



**COUNTY OF MENDOCINO
DEPARTMENT OF PLANNING & BUILDING SERVICES**

**752 SOUTH FRANKLIN STREET
FORT BRAGG, CALIFORNIA 95437**

CDP RENEWAL - FACTS TO KNOW

Each valid unrevoked and unexpired coastal development permit (CDP) shall expire and become null and void at the time specified in such permit, or if no time is specified, at the expiration of two (2) years after granting except where construction and or use of the property in reliance on such permit has been initiated prior to its expiration. To remain valid, progress toward completion of the project must be continuous.

On or before the date of expiration of a CDP, the person holding the permit shall apply for a renewal of said permit if the use is to be continued beyond the date of expiration or the development cannot be initiated prior to expiration. An application for a renewal shall be submitted in compliance with the CDP Renewal Project Intake Checklist. (See following page.)

- (A) Notice for renewal of a CDP shall be given in the same manner as the original CDP.
- (B) The renewal of a CDP may be granted by the Coastal Permit Administrator without a public hearing for a term not exceeding one (1) year provided:
 - (1) No additional conditions are recommended by referral agencies or the Planning and Building Services Department and the Director determines that there are no changed circumstances that may affect the consistency of the project with the Local Coastal Program (LCP); and
 - (2) No written objection to the granting of the renewal application without a public hearing is received within ten (10) working days after notice has been given.
- (C) If the Planning Director determines that there are changed circumstances that may affect the consistency of the project with the LCP, or if additional conditions are recommended or written objection is made, the application shall be referred to the approving authority having original jurisdiction over the CDP, and the renewal shall be subject to the hearing and notice requirements of Section 20.536.010 of the Coastal Zoning Code.

COASTAL DEVELOPMENT PERMIT RENEWAL PROJECT INTAKE CHECKLIST

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

A	C
☐	☐

1. **TWO (2) SETS** 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 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).

A	C
☐	☐

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

A	C
☐	☐

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

A	C
☐	☐

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

A	C
☐	☐

5. **UPDATED STAMPED, LEGAL SIZE 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.

A	C
☐	☐

6. **UPDATED 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.

A	C
☐	☐

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

**COUNTY OF MENDOCINO
DEPT OF PLANNING & BUILDING SERVICES**

752 SOUTH FRANKLIN STREET

FORT BRAGG, CA 95437

Telephone: 707-964-5379

Fax: 707-961-2427

Case No(s) _____
Date Filed _____
Fee \$ _____
Receipt No. _____
Received by _____

Office Use Only

COASTAL DEVELOPMENT PERMIT RENEWAL APPLICATION FORM

Name of Applicant	Name of Owner(s)	Name of Agent
Mailing Address	Mailing Address	Mailing Address
Telephone Number	Telephone Number	Telephone Number

Please describe any actions taken to initiate development since issuance of the coastal development permit. List any changes to the property and or structure(s) since CDP issuance.

Driving Directions

The site is located on the _____ (N/S/E/W) side of _____ (name road)
approximately _____ (feet/miles) _____ (N/S/E/W) of its intersection with
_____ (provide nearest major intersection).

Assessor's Parcel Number(s)

Date of expiration of issued CDP

Parcel Size

☐ Square Feet

☐ Acres

Street Address of Project

COASTAL DEVELOPMENT PERMIT RENEWAL

APPLICATION QUESTIONNAIRE

The purpose of this questionnaire is to relate information concerning your application to the Planning & Building Services Department and other agencies that will be reviewing your project proposal. The more detail that is provided, the easier it will be to promptly process your application. Please answer all questions. For those questions, which do not pertain to your project, please indicate "Not Applicable" or "N/A".

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/UNITS	SQUARE FEET PER UNIT
☐ Single Family	_____	_____
☐ Mobile Home	_____	_____
☐ Duplex/Multifamily	_____	_____

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

4. 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
☐ None
- C. Telephone: ☐ Yes ☐ No

5. 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.

6. What will be the method of sewage disposal?

- ☐ Community sewage system, specify supplier _____
- ☐ Septic Tank (indicate primary + replacement leachfields on plot plan)
- ☐ Other, specify _____

7. What will be the domestic water source?

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

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

Estimate the amount of grading in cubic yards _____ c.y. If greater than 50 cubic yards or if greater than 2 feet of cut or 1 foot of fill will result, please provide a grading plan.

Describe the terrain to be traversed (e.g., steep, moderate slope, flat, etc.).

9. Will vegetation be removed on areas other than the building sites and roads? ☐ Yes ☐ No
If yes, explain:

10. Is the proposed development visible from:

- A. State Highway 1? ☐ Yes ☐ No
- B. Park, beach or recreation area? ☐ Yes ☐ No

If you answered yes to either question, explain.

11. Project Height. Maximum height of structure(s). _____ feet

12. Describe all exterior materials and colors of all structures.

13. Are there any water courses, anadromous fish streams, sand dunes, rookeries, marine mammal haul-out areas, wetlands, riparian areas, pygmy vegetation, rare or endangered plants, animals or habitat which support rare and endangered species located on the project site or within 100 feet of the project site?

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

Total square footage of all structures: _____

Estimated employees per shift: _____

Estimated shifts per day: _____

Type of loading facilities proposed: _____

Will the proposed project be phased? ☐ Yes ☐ No

If Yes, explain your plans for phasing.

Parking will be provided as follows:

Number of Spaces	Existing _____	Proposed _____	Total _____
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Number of standard spaces	_____	Size	_____
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Number of handicapped spaces	_____	Size	_____
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MAILING LIST

List all property owners within 300 feet, and occupants within 100 feet along with the corresponding Assessor's Parcel Number for each owner/occupant.

[illegible]

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



COUNTY OF MENDOCINO

DEPARTMENT OF PLANNING AND BUILDING SERVICES

860 NORTH BUSH STREET • UKIAH • CALIFORNIA • 95482

752 SOUTH FRANKLIN ST • FORT BRAGG • CALIFORNIA • 95437

RICHARD ANGLE, INTERIM DIRECTOR

PHONE: 707-234-6650

FAX: 707-463-5709

FB PHONE: 707-964-5379

FB FAX: 707-961-2427

pbs@mendocinocounty.gov

www.mendocinocounty.gov/pbs

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

NOTICE OF PERMIT RENEWAL

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

CDP # TO BE RENEWED: _____

PROJECT DESCRIPTION: _____

LOCATION: _____

APPLICANT: _____

ASSESSOR'S PARCEL NUMBER (S): _____

DATE NOTICE POSTED: _____

ANY PERSON WISHING TO CONTEST THE GRANTING OF THIS RENEWAL
WITHOUT A PUBLIC HEARING MUST SUBMIT TO THE PLANNING DIVISION A
WRITTEN REQUEST WITHIN 10 DAYS TO HOLD A PUBLIC HEARING. FOR
FURTHER INFORMATION, PLEASE TELEPHONE OR WRITE TO:

COUNTY OF MENDOCINO
PLANNING & BUILDING SERVICES
752 SOUTH FRANKLIN STREET
FORT BRAGG, CA 95437

TELEPHONE 707-964-5379 • FAX 707-961-2427
HOURS: 8:00 - 12:00 & 1:00 - 5:00



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.