



COUNTY OF MENDOCINO

DEPARTMENT OF PLANNING AND BUILDING SERVICES

501 LOW GAP ROAD • ROOM 1440 • UKIAH • CALIFORNIA • 95482

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www.co.mendocino.ca.us/planning

POND EXEMPTION PACKET

1. Read the attached Mendocino County Memorandum prior to starting your project.
2. Draw a Plot Plan on the grid form using the “PLOT PLAN REQUIREMENTS” sheet as a guide.
3. Complete the Mendocino County Planning & Building Services “POND EXEMPTION APPLICATION”.
4. Complete the application for “SPECIAL INSPECTION”
5. Submit the pond exemption application, the application for special inspection, the plot plan and the \$248.81 special inspection fee (check or cash – make check payable to Mendocino County) to this office.

If you have questions or would like to schedule an appointment to discuss this project, please contact this office between 8:00 a.m. to 5:00 p.m., Monday through Friday at (707) 463-4283.

MENDOCINO COUNTY MEMORANDUM

In addition to any permits required by Mendocino County for agricultural grading or constructions of a water storage reservoir, permits or clearances may be required from other local, state, and federal agencies. You are directed to contact these agencies to ascertain if permits are required for your project.

➤ **RUSSIAN RIVER FLOOR CONTROL AND WATER CONSERVATION IMPROVEMENT DISTRICT.**

P.O. BOX 2980
Ukiah, Ca. 95482
(707)462-6586 Fax (707)462-5681

Type of permit: Water Right if water will be diverted either directly from the Russian River or From Russian River underflow.

➤ **NORTH COAST REGIONAL WATER QUALITY CONTROL BOARD**

5550 Skyland Rd, Suite A
Santa Rosa, Ca. 95403
(707)576-2220 Fax (707)523-0135

Type of permit: (A) Storm water runoff (NPDES) for grading of 5 acres or greater. It is anticipated That in 2001 grading of 1 acre or greater will require a storm water runoff Permit from the Regional Water Quality Control Board.

NOTE: Construction activity related to vineyard development or other agricultural Development is not subject to a storm water runoff permit from RWQCB.

(B) Clean Water Act Section 401 Water Quality Certification for stream culverts, Outfall structures, bridges, stream bank stabilization, and utility line trench Stream crossings.

➤ **CALIFORNIA DEPARTMENT OF FISH & GAME**

7329 Silverado Trail
P.O. BOX 47
Yountville, Ca. 94599
(707)944-5500 Fax (707)944-5563

Type of permit: Streambed Alteration Agreement for any activity that will divert or obstruct the Natural flow or change the bed, channel, or bank of a river, stream, or lake.

➤ **STATE WATER RESOURCES CONTROL BOARD
DIVISION OF WATER RIGHTS**

1001 I Street
P.O. BOX 100
Sacramento, Ca. 95812

(916)341-5250 Fax(916)341-5252

Type of permit: Water Right to divert water from surface waters or subterranean streams
Flowing in known and definite channels. (See attached NOTICE from the
Division of Water Rights).

➤ **CALIFORNIA DEPARTMENT OF WATER RESOURCES
DIVISION OF SAFETY OF DAMS**

2200 X Street, Suite #200
Sacramento, Ca. 95818
(916)445-1520

Type of Permit: Permit required for any artificial barriers, which are 25 feet or more in
Height or have an impounding capacity of 50 acre-feet or more. Any
Artificial barrier not in excess of 6 feet in height, regardless of storage
Capacity, or that has a storage capacity not in excess of 15-acre feet,
Regardless of height is exempt.

➤ **UNDERGROUND SERVICE ALERT (USA)**

4090 Nelson Ave. Suite A
Concord, Ca. 94520
1-800-227-2600 & 1-800-642-2444

Type of permit: Call USA before trenching or excavation to make sure there is no
Affected utility lines.

- > THIS LIST IS NOT INTENDED TO INCLUDE EVERY TYPE OF PERMIT
OR CLEARANCE THAT COULD BE REQUIRED IN EVERY POSSIBLE
SITUATION. DEPENDING ON THE LOCATION OF THE PROJECT AND TYPE
OF WORK PROPOSED, PERMITS COULD BE REQUIRED FROM THE
COASTAL COMMISSION, ARMY CORP OF ENGINEERS, US FISH &
WILDLIFE SERVICE, ETC.

**IT IS YOUR RESPONSIBILITY AS APPLICANT AND/OR OWNER TO
OBTAIN ALL NECESSARY LOCAL, STATE, AND FEDERAL CLEARANCE
FOR YOUR GRADING PROJECT.**

STATE WATER RESOURCES CONTROL BOARD

P.O. BOX 2000
SACRAMENTO, CALIFORNIA 95812-2000
(916) 341-5300

NOTICE

2002

ANY DIVERSION OR USE OF WATER NOT COVERED BY AN EXISTING WATER RIGHT REQUIRES A PERMIT, LICENSE, OR REGISTRATION OF SMALL DOMESTIC USE OR LIVESTOCK STOCKPOND ISSUED BY THE STATE WATER RESOURCES CONTROL BOARD (SWRCB). ANY OTHER DIVERSION OR USE OF WATER IS UNAUTHORIZED AND CONSTITUTES A TRESSPASS AGAINST THE STATE OF CALIFORNIA. ALL UNAUTHORIZED DIVERSIONS, OR THREAT THEREOF, ARE SUBJECT TO AN ADMINISTRATIVE CIVIL LIABILITY OF \$500 PER DAY, OR INJUNCTIVE RELIEF (CALIFORNIA WATER CODE SECTION 1052).

AN APPLICATION FILED WITH THE SWRCB DOES NOT PROVIDE A BASIS OF RIGHT TO DIVERT WATER UNTIL THE SWRCB ISSUES A PERMIT.

ALSO, WATER SUPPLY PROJECTS MAY BE SUBJECT TO THE CALIFORNIA ENVIRONMENTAL QUALITY ACT AND CONSTRUCTION SHOULD NOT BE COMMENCED PRIOR TO COMPLETION OF NECESSARY ENVIRONMENTAL CLEARANCES, WHICH MAY BE EVIDENCED BY RECEIPT OF A PERMIT OR REGISTRATION CERTIFICATE FROM THE SWRCB.

California Environmental Protection Agency

"The energy challenge facing California is real. Every Californian needs to take immediate action to reduce energy consumption. For a list of simple ways you can reduce demand and cut your energy costs, see our Web-site at <http://www.swrch.ca.gov>."



Plot Plan Requirements

Your application for a building permit must include 3 copies of a 8 ½" x 11" Plot Plan. The information shown on the plot plan should be legible, drawn to scale and must show the following:

1. Property Owner's Name, Job Address, and Assessor's Parcel Number(s).
2. Legal Parcel Configuration clearly shown with all property boundaries, dimensions and acreage.
3. Adjacent Streets both public and private and any access easements.
4. Distance from centerline of any public/private roadway to property line.
5. North Arrow and scale if applicable.
6. Proposed structure or addition including distance from property lines and other structures i.e. Proposed Single Family Residence, Proposed Garage etc...)
7. All Existing structures clearly labeled and distances from property lines (i.e. Existing Garage, Existing Barn etc...)
8. Driveways, Parking and Loading areas. Parking space size and setbacks from property lines must be shown for all commercial parking.
9. Existing and proposed septic systems and wells, including distances from structures.
10. Easements and Utility lines (power, sewer, water, access etc...)
11. Fences, retaining walls.
12. Lakes, ponds or streams to be identified with names if appropriate. Setbacks from watercourse to proposed project.
13. Location of Flood Plain.
14. Location of any signs and distances to property lines for commercial uses.

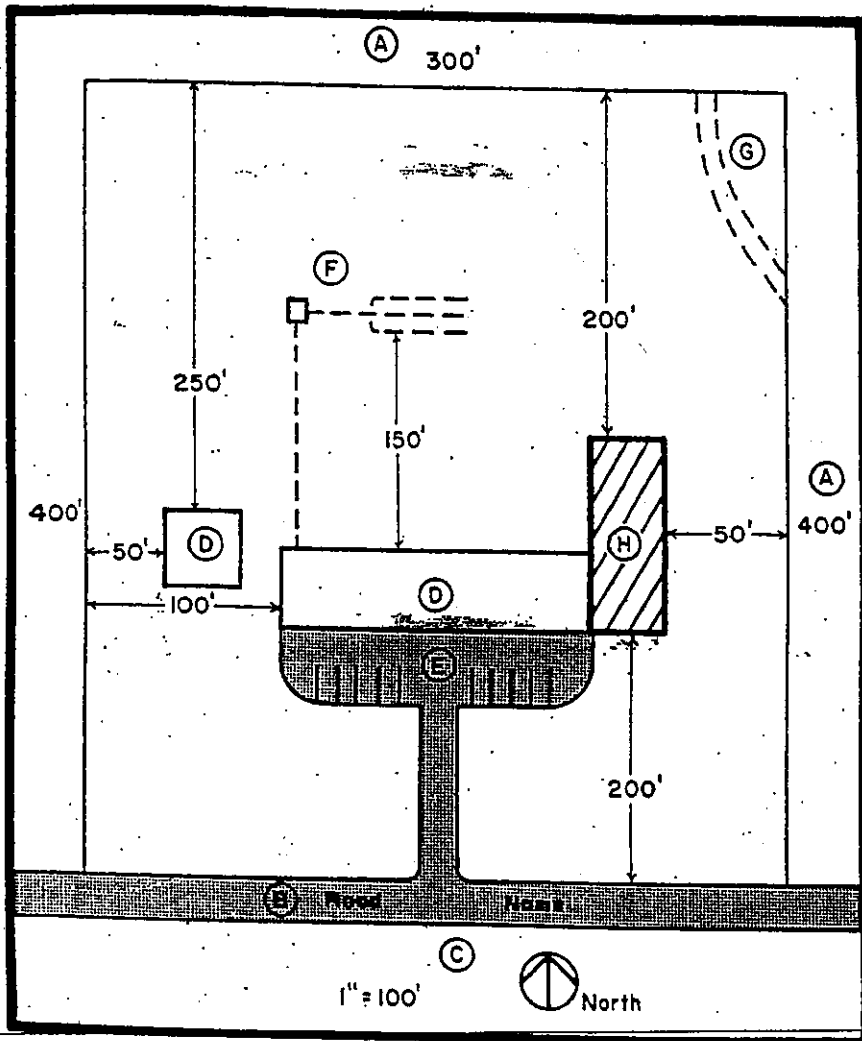
Plot Plans, which may not be acceptable:

- a. Copies from the CDF application
- b. Portions of larger scaled plot plans
- c. Copies of plot plans previously used with approval signatures from previous building permits.
- d. Copies of previously used plot plans with whited out areas

Failure to include any of the required information may result in the rejection of your application, in the delay of processing your building permit application or invalidate your approved building permit.

You may wish to use the Plot Plan Form supplied with your building permit application for your convenience.

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.

Applicant's Name _____

Situs Address _____

Assessor's Parcel Number _____



COUNTY OF
MENDOCINO

PLOT PLAN
BUILDING INSPECTION DIVISION

JOB
ADDRESS _____

ASSESSOR'S
PARCEL NO. _____

APPLICATION NO. _____

TOWN or
COMMUNITY _____

OWNER'S (LEGAL)
NAME _____

Show all buildings, structures, mobile homes, septic tanks and leach fields, wells, streams, lakes, roads, streets, alleys, retaining wells, fences, easements, electrical power poles, and any other improvements and indicate all distances between. Specify whether existing or proposed. Draw to and show scale. Indicate orientation with a North Arrow.

A large grid for drawing a plot plan. The grid is 20 units wide and 30 units high. The vertical axis is labeled "STREET/ROAD" on both the left and right sides. The horizontal axis is labeled "STREET/ROAD" at the bottom.

MENDOCINO COUNTY PLANNING & BUILDING SERVICES
POND EXEMPTION APPLICATION

Project location: _____ Project A/P #: _____

Owners name: _____ Phone: _____

Mailing address: _____

Description of Project: _____

To be filled out by the Owner	For County use only	
	VERIFIED	UNABLE TO CONFIRM
<u>POND LOCATION</u> Distance (in feet) from:		
A) Property lines _____	_____	_____
B) Private roads _____	_____	_____
C) County roads _____	_____	_____
D) Structures _____	_____	_____
<u>SIZE OF POND</u>		
A) Length _____	_____	_____
B) Width _____	_____	_____
C) Depth _____	_____	_____
D) Capacity (in acre ft) _____	_____	_____
<u>POND CONSTRUCTION</u>		
A) Pit pond _____	_____	_____
B) Berm containment _____	_____	_____
C) Dam (height to spillway and over flow size) _____	_____	_____
D) Gradient of interior & exterior slopes _____	_____	_____
E) Method of filling pond with water _____	_____	_____
F) How much material (in cubic yards) will be moved to construct pond _____	_____	_____
<u>8 1/2" x 11" PLOT PLAN ATTACHED?</u>		
(Showing the above information) Yes <input type="checkbox"/> No <input type="checkbox"/>		
<input type="checkbox"/>		
Comments:		

Is the pond existing? <input type="checkbox"/> Proposed? <input type="checkbox"/>		

I certify the above to be true and accurate and that I will allow the Mendocino County Building Inspector to conduct a site inspection of the proposed/existing pond location.

Owners Signature: _____ Date: _____

APPLICATION FOR SPECIAL INSPECTION

Owner: _____ AP#: _____

Mailing Address: _____ Telephone #: _____

Applicant: _____ Telephone: _____

Mailing Address: _____

Building Location: _____

1. I hereby request a special inspection of the following building:

- Dwelling (if only a portion, specify) _____
- Apartment House (if only a portion, specify) _____
- Commercial (specify present occupancy) _____
- Other (specify) _____

2. I am requesting a special inspection for the purpose of:

- Moving the building
 - Financing (specify agency) _____ Case # _____
 - Change of occupancy to _____
 - Other (specify) _____
-

I hereby certify that I will obtain the necessary permits and make any necessary corrections, alterations, or repairs required by the County of Mendocino, as a result of this inspection, to comply with building and housing code requirements. I also certify that prior to the use or occupancy of this building, I will complete the above required corrections, alterations, or repairs, or, if the building is presently occupied, I will complete the above required corrections alterations, or repairs within thirty (30) days.

I certify that I have read this application and state the above information is correct and hereby authorize representatives of the County of mendocino to enter upon the above-mentioned property for inspection purposes.

Signature of Owner: _____ Date: _____

Fee paid: _____ Receipt #: _____