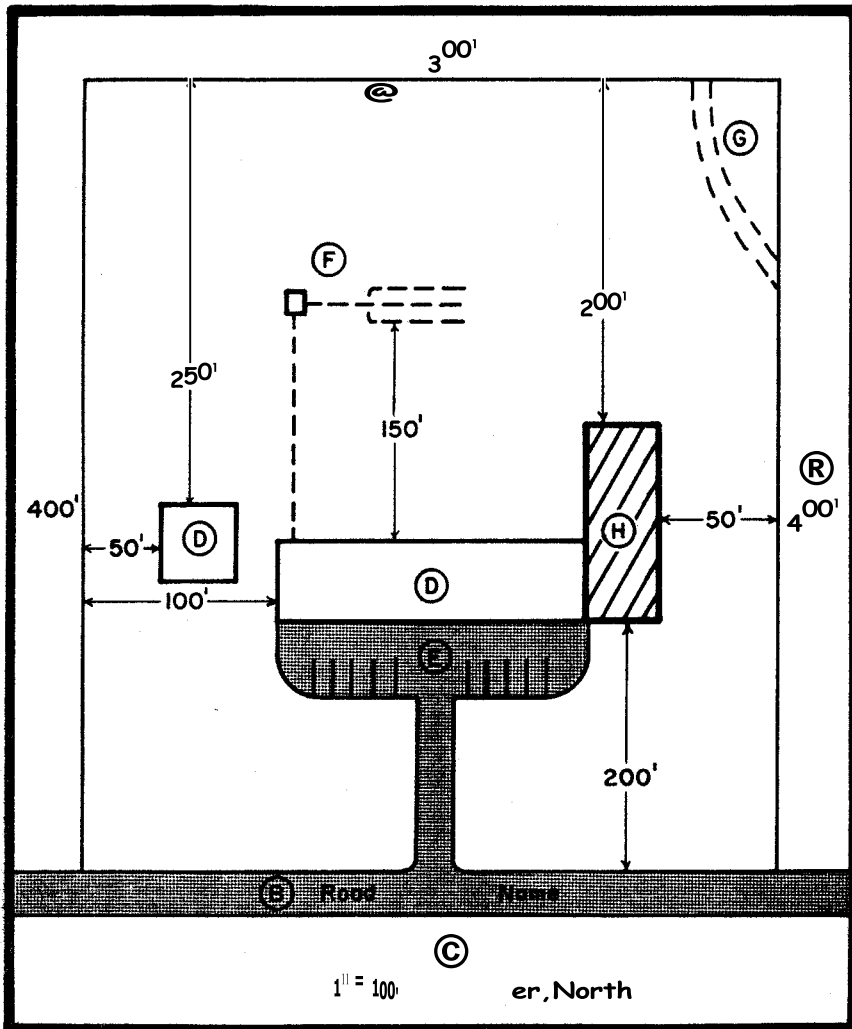
Date

OFFICE USE ONLY:

Project or Permit Number

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SAMPLE- PLOT PLAN



SAMPLE- KEY PLAN

- A. Parcel Shape and Dimensions.
- B. Adjacent Streets.
- C. North Arrow and Scale.
- D. Existing Buildings including distance from property lines.
- E. Driveways, Parking and Loading Areas.
- F. Existing and proposed septic system and wells including distances from structures.
- G. Easements and Utility lines (power, sewer, water etc.).
- H. Proposed structure or addition including distance from property lines.

SAMPLE- LOCATION MAP

