



COUNTY OF MENDOCINO

DEPARTMENT OF PLANNING & BUILDING SERVICES

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ACCESSORY DWELLING UNIT & JUNIOR ACCESSORY DWELLING UNIT PERMIT APPLICATION (COASTAL ZONE)

PURPOSE

Prior to acting upon a building permit application for an Accessory Dwelling Unit ("ADU") or Junior Accessory Dwelling Unit ("JADU") within the Coastal Zone of Mendocino County, Department of Planning & Building Services staff will determine whether the proposed ADU or JADU:

- a) is exempt from the requirement to obtain a Coastal Development Permit (CDP Exemption);
- b) is required to obtain a Coastal Development Ministerial Permit (Ministerial CDP);
- c) is required to obtain a Coastal Development Administrative Permit (Administrative CDP); or
- d) cannot be permitted.

In order to make this initial determination and process the appropriate permit for an ADU or JADU, the attached permit application must be completed and submitted to the Department for review.

DEFINITIONS

Accessory Dwelling Unit (ADU): Attached or detached residential dwelling which provides complete independent living facilities and includes separate permanent provisions for entry, living, sleeping, eating, cooking and sanitation on the same parcel as an existing or proposed single-family or multi-family dwelling. (See Mendocino County Code (MCC) Chapter 20.458)

Junior Accessory Dwelling Unit (JADU): Living space not exceeding 500 square feet in size and contained entirely within an existing or proposed single-family dwelling. A JADU shall include a separate entrance from the main entry to the single-family dwelling, an efficiency kitchen, and may include separate sanitation facilities or share sanitation facilities with the existing single-family dwelling. (See MCC Chapter 20.458)

CDP EXEMPTION FOR ADUs & JADUs

ADUs, JADUs and associated physical development may be exempted from the requirement to obtain a CDP per MCC Section 20.532.020(C) and California Code of Regulations, Title 14, Division 5.5, Chapter 6, Subchapter 6, and any amendments thereafter. The criteria for exemption are as follows:

- ☐ ADU or JADU is directly attached to an existing residence.
- ☐ ADU or JADU is not on a beach, in a wetland, or in an environmentally sensitive habitat area (ESHA).
- ☐ ADU or JADU is not in a designated highly scenic area.
- ☐ ADU or JADU is not within 50 feet of the edge of a bluff.
- ☐ ADU or JADU does not require significant alteration of landforms.
- ☐ ADU or JADU does not require expansion or construction of water wells or septic systems.
- ☐ If located on property between the sea and the first public road paralleling the sea or within 300 feet of the inland extent of any beach or the mean high tide, improvements for an ADU or JADU cannot result in an increase of 10% or more of internal floor area of an existing structure and cannot increase height by more than 10%.
- ☐ Prior CDP(s) for development on the property have not indicated that any future improvements will require a CDP.

MINISTERIAL CDP for ADUs & JADUs

If an ADU or JADU cannot be exempted from the requirement to obtain a CDP, and the ADU or JADU is determined to comply with each of the objective "checklist" requirements, a Ministerial CDP may be granted per MCC Section 20.532.015(B). (See attached [Accessory Dwelling Unit Checklist](#) and [Junior Accessory Dwelling Unit Checklist](#).)

The approval authority for a Ministerial CDP is the Planning & Building Services Director or his/her designee. The "checklist" approval process includes findings of consistency with the requirements in MCC Chapter 20.458 and supplemental findings in Sections 20.532.095 and 20.532.100, as applicable. A notice of intended action on a Ministerial CDP will be mailed to the applicant, property owners within 300 feet of the property boundary, occupants within 100 feet of the property boundary, and other parties per Section 20.536.010(C). There is no public hearing or local appeal process for a Ministerial CDP (i.e., no appeal to the Board of Supervisors). However, if the project is located within the appeal jurisdiction of the California Coastal Commission, a Ministerial CDP may be appealed to the Coastal Commission. Planning & Building staff can advise as to whether or not your project is appealable to the Coastal Commission.

ADMINISTRATIVE CDP for ADUs & JADUs

If an ADU or JADU does not comply with each of the Coastal Resource Protection "checklist" requirements for a Ministerial CDP, an Administrative CDP may be granted per MCC Section 20.532.015(A). (See attached [Accessory Dwelling Unit Checklist](#) and [Junior Accessory Dwelling Unit Checklist](#).)

The approval authority for an Administrative CDP is the Coastal Permit Administrator and the approval must be based on findings establishing the project's consistency with the requirements in MCC Chapter 20.458 and supplemental findings in Sections 20.532.095 and 20.532.100, as applicable. A notice of intended action on an Administrative CDP will be mailed to the applicant, property owners within 300 feet of the property boundary, occupants within 100 feet of the property boundary, and other parties per Section 20.536.005(D). A public hearing is not required and there is no local appeal process (i.e., no appeal to the Board of Supervisors). However, if the project is located within the appeal jurisdiction of the California Coastal Commission, a Ministerial CDP may be appealed to the Coastal Commission. Planning & Building staff can advise as to whether or not your project is appealable to the Coastal Commission.

PLEASE NOTE:

- CDPs shall expire two (2) years after the date of approval if the permit has not been exercised within that time.
- Prior to issuance of a building permit for an ADU or JADU, a deed restriction, approved by the County, shall be recorded with the Mendocino County Recorder's office, which shall include the pertinent restrictions and limitations for the ADU and/or JADU including, but not limited to the prohibition on use of the ADU, JADU or any dwelling on the property for transient habitation per MCC Section 20.458.020(F), restrictions on size, and prohibition on sale separate from the sale of the single-family dwelling, which shall run with the land, and be binding upon any future owners, heirs, or assigns.

PLEASE SUBMIT ALL APPLICATION MATERIALS TO THE DEPARTMENT OF PLANNING & BUILDING SERVICES

1. Three (3) copies of the completed [Coastal Zone - ADU & JADU Application Form](#).
2. Three (3) copies of the Plot Plan. A Plot Plan is a plan of the subject property accurately representing the shape, dimension and orientation of all existing and proposed improvements. The Plot Plan must indicate the distance of improvements from property boundaries (i.e., setbacks) and from the top of coastal bluff, if applicable. **NOTE:** if your application is approved, it will be approved as shown on the Plot Plan and **ONLY** as shown thereon.
3. Three (3) copies of the Location Map. A Location Map is 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.
4. Three (3) copies of architectural building elevations; one (1) copy of full-sized elevations and floor plans.
5. One (1) signed Indemnification Agreement.
6. One (1) signed Acknowledgement of Deposit/Hourly Fee.
7. The current filing fee. Checks should be made payable to Mendocino County Department of Planning & Building Services.

8. 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-applicants. In addition, prior to the issuance of a CDP, the applicant shall demonstrate the authority to comply with all conditions of approval.
9. All application materials **MUST** be collated into individual packets. All maps, plans, etc. larger than 8½ x 11 inches shall be folded to a maximum size of 8½ x 11 inches. One (1) 8½ x 11 reproducible site plan shall be submitted with the application, together with any architectural or associated plans.

ANY APPLICATION NOT SATISFYING MCC SECTION 20.532.025 WILL BE CONSIDERED INCOMPLETE AND WILL BE RETURNED TO THE APPLICANT.



**PLANNING & BUILDING
SERVICES**

CASE NO:	_____
DATE FILED:	_____
FEE:	_____
RECEIPT NO:	_____
RECEIVED BY:	_____

Office Use Only

COASTAL ZONE – ADU & JADU APPLICATION FORM

APPLICANT

Name: _____ Phone: _____

Mailing Address: _____

City: _____ State/Zip: _____ Email: _____

PROPERTY OWNER

Name: _____ Phone: _____

Mailing Address: _____

City: _____ State/Zip: _____ Email: _____

AGENT

Name: _____ Phone: _____

Mailing Address: _____

City: _____ State/Zip: _____ Email: _____

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 – ADU & JADU SITE AND PROJECT DESCRIPTION QUESTIONNAIRE

The purpose of this questionnaire is to provide additional information concerning your application for an Accessory Dwelling Unit (ADU) or Junior Accessory Dwelling Unit (JADU). If you are proposing both an ADU and a JADU, please submit separate applications for each use. Please remember that the clearer the picture that you provide for your project and the site, the easier it will be to promptly process your application. Please answer all questions. For those questions that do not pertain to your project, please indicate "Not Applicable" or "N/A".

THE PROJECT

- 1) Describe your ADU or JADU and include secondary improvements such as wells, water tanks, septic systems, grading, vegetation removal, driveways, etc.

- 2) Describe existing residential uses and/or accessory living units on the property:

Type of Existing Use	Number of Structures	Gross floor area
☐ Single Family Residence		
☐ Multi Family Residences		
☐ ADU or JADU		
☐ Guest Cottage		
☐ Detached Bedroom		
☐ Other		

If Multifamily, number of dwelling units per building:

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

- 4) Will any existing structures be demolished? ☐ No ☐ Yes

Will any existing structures be removed? ☐ No ☐ Yes If yes to either question, describe the type of development to be demolished or removed, including the relocation site, if applicable.

- 5) What is the maximum height of the proposed ADU or JADU?

 feet

- 6) What is the gross floor area of ADU or JADU?

 square feet

- 7) What is the number of bedrooms in the ADU or JADU?

 bedrooms

- 8) Parking will be provided as follows:

Number of Spaces: Existing:

 Proposed:

 Total:

- 9) Will there be any exterior lighting? ☐ No ☐ Yes If yes, describe and identify the location of all exterior lighting on the plot plan and building plans.

10) Utilities will be supplied as follows:

A. Electricity

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

B. Gas

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

C. Telephone: ☐ Yes ☐ No

11) What will be the method of sewage disposal?

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

12) What will be the domestic water source?

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

13) Is any grading or road construction planned? ☐ No ☐ Yes 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/disposal site: _____

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

15) Is the proposed development visible from:

- A. State Route 1 or other scenic route? ☐ Yes ☐ No
B. A park, beach or recreation area? ☐ Yes ☐ No

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

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 on 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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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

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: _____

Date Noticed Posted: _____

For further information, please contact Planning and Building Services:

COUNTY OF MENDOCINO PLANNING & BUILDING SERVICES

860 North Bush Street

UKIAH, CA 95482

707-234-6650

pbs@mendocinocounty.gov

HOURS: 8:00 - 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

OFFICE USE ONLY:

Project or Permit Number



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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.

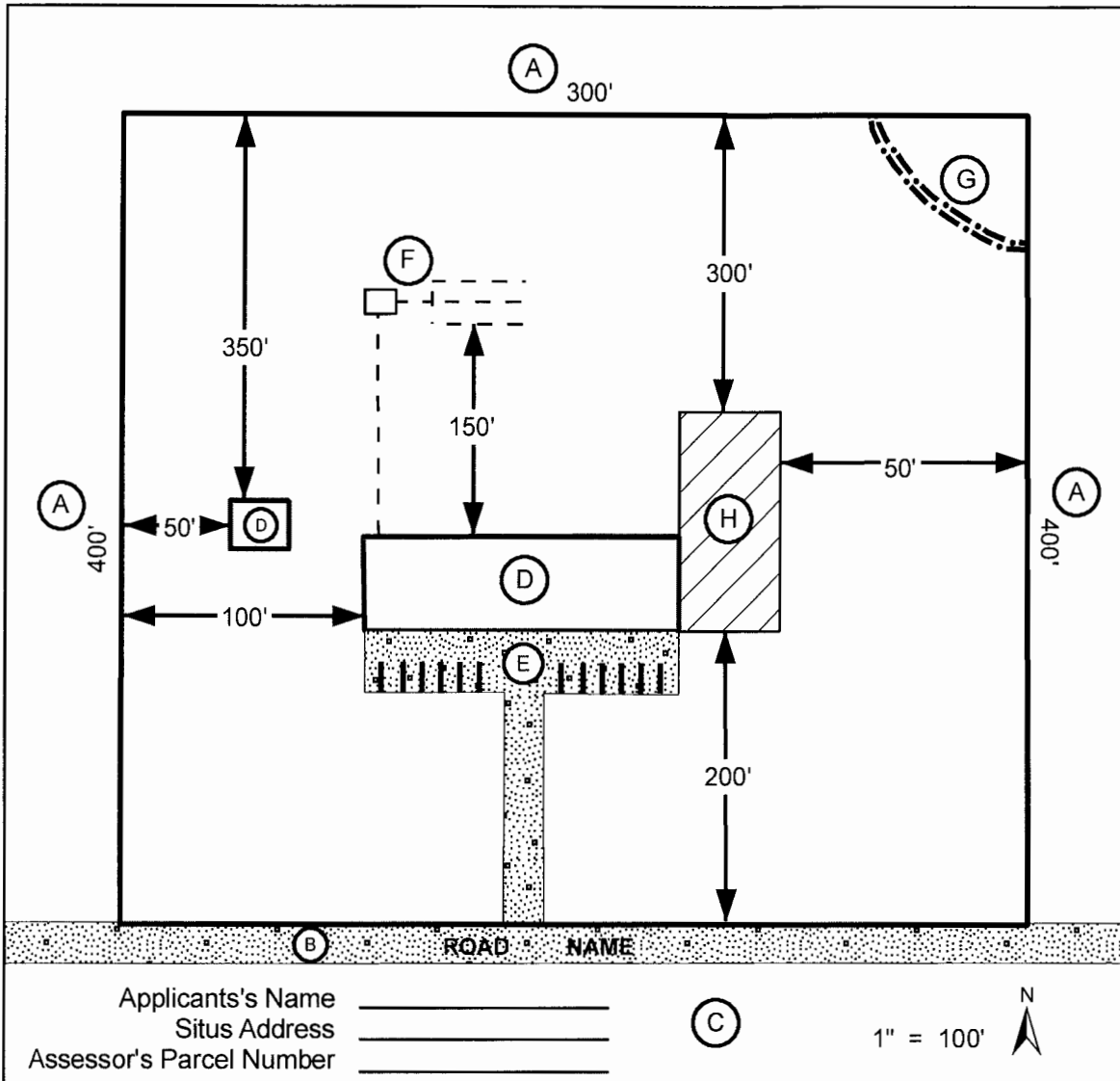
Applicant Signature

Date

OFFICE USE ONLY:

Project or Permit Number

SAMPLE PLOT 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.