

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.

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><i>You set the agenda:</i> Your questions and concerns are our business</p> <p><i>Permit Process:</i> Permits required ♦ Timelines ♦ Costs ♦ Permit path ♦ Common pitfalls</p> <p><i>Requirements:</i> Application submittal ♦ Development standards ♦ 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 \$50 per hour.

THE PERMIT PLACE

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

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	
<p>PLANNING & BUILDING SERVICES</p> <p>Administrative Zoning Permits</p> <p><input type="checkbox"/> Family Care Unit <input type="checkbox"/> Farm Employee Housing</p> <p><input type="checkbox"/> Temporary Dwelling During Construction</p> <p><input type="checkbox"/> Festival/Parade/Temporary/Seasonal Event</p> <p><input type="checkbox"/> Other Temporary Uses</p> <p>Zoning & General Plan</p> <p><input type="checkbox"/> Development Review (Inland areas)</p> <p><input type="checkbox"/> Variance</p> <p><input type="checkbox"/> Use Permit- Major <input type="checkbox"/> Surface Mining & Rec</p> <p><input type="checkbox"/> Use Permit- Minor <input type="checkbox"/> Cottage Industry</p> <p><input type="checkbox"/> Agricultural Preserve Contract or Cancellation</p> <p><input type="checkbox"/> General Plan or Coastal Plan Amendment</p> <p>Coastal Permits</p> <p><input type="checkbox"/> Categorical Exclusion</p> <p><input type="checkbox"/> Coastal Development Permit-Administrative</p> <p><input type="checkbox"/> Coastal Development Permit-Standard</p> <p><input type="checkbox"/> Coastal Development Permit-Minor</p> <p><input type="checkbox"/> Coastal Emergency Permit</p> <p><input type="checkbox"/> Mendocino Historical Review Board</p> <p><input type="checkbox"/> Local Coastal Plan Consistency Review</p> <p>Subdivision, Boundary Adjustment, Cert. of Compliance</p> <p><input type="checkbox"/> Major Subdivision <input type="checkbox"/> Minor Subdivision</p> <p><input type="checkbox"/> Boundary Line Adjustment</p> <p><input type="checkbox"/> Certificate of Compliance (including Conditional)</p> <p>Construction & Building</p> <p><input type="checkbox"/> Building Permit <input type="checkbox"/> Change of Occupancy</p> <p><input type="checkbox"/> Electrical Permit <input type="checkbox"/> Mechanical Permit</p> <p><input type="checkbox"/> Plumbing Permit <input type="checkbox"/> Ag Exempt Permit</p> <p><input type="checkbox"/> Demolition Permit <input type="checkbox"/> Grading Permit</p> <p><input type="checkbox"/> Class K Limited Density/Rural Dwelling Permit</p> <p><input type="checkbox"/> Floodplain Development Permit</p> <p><input type="checkbox"/> Landscape Documentation Package</p> <p><input type="checkbox"/> Construction & Demolition Recycling</p>	<p>ENVIRONMENTAL HEALTH</p> <p>Food Facilities</p> <p><input type="checkbox"/> Permit to Operate- Food Services</p> <p>Sewage Disposal</p> <p><input type="checkbox"/> Septic Tank Permit- Standard, Non-standard, New, Repair, Replacement, Addition, Destruction</p> <p><input type="checkbox"/> Septic Tank Permit Renewal</p> <p><input type="checkbox"/> Septic Tank Transfer of Ownership</p> <p><input type="checkbox"/> Operational Permit</p> <p><input type="checkbox"/> Group Dwelling Sewage System Permit</p> <p><input type="checkbox"/> Site Evaluation Report</p> <p>Water Provision</p> <p><input type="checkbox"/> Domestic Water Well Permit - Construction or Destruction</p> <p><input type="checkbox"/> Water Well Permit Renewal</p> <p><input type="checkbox"/> Monitoring Well Construction Permit</p> <p><input type="checkbox"/> Public Water Supply Permit</p> <p><input type="checkbox"/> Public Pool/Spa Annual, Seasonal, Plan Check</p> <p>Solid Waste</p> <p><input type="checkbox"/> Solid Waste Facility Permit or Exemption</p> <p><input type="checkbox"/> Solid Waste Application- 5 Year Review</p> <p><input type="checkbox"/> Solid Waste Application-Closure/ Post Closure</p> <p>Hazardous Materials</p> <p><input type="checkbox"/> CUPA Permit</p> <p><input type="checkbox"/> Underground Tank- New Construction</p> <p><input type="checkbox"/> Underground Tank- Closure Permit</p> <p>TRANSPORTATION</p> <p>Subdivision Maps and Improvements</p> <p><input type="checkbox"/> Map Checking</p> <p><input type="checkbox"/> Improvement Plans & Inspections</p> <p>Use, Movement or Encroachment on County Roads</p> <p><input type="checkbox"/> Encroachment Permit <input type="checkbox"/> Transportation Permit</p> <p><input type="checkbox"/> Street Closing- Special Encroachment Permit</p> <p><input type="checkbox"/> Adopt a Road</p> <p>SPECIAL BUSINESS PERMITS</p> <p><input type="checkbox"/> Business License (Planning and Building/Tax Collector)</p> <p><input type="checkbox"/> Film Permit (County Administrative Office)</p> <p><input type="checkbox"/> Outdoor Festival License (Tax Collector)</p>
<p>LOCAL AND STATE PERMITS COMMONLY REQUIRED IN MENDOCINO COUNTY</p> <p>For a complete inventory visit the State's CalGOLD on the Internet: www.calgold.ca.gov</p>	
<p>AIR QUALITY MANAGEMENT DISTRICT</p> <p><input type="checkbox"/> Permit to Construct <input type="checkbox"/> Permit to Operate</p>	<p>REGIONAL WATER QUALITY CONTROL BOARD</p> <p><input type="checkbox"/> Storm Water Pollution Prevention Plan</p>

<input type="checkbox"/> Demolition/Asbestos Release Form <input type="checkbox"/> Grading Permit	<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
DEPARTMENT OF FISH AND GAME <input type="checkbox"/> Streambed Alteration Permit (1601/1603)	<input type="checkbox"/> Architectural/Subdivision/Planned Development Area <input type="checkbox"/> Other:

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: _____

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			
		<input type="checkbox"/> Residential	# units	sq.ft./unit	
		<input type="checkbox"/> Commercial	# employees	building area	
		<input type="checkbox"/> Industrial	# employees	building area	
		<input type="checkbox"/> Subdivision	# lots	lot sizes	
Describe existing improvements:					
Describe the project, changes to site, and project improvements:					
Site Changes: <input type="checkbox"/> Construct roads/driveways <input type="checkbox"/> Remove vegetation <input type="checkbox"/> Grading <input type="checkbox"/> 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? <input type="checkbox"/> Yes <input type="checkbox"/> 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:	