



MINOR SUBDIVISION APPLICATION

SUBMITTAL MATERIALS

Please submit to the Department of Planning and Building Services:

- 10 Copies of the fully completed Minor Subdivision application form. 20 Copies if the project is within the Coastal Zone. All holders or owners of any other interest of record in the property shall be identified on the application and notified in writing of the application by the applicant and invited to join as co-applicant.
- 10 Copies of the Tentative Map (legibly drawn at a workable scale). 20 Copies if the project is within the Coastal Zone. One reproducible (sepia) map.
- 10 Copies of the Site and Project Description Questionnaire fully completed. 20 Copies if the project is within the Coastal Zone.
- 2 Copies of the Preliminary Title Report issued within the previous 30 days.
- 1 Indemnification Agreement.
- 1 Certification and Site View Authorization/Mail Direction form.
- Documentation of adequate access easement from publicly maintained road to proposed subdivision.

- Preliminary clearance from the California Department of Forestry if not in a local responsibility area.

Filing Fee. Check with a planner prior to submitting the application for the current fee. All fees are collected by the Department of Planning and Building Services. Checks should be made payable to the County of Mendocino with the exception of Sonoma State University's fee which should be submitted on a separate check.

Department of Fish and Game Fee. Assembly Bill 3158 requires that a filing fee be paid for every project for which the County adopts an Environmental Impact Report or Negative Declaration pursuant to the California Environmental Quality Act. The fee is \$875 for an Environmental Impact Report and \$1,275 for a Negative Declaration, however, the fee is only \$25.00 if the County can find that there is no adverse effect on wildlife resources. The fee must be paid to the County Department of Planning and Building Services (Check made payable to the Mendocino County Clerk) within five working days after the project has been approved and all County appeal periods have expired. Typical projects subject to these Fish and Game fees include minor

subdivisions, parcel subdivisions, major subdivisions, use permits, development review, resubdivisions, rezonings and general plan amendments..

Note.

- All application material **must** be collated into individual application packets.
- All maps, plans, etc. (except reproducible) larger than 8 ½ by 11 inches shall be folded to a maximum size of 8 ½ by 11 inches.
- One 8 ½ by 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. Illegible maps or incomplete responses to the questions may cause for delays in project review.

ADDITIONAL MATERIAL REQUIRED FOR PROJECTS LOCATED WITHIN THE COASTAL ZONE

Please submit the following additional information for projects located within the Coastal Zone to the Department of Planning and Building Services:

- Stamped legal size envelopes addressed to **ALL** owners of property situated within three hundred (300) feet and **ALL** occupants situated within one hundred (100) feet of the property lines of the project site (excluding roads). Return address shall be left blank on the envelopes. A list containing the names, addresses and Assessor's Parcel Numbers of owners/occupants as required above shall be **typed** on the form provided with this application packet. Wherein the applicant is the owner of all properties within three hundred (300) feet of the project site, stamped envelopes shall be provided and addressed to owners of property situated within three hundred feet (300) and all occupants situated within one hundred (100) feet of the applicant's contiguous ownership.
- Stamped, addressed envelopes and a list of names and addresses on the form provided in the application packet of all other parties known to the applicant to have any interest in the proposed development.
- Notice of Pending Permit. The applicant must post, at a conspicuous place, easily read by the public and as close as possible to the site of the proposed subdivision, notice that an application for the proposed development has been submitted. Such notice shall contain a general description of the subdivision and shall be on

the standard form provided in the application packet. One copy of the completed Notice of Pending Permit shall also be submitted to the Department of Planning and Building Services.

- Declaration of Posting. As proof of posting, the owner or authorized representative must sign and submit one copy of the Declaration of Posting form provided with the application packet.

TENTATIVE MAP CONTENTS

The following procedures shall be used to accomplish and shall apply to any division of land defined as a minor subdivision in the Mendocino County Division of Land Regulations (Title 17 of the Mendocino County Code).

Form: The Tentative Map shall be a sketch clearly and legibly drawn. The minimum sheet size shall be 8 ½ by 11 inches. The minimum scale shall be 1 inch equals 100 feet unless otherwise approved by the Director of the Department of Planning and Building Services.

Content: The Tentative Map shall contain the following information:

1. Names, addresses and phone numbers of owners, subdivider and person who prepared the map.
2. Date map was prepared, north point and scale.
3. The approximate width and location of all proposed or existing easements together with the purpose thereof. Roadway easements shall extend to a publicly maintained road.
4. The proposed lot lay-out, approximate dimensions and approximate area of all lots. All proposed lots or parcels shall

be numbered consecutively throughout the entire division of land.

5. A red border on the map to indicate the boundaries of the land to be divided.
6. Approximate location, width, name and status as public or private of all existing and proposed streets lying within and adjacent to the division of land.
7. The outline of any existing buildings to remain in place and their approximate locations in relation to existing or proposed lot lines.
8. Lines indicating direction of slope and approximate percent of grade or sufficient contour lines to indicate the general slope of land.
9. The approximate locations of areas subject to inundation; the approximate location of existing or proposed lakes, ponds springs, or reservoirs; and the location, width and direction of flow of all significant water courses.
10. The approximate location of property line fences, wells, sewage disposal systems, culverts, drainpipes, underground structures, overhead structures, major excavations, mining shafts or other hazards within the area of the land to be divided two hundred (200) feet adjacent thereto.
11. The Assessor's Parcel Numbers of the property to be divided, together with the Assessor's Parcel Numbers and date acquired, transferred, leased or financed to any property contiguous to the property to be divided in which the owner or subdivider of said property has had any ownership interest subsequent to September 20, 1963.
12. A site sketch showing the location of the proposed minor division in relation to the surrounding area.

FACTS TO KNOW

1. All minor subdivisions are reviewed by the Minor Subdivision Committee who will make a recommendation to the Mendocino County Planning Commission. You will receive a copy of the Minor Subdivision Committee's agenda in the mail approximately 7 days prior to their meeting.
2. The Mendocino County Planning Commission will conduct a public hearing on the proposed minor subdivision. A copy of the public notice, staff report and agenda will be mailed to you prior to the public hearing.
3. Public notice of hearings on your application will be published in local newspapers.
4. Owners of adjoining property will be notified of the proposal. Occupants within 100 feet of your property will be notified for projects located within the Coastal Zone.
5. As required by law, an environmental review will be conducted to examine potential environmental effects of your proposal.
6. The applicant or a representative must attend the public hearing.
7. At the public hearing, members of the public will have the opportunity to express positive or negative comments regarding your application.
8. Action by the Planning Commission is final unless appealed to the Board of Supervisors.
9. Appeals to the Board of Supervisors must be submitted in writing to the Clerk of the Board within 10 calendar days of the Planning Commission's decision. The appeal must be accompanied by the applicable fee. Following your appeal, the Board of Supervisors will hold a

public hearing. You will be notified by mail of the time and place that your appeal will be considered. The Board of Supervisors' action shall be final except that an approved coastal development project may be appealed to the California Coastal Commission.

FINAL COMPLETION OF MINOR SUBDIVISION

Conditions of Approval: Important. Read all conditions carefully. If any given condition has a time deadline, adhere to that deadline. If the prescribed time limit lapses and the respective condition has not been met, then the approval of this division shall expire and no action shall be deemed to have occurred.

All conditions must be completed, and the Parcel Map or Unilateral Agreement must be filed for recording prior to the expiration of a 24 month period from the date of approval by the Planning Commission or Board of Supervisors. If all conditions cannot be completed within the 24 month deadline, an extension of time for 18 additional months may be applied for. Applications must be in writing, accompanied by the necessary fee and submitted to the Department of Planning and Building Services at least 45 days prior to the expiration date. A second 18 month extension may also be applied for if needed. The sum total of all extensions may not exceed 36 months.

Waiver of Survey: Should the Planning Commission approve the subdivision with the waiver of survey (Unilateral Agreement), the following is needed to finalize the project:

1. Complete all conditions of approval.
2. Complete the cover page of the Unilateral Agreement and have that page (only) notarized. A

copy of this form is available from the Department of Planning and Building Services.

3. The second page of the Unilateral Agreement is to be labeled "Exhibit A" and all conditions of approval established by the Planning Commission shall be completely typed out.
4. "Exhibit B" shall be a complete legal description of the parcels created. Be sure to describe the access easements if any were required by the Planning Commission. You may wish to contact a title company or a local surveyor to prepare a legal description.
5. Submit the completed Unilateral Agreement to this office along with a check payable to the Mendocino County Recorder. Check with a planner with the Department of Planning and Building Services for the appropriate fee amount. If all conditions of approval have been met, the Unilateral Agreement should be recorded in a matter of days and the minor subdivision will then be considered final.

COUNTY OF MENDOCINO
DEPT OF PLANNING AND BUILDING SERVICES
 501 LOW GAP ROAD, ROOM 1440
 UKIAH, CA 95482
 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 _____

1.	Lot Number	Lot Size	Proposed Land Use	Existing Buildings
	Lot Number 1	_____	_____	_____
	Lot Number 2	_____	_____	_____
	Lot Number 3	_____	_____	_____
	Lot Number 4	_____	_____	_____
	Remainder Parcel	_____	_____	_____

2. Check one:
 A survey is going to be performed and a parcel map prepared.
 A waiver of the survey is requested.

3. Services available:
A. Water supply is from:
 Individual wells on each lot.
 Water company.
 Spring.
B. Sewage disposal is by use of:
 Public system.
 Private system.

4. Is an exception required to any of the minor subdivision regulations? Yes No
If yes, an application for an exception must accompany this application.

DISCLAMATION STATEMENT: I (and each of us for ourselves) as owner(s) of the subject property, do hereby declare under penalty of perjury that the tentative map, exhibits and documents submitted herewith reflect the contiguous properties of which I/we had, or do presently hold any ownership interest in, subsequent to September 20, 1963. I/we authorize the below individual/firm to represent me/us in the matter of the minor subdivision of land application.

Owner's Signature

Date

Owner's Signature

Date

I, the undersigned, state that I am the recorded owner of the property being divided or his duly authorized agent and that all data and evidence herewith submitted are in all respects to the best of my knowledge true and accurate.

Applicant and/or Agent's Signature

Date

Print Name of Representative

CERTIFICATION: As the person who prepared the Tentative Map, I hereby certify that, to the best of my knowledge, the information contained on the Tentative Map is accurate and complete in containing information required by Mendocino County Code Section 17.47.

Signature of Preparer of the Tentative Map

Date

5. Will vegetation be removed on areas other than the building sites and roads? Yes No
Explain:

6. Will the project involve the use or disposal of potentially hazardous materials such as toxic substances, flammables, or explosives? Yes No If yes, explain:

7. How much off-street parking will be provided?

	Number	Size
Number of covered spaces	_____	_____
Number of uncovered spaces	_____	_____
Number of standard spaces	_____	_____
Number of handicapped spaces	_____	_____
Existing Number of Spaces	_____	
Proposed Additional Spaces	_____	
Total	_____	

8. Is any road construction or grading planned? Yes No If yes, grading and drainage plans may be required. Also, describe the terrain to be traversed (e.g., steep, moderate slope, flat, etc.).

9.	For grading or road construction, complete the following:
A.	Amount of cut _____ cubic yards
B.	Amount of fill _____ cubic yards
C.	Maximum height of fill slope _____ feet
D.	Maximum height of cut slope _____ feet
E.	Amount of import or export _____ cubic yards
F.	Location of borrow or disposal site _____
10.	Does the project involve sand removal, mining or gravel extraction? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, detailed extraction, reclamation and monitoring plans may be required?
11.	Will the proposed development convert land currently or previously used for agriculture to another use? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, how many acres will be converted? _____ acres. An agricultural economic feasibility study may be required.
12.	Will the development provide public or private recreational opportunities? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, explain below: _____ _____ _____
13.	Is the proposed development visible from State Highway 1 or other scenic route? <input type="checkbox"/> Yes <input type="checkbox"/> No
14.	Is the proposed development visible from a park, beach or other recreational area? <input type="checkbox"/> Yes <input type="checkbox"/> No
15.	Does the development involve diking, filling, dredging or placing structures in open coastal water, wetlands, estuaries or lakes? Diking : <input type="checkbox"/> Yes <input type="checkbox"/> No Filling: <input type="checkbox"/> Yes <input type="checkbox"/> No Dredging: <input type="checkbox"/> Yes <input type="checkbox"/> No Placement of structures in: <input type="checkbox"/> open coastal waters <input type="checkbox"/> wetlands <input type="checkbox"/> estuaries <input type="checkbox"/> lakes If so, amount of material to be dredged or filled? _____ cubic yards. Location of dredged material disposal site? _____ Has a U.S. Army Corps of Engineers permit been applied for? <input type="checkbox"/> Yes <input type="checkbox"/> No
16.	Will there be any exterior lighting? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, describe below and identify the location of all exterior lighting on the plot plan and building plans. _____ _____

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

A. Electricity:

- Utility Company (service exists to the parcel)
- Utility Company (requires extension of service to site: _____ feet _____ miles)
- On Site Generation - Specify: _____

B. Gas:

- Utility Company/Tank
- On Site Generation - Specify: _____
- None

C. Telephone: Yes No

18. What will be the method of sewage disposal?

- Community sewage system - Specify supplier _____
- Septic Tank
- Other - Specify: _____

19. What will be the domestic water source:

- Community water system - Specify supplier _____
- Well
- Spring
- Other - Specify: _____

20. 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.):

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

THE SITE

22. Describe the location of the site in terms of readily identifiable landmarks (e.g., mailboxes, mile posts, street intersections, etc.):

23. Are there existing structures on the property? Yes No
If yes, describe below, and identify the use of each structure on the plot plan or tentative map if the proposal is for a subdivision.

24. Will any existing structures be demolished? Yes No
Will any existing structures be removed? Yes No

If yes to either question, describe the type of development to be demolished or removed, including the relocation site, if applicable?

25. Project Height. Maximum height of existing structures _____ feet. Maximum height of proposed structures _____ feet.

26. Gross floor area of existing structures _____ square feet (including covered parking and accessory buildings). Gross floor area of proposed structures _____ square feet (including covered parking and accessory buildings).

27. Lot area (within property lines): _____ square feet acres.

28. 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, and any cultural, historical or scenic aspects. Attach any photographs of the site that you feel would be helpful.

29. 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.

30. Indicate the surrounding land uses:

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

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

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

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

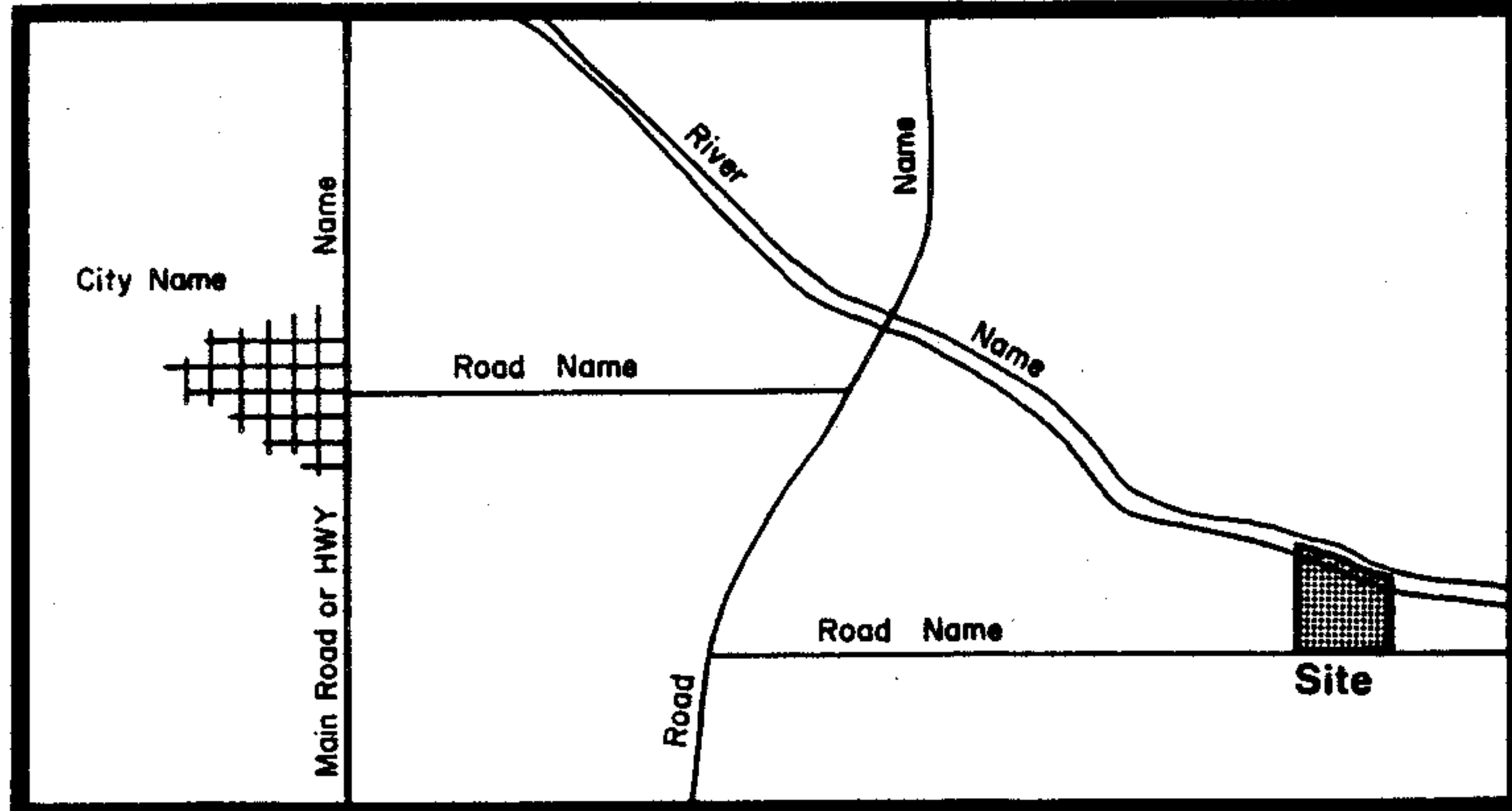
SAMPLE : Minor Subdivision Tentative Map

Owner : Name
Address
Phone No.

Subdivider : Name
Address
Phone No.

AP No : XXX-XXX-XX

Map Prepared by : Name
Address
Phone No.



Location - Not to Scale



- Note: 1. Outside parcel boundary of the subdivision must be marked in red.
2. The map and its elements, (excluding the location map) must be drawn to the scale shown on the particular map. The minimum level of detail shall be a scale of 1" = 100' unless otherwise approved by the Director of Planning.
3. Actual image size of your map may be larger than this example. However the minimum sheet size is 8.5" x 11".

