AGRICULTURAL PRESERVE APPLICATION

DEFINITIONS
AGRICULTURAL PRESERVE: An area that is maintained in agricultural use for specified property tax benefits. An applicant enters into a contract with the Board of Supervisor.

TYPE I PRESERVE: An agricultural preserve consisting essentially of prime agricultural soils. These soils are best suited for orchards, vineyards, rows, and field crops.

TYPE II PRESERVE: Generally those agricultural lands utilized as rangelands for the grazing of livestock.

IMPORTANT FACTS
1. Property must be zoned F-L, R-L, or A-G. If not, a rezoning application must be filed. Check with the Planning and Building Services Department for property zoning.
2. An Agricultural Preserve must be formed and a contract signed with the Board of Supervisors. The contract is established for a ten (10) year period and automatically renews itself each year for an additional ten (10) year period.
3. If your request is approved, supplemental material will have to be submitted. This generally includes a reproducible map and legal description of the preserve.
4. Granting of the contract requires a public hearing by the Planning Commission and Board of Supervisors.
5. Public notice of hearings on your application will be published in local newspapers.
6. Owners of adjoining property will be notified of the proposal.
7. The applicant or a representative should attend the public hearings.
8. At the public hearings, members of the public will have the opportunity to express positive or negative comments regarding your application.

SUBMITTAL MATERIALS: Please submit to the Department of Planning and Building Services

Application for Inclusion into an Agricultural Preserve or for a Cancellation
1. Eight (8) copies of the application form filled out in full, adequately addressing all requests for information.
2. One (1) copy of the Assessor's Map of the property.
3. One (1) copy of a USGS "Quad" Map, detailing the property under consideration.
4. Eight (8) copies of the Location Map (may be copies of the "Quad" Map).
5. Specific information detailing current and past agricultural operations, and the length of those operations.
6. If the requested preserve is less than 100 acres, the preserve must be established as a part of an adjacent preserve. The holder of the adjacent contract (preserve) must give permission (in writing) to join the preserve.
7. One (1) signed Indemnification Agreement.
8. Filing Fee: Check with a planner for appropriate current fees.

PLEASE TAKE NOTE: All application material MUST be collated into individual application packets. All maps, plans, etc. (except reproducible) larger than 8½ X 11 inches shall be folded to a maximum size of 8½ X 11 inches. One 8½ X 11 inch reproducible site plan shall be submitted with application.

Any application not meeting the above criteria will be considered Incomplete and will be returned to the applicant. Illegible maps or incomplete response to the questions may delay project review. Illegible maps or incomplete responses to any application question may be cause for delays in project review.

PUBLIC HEARINGS
After preliminary review, your application will be scheduled for a public hearing with the Planning Commission. PLANNING COMMISSION: You will be notified by mail of the time and place 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. You must be represented at this meeting. Following a recommendation by the Planning Commission, the matter will be referred to the Board of Supervisors. BOARD OF SUPERVISORS: Following the Planning Commission hearing, the Board of Supervisors will hold a hearing to consider your request. You will be notified by mail of the time and place your request will be considered. Action by the Board of Supervisors is necessary because you will be entering into a Contract with that body.
APPLICATION FORM

APPLICANT
Name:_________________________ Phone:_________________________
Mailing Address:_____________________________________________________
City:_________________________ State/Zip:______________________________email:_________________________

PROPERTY OWNER
Name:_________________________ Phone:_________________________
Mailing Address:_____________________________________________________
City:_________________________ State/Zip:______________________________email:_________________________

AGENT
Name:_________________________ Phone:_________________________
Mailing Address:_____________________________________________________
City:_________________________ State/Zip:______________________________email:_________________________

Parcel Size:____________________(Sq. feet/Acres) Address of Property:_________________________

Assessor Parcel Number(s):___________________________________________

TYPE OF APPLICATION:
☐ Administrative Permit ☐ Flood Hazard ☐ Rezoning
☐ Agricultural Preserve ☐ General Plan Amendment ☐ Use Permit-Cottage
☐ Airport Land Use ☐ Land Division-Minor ☐ Use Permit-Minor
☐ CDP- Admin ☐ Land Division- Major ☐ Use Permit-Major
☐ CDP- Standard ☐ Land Division-Parcel ☐ Variance
☐ Certificate of Compliance ☐ Land Division-Resubdivision ☐ Other
☐ Development Review ☐ Modification of Conditions
☐ Exception ☐ Reversion to Acreage

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

Signature of Applicant/Agent Date Signature of Owner Date

Office use only
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. Those questions which do not pertain to your project please indicate “Not applicable” or “N/A.”

### THE PROJECT

1. Describe your project. Include secondary improvements such as wells, septic systems, grading, vegetation removal, roads, etc.

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<th>Number of Units</th>
<th>Square Footage</th>
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<td>Proposed</td>
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<td>Single Family</td>
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<td>Mobile Home</td>
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<td>Duplex</td>
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<tr>
<td>Multifamily</td>
<td></td>
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<tr>
<td>Other: __________________________</td>
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<tr>
<td>Other: __________________________</td>
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Total Structures Paved
Area Landscaped Area
Unimproved Area

GRAND TOTAL (Equal to gross area of Parcel)
3. If the project is commercial, industrial or institutional, complete the following:

   Estimated employees per shift: __________
   Estimated shifts per day: __________
   Type of loading facilities proposed: ____________________________

4. Will the proposed project be phased?  ☐ Yes  ☐ No  If yes, explain your plans for phasing:

   ____________________________________________________________
   ____________________________________________________________
   ____________________________________________________________
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   ____________________________________________________________

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

   ____________________________________________________________
   ____________________________________________________________
   ____________________________________________________________
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   ____________________________________________________________

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:

   ____________________________________________________________
   ____________________________________________________________
   ____________________________________________________________
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   ____________________________________________________________

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

   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  ____________________
<p>| | |</p>
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<tr>
<td>10.</td>
<td>Does the project involve sand removal, mining or gravel extraction? Yes ☐ No ☐&lt;br&gt;<strong>If yes, detailed extraction, reclamation and monitoring plans may be required.</strong></td>
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<tr>
<td>11.</td>
<td>Will the proposed development convert land currently or previously used for agriculture to another use? Yes ☐ No ☐&lt;br&gt;<strong>If yes, how many acres will be converted?_________ acres. An agricultural economic feasibility study may be required.</strong></td>
</tr>
<tr>
<td>12.</td>
<td>Will the development provide public or private recreational opportunities? Yes ☐ No ☐&lt;br&gt;<strong>If yes, explain below:</strong></td>
</tr>
<tr>
<td>13.</td>
<td>Is the proposed development visible from State Highway 1 or other scenic route? Yes ☐ No ☐</td>
</tr>
<tr>
<td>14.</td>
<td>Is the proposed development visible from a park, beach or other recreational area? Yes ☐ No ☐</td>
</tr>
<tr>
<td>15.</td>
<td>Does the development involve diking, filling, dredging or placing structures in open coastal water, wetlands, estuaries or lakes?&lt;br&gt;<strong>Diking:</strong> Yes ☐ No ☐&lt;br&gt;<strong>Filling:</strong> Yes ☐ No ☐&lt;br&gt;<strong>Dredging:</strong> Yes ☐ No ☐&lt;br&gt;<strong>Placement of structures in:</strong>&lt;br&gt;open coastal waters&lt;br&gt;wetlands&lt;br&gt;estuaries&lt;br&gt;lakes&lt;br&gt;<strong>If so, amount of material to be dredged or filled?_________ cubic yards.</strong>&lt;br&gt;<strong>Location of dredged material disposal site?</strong>&lt;br&gt;<strong>Has a U.S. Army Corps of Engineers permit been applied for? Yes ☐ No ☐</strong></td>
</tr>
<tr>
<td>16.</td>
<td>Will there be any exterior lighting? Yes ☐ No ☐&lt;br&gt;<strong>If yes, describe below and identify the location of all exterior lighting on the plot plan and building plans.</strong></td>
</tr>
<tr>
<td>17.</td>
<td>Utilities will be supplied to the site as follows:&lt;br&gt;<strong>A. Electricity:</strong>&lt;br&gt;Utility Company (service exists to the parcel)&lt;br&gt;Utility Company (requires extension of service to site: <strong><strong><strong>feet <strong><strong><strong>miles)&lt;br&gt;On Site Generation - Specify:</strong></strong></strong></strong></strong></strong><strong><strong><strong><strong><strong><strong><strong><strong><strong>&lt;br&gt;<strong>B. Gas:</strong>&lt;br&gt;Utility Company/Tank&lt;br&gt;On Site Generation - Specify:</strong></strong></strong></strong></strong></strong></strong></strong></strong>____________&lt;br&gt;None&lt;br&gt;<strong>C. Telephone:</strong> Yes ☐ No ☐</td>
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</table>
| 18. | What will be the method of sewage disposal?<br>Community sewage system - Specify supplier ________________________________<br>Septic Tank<br>Other - Specify:______________________________<br>**19. What will be the domestic water source?**<br>Community water system - Specify supplier ________________________________<br>Well<br>Spring<br>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:  

__________________________________________________________________________  

__________________________________________________________________________  

__________________________________________________________________________  

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 or removed?  ☐ Yes  ☐ No  

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

__________________________________________________________________________  

__________________________________________________________________________  

__________________________________________________________________________  


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:  

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<th>North</th>
<th>East</th>
<th>South</th>
<th>West</th>
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<tbody>
<tr>
<td>Vacant</td>
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<td>Residential Agricultural</td>
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<td>Commercial Industrial</td>
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<td>Institutional Timberland</td>
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CERTIFICATION AND SITE VIEW AUTHORIZATION - SUBMIT ONLY ONE COPY

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 1 of the application form.

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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.

Applicant: ________________________________  Date: ________________________
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.**

<table>
<thead>
<tr>
<th>AP# 000-000-00</th>
<th>LASTNAME, FIRSTNAME</th>
<th>STREET ADDRESS</th>
<th>CITY, STATE ZIP</th>
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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.
NOTICE OF PENDING PERMIT

A COASTAL PERMIT APPLICATION FOR DEVELOPMENT ON THIS SITE IS PENDING BEFORE THE COUNTY OF MENDOCINO.

PROPOSED DEVELOPMENT:

______________________________________________

______________________________________________

______________________________________________

______________________________________________

______________________________________________

LOACTION:

______________________________________________

APPLICANT:

______________________________________________

ASSESSOR’S PARCEL NUMBER:

______________________________________________

DATE NOTICE POSTED:

______________________________________________

FURTHER INFORMATION IS AVAILABLE AT:

COUNTY OF MENDOCINO
DEPARTMENT OF PLANNING & BUILDING SERVICES
www.co.mendocino.ca.us/planning
860 North Bush Street, Ukiah, CA 95482, 707-234-6650
120 West Fir Street, Fort Bragg, CA 95437, 707-964-5379
HOURS: 8:00 - 5:00