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COUNTY OF MENDOCINO  
DEPARTMENT OF PLANNING AND BUILDING SERVICES  
501 LOW GAP ROAD, ROOM 1440  
UKIAH, CALIFORNIA 95482

# GENERAL PLAN AMENDMENT APPLICATION

## FACTS TO KNOW

1. Each Element of the General Plan may be amended four times per year by the Board of Supervisors with the exception of the Coastal Element which may only be amended three times per year. An amendment may contain any number of applications (Government Code Section 65358(b) and Public Resources Code Section 30514).

2. Amendment applications are grouped and processing is begun according to the following schedule:

INLAND:	Russian River Watershed	January 15
	Coastal - Inland Watersheds	April 15
	Eel River Watershed	November 15
COASTAL ZONE:	North of Navarro River	March 31
	South of Navarro River	August 31

Two remaining amendments, one inland and one in the Coastal Zone, are initiated by the County as needed (Board of Supervisors Policy, November 13, 1989).

3. Amendments of the General Plan must be in the public interest (Government Code Section 65358(a)). Amendments of the Coastal Element must be consistent with the California Coastal Act of 1976 as amended.
4. An amendment of the General Plan may amend the text or the map or both, however, the amendment must be consistent with all other text and maps in the adopted General Plan Elements (Government Code Section 65300.5). A determination of consistency will be made on the basis of whether or not the amendment facilitates the achievement of goals and policies expressed in the Plan.
5. An application for amendment of the General Plan must be accompanied by an application for rezoning.
6. Owners of neighboring property may be notified of your application.
7. An environmental review (including an initial study questionnaire completed by the applicant) will be conducted to examine potential environmental effects of your proposal (Public Resources Code Section 21000 et. seq.).

## **FACTS TO KNOW (Continued)**

8. An Environmental Impact Report may be required.
9. Both the Planning Commission and the Board of Supervisors must each hold a public hearing on a General Plan Amendment. Amendments within the Coastal Zone must also be heard by the Coastal Commission.
10. The applicant or a representative must attend the public hearings.
11. At the public hearings, members of the public and interested agencies will have the opportunity to express positive or negative comments regarding your application.
12. Action by the Planning Commission is advisory to the Board of Supervisors.
13. Action by the Board of Supervisors is final and takes effect after a 30 day waiting period for inland amendments.
14. Final adoption of Coastal Zone Amendments will not occur until the amendment has been certified by the Coastal Commission, and a 30 day waiting period has ended.

## **SUBMITTAL MATERIAL**

The applicant must submit to the Mendocino County Department of Planning and Building Services:

1. Fifteen (15) copies (20 copies if within the Coastal Zone) of the completed application form.
2. Fifteen (15) copies (20 copies if within the Coastal Zone) of the completed Site and Project Description Questionnaire.
3. Fifteen (15) copies (20 copies if within the Coastal Zone) of a USGS Topographic map showing boundaries of any property proposed to be reclassified.
4. Fifteen (15) copies (20 copies if within the Coastal Zone) of the County General Plan Map showing the boundaries of any property proposed to be reclassified.
5. One (1) copy of the Mail Direction Form.
6. One (1) signed Indemnification Agreement.
7. Filing Fee (Check with staff of the Department of Planning and Building Services prior to submission of application).
8. Additional copies may be requested to satisfy referral requirements.

## **SPECIAL NOTE**

1. It is recommended that the applicant submit one copy of the application materials to the Department of Planning and Building Services for a preliminary review before making the required copies.
2. All application material must be collated into individual application packets.
3. All maps, plans, etc., (except reproducibles) larger than 8 ½ X 11 inches shall be folded to a maximum size of 8 ½ X 11 inches.
4. One 8 ½ X 11 inch reproducible site plan shall be submitted with the application.

**ANY APPLICATION NOT MEETING THE ABOVE CRITERIA WILL BE CONSIDERED INCOMPLETE AND WILL BE RETURNED TO THE APPLICANT.**

## **PROCESSING AND HEARINGS**

When all applications for an amendment group have been received, additional information may be required in order to address potential cumulative impacts. When the Group is determined to be complete, it will be determined whether or not an Environmental Impact Report is required. If no Environmental Impact Report is required, or upon completion of an Environmental Impact Report, the group will be scheduled for a public hearing by the Planning Commission.

### **PLANNING COMMISSION**

You will be notified of the time and place that your application will be considered by the Planning Commission. 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 must be represented at this meeting. Following a decision by the Planning Commission, your application will be scheduled for a public hearing by the Board of Supervisors.

### **BOARD OF SUPERVISORS**

You will be notified by mail of the time and place of the Board of Supervisors' hearing of your application (usually the same notice that was sent for the Planning Commission hearing). Action by the Board of Supervisors is final for Inland amendments. Coastal Zone amendments approved by the Board of Supervisors will be submitted to the Coastal Commission for certification. If certification is granted, an additional hearing may be held by the Board of Supervisors for final action.

## **PREAPPLICATION CONFERENCE**

Prior to submitting an application to amend the County's General Plan, including the Coastal Element, the applicant may request a pre-application conference with Planning and Building Services staff. At the pre-application conference, staff will review the relevant goals and policies of the General Plan, the environmental considerations applicable to the proposed amendment, and the amendment process. A copy of each map required to be submitted with the amendment application will be provided. Applicants desiring a pre-application conference should call the Department of Planning and Building Services at 707-463-4281 to schedule an appointment. A fee for a pre-application conference may be charged, including preparation and meeting time. Contact Planning and Building Services staff for the current fee for this service.

## **SPECIAL STUDIES MAY BE REQUIRED**

When making application for an amendment, you should be aware of the many issues that must be dealt with by the Mendocino County Planning Commission and the Board of Supervisors, as well as the California Coastal Commission if the project is located in the Coastal Zone. The Coastal Commission has the final authority over amendments to the Coastal Element of the County General Plan.

Each individual application and the applications as a group, must be assessed for environmental impacts to local areas as well as any contribution to cumulative impacts that might result if the entire group is approved. The group of applications are referred to Federal, State and other agencies/service districts for comments on environmental impacts of the individual applications as well as on the group as a whole. From the responses received, Planning staff determines if additional studies/information are required of the applicant(s) either on an individual application, or if there is a need for all applicants to jointly provide additional studies/ information addressing cumulative impacts for the entire group. The environmental issue(s) need to be resolved before the staff report is written so that the Planning Commission and Board of Supervisors, and Coastal Commission if within the Coastal Zone, can make the most informed decision possible.

Additional information in the form of specific studies may be required to address a range of issues. For example, an archaeological survey may be required to determine whether artifacts or sites are present, a botanical survey may be required to determine if rare or endangered plant species are present, a geological study could be required to determine if there are hazards to development from landslides, earthquake faults or bluff erosion, or a traffic study addressing the local and cumulative impacts from projected increases in traffic resulting from project approval may be required. The applicant is urged to confer with staff regarding the content of special studies prior to hiring a consultant.

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 Telephone: 707-463-4281  
 FAX: 707-463-5709  
 pbs@co.mendocino.ca.us  
 www.co.mendocino.ca.us/planning



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

## APPLICATION FORM

### APPLICANT

Name \_\_\_\_\_  
 Mailing \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Phone \_\_\_\_\_

### PROPERTY OWNER

Name \_\_\_\_\_  
 Mailing \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Phone \_\_\_\_\_

### AGENT

Name \_\_\_\_\_  
 Mailing \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Phone \_\_\_\_\_

### PARCEL SIZE

- Square feet  
 Acres

### STREET ADDRESS OF PROJECT

\_\_\_\_\_

### ASSESSOR'S PARCEL NUMBER(S)

\_\_\_\_\_

### TYPE OF APPLICATION

(Check Appropriate Boxes)

- |   |  |
|---|--|
| <input type="checkbox"/> Rezoning                     | <input type="checkbox"/> Use Permit                |
| <input type="checkbox"/> Land Division: Minor         | <input type="checkbox"/> Variance                  |
| <input type="checkbox"/> Land Division: Major         | <input type="checkbox"/> General Plan Amendment    |
| <input type="checkbox"/> Land Division: Parcel        | <input type="checkbox"/> Agricultural Preserve     |
| <input type="checkbox"/> Land Division: Resubdivision | <input type="checkbox"/> Reversion to Acreage      |
| <input type="checkbox"/> Exception                    | <input type="checkbox"/> Certificate of Compliance |
| <input type="checkbox"/> Modification of Conditions   | <input type="checkbox"/> Other: _____              |

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

Signature of Applicant/Agent \_\_\_\_\_ Date \_\_\_\_\_ Signature of Owner \_\_\_\_\_ Date \_\_\_\_\_

## SITE AND PROJECT DESCRIPTION QUESTIONNAIRE FOR GENERAL PLAN AMENDMENT APPLICATIONS

The purpose of this questionnaire is to relate information concerning your application to the Department of Planning and Building Services and other agencies who will be reviewing your project proposal. Please remember that the clearer picture that you give us of your project and the site, the easier it will be to promptly process your application. Please answer all questions. For questions which do not pertain to your project, please indicate "Not Applicable" or "N/A".

### THE PROJECT

1. The proposed project requests:

General Plan Amendment:

Existing Designation: \_\_\_\_\_

Minimum Lot Size: \_\_\_\_\_

Proposed Designation: \_\_\_\_\_

Minimum Lot Size: \_\_\_\_\_

Rezoning:

Existing Zone: \_\_\_\_\_

Minimum Lot Size: \_\_\_\_\_

Proposed Zone: \_\_\_\_\_

Minimum Lot Size: \_\_\_\_\_

2. Describe the purpose of your project and include anticipated improvements such as wells, septic systems, grading, vegetation removal, roads, etc.

3. What conditions have changed to justify your proposal? What is the benefit of your proposal to the community?

4. Are there any other existing structures on the property?  Yes  No  
If yes, describe below, and identify each structure and its use on the plot plan.

5. Will any existing structures be demolished or relocated?  Yes  No  
If yes to either question, describe the type of development to be demolished or relocated, including the relocation site, if applicable.

6. If the project is proposed to accommodate residential development, complete the following:

EXISTING DEVELOPMENT:

Type of Unit	Number of Structures	Number of Units	Total Square Footage of all Dwelling Unit(s)
<input type="checkbox"/> Single-family	_____	_____	_____
<input type="checkbox"/> Mobile home	_____	_____	_____
<input type="checkbox"/> Duplex	_____	_____	_____
<input type="checkbox"/> Multifamily	_____	_____	_____

If Multifamily, specify the number of units per building: \_\_\_\_\_

PROPOSED DEVELOPMENT:

Type of Unit	Number of Structures	Number of Units	Total Square Footage of all Dwelling Unit(s)
<input type="checkbox"/> Single-family	_____	_____	_____
<input type="checkbox"/> Mobile home	_____	_____	_____
<input type="checkbox"/> Duplex	_____	_____	_____
<input type="checkbox"/> Multifamily	_____	_____	_____

If Multifamily, specify the number of units per building: \_\_\_\_\_

7. If the project is proposed to accommodate commercial, industrial, or institutional development, complete the following:

Total square footage of structures: \_\_\_\_\_  
Estimated employees per shift: \_\_\_\_\_  
Estimated shifts per day: \_\_\_\_\_

Nature of truck traffic generated: \_\_\_\_\_

Type of loading facilities proposed: \_\_\_\_\_

Will any hazardous materials be used or generated by the project?  Yes  No If yes, specify type of materials?

8. Will the proposed project be phased?  Yes  No

If yes, explain your plans for phasing:

9. Utilities will be supplied to the site as follows:

	EXISTING	PROPOSED
(A) Sewage Disposal		
Community System	_____	_____
Septic System	_____	_____
Other (specify)	_____	_____
(B) Water Supply		
Community System	_____	_____
Onsite Well(s)	_____	_____
Spring	_____	_____
Offsite Well(s)	_____	_____
Other (specify)	_____	_____
(C) Electricity		
Utility Company	_____	_____
Onsite Generation	_____	_____
None	_____	_____
(D) Gas		
Utility Company/Tank	_____	_____
Onsite Generation	_____	_____
None	_____	_____
(E) Telephone	_____	_____

10. Access to the property is provided by \_\_\_\_\_. Describe the condition of this access and any proposed changes.

11. Are there any associated projects and/or adjacent properties under your ownership?  Yes  No  
If yes, explain (e.g., Assessor's parcel number, address, etc.):

12. List any other related permits and other public approval required for this project, including required by other County departments, city, regional, state and federal agencies.

## THE SITE

13. Briefly describe the project site as it exists before the project, including information on existing structures and their uses, slopes, soil stability, plants and animals, watercourses and any cultural, historic, or scenic aspects. Attach any photographs of the site that you feel would be beneficial.

14. Briefly describe the surrounding properties, including information on plants, animals, and any cultural, historic, or scenic aspects. Indicate the type of land use (use chart below), and its general intensity. Attach any photographs of the vicinity that you feel would be helpful.

15. Indicate the surrounding land use:

	North	East	South	West
Vacant	_____	_____	_____	_____
Residential	_____	_____	_____	_____
Agricultural	_____	_____	_____	_____
Commercial	_____	_____	_____	_____
Industrial	_____	_____	_____	_____
Institutional	_____	_____	_____	_____
Timberland	_____	_____	_____	_____
Other, _____	_____	_____	_____	_____

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.

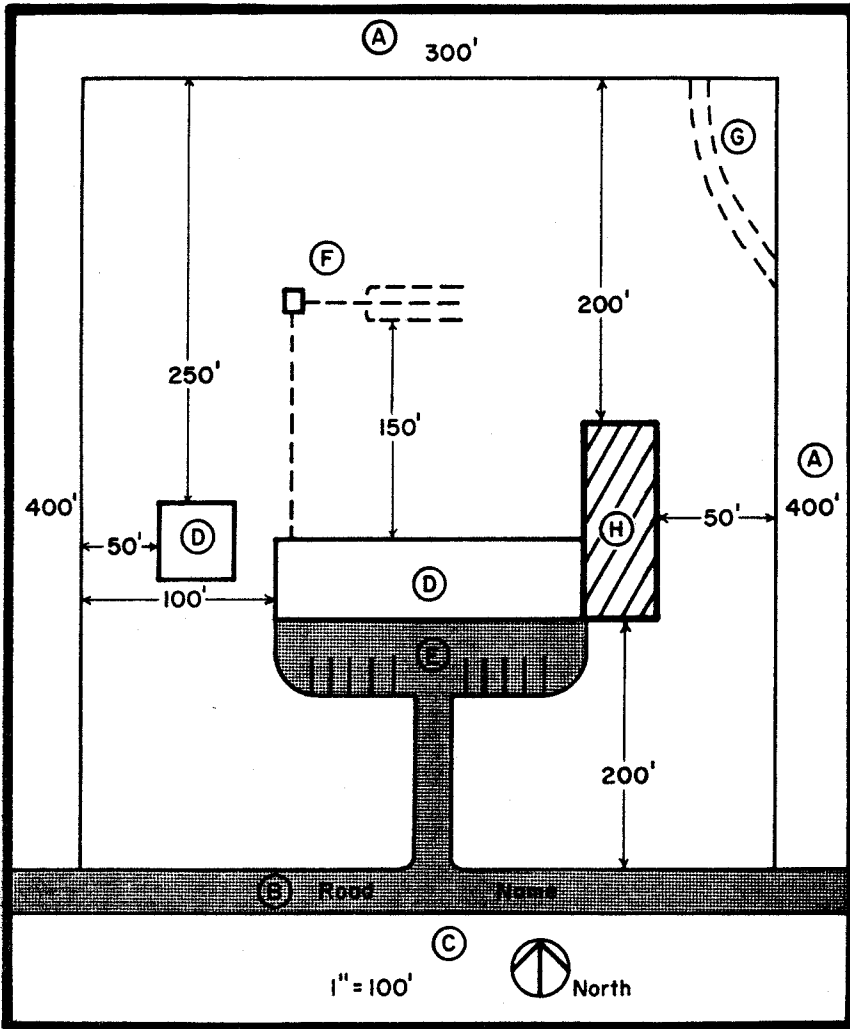
**INDEMNIFICATION AGREEMENT**

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

