



COUNTY OF MENDOCINO  
DEPARTMENT OF PLANNING & BUILDING SERVICES  
120 WEST FIR STREET  
FORT BRAGG, CALIFORNIA 95437

## MENDOCINO HISTORICAL REVIEW BOARD PERMIT APPLICATION

### FACTS TO KNOW

**BACKGROUND:** The Historical Preservation District for the Town of Mendocino was incorporated into the Mendocino County Zoning Ordinance in 1973. The Mendocino Historical Review Board was established to review demolition, construction, remodeling, excavation, and painting within the Town of Mendocino Historical Preservation District. The Historic District is comprised of Zone A (area west of Highway 1) and Zone B (area east of Highway 1). The Town of Mendocino is a National Register Historic District, allowing building owners to qualify for federal grants and tax incentives for preservation and restoration.

**MENDOCINO HISTORICAL REVIEW BOARD (MHRB):** The MHRB is a five-person board appointed by the Mendocino County Board of Supervisors. The MHRB's function is to preserve the architecture and character of the Historic District, through the review of all applications for development within the Historic District. The MHRB is responsible for protecting the landmark status of buildings, and ensuring that new development is compatible with surrounding development.

**MHRB GUIDELINES:** Design standards are detailed in *The Mendocino Historic Review Board Design Guidelines, 1987* and Section 20.760.050 of the Town of Mendocino Zoning Code. Both publications are available at the Department of Planning & Building Services in Fort Bragg.

**MHRB PUBLIC HEARING:** The granting of an MHRB permit requires a public hearing by the Mendocino Historical Review Board. The MHRB meets regularly on the FIRST MONDAY evening of each month except holidays. You will be sent an agenda and public notice form notifying you of the hearing time and place that your application will be considered. Planning staff will post the public notice on the affected property at least seven (7) days prior to the public hearing. Please ensure that the posting is not removed prior to the hearing. Additionally, you will be sent a copy of the staff report on your project. You or your agent/representative should appear at the public hearing. Failure to do so may result in continuance to the next public hearing date. If your application is approved, it will be approved as shown on the architectural drawings and on the plot plan, and ONLY as shown thereon.

**APPEAL PROCESS:** Following a decision by the MHRB, there is a ten (10) day period during which you or any interested party may appeal the MHRB decision to the Board of Supervisors. If no appeal is filed within 10 days of the public hearing, the MHRB decision will be final. Appeals are filed (with an appeal fee) with the Clerk of the Board of Supervisors. If an appeal is filed, the Board of Supervisors will hold a public hearing to consider the appeal. You will be notified by mail of the time and place that the appeal will be considered.

# MHRB PERMIT APPLICATION SUBMITTAL CHECKLIST

**THE FOLLOWING APPLICATION MATERIALS MUST BE SUBMITTED TO THE COASTAL OFFICE OF THE DEPARTMENT OF PLANNING & BUILDING SERVICES AT LEAST THREE WEEKS PRIOR TO THE MHRB MEETING.**

*To ensure completeness, please check off each box under the letter "A" as each item is completed. Please submit this checklist with your application. The County will check off each box under the letter "C" as each item is verified as complete.*

Please provide **7 copies** of items 1 - 4, on 8 ½" x 11" paper (or if a larger size, folded to 8 ½" x 11") collated and stapled into individual packets.

- |                          |                          |  |
|--------------------------|--------------------------|--|
| A                        | C                        |  |
| <input type="checkbox"/> | <input type="checkbox"/> | 1. MHRB Application Form and Project Description Questionnaire   |
| A                        | C                        |  |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Location Map (on attached base map, fill in affected parcel and label)  |
| A                        | C                        |  |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Plot Plan (See attached example)  |
| A                        | C                        |  |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Architectural building elevations, floor plans, and sign details. Include dimensions, materials, colors, finishes, and exterior light fixtures. For new signs include exactly how the sign is to be mounted and/or supported. For project-specific informational requirements, please refer to the project description questionnaire. |

- |                          |                          |   |
|--------------------------|--------------------------|---|
| A                        | C                        |   |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. For new construction and/or additions greater than 120 square feet in size, please provide three (3) sets of full-scale plans. |
| A                        | C                        |   |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. Filing Fees (As of January 2, 2009; Note: fees are subject to change)  |

<u>TYPE OF PROJECT</u>	<u>FEE</u>
Exterior Painting	\$320.00
New Sign Copy	\$290.00
New Signs	\$420.00
Minor Exterior Alterations - Zone A	\$400.00
Demolition and Construction/Additions (under 120 square feet) - Zone A	\$470.00
New Construction/Additions (120 to 640 square feet) and Multiple/Significant Alterations - Zone A	\$600.00
New Construction/Additions (over 640 square feet) - Zone A	\$850.00
Minor Exterior Alterations & Demolition - Zone B	\$290.00
New Construction/Additions - Zone B	\$520.00
MHRB Concurrent Variance	See Planner

- |                          |                          |  |
|--------------------------|--------------------------|--|
| A                        | C                        |  |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. One (1) Signed Copy of Site View Authorization/Authorization of Agent/Mail Direction Form |
| A                        | C                        |  |
| <input type="checkbox"/> | <input type="checkbox"/> | 8. One (1) Signed Copy of the Indemnification Agreement                                      |

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

**120 WEST FIR 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

**MHRB APPLICATION FORM**

Name of Applicant	Name of Property Owner(s)	Name of Agent
Mailing Address	Mailing Address	Mailing Address
Telephone Number	Telephone Number	Telephone Number
Assessor's Parcel Number(s)		
Parcel Size <input type="checkbox"/> Square Feet _____ <input type="checkbox"/> Acres	Street Address of Project	

**TYPE OF DEVELOPMENT**

(Check appropriate boxes)

- Demolition. Please indicate the type and extent of demolition. (see next page)
- Construction of a structure.
- Addition to a structure.
- Alteration of exterior of structure.
- Construction, installation, relocation or alteration of outdoor advertising sign.
- Outdoor lighting.
- Walkways, driveways, parking areas, and grading.
- Exterior painting of a structure.
- Other.

# PROJECT DESCRIPTION QUESTIONNAIRE

The purpose of this questionnaire is to relate information to the Planning & Building Services Department and the MHRB. Please answer all questions. For those questions which do not pertain to your project, please indicate "Not Applicable" or "N/A". **NOTE: The more complete and clear the submitted information, the more quickly your application can be processed.**

## 1. Describe your project in detail.

- **For demolition**, identify the items to be demolished, the percentage of the structure(s) to be demolished, and explain reason for demolition.
- **For new signs**, provide scaled drawings, describe wording, dimensions, materials, colors, and mounting detail. Indicate specific location on site plan.
- **For new copy on existing signs**, provide wording, graphics, font style, colors, and photographs of existing sign(s).
- **For exterior painting**, describe existing and proposed colors. Provide paint chips for proposed colors.
- **For exterior lighting**, include description/detail of fixtures and indicate locations on the site plan.
- **For new construction**, additions or architectural alterations, include plans, elevations, dimensions, height(s), materials, colors, finishes, trim and window details, walkways and paving locations.
- **For walkways, driveways, paving and grading**, provide dimensions, location and materials.

## 2. If the project includes new construction, please provide the following information:

- What is the total lot area presently covered by building(s), decks, walkways, water tanks, and other structures? \_\_\_\_\_sq. ft.
- What is the total floor area (internal) of all structures on the property? \_\_\_\_\_ sq. ft.
- If located within the Mendocino Mixed Use (MMU) zoning district, What is the total floor area on the parcel that is devoted to residential use? \_\_\_\_\_ sq. ft.

*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 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.

<b>Name</b>	<b>Name</b>	<b>Name</b>
<b>Mailing Address</b>	<b>Mailing Address</b>	<b>Mailing Address</b>

**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.

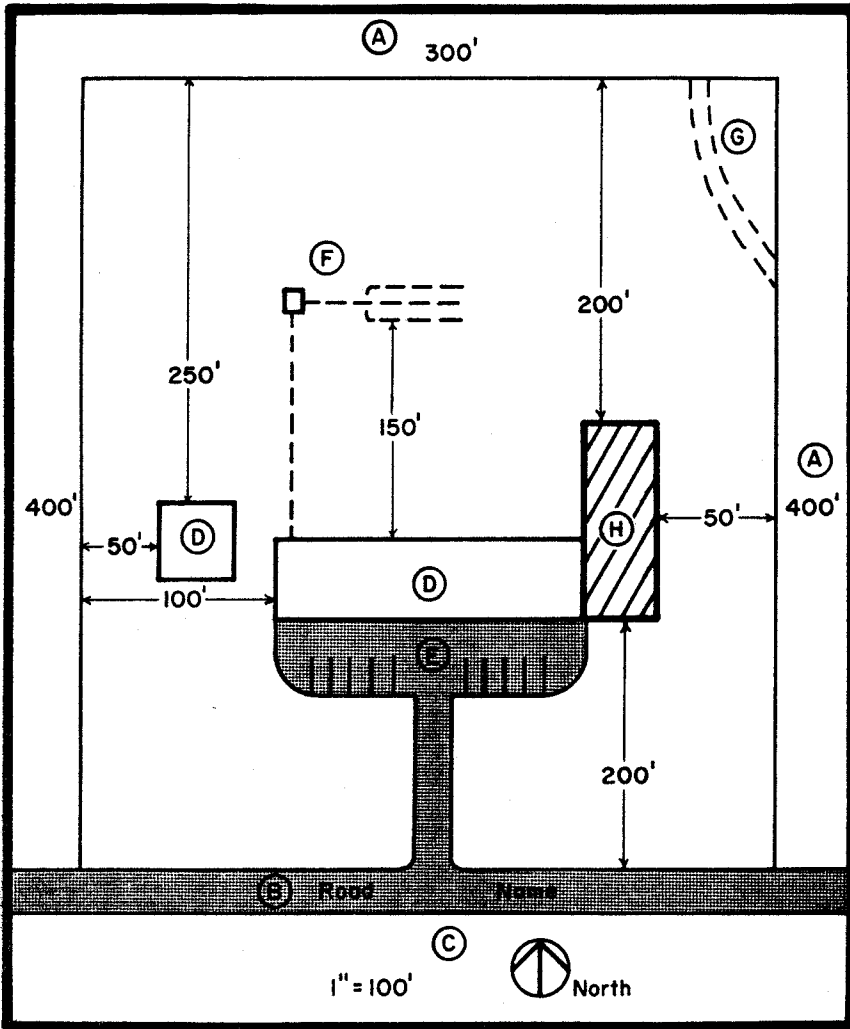
**INDEMNIFICATION AGREEMENT**

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: \_\_\_\_\_

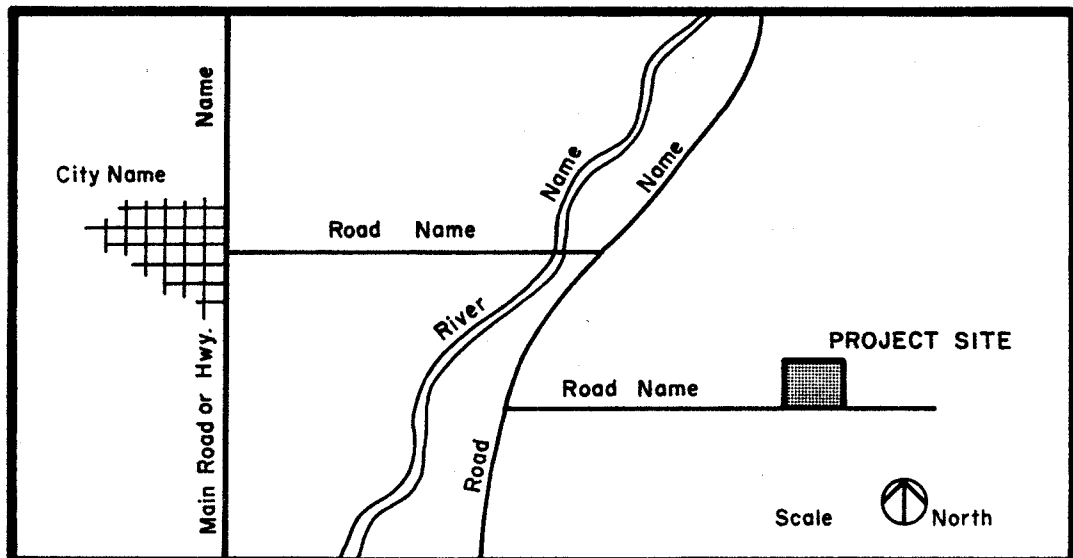
\_\_\_\_\_  
Applicant

# 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



# **Mendocino Historic Review Board**

## **Application Submittal Guidelines**

July 2004

The purpose of these guidelines is to make clear the various elements and level of clarity needed in order for an application to be considered complete and accepted for placement on an MHRB hearing agenda. Following these guidelines will make the review of your application easier for boardmembers at the public hearing. If you have any questions, do not hesitate to contact County Planning staff at the address below.

1. Applications must be legible – either typed or neatly printed
2. Where drawings and plans are necessary, those shall be detailed and clear in a manner such that all aspects of the proposal are obvious
3. Provide before and after plans of proposals where appropriate (i.e. additions, remodeling where locations of windows, doors, etc. would change)
4. Lot square footage and lot coverage according to the definition in the Town of Mendocino zoning code must be provided for all applications requesting new lot coverage
5. Dimensions of all proposed construction, demolition and modification shall be provided both on the plans and in the project description
6. Description of materials to be used in the proposed work
7. For proposals involving exterior painting, six color samples for each color must be provided
8. Project location must be indicated on the map included with the application
9. Please double check address and Assessor's Parcel Number

Failure to observe these guidelines could result in the application being rejected as incomplete until the deficiencies are resolved.

*Mendocino County Planning and Building Services staff thanks you for your cooperation.*

Mendocino Historic Review Board  
c/o Mendocino County Planning and Building Services  
120 West Fir Street, Fort Bragg CA 95437  
Tel. 707.964.5379