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| **CAL FIRE MENDOCINO UNIT**  **STATE FIRE SAFE REGULATIONS APPLICATION** |

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| ***CAL FIRE File Number (Office Use Only)*** | **Mendocino County Planning and Building Services Department Building Permit Number** |
|  | **Enter Building Permit Number** |

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| **Building / Project Site Information** | |
| **Address: Enter Project Address** | **APN:** Enter APN |
| **City:** Enter Project City | **Zip Code:** Enter Project Zip Code |

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| **Property Owner Information** | |
| **Name:** Enter Property Owner’s Name | |
| **Mailing Address:** Enter Mailing Address | |
| **City: Enter City** | **State: Select State** |
| **Zip Code: Enter Zip Code** | **Phone Number: Enter Phone Number** |
| **Email: Enter Property Owner’s Email Address** | |

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| **Property Owner’s Agent or Representative** | |
| **Name:** Enter Agent’s Name | |
| **Mailing Address:** Enter Mailing Address | |
| **City: Enter City** | **State:** Select State |
| **Zip Code: Enter Zip Code** | **Phone Number: Enter Phone Number** |
| **Email: Enter Agent’s Email Address** | |
| **Mail Conditions of Approval to: Choose an item.** | |

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| **Project Information** | | | | | | | | |
| **1. Project Classification: Select Project Classification** | | | | **2. Project Type: Select Project Type.** | | | | |
| **3. Square Footage: Enter Square Footage** | | | **4. Will Hazardous Materials be stored on site? Select Yes/No** | | | | | |
| **5. Briefly describe the structure(s) to be built: Enter Structure Description** | | | | | | | | |
| **6. Was this parcel formed prior to January 1st, 1991?** | | | | | | | **Select Yes/No** | |
| **7. Is there a working fire hydrant within ½ mile of the project parcel?** | | | | | | | **Select Yes/No** | |
| **8. Is the parcel within a Fire Protection District?** | | | | | | | **Select Yes/No** | |
| **9. Is the parcel within a 5-mile driving distance of a staffed, year-round fire**  **station?** | | | | | | | **Select Yes/No** | |
| **10. Is the parcel 1 acre or greater in size?** | | | | | | | **Select Yes/No** | |
| **11. Will the proposed structure(s) have 30’ setbacks from the property**  **boundaries? If not, you will need to request an exception.** | | | | | | | **Select Yes/No** | |
| **12. Will your project require a new road, or an extension of an existing**  **road?** | | | | | | | **Select Yes/No** | |
| **13. If yes, please answer the**  **following questions:** | **How Many Feet? Enter Road Length**  **Surface: Choose Surface Type** | | | | **Road Grade: Select Road Grade** | | | |
| **14. Will your project require a new driveway, or an extension of an existing**  **driveway?** | | | | | | | **Select Yes/No** |
| **15. If yes, please answer the**  **following questions:** | | | **How Many Feet? Enter Driveway Length**  **Surface: Choose Surface Type** | | | | **Road Grade %: Select Road Grade** | |

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| **Project Information (Continued)** | | | |
| **16. Is there an existing bridge on the parcel that provides access to the**  **project site?** | | | **Select Yes/No** |
| **17. Will a bridge be installed or constructed to provide access to the project**  **site?** | | | **Select Yes/No** |
| **18. Is a plot plan attached as required?** | | | **Select Yes/No** |
| **Subdivision Information (Only Required for Subdivision Projects)** | | | |
| **19. Current acreage before split?**  **Enter Pre-Split Acreage** | **20. Number of newly created parcels:**  **Enter Number of Newly Created Parcels** | | |
| **21. Acreage of newly created parcel(s): Enter Parcel Sizes** | | | |
| **Timber and Land Conversion Activities** | | | |
| **22. Will trees be cut, and timber products be sold, bartered, traded, or**  **exchanged?** | | | **Select Yes/No** |
| **23. Will timberland be converted to non-timber use?** | | | **Select Yes/No** |
| **If yes, a harvest permit may be required from the CAL FIRE Resource Management office. For questions regarding Timber or Land Conversions, call (707) 459-7440.** | | | |
| **Exception Request** | | | |
| **24. Will your project require an exception to ANY State Fire Safe**  **Regulation?** | | | **Select Yes/No** |
| **If YES, attach a separate page identifying the applicable section pertinent to your request, facts supporting the request, as well as details of the exception or mitigation measures proposed, and a map showing the proposed location of the exception or mitigation measure.** | | | |
| ***I hereby agree to maintain the property in compliance with the Fire Safe Regulations established in the Public Resources Code Section 4290.The information submitted in this application is complete and accurate to the best of my knowledge.*** | | | |
| **Signature of Property Owner or Authorize Agent:** | | | |
| **Date: Click or tap to enter a date.** | | **Print Name: Type Authorizer’s Name** | |

***STATE FIRE SAFE REGULATIONS APPLICATION INSTRUCTIONS***

1. Type or print neatly in INK.
2. Answer ALL questions, be as thorough as possible in the space provided.
3. Submit a plot plan on 8 ½ X 11 paper ONLY. Multiple sheets are ok. Failure to submit an incomplete plot plan or on the correct size paper will result in your application package being returned.
4. Plot plan must show the following elements:
   1. All existing and proposed roads and/or driveways.
   2. All turnouts and turnarounds on driveways and/or roads.
   3. Road and/or driveway widths, lengths, and maximum steepness (in % grade).
   4. Any bridges or gates on the subject parcel that provide access to project.
   5. Setbacks of all buildings from property lines.
   6. Water system that supplies hydrants or valves on subject parcel.
   7. Location of buildings on the subject parcel (existing and proposed).
5. Subdivisions and parcel splits must include tentative parcel map(s).
6. Do not submit architectural drawings of any building. If architectural drawings are needed the Mendocino Unit Fire Prevention Bureau will request them from you.
7. If your project does not meet the setback standard an exception letter is required.
8. If you are requesting an exception to any of the regulations, you must submit your request with this application package. Requests for exception, from a specified requirement, shall be submitted by the applicant in writing. The request must list the applicable code section, the material facts supporting the exception request, listing the proposed mitigation measure(s) and provide a map of the requested change.
9. Make sure you or your authorized agent have signed the application.
10. The application shall be printed single sided and should only be **3** total pages, including these instructions. If there are formatting issues, please obtain a clean copy of this document prior to submission.
11. Your application may be mailed, or hand delivered during normal business hours, excluding holidays, from 8am-5pm M-F.

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| **CAL FIRE- Mendocino Unit**  **Fire Safe Regulations**  **17501 N. Hwy 101**  **Willits, Ca. 95490** |

Once received your application will be reviewed, and if approved a CONDITIONS of APPROVAL will be mailed to the address indicated or held for pick up at CAL FIRE Howard Forest Headquarters. If there are questions or more information required to assess your project, the Fire Prevention Bureau will contact you. Please allow up to two weeks for processing your application.

