



COUNTY OF MENDOCINO

DEPARTMENT OF PLANNING AND BUILDING SERVICES

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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. 1 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.



Planning and Building Services

Case No:
CalFire No:
Date Filed:
Fee:
Receipt No:
Received By:
Office use only

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

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

Signature of Applicant/Agent Date Signature of Owner Date

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:

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 _____

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.

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- 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.

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.

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.**

AP# 000-000-00 LASTNAME, FIRSTNAME STREET ADDRESS CITY, STATE ZIP		

COMPLETE FOR
PROJECTS LOCATED IN
THE COASTAL ZONE ONLY

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 IN
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: _____

DATE NOTICE POSTED: _____

FURTHER INFORMATION IS AVAILABLE AT:

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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