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

120 WEST FIR STREET
FORT BRAGG, CALIFORNIA 95437

COASTAL DEVELOPMENT PERMIT APPLICATION

A Coastal Development Permit (CDP) is required before undertaking any activity in the Coastal Zone that is defined as “development” within the Mendocino County Coastal Zoning Code. There are two main types of CDPs - Administrative CDPs and Standard CDPs. Applications that are not appealable to the Coastal Commission are processed as Administrative CDPs. Those applications which are appealable to the Coastal Commission are processed as Standard CDPs. An action taken on a CDP may be appealed to the Coastal Commission for only the following types of developments:

- (1) Developments approved between the sea and the first public road paralleling the sea or within three hundred (300) feet of the inland extent of any beach or of the mean high tide line of the sea where there is no beach, whichever is the greater distance;
- (2) Developments approved located within one hundred (100) feet of any wetland, estuary, stream, or within three hundred (300) feet of the top of the seaward face of any coastal bluff;
- (3) Any approved division of land;
- (4) Any development approved that is not designated as the principal permitted use under the zoning ordinance.
- (5) Any development which constitutes a major public works project or a major energy facility.
- (6) Any development approved which lies within a “highly scenic” area as designated on the County Land Use Maps.

The CDP application will be reviewed by Planning staff to determine whether it will be processed as an Administrative CDP or as a Standard CDP.

ADMINISTRATIVE COASTAL DEVELOPMENT PERMITS - FACTS TO KNOW

- Administrative CDPs are typically approved by the Coastal Permit Administrator (CPA) without a public hearing and are 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 CPA 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. An Administrative CDP approved by the CPA is not 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.
- A decision of the CPA 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.

STANDARD COASTAL DEVELOPMENT PERMITS - FACTS TO KNOW

- After preliminary review of your application by Planning Division staff and referral agencies, you will be notified if additional information and/or studies are required. After a staff report is prepared, your application will be scheduled for a public hearing with the Coastal Permit Administrator (CPA).
- You will be notified by mail of the time and place of the public hearing. 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 should be represented at this meeting.
- Owners and occupants of adjoining properties will be notified of your proposal and the public hearing.
- At the public hearing, members of the public will have the opportunity to express positive or negative comments regarding your application.
- Action by the CPA 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 CPA'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. 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 from the County.
- CDPs shall expire two (2) years after the date of approval if the permit has not been exercised or renewed within that time.

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 check off each completed item under the box marked "A" and submit this checklist with the application.**

A C

1. **10 Copies** of items a-d, on 8 ½" x 11" paper, collated and stapled into individual application packets. (Note: For Administrative CDPs only 5 copies are necessary.)

- a) **APPLICATION FORM AND COASTAL ZONE INITIAL SITE AND PROJECT DESCRIPTION QUESTIONNAIRE.** Please be sure to answer all questions thoroughly and accurately.
- 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. **SITE PLAN, FLOOR PLANS, AND ELEVATIONS - 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 from being shed beyond the parcel boundaries.

A C

3. **SIGNED CERTIFICATION AND SITE VIEW AUTHORIZATION FORM - 1 Copy**

A C

4. **SIGNED DECLARATION OF POSTING - 1 Copy**

A C

5. **SIGNED INDEMNIFICATION AGREEMENT- 1 Copy**

A C

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.

A C

7. **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

8. **MAILING LIST - 1 COPY** A list containing 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

9. **A PRELIMINARY CLEARANCE** must be obtained from the California Department of Forestry & Fire Prevention (CDF) and submitted with the application.

A C

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

A C

11. **A \$75.00 CHECK PAYABLE TO SONOMA STATE UNIVERSITY** for an archaeological/ historic records search must be submitted with the application if the site meets any of the following criteria:

- Is near a stream or spring or is located with easy access to creeks
- Has southern exposure
- Has easy access to the ocean
- Is on a large, flat coastal area
- Is on the top of a ridge
- Is on a hillside with a good view

**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.
- **STORY POLE PLACEMENT** may be required for projects within designated highly scenic areas that are visible from public areas.

**COUNTY OF MENDOCINO
DEPT OF PLANNING & BUILDING SERVICES
120 WEST FIR STREET
FORT BRAGG, CA 95437
Telephone: 707-964-5379**

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

COASTAL DEVELOPMENT PERMIT APPLICATION FORM

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

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

Signature of Applicant/Agent

Date

Signature of Owner

Date

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)

Parcel Size

Square Feet

Acres

Street Address of Project

Please note: Before submittal, please verify correct street address with the Planning Division in Ukiah.

COASTAL DEVELOPMENT PERMIT APPLICATION QUESTIONNAIRE

The purpose of this questionnaire is to relate information concerning your application to the Planning & Building Services Department and other agencies who 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. 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, driveways, propane tanks, oil tanks, water storage tanks, solar panels, etc.

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

TYPE OF UNIT	NUMBER OF STRUCTURES/UNITS	EXISTING SQ. FEET PER STRUCTURE	PROPOSED SQ. FEET PER STRUCTURE	TOTAL SQ. FEET PER STRUCTURE
<input type="checkbox"/> Single Family	_____	_____	_____	_____
<input type="checkbox"/> Mobile Home	_____	_____	_____	_____
<input type="checkbox"/> Duplex/Multifamily	_____	_____	_____	_____
<input type="checkbox"/> Detached Structures (List individually)	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____

3. Are there existing structures on the property? Yes No
If yes, describe below and identify the use of each structure on the site 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 new exterior lighting? Yes No
If yes, provide lighting details and specifications for all exterior lighting fixtures. Please ensure that all fixtures are downcast and shielded. Identify the location of all exterior lighting on the site 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 On-site Off-site
 Spring On-site Off-site
 Other, specify _____

8. Is any grading including road/driveway construction planned? Yes No
Estimate the amount of grading (cut and fill quantities) in cubic yards: _____ c.y. Please indicate on the site plan the areas and quantities of grading. **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.**
Estimate the length of the proposed road/driveway: _____ feet.
Describe the terrain to be traversed (e.g., steep, moderate slope, flat, etc.).

9. Will vegetation be removed to accommodate the proposed project? Yes No
If yes, explain:
How many trees will be removed as a result of the project: _____. Indicate on the site plan all trees to be removed which are greater than 12-inches in diameter (measured four feet from the ground). If applicable, please indicate on the site plan the size, location and species of all on-site trees that provide screening from public view areas.

10. Will the proposed development be 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 proposed structures.

Siding material _____ . Color _____ .
Trim material _____ . Color _____ .
Chimney material _____ . Color _____ .
Roofing material _____ . Color _____ .
Window frame material _____ . Color _____ .
Door material _____ . Color _____ .
Fencing material _____ . Color _____ .
Retaining walls material _____ . Color _____ .
Other exterior materials _____ . Color _____ .

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

Yes No

If yes, please describe the resource and attach any biological/botanical reports:

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: _____

Number of standard spaces: _____ Size: _____

Number of handicapped spaces: _____ Size: _____

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

COASTAL ZONE DEVELOPMENT

COMPLETE FOR PROJECTS LOCATED IN THE COASTAL ZONE ONLY

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

AP# 000-000-00 LASTNAME, FIRSTNAME STREET ADDRESS CITY, STATE ZIP		

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.

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
501 LOW GAP ROAD, ROOM 1440
UKIAH, CA 95482
707-463-4281

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.

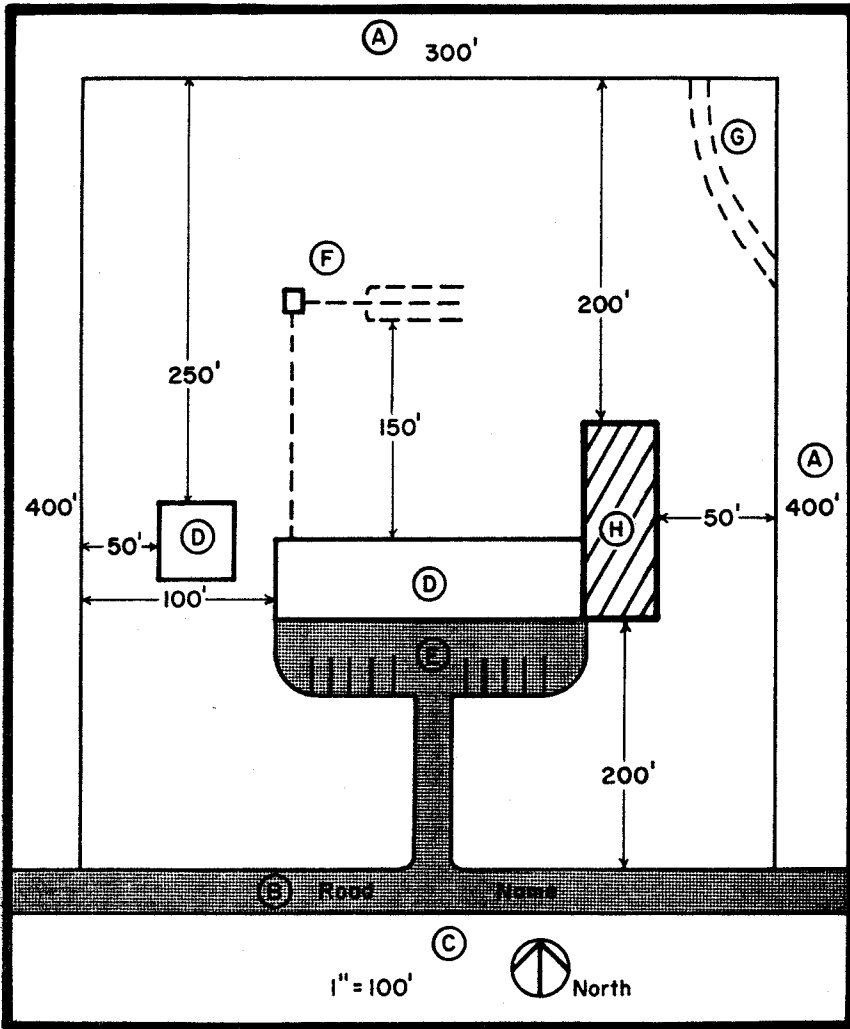
INDEMNIFICATION AGREEMENT

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

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.

Sample Location Map

