

THE PERMIT PLACE

WELCOME TO THE PERMIT PLACE

THE PERMIT PLACE is central to Mendocino County's Permit Streamlining Program formulated by a partnership of Mendocino County agencies involved in land use development permitting and "users" of the permitting system.

THE PERMIT PLACE provides an overview of the land use development process in the unincorporated areas of Mendocino County. Staff from the primary County departments or agencies involved in the permit process are "cross-trained" to assist the public in understanding the permit process.

Information on the land use development process may be obtained at the following locations. All phone numbers are within the 707 Area Code.

Mendocino County Administration Center

Planning & Building Services Department 501 Low Gap Road, Room 1440, Ukiah, CA 95482
463-4281 or 463-4283; FAX: 463-5709; E-Mail: pbs@co.mendocino.ca.us

Division of Environmental Health 501 Low Gap Road, Room 1326, Ukiah, CA 95482
463-4466; FAX: 463-4038; E-Mail: enviroh@co.mendocino.ca.us

County Executive Office 501 Low Gap Road, Room 1010, Ukiah, CA 95482
463-4441; FAX: 463-5649; E-Mail: ceo@co.mendocino.ca.us

Mendocino County Department of Transportation 340 Lake Mendocino Drive, Ukiah, CA 95482
463-4363; FAX: 463-5474; E-Mail: dot@co.mendocino.ca.us

Mendocino County Air Quality Management District 306 E. Gobbi Street, Ukiah, CA 96482
463-4354; FAX: 463-5707; E-Mail: mcaqmd@co.mendocino.ca.us

Around the County:

Mendocino County Planning & Building Services Department - Coast Office
790 S. Franklin Street, Fort Bragg, CA 95437; 964-5379; FAX: 961-2427

Mendocino County Division of Environmental Health - Coast Office
790 S. Franklin Street, Fort Bragg, CA 95437; 961-2714; FAX: 961-2420

California Department of Forestry - CalFire
17501 N. Highway 101, Willits, CA 95490; 459-7414; FAX: 459-3041

On the County's Website: <http://www.co.mendocino.ca.us> (go to Index)

THE PERMIT PLACE

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OVERVIEW OF COUNTY PERMITTING

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THE PERMIT PLACE

DEVELOPMENT PERMIT PROCESS OVERVIEW

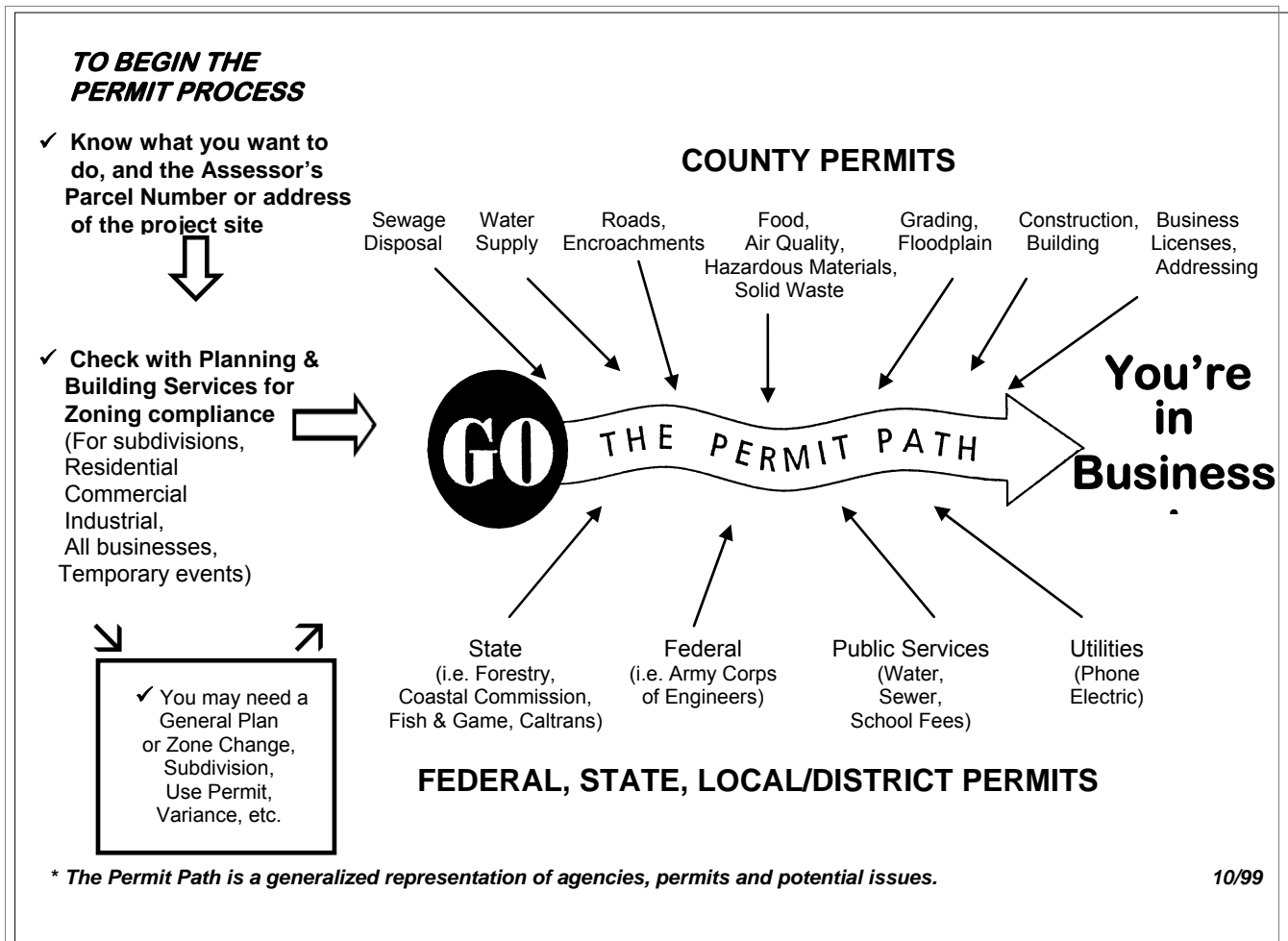
Overview Of The Permit Process From Start To Finish

THE PERMIT PLACE compiles the basic information needed to initiate plans for development. The first department to contact will normally be Planning and Building Services for basic land use and zoning information. The County will need to know the Assessor's parcel number or address of the project site. The applicant should be able to clearly describe the project, including the ultimate development plans.

How To Determine What Permits Are Needed

The permit process can be a formidable experience for the first time user, as well as for seasoned developers. Depending on the type of permit and development, a variety of permits or clearances may be required as illustrated below. *THE PERMIT PLACE* includes an inventory of County, State and Federal permits and local district and service provider information. Staff will assist the applicant in identifying permits or clearances that may be required and who to contact.

The Permit Process*



What Type Of Information Can Be Obtained At The Permitting Agency Counter

General information on permits issued by the department or agency, including application fees, timelines, criteria for approval, decision path, and where to get information necessary to file an application may be obtained at the counter. Documents and public files maintained by the agency may be reviewed. By special arrangement, the applicant may be able to obtain detailed information regarding the development history of the project site, or site specific information to assess the potential for project approval.

Where To Obtain Information To Fill Out An Application

Application forms for common County permits are available at *THE PERMIT PLACE* departments, including Planning and Building Services, Environmental Health, Department of Transportation, or the Mendocino County Air Quality Management District. Other applications are available at the agency where they are processed. Each application specifies the type of information required. Agency staff can assist the applicant in locating sources for the necessary information. Staff can also assist the applicant in locating a register of professional consultants to prepare reports that may be required by the agency.

Timelines

Maximum timelines for processing many types of permit are set by law. Agency staff can estimate how fast a project may move through the permit process. Consulting with agencies before submitting an application, providing complete and accurate information, responding promptly to requests for information, and periodically checking on application status can reduce processing delays.

Costs

Application fees may be obtained from the permitting agency, district or service provider. Development costs may be estimated by consulting with agencies and service providers during project planning. In many cases, a preapplication conference will help the applicant to evaluate potential issues, conditions or reports as a basis for assessing costs. It pays to make a careful assessment of costs since application fees are generally not refundable even if the project is denied. "Discretionary" permits (those which are subject to a public hearing) may have project conditions which may result in unanticipated costs.

Who Makes The Decision

The decision making body varies by the type of permit as designated by ordinance, rule or guideline. Decision makers evaluate staff recommendations, information provided by the applicant, agencies, other recommending committees, commissions or planning bodies, and information provided by the public when a public hearing is required.

What Happens After A Decision Is Made

After obtaining approval of a permit or entitlement, the applicant may be required to pay fees, comply with and maintain compliance with conditions, obtain permits or approvals from other County departments or agencies, or renew the permit in the future. If an applicant is dissatisfied with the decision, he or she may generally appeal the decision or adopted conditions within a specified period of time.

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CONSUMER TIPS... TO A *WISER* EXPERIENCE

Citizens and businesses can improve their skills and experiences in planning or developing a business, property or building by following a few simple tips.

- **Mendocino County Is The Local Contact.** The public is advised to call the County before purchasing property, selling part of a property, starting a new business or changing an existing one, erecting or modifying a building, sign, fence, or any other structure, or making any changes to property. The Planning and Building Services Department is usually the first point of contact. The person should have a clear idea of what he or she wants to do and the Assessor's parcel number or address. Ask for a comprehensive list of permits that may be required from County, State, Federal and local agencies or service providers.
- **Act Early.** The development process takes time, varying greatly depending on what you want to do. Some minor permits can be issued on the day requested, but many building permits take several weeks, and land use development permits may take several months to a year or longer. Consulting with agencies during the planning stage may decrease time and costs later.
- **Explain Current *And* Future Plans.** When consulting with staff, the potential applicant should be precise and detailed about current and future plans. Staff can best assist the applicant in identifying required permits and development options if full information is provided.
- **Know The Players.** The potential applicant should learn what agencies and permits may be involved, time frames, costs, and criteria for approval.
- **File A Complete Application.** When making an application, a complete and accurate project description should be included. The applicant should ask questions rather than guessing or omitting information. Submitting incomplete information will increase the processing time.
- **Portray The Project As Part Of The Community.** When designing a project, preparing an application, or speaking at a public hearing, the applicant should portray how the project fits within the local community. It is advisable to meet with neighbors early in the process.
- **Be Proactive.** It is in the applicant's best interest to find out the rules and periodically check the status of the application. Responding promptly to requests for information will keep the application moving. The applicant should carefully read all notices, staff reports and correspondence, and *ask questions when in doubt*.
- **Be Flexible.** The County and other agencies often have considerable discretion in approving or modifying a project. The applicant should be willing to listen and discuss project impacts and changes ("mitigations") that reflect the County or public viewpoint expressed during the public hearing process.
- **Know When To Reinforce the Troops.** The decision to hire a consultant may depend on the type of permit, information required, project complexity or controversy, or the applicant's level of knowledge, confidence in negotiating or comfort with the public hearing process. Some development projects require engineering studies, legal descriptions, archaeological or botanical surveys, or other reports or determinations to be prepared by licensed or professional consultants.
- **Its Not Over Until...** Even after obtaining approval of a building permit or land use permit, the applicant may be responsible for complying with conditions of approval, obtaining other permits or clearances, renewing the permit in the future, and/or maintaining compliance with the permit terms.

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MENDOCINO COUNTY PERMIT CHECKLIST

PROJECT INFORMATION SUMMARY

Fill in the Project Information Summary. County staff will assist you in determining the commonly required permits from the list of potential permits in the Mendocino County Permit Checklist. Other permits or approvals may be required.

Owner Name:	Potential Applicant Name and Address:
Assessor's Parcel Number: Site Address:	Phone: Fax: Email:
Name of Business or Project:	What facilities will the project use? <input type="checkbox"/> Public water <input type="checkbox"/> Well <input type="checkbox"/> Public sewer <input type="checkbox"/> Septic system <input type="checkbox"/> County Road <input type="checkbox"/> Private road <input type="checkbox"/> New access or driveway
Existing Improvements on Site:	
Project Description (include major changes to site): <input type="checkbox"/> Construct road/driveway <input type="checkbox"/> Remove vegetation <input type="checkbox"/> Excavate/fill/grading <input type="checkbox"/> Located within 50 feet of watercourse	
County Staff To Complete	
Potential Application Type/Comments:	
Staff Contact:	Department:
Phone:	Date:

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MENDOCINO COUNTY PERMIT CHECKLIST

The checklist is a list of potential permits that may be involved in your project based on the facts that you provide in the Project Information Summary. Other permits or approvals may be required.

POTENTIAL COUNTY PERMITS

PLANNING & BUILDING SERVICES

Administrative Zoning Permits

- Family Care Unit Farm Employee Housing
- Temporary Dwelling During Construction
- Festival/Parade/Temporary/Seasonal Event
- Other Temporary Uses

Zoning & General Plan

- Development Review (Inland areas)
- Variance
- Use Permit- Major Surface Mining & Rec
- Use Permit- Minor Cottage Industry
- Agricultural Preserve Contract or Cancellation
- General Plan or Coastal Plan Amendment

Coastal Permits

- Categorical Exclusion
- Coastal Development Permit-Administrative
- Coastal Development Permit-Standard
- Coastal Development Permit-Minor
- Coastal Emergency Permit
- Mendocino Historical Review Board
- Local Coastal Plan Consistency Review

Subdivision, Boundary Adjustment, Cert. of Compliance

- Major Subdivision Minor Subdivision
- Boundary Line Adjustment
- Certificate of Compliance (including Conditional)

Construction & Building

- Building Permit Change of Occupancy
- Electrical Permit Mechanical Permit
- Plumbing Permit Ag Exempt Permit
- Demolition Permit Grading Permit
- Class K Limited Density/Rural Dwelling Permit
- Floodplain Development Permit
- Landscape Documentation Package
- Construction & Demolition Recycling

ENVIRONMENTAL HEALTH

Food Facilities

- Permit to Operate- Food Services

Sewage Disposal

- Septic Tank Permit- Standard, Non-standard, New, Repair, Replacement, Addition, Destruction
- Septic Tank Permit Renewal
- Septic Tank Transfer of Ownership
- Operational Permit
- Group Dwelling Sewage System Permit
- Site Evaluation Report

Water Provision

- Domestic Water Well Permit - Construction or Destruction
- Water Well Permit Renewal
- Monitoring Well Construction Permit
- Public Water Supply Permit
- Public Pool/Spa Annual, Seasonal, Plan Check

Solid Waste

- Solid Waste Facility Permit or Exemption
- Solid Waste Application- 5 Year Review
- Solid Waste Application-Closure/ Post Closure

Hazardous Materials

- CUPA Permit
- Underground Tank- New Construction
- Underground Tank- Closure Permit

TRANSPORTATION

Subdivision Maps and Improvements

- Map Checking
- Improvement Plans & Inspections
- Use, Movement or Encroachment on County Roads
- Encroachment Permit Transportation Permit
- Street Closing- Special Encroachment Permit
- Adopt a Road

SPECIAL BUSINESS PERMITS

- Business License (Planning and Building/Tax Collector)
- Film Permit (County Administrative Office)
- Outdoor Festival License (Tax Collector)

LOCAL AND STATE PERMITS COMMONLY REQUIRED IN MENDOCINO COUNTY

For a complete inventory visit the State's CalGOLD on the Internet: www.calgold.ca.gov

AIR QUALITY MANAGEMENT DISTRICT <input type="checkbox"/> Permit to Construct <input type="checkbox"/> Permit to Operate <input type="checkbox"/> Demolition/Asbestos Release Form <input type="checkbox"/> Grading Permit	REGIONAL WATER QUALITY CONTROL BOARD <input type="checkbox"/> Storm Water Pollution Prevention Plan <input type="checkbox"/> Waste Discharge Requirements
CALIFORNIA DEPARTMENT OF FORESTRY <input type="checkbox"/> Fire Safe Preliminary Clearance <input type="checkbox"/> Fire Inspection & Clearance/Occupancy Permit <input type="checkbox"/> Encroachment Permit	OTHER DISTRICTS OR SERVICE PROVIDERS <input type="checkbox"/> Local Fire District <input type="checkbox"/> School District <input type="checkbox"/> Community Plan, Area Plan or Specific Plan Area <input type="checkbox"/> Architectural/Subdivision/Planned Development Area <input type="checkbox"/> Other:
DEPARTMENT OF FISH AND GAME <input type="checkbox"/> Streambed Alteration Permit (1601/1603)	

Mendocino County Planning & Building Services ❖ 501 Low Gap Road, Room 1440, Ukiah CA 95482
❖ (707)463-4281 ❖ FAX (707) 463-5709

Name: _____ Project: _____ AP# or Address: _____ Date: _____

THE PERMIT PLACE

MENDOCINO COUNTY PERMIT DESCRIPTION

PERMIT TYPE /ISSUING DEPARTMENT	DESCRIPTION/PURPOSE OF PERMIT
PLANNING & BUILDING SERVICES	
Administrative Zoning Permits	
Family Care Unit	Temporary residence in conjunction with care of family member
Temporary Dwelling During Construction	Temporary residence while constructing a dwelling on the same ownership
Farm Employee Housing	One dwelling for occupancy by a farm employee and family
Temporary Use -Other	Businesses and commercial events involving a temporary use (such as entertainment events, religious assembly, temporary structures, camping, temporary off-site signs)
Zoning & General Plan	
Development Review (Inland areas)	Certain permitted uses in the industrial zoning districts as specified by the zoning code require review of environmental impacts
Use Permit - Major Industrial/Commercial/Civic	Industrial, commercial or civic use subject to a major use permit in the subject zoning district, as specified in the zoning code
Use Permit - Surface Mining & Reclamation	Mining involving 1000 cubic yards or more than one acre, as specified in the zoning and surface mining and reclamation codes. Also requires preparation of a plan to reclaim the site.
Use Permit - Minor	Uses subject to a minor use permit in the subject zoning district, as specified in the zoning code
Minor Use Permit - Cottage Industry	Home business limited by number of employee, area and other standards in the zoning code, provided the use does not disturb the residential or rural nature of the surrounding area
Home Occupation (No administrative or use permit required as long as activity falls within specified guidelines)	Home businesses are allowed in conjunction with a single family residence. They must comply with the standards for home occupation regulations in the zoning code and may require a business license and other county permits.
Variance	Variation from quantitative standards in the zoning code, based on physical conditions of the lot or parcel
Rezoning/ Ordinance Amendment	Change in the zoning district on a lot or parcel, or change to the text of the zoning code
Agricultural Preserve Contract (Williamson Act)	Placement of land into or removal of land from an agricultural preserve
General Plan or Coastal Plan Amendment	Reclassification of land from one General Plan land use classification to another
PERMIT TYPE/ISSUING DEPARTMENT	DESCRIPTION/PURPOSE OF PERMIT
Coastal Permits	
Notice of Categorical Exclusion	Exemption of "development" from a coastal development permit as specified in the Coastal zoning code, due to the

	type or location of development
Coastal Development Permit (CDP) -	"Permitted uses" (including grading and vegetation removal) as specified in the zoning districts in the Coastal zoning code and some temporary or special uses require a CDP, unless the use is exempt
Coastal Development Permit (CDP) - Minor	Required for some uses in the Town of Mendocino, such as commercial structures exceeding 1,000 square feet and vacation home rentals.
Mendocino Historical Review Board Permit	Required for new construction, exterior alterations, demolition, painting, signs, lighting, paving and grading within the Mendocino Historical Preservation District.
Coastal Emergency Permit	Activities undertaken in an "emergency" as defined in the Coastal zoning code require an Emergency Permit filed in accordance with the time periods in the Coastal zoning code
Local Coastal Plan Consistency Review	Consistency of development with the County's Coastal Plan in areas where the Coastal Commission retains jurisdiction
Land Division, Boundary Line Adjustment, Certificate of Compliance	
Major Subdivision	Division of land into 5 or more lots or parcels
Minor Subdivision	Division of land into 4 or fewer lots or parcels (Not including residual parcel)
Boundary Line Adjustment	Adjustment of line between 2 to 4 lots or parcels, when no new lots or parcels are created
Certificate of Compliance	Recorded verification by the County that a lot or parcel has been legally created
Construction & Building	
Building Permit	Erection, enlargement, alteration, repair, movement, improvement, removal, conversion or demolition of any building or structure
Plumbing Permit	Erection, installation, alteration, repair, relocation, replacement, addition to, remodel, use, or maintenance of a plumbing system
Electrical Permit	Installation, alteration, repair, replacement, or remodel of an electrical system
Mechanical Permit	Installation, alteration, repair, replacement, or remodel of a mechanical system
Demolition Permit	Demolition of any building or structure
Class K Limited Density Rural Dwelling Permit	Minimum requirements for owner built rural dwellings and appurtenant structures without conforming to the uniform codes
Agricultural Exemption Permit	Structures used for housing livestock, poultry, grain, and farm machinery meeting minimum requirements of an agricultural exemption, located on a parcel of land that is currently zoned or primarily used for agriculture
Floodplain Development Permit	Standards for development in the floodplain (FP)
PERMIT TYPE/ISSUING DEPARTMENT	DESCRIPTION/PURPOSE OF PERMIT
Grading Permit	Grading, excavations, cuts or fills may require a grading permit. Grading for single-family dwelling pad resulting in an excavation not exceeding 5 feet deep for basements, footings or retaining walls, and the cuts or fills are not more than 5 feet above finished grade is exempt. Coastal Zone regulations vary.

Landscape Documentation Package Review	Water Efficient Landscape regulations may be imposed on industrial, commercial, institutional or multi-family projects with developer-installed landscaping exceeding 2,500 sq. feet
Construction & Demolition Recycling	New structures over 5,000 square feet or demolition of structures over 1,000 square feet are subject to this ordinance.
ENVIRONMENTAL HEALTH DIVISION	
Food Facilities	
Permit to Operate - Food Services	Food operations which produce, handle or distribute food products to the public to ensure sanitary and healthful procedures
Sewage Disposal	
Septic Tank Permit – Standard or Non Standard (Alternative) New, Repair, Replacement, Addition, Destruction	Development of an individual septic tank
Septic Tank Renewal	Renewal of a septic tank permit
Septic Tank Transfer of Ownership	Transfer of ownership of septic tank
Operational Permit	Annual permit for an individual alternative or experimental sewage disposal system
Site Evaluation Report	Report submitted by a qualified person certifying the property is capable of supporting an individual standard onsite sewage disposal system and water system
Water Provision	
Domestic Water Well Permit Construction or Destruction	Destruction of a domestic water well
Water Well Permit Renewal	Domestic well permit renewal
Public Water Supply Permit	Water system with 5 to 15 connections, requiring bacteriological and chemical sampling and other testing
Monitoring Well Construction Permit	Construction of a monitoring well
Public Swimming Pool/Spa – Annual, Seasonal, Plan Check	Public swimming pool or spa and Plan check for public swimming pool or spa
Solid Waste	
Exemption from Solid Waste Facility Permit	State exemption permit
Solid Waste Application - Closure/Post Closure	Closure/post closure of solid waste facility
Solid Waste Application - Five Year Review	Five year review of Solid Waste facility permit compliance
Hazardous Materials	
CUPA Permit	Any business that handles or stores hazardous material consisting of over 55 gallons of liquid, or 500 pounds of solid, or 200 cubic feet of gas
Underground Tank - New Construction Permit	Construction of a new underground tank
Underground Tank - Closure Permit	Closure of an underground tank
AIR QUALITY MANAGEMENT DISTRICT	
Authority to Construct	Required prior to construction of any operation or equipment with the potential to emit air contaminants to ensure District regulations have been considered
Permit to Operate	Contains air quality parameters within which a facility must operate. Obtained upon completion of construction and demonstration of compliance and is renewed annually.
Demolition/Asbestos Release Form	Demonstrates compliance with Federal asbestos notification requirements prior to demolition

TRANSPORTATION DEPARTMENT	
Use, Movement or Encroachment on County Roads	
Encroachment Permit	Required for all work performed within the public highway right-of-way
Transportation Permit	Required for any "extra legal" vehicle configuration as defined by the California Vehicle Code
Street Closing - Special Encroachment Permit	Required for closure of streets for parades, farmers markets, fundraising events, foot races, festivals, and related events
Adopt-a-Road - Special Encroachment Permit	A program to encourage individuals or organizations to pick up litter for two years on a two mile segment of County road
OTHER SPECIAL BUSINESS PERMITS	
Business License (Planning and Building Services/Tax Collector)	License for retail, wholesale, service, itinerant, entertainment, recreation, gambling, recycling, junk, circus, carnival, rodeo, motion-picture theater, multiple-sellers businesses, and home occupations (subject to limitation on gross income).
Film Permit (County Administration)	Review of film operations to minimize impact on residents, property and County roads
Outdoor Festival License (Tax Collector)	Review of any outdoor musical, theatrical performance or fair with a gathering of 1,000 or more persons
CALIFORNIA DEPARTMENT OF FORESTRY (CalFire)¹	
Fire Safe Preliminary Clearance	Specifies CalFire Fire Safe Regulations which must be satisfied in order to obtain Fire Safe Clearance and Occupancy Permit
Fire Safe Clearance and Occupancy Permit	Obtained following project approval and construction, but prior to occupancy or use. Verifies compliance with conditions of Preliminary Clearance.
Timberland Conversion Permit or Timber Harvesting Plan	May be required when converting timberland to nonforest uses on more than 3 acres or for cutting/harvesting timber

¹ CalFire permits are included because the State process for wildland fire protection substitutes for local fire safe regulations.

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AGENCY CONTACT LIST FOR COMMON DEVELOPMENT PROJECTS

This is a list of agencies, permits or services commonly consulted for development projects. Permits may also be required from other agencies. It is helpful to inform non-County agencies of County permits that may be needed.

Mendocino County Administration Center

Planning & Building Services Department

Ukiah Office: Planning: (707) 463-4281 Building: (707) 463-4283 FAX: (707) 463-5709
501 Low Gap Road, Room 1440, Ukiah, CA 95482 E-Mail: pbs@co.mendocino.ca.us

Coast Office: Planning: (707) 964-5379 Building: (707) 964-5379 FAX: (707) 961-2427
790 S. Franklin Street, Fort Bragg, CA 95437

Services: Business licenses, addresses, building & grading permits,* subdivisions, use permits, variances, boundary line adjustments, rezones, general plan amendments, coastal development permits* (*processed by Coast Office when no other planning entitlement is required)

Division of Environmental Health

Ukiah Office: (707) 463-4466 FAX: (707) 463-4038 E-Mail: enviroh@co.mendocino.ca.us
501 Low Gap Road, Room 1326, Ukiah, CA 95482

Coast Office: (707) 961-2714 FAX: (707) 961-2420
790 S. Franklin Street, Fort Bragg, CA 95437

Services: Septic system and well permits, commercial food service, hazardous materials

County Executive Office (707) 463-4441 FAX: (707) 463-5649 E-Mail: ceo@co.mendocino.ca.us

Office: 501 Low Gap Road, Room 1010, Ukiah, CA 96482

Services: Film permit

Mendocino County Department of Transportation (707) 463-4363 FAX: (707) 463-5474

Office: 340 Lake Mendocino Drive, Ukiah, CA 95482 E-Mail: dot@co.mendocino.ca.us

Services: Encroachment permits on county roads & rights of way (new or modified access to county road, utilities or other improvements within right of way); project road standards; County surveyor

Mendocino County Air Quality Management District (707) 463-4354 FAX: (707) 463-5707

Office: 306 E. Gobbi Street, Ukiah, CA 96482 E-Mail: mcaqmd@co.mendocino.ca.us

Services: Authority to construct, permit to operate; dust, emissions issues

California Department of Forestry (CalFire) (707) 459-7414 FAX: (707) 459-3041

Office: 17501 N. Highway 101, Willits, CA 95490 <http://www.fire.ca.gov/index.php>

Services: Fire safe standards for building & use permits, subdivisions, etc.; timberland conversion/harvest

California Department of Transportation (707) 445-6230 FAX: (707) 445-6314

Office: 1651 Union Street, #150, Eureka, CA 95502 <http://www.dot.ca.gov>

Mail: P. O. Box 3700, Eureka, CA 95502

Services: Encroachment permits (including signs) on state highways and rights of way

North Coast Regional Water Quality Control Board (707) 576-2220 FAX: (707) 523-0135

Office: 5550 Skylane Road, Suite A, Santa Rosa, CA 95403 <http://www.swrcb.ca.gov/rwqcb1/>

Services: Stormwater runoff (NPDES) permits, waste discharge requirements

California Department of Fish and Game (530) 225-2300 FAX: (530) 225-2381

Office: 601 Locust Street Redding, CA 96001 <http://www.dfg.ca.gov>

Services: Streambed alteration agreements, impacts on biological resources

Local Districts Contact the local fire district, school district, water & sewer providers, utilities, & other providers

THE PERMIT PLACE

WHO'S HEARING WHAT: MEETING SCHEDULE

The regularly scheduled meetings for many Boards, Committees and Commissions that are involved in the development process appear below. Meeting times or places may vary; interested persons are advised to call to verify the time and place before attending. *Some agendas are on the Internet.*
<http://www.co.mendocino.ca.us>.

Meeting Type	When	Location & Agenda Information
Board of Supervisors* Planning Matters	Generally 2 nd & 4 th Tuesdays	Board Chambers, Room 1070 501 Low Gap Road, Ukiah (707) 463-4221
Planning Commission*	1 st & 3 rd Thursdays 9:00 a.m.	Board Chambers, Room 1070 501 Low Gap Road, Ukiah (707) 463-4281
Zoning Administrator*	2 nd & 4 th Thursdays 10:00 a.m.	Administration Center Conference Room C. 501 Low Gap Road, Ukiah (707) 463-4281
Subdivision Committee & Coastal Permit Administrator* (includes BLAs)	Generally the 2 nd & 4 th Fridays 9:00 a.m.	Administration Center Conference Room C. 501 Low Gap Road, Ukiah (707) 463-4281
Roundtable Preapplication Forum	2 nd & 4 th Fridays After Subdivision Committee By Appointment	Administration Center Conference Room C. 501 Low Gap Road, Ukiah (707) 463-4281 (To schedule appointment)
Coastal Permit Administrator*	4 th Thursday 10:00 a.m.	Ft. Bragg Planning Office 790 Franklin Street, Ft. Bragg (707) 964-5379
Archaeological Commission	2 nd Wednesday 3:00 p.m.	Planning & Building 501 Low Gap Road, Ukiah (707) 463-4281
Airport Land Use Commission	As Needed	Board Chambers 501 Low Gap Road, Ukiah (707) 463-4281
Mendocino Historical Review Board*	1 st Monday 7:00 p.m.	Mendocino Community Center School & Pine Street, Mendocino (707) 964-5379
Building & Housing Board of Appeals	1 st Monday 2:30 p.m. (As Needed)	Planning & Building, Conference Rm. 501 Low Gap Road, Ukiah (707) 463-4283
Local Agency Formation Commission	Generally 1st Monday every other month (Jan., Mar., etc.) 10:00 a.m.	City of Ukiah Chambers 300 Seminary Avenue, Ukiah (707) 463-4470
Mendocino Council of Governments	1 st Monday 1:30 p.m.	City of Ukiah Chambers 300 Seminary Avenue, Ukiah (707) 463-1859

*Agendas on Internet

THE PERMIT PLACE

A GUIDE TO OTHER RESOURCES

The County, as well as other organizations and interest groups, have compiled information to assist individuals and businesses in land use or business development. This listing provides a few resources as initial contacts.

REFERENCE	SUMMARY	ORGANIZATION	CONTACT
The PERMIT PLACE	Guide to permit processing and land use development in the unincorporated areas of Mendocino County	<ul style="list-style-type: none"> • Executive Office • Planning & Building • Transportation • Environmental Health • Air Quality Management District 	County offices involved in land use permit process (707)463-4281 Planning & Building www.co.mendocino.ca.us (go to Index)
Calgold/ State Internet Permit Assistance Center	Permit Assistance centers and assistance in identifying business permits	California EPA	www.calgold.ca.gov North Bay Permit Assistance Center (707) 527-2481
How to do Business in Mendocino County	Resource Guide booklet to assist businesses through development process' directory of business service providers	Economic and Workforce Development Partnership of Mendocino County	West Company 631 S. Orchard Ave Ukiah, CA 95482 (707) 467-5900 Office (707) 467-5930 Fax http://www.westcompany.org/index.cfm
Mendocino County Economic Development Guide	Economic Profile pamphlet	Mendocino County	County Administrative Office, 501 Low Gap Rd Ukiah, CA (707) 463-4441
Chambers of Commerce	Local economic development and tourism information		Telephone directory "Yellow Pages" under Chambers of Commerce
City of Ukiah, Willits, Fort Bragg, or Point Arena	Information concerning development within cities (4 incorporated areas) in Mendocino County	<ul style="list-style-type: none"> • City departments • Redevelopment • Business development 	<p>City of Ukiah Civic Center 300 Seminary Ave Ukiah CA 95482 (707) 463-6200 Telephone (707) 463-6204 Fax http://www.cityofukiah.com</p> <p>City of Willits 111 E. Commercial Street Willits, CA 95490 (707) 459-4601 Telephone (707) 459-1562 Fax http://www.willitscity.com</p> <p>City of Fort Bragg City Hall 416 N. Franklin Street Fort Bragg, CA 95437</p>

(707) 961-2823 Telephone
 (707) 961-2802 Fax
City of Point Arena
 City Hall
 451 School Street
 Point Arena, CA 95468
 (707) 882-2122 Telephone
 (707) 882-2124
<http://www.cityofpointarena.com>

State of California Agency Websites	Link to all state agency websites	State of California	www.ca.gov
State of California laws	View the California Environmental Quality Act and other State laws	State of California	www.leginfo.ca.gov www.ceres.ca.gov/ceqa
California Environmental Resources Evaluation System	California land use planning and environmental information, General Plans	State of California	www.ceres.ca.gov www.ceres.ca.gov/planning www.ceres.ca.gov/planning/plans
California State Association of Counties	County information, legislative process	CSAC	www.csac.counties.org

THE PERMIT PLACE

A COUNTY STAFF GUIDE TO PROJECT REVIEW

This guide has been prepared by Planning and Building Services to provide a simplified view of the permit review process and as a guide to review of project referrals.

The review of most permits and land use decisions (*entitlements*) is governed by three components of law. The first is the body of law that authorizes the entitlement, including requirements for processing and approving the entitlement. Interfacing with project review are two other components, the *California Permit Streamlining Act* governing application submittal and processing time lines, and the *California Environmental Quality Act* (CEQA) mandating the analysis of environmental impacts. Development in the Coastal Zone is also subject to the *Coastal Act*.

State law grants exemptions from CEQA for certain types of projects, absent special circumstances spelled out in the law. These exempted projects include *statutory* and *categorical exemptions* which apply to projects or activities that the State has determined will not have a significant effect on the environment. In general, *ministerial projects* are exempt from CEQA. Ministerial projects are those which are judged according to a set of definitive standards or criteria, do not involve substantial judgment and do not require a public hearing, such as building permits, sewage disposal and well permits, and road encroachment permits. In contrast, *discretionary projects*, such as subdivisions, zone changes, use permits, or general plan amendments, involve considerable judgment in making the decision and require a public hearing, are subject to CEQA.

When a project does not require the issuance or approval of any discretionary permits, as is usually the case for constructing a single family dwelling with the requirement for only building, environmental health, and encroachment permits, the applicant may independently visit each permitting department to obtain the required permits. A department may *condition* approval or final clearance on obtaining permits from other County departments. For example, Planning and Building Services may not issue or grant a building permit for final occupancy until evidence is presented that a septic system permit has been approved by Environmental Health.

In many cases, one or more discretionary permits or approvals will be required in order to carry out a project. The project may involve a combination of discretionary and ministerial entitlements. The *lead agency* conducts the environmental review process and is the public agency which has the principle responsibility for carrying out or approving a project, as discussed by CEQA. The role of the lead agency involves referring the project application to the *responsible agencies* which have responsibility for issuing other permits necessary to carry out the project or which are entrusted with the protection of resources.

The lead agency prepares a draft environmental document for review by the responsible agencies and the public. The lead agency prepares a staff report including the reasons for denial or approval, together with project conditions. The staff report and environmental document are reviewed and a determination to adopt or certify the environmental document and approve or deny the project is made by the decision making body. If the project is approved, the applicant must obtain all other permits or clearances required from responsible and other agencies. Responsible agencies will normally use the environmental document adopted by the lead agency when taking action on other permits required by the project.

An example of the process follows. An application for a minor subdivision, a discretionary entitlement, is made to the Planning and Building Services Department which acts as lead agency. The project is referred to a number of responsible agencies. In this case, a number of

permits and clearances may be required as conditions of tentative approval to be completed before the parcel map is recorded. Responsible agencies and their functions may include Department of Transportation in issuing an encroachment permit for construction of a subdivision road connecting to a County Road, approving the road improvement plan and construction process, and signing the parcel map; Environmental Health in approving test well borings and septic system testing; Department of Fish and Game in granting a Streambed Alteration Agreement for construction of a bridge over a creek; and the California Department of Forestry in issuing preliminary and final fire safe clearances. In addition, a County Water District must issue a will-serve letter for future public water connections. After the parcel map is recorded and the lots are sold, individual owners will apply for ministerial permits, such as building, health and encroachment permits, to construct their dwelling units and lot improvements.

General Guidelines For Responding to Request for Comments

Planning and Building Services has prepared the following general guidelines to assist responsible agencies when responding to project referrals for discretionary projects.

- Under the Permit Streamlining Act, the County has a specified time limit in which to prepare environmental documents and make project decisions. It is important to respond in the time frame requested.
- Call the lead agency to ask questions if necessary to clarify the project referral or project description.
- If you foresee unusual or substantial issues or problems, call the lead agency as soon as possible to discuss interagency or interdepartmental meetings or site views, or consultation with the applicant.
- Send a copy of your comments to the applicant and applicant's agent.

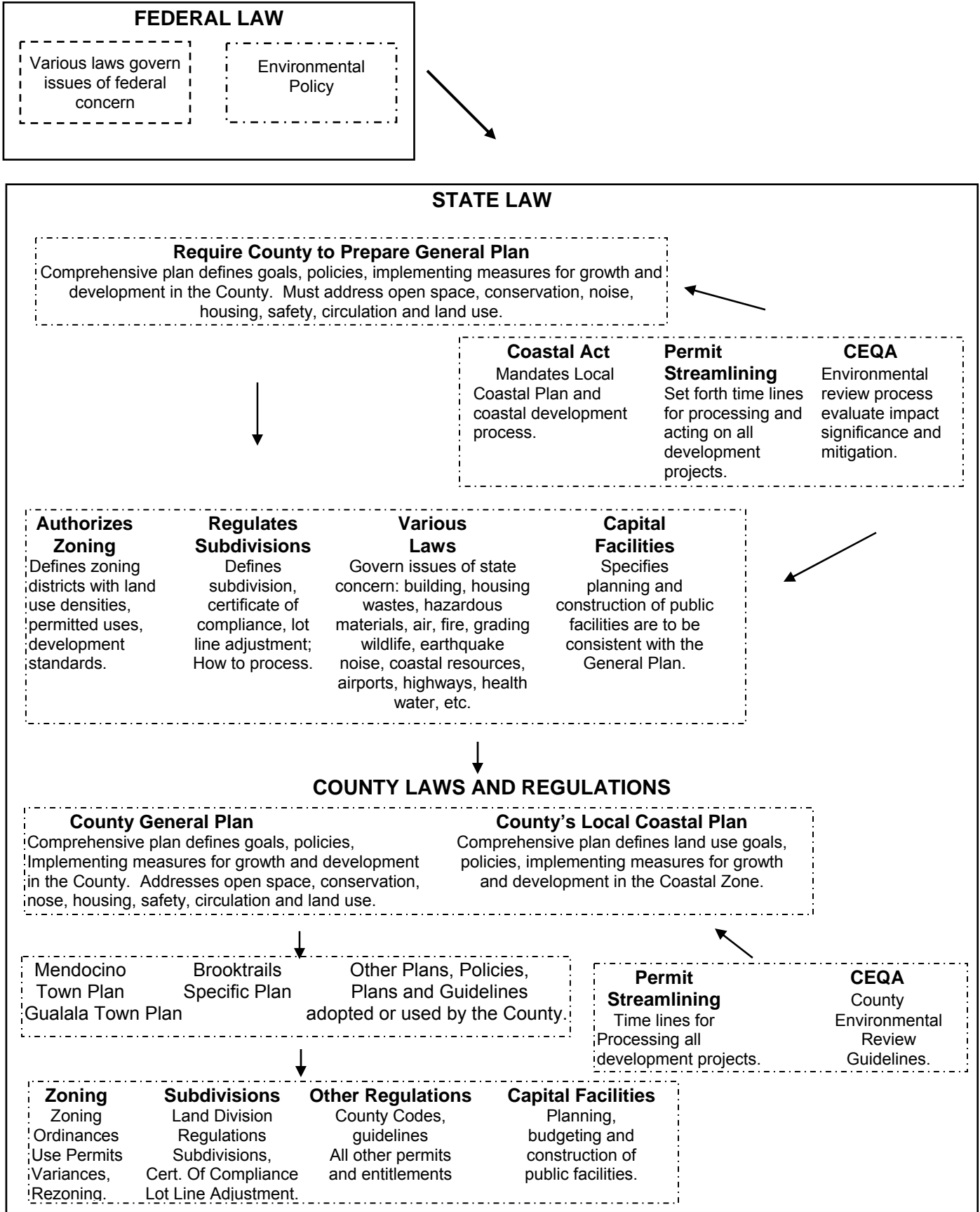
Agency written response to the referral:

- List the permits that your agency will require or potentially require. If known, list permits that may be required by state or federal agencies in your area of authority.
- Discuss potential environmental impacts that may result from the project, the significance of the impact, and mitigation recommended to reduce the impact. This may include impacts from the proposed project, or potential cumulative impacts from the proposed project and other reasonably foreseeable projects in the area. Mitigation recommended will usually be included in the staff report as proposed project conditions. The mitigation measure should include how the mitigation will be carried out, the time frame for implementation, and the agency responsible for determining that the mitigation has been carried out. If the impact cannot be reduced below a significant level, state the evidence leading to your conclusion.
- To the extent that you can determine, indicate whether the project complies or can be made to comply through project conditions with standards or criteria upon which your permit approval will be based. If no permit is required by your agency, indicate whether the project complies or can be made to comply through project conditions with plans, policies, standards, guidelines or other criteria under your agency's purview. Recommend conditions that relate to your area of authority.
- Become familiar with the County's General Plan and adopted community, town, or area plans. Comment on consistency with plan policies and programs as related to your area of authority.
- Comment on whether the project as proposed, or under the conditions proposed, will represent a departure from past policy or practice. Indicate whether such a decision could have implications or set a precedent for future decisions.

REGULATORY HIERARCHY

THE PERMIT PLACE

The permit process is largely rooted in State law. Although the process may at times seem confusing and arbitrary, it can be explained as a hierarchy of laws, procedures and actions which flow from State or Federal government to County government, with application to individual projects. The following is a simplified depiction of the regulatory framework for the permit process.



THE PERMIT PLACE

PREAPPLICATION CONFERENCES

Mendocino County offers the *Custom Preapplication Conference* and the *Roundtable Preapplication Forum*.

	Roundtable Preapplication Forum	Custom Preapplication Conference
What is the purpose?	<p>Mendocino County offers two types of preapplication conferences to meet your need for comprehensive information to develop in the unincorporated County.</p> <p>You set the agenda: Your questions and concerns are our business</p> <p>Permit Process: Permits required <input type="checkbox"/> Timelines <input type="checkbox"/> Costs <input type="checkbox"/> Permit path <input type="checkbox"/> Common pitfalls</p> <p>Requirements: Application submittal <input type="checkbox"/> Development standards <input type="checkbox"/> Review criteria</p>	
What type of development?	Subdivisions, use permits, industrial development.	General plan or zoning changes, use permits, subdivisions, coastal development permits, conceptual projects, etc.
Which type of meeting is right for me?	Focus on general County development permits & requirements. Meeting may be limited to 20 - 30 minutes.	Focus on specific County permit process, processing options, & requirements. Meeting date and length to meet your needs.
Who will attend?	Environmental Health, Planning, Transportation.	Planning Staff. Other County, state or local agency staff based on project complexity.
How do I schedule the meeting?	Call Planning & Building Services (707) 463-4281	Call Planning & Building Services (707) 463-4281, Coastal development permits (707) 964-5379
When is the meeting held?	Generally the 2 nd & 4 th Friday between 9 am & 12 noon, ² by appointment.	By appointment, between 8 am & 4 pm, Monday - Friday.
What information must I provide?	Submit completed questionnaire at least 7 days prior to meeting.	Submit completed questionnaire at least 7 days prior to meeting.
What is the fee?	No fee.	Minimum of \$80 per hour.

Mendocino County Planning & Building Services Department

Ukiah Office: 501 Low Gap Road, Room 1440, Ukiah, CA 95482 (707) 463-4821 Fax: (707) 463-5709

Coast Office: 790 S. Franklin Street, Fort Bragg, CA 95437 (707) 964-5379 Fax: (707) 961-2427

PREAPPLICATION CONFERENCES

*Welcome to the County's Preapplication Conference services.
We hope you find them informative.*

The Preapplication Conference provides general information about the permit process, permits that may be required, and development issues and requirements. **Disclosure: Information provided at the Preapplication Conference is based on County staff's general knowledge of your project as defined in the questionnaire and will not be based on a site view of the property unless requested accompanied by a fee.** Information or judgments provided by the County or other advisory staff about the viability of a project is preliminary only and may not be reflected in the final recommendation or action. Recommendations and decision-making must take into account a detailed application, site view, input from agencies, review of adopted plans and laws, and the public hearing process.

Please contact Planning and Building Services staff who will help you determine whether a Custom Preapplication Conference or Roundtable Forum Conference will best meet your needs. Then, return the attached questionnaire, project design map and location map to Planning and Building Services. We will call you to let you know of the time and date for the conference.

◇ ***The Custom Preapplication Conference***

This "pre-application" conference introduces persons considering general plan changes, rezoning, subdivisions, use permits, coastal development permits, or complex projects to the development permit process. Participants will be provided with detailed information about permits that may be required, the permit process, development issues, adopted plans and policies, and development requirements. A fee is charged to cover the cost of research, site view if requested, and the conference meeting time. A required deposit (check with planner for current fee) must accompany the questionnaire. The balance is due on the day of the meeting.

◇ ***The Roundtable Forum***

The *Roundtable Forum* provides for an exchange of information between a potential applicant and representatives of various County agencies regarding application regulations and processing. This "pre-application" conference is a chance to present your preliminary development plans, in an informal setting, to representatives from Planning, Environmental Health and Transportation. *Roundtable Forum* meetings are generally held on the 2nd and 4th Friday mornings of each month. Prior to the meeting you may discuss application process, time frames, fees and general permitting issues with County staff. Then you will meet with the participating *Roundtable Forum* departments to discuss permit requirements and standards. There is no charge for this service.

Please call Mendocino County Planning & Building Services Department at (707) 463-4281 or (707) 964-5379 for more information or to schedule an appointment.

PREAPPLICATION CONFERENCE APPLICATION FORM

**Mendocino County Planning & Building Services, 501 Low Gap Rd., Ukiah, CA 95482 (707) 463-4281;
FAX (707) 463-5709**

Please provide the following information. Your appointment will be scheduled upon receipt of this questionnaire, location map, and map of project design. Persons requesting a "Custom Preapplication Conference" must also submit a deposit payable to Mendocino County with this form.

Name of Applicant		Name of Owner		Name of Agent	
Mailing Address		Mailing Address		Mailing Address	
Phone		Phone		Phone	
Fax		Fax		Fax	
Assessor's Parcel Number(s)		Street Address		Total Parcel Size/Project Size	
Name of Business or Project		Project Type			
		___ Residential	# units	sq.ft./unit	
		___ Commercial	# employees	building area	
		___ Industrial	# employees	building area	
		___ Subdivision	# lots	lot sizes	
Describe existing improvements:					
Describe the project, changes to site, and project improvements:					
Site Changes: ___ Construct roads/driveways ___ Remove vegetation ___ Grading ___ Other _____					
Roads and Driveways (Describe locations, widths & grades)					
Existing:					
Proposed:					
What road provides access to the site?					
Describe the terrain & slopes		List vegetation types		Name & location of watercourses	
Utilities/Supplier	Existing	Proposed	Utilities/Supplier	Existing	Proposed
Well			Septic system		
Public water			Sewer		
Other water			Electricity		
Do you request County staff to site view the parcel? ___ Yes ___ No (If yes, the hourly fee will be charged)					

COUNTY STAFF TO COMPLETE SECTION BELOW

CUSTOM _____ ROUNDTABLE FORUM _____		Preapp. No: PAC Min. Hourly Deposit Receipt: Preparation Time: Balance Due: Receipt:
DATE:	TIME:	
PLANNER CONTACT:		
Application Type:		
General Plan:	Zoning:	

