



COUNTY OF MENDOCINO  
DEPARTMENT OF PLANNING AND BUILDING SERVICES

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## COASTAL DEVELOPMENT PERMIT APPLICATION

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A Coastal Development Permit (CDP) is required before undertaking any activity in the Coastal Zone that is defined as a development. Some development activities in the Coastal Zone also require a Use Permit, Subdivision, Variance, or other permit from Mendocino County. When this is the case, your CDP application will be combined with the other application and they will be processed together.

### DEFINITIONS

Coastal Development Permit (CDP): A permit which authorizes any activity defined as a "development" to occur in the Coastal Zone. Certain CDP's may be processed administratively; all others will be processed as Coastal Development Standard Permits.

Coastal Development Administrative Permit: A permit granted by an Agency of Mendocino County for certain uses on property located within the Coastal Zone but not within "appealable areas", "areas of original jurisdiction" or areas where sensitive coastal resources will be impacted. Such uses may include single-family residences which are principal permitted uses, other principal permitted uses, most improvements to existing structures and certain temporary uses.

Plot Plan: A plan of the subject property showing accurately the shape, dimensions and orientation of all existing and proposed improvements. (NOTE: If your application is approved, it will be approved as shown on the PLOT PLAN and ONLY as shown thereon).

Location Map: A map showing the location of the subject property in relation to the nearest town or identifying landmarks, and the road used in getting to the property.

### COASTAL DEVELOPMENT ADMINISTRATIVE PERMITS – FACTS TO KNOW

- Your CDP application will be reviewed by the Coastal Permit Administrator to determine whether it can be processed administratively or if it must be processed as a Coastal Development Standard Permit.
- The Coastal Permit Administrator may take action on a Coastal Development Administrative Permit application without a public hearing.
  1. A decision of the Coastal Permit Administrator to approve an application will be reported to the Board of Supervisors as a consent item. Public notice will be given of the time and date at which the action of the Coastal Permit Administrator will be reported to the Board of Supervisors. One or more members of the Board of Supervisors may require that the application be scheduled for a public hearing. In such cases, additional fees will be required from the applicant because the

application will be converted to the Coastal Development Standard Permit process. Additional public notice will be given for the public hearing by the Board of Supervisors. No application approved by the Coastal Permit Administrator will be effective until it has been reported to and accepted by the Board of Supervisors or until a public hearing is held when required by the Board of Supervisors.

2. A decision of the Coastal Permit Administrator to deny an application shall be final unless appealed in writing to the Board of Supervisors within ten (10) calendar days thereafter with a filing fee.
- Notice of the final decision will be given to the applicant, Coastal Commission, Assessor and any persons requesting such notice in writing.
  - CDP's for temporary uses (i.e., temporary gatherings, construction support, camping and temporary use of a trailer coach) are valid for a maximum of two (2) years after the building permit is issued unless a written request for an extension has been submitted to and approved by the Planning Director. Temporary uses and related improvements must be removed from the premises upon expiration of the CDP.

### COASTAL DEVELOPMENT STANDARD PERMITS – FACTS TO KNOW

- Granting of the permit requires a public hearing by the Planning Commission or Coastal Permit Administrator. Some permits must be reported to and heard by the Board of Supervisors.
- After preliminary review, your application will be scheduled for a public hearing with the Mendocino County Planning Commission or the Coastal Permit

Administrator. Generally speaking, more complex or controversial applications are heard by the Planning Commission, while simpler and more routine applications are heard by the Coastal Permit Administrator. Those Standard Permits converted from Administrative Permits by the Board of Supervisors will be heard by the Board of Supervisors.

- If required by law, an environmental review will be conducted to examine potential environmental effects of your proposal.
- You will be notified by mail of the time and place that your application will be considered by the Planning Commission or Coastal Permit Administrator. 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 (except for some minor Boundary Line Adjustments).
- Public notice of hearings on your proposed project will be published in local newspapers or notice posted in public locations.
- Owners and occupants of adjoining property will be notified of the proposal.
- At the public hearing(s), members of the public will have the opportunity to express positive or negative comments regarding your application.
- Action by the Planning Commission or Coastal Permit Administrator is final unless appealed to the Board of Supervisors. Appeals to the Board of Supervisors must be submitted in writing to the Clerk of the Board within ten (10) calendar days of the Planning Commission or Coastal Permit Administrator's decision. The appeal must be accompanied by the applicable fee and an additional set of envelopes for noticing. The Board of Supervisors will hold a public hearing to consider the appeal. You will be notified by mail of the time and place that your appeal will

be considered. Action by the Board of Supervisors is final except that an approved project may be appealed to the Coastal Commission within ten (10) working days following the Coastal Commission's receipt of a Notice of Final Action on the project.

- CDP's shall expire two (2) years after the date of approval if the permit has not been exercised within that time.

ITEMS WHICH MUST BE  
SUBMITTED TO THE  
MENDOCINO COUNTY  
DEPARTMENT OF  
PLANNING AND BUILDING  
SERVICES FOR ALL  
COASTAL DEVELOPMENT  
PERMITS

- **10 Copies** of the application form and initial site and project description questionnaire
- **10 Copies** of the Plot Plan (See example attached)
- **10 Copies** of the location map (See example attached)
- **10 Copies** of architectural building elevations and sign detail, one copy of full size elevations and floor plans (Check with planner prior to application submission); Also see note below.
- 1 signed **Indemnification Agreement**
- **Filing Fee** (Check with planner). 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.
- Proof of the applicant's legal interest in all the property upon which work is to be performed. Proof can be in the form of a current tax statement, title report, lease

agreement or other documents showing legal interest to apply for the permit and comply with all conditions of approval. All holders or owners of any other interest of record in the affected property shall be identified on the application and notified in writing of the permit application by the applicant and invited to join as co-applicant. In addition, prior to the issuance of a Coastal Development Permit, the applicant shall demonstrate the authority to comply with all conditions of approval.

- 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 in the 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.

PLEASE TAKE NOTE

- All application material **MUST** be collated into individual application packets.
- All maps, plans, etc. (except reproduces) larger than 8 1/2 x 11 inches shall be folded to a maximum size of 8 1/2 x 11 inches.
- One 8 1/2 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

**COUNTY OF MENDOCINO**  
**DEPT OF PLANNING AND BUILDING SERVICES**  
 120 WEST FIR STREET  
 FORT BRAGG, CA 95437  
 Telephone: 707-964-5379  
 FAX: 707-961-2427  
 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	

**COASTAL ZONE 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)**

\_\_\_\_\_

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

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

\_\_\_\_\_  
 Signature of Owner      Date \_\_\_\_\_

# COASTAL ZONE - SITE AND PROJECT DESCRIPTION QUESTIONNAIRE

The purpose of this questionnaire is to relate information concerning your application to the Planning and Building Services Department 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 and include secondary improvements such as wells, septic systems, grading, vegetation removal, roads, etc.

2. If the project is residential, please complete the following:

TYPE OF UNIT	NUMBER OF STRUCTURES	SQUARE FEET PER DWELLING UNIT
<input type="checkbox"/> Single Family	_____	_____
<input type="checkbox"/> Mobile Home	_____	_____
<input type="checkbox"/> Duplex	_____	_____
<input type="checkbox"/> Multifamily	_____	_____

If Multifamily, number of dwelling units per building: \_\_\_\_\_

3. If the project is commercial, industrial, or institutional, complete the following:

Total square footage of structures: \_\_\_\_\_  
 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. Are there existing structures on the property?  Yes  No  
 If yes, describe below and identify the use of each structure on the plot plan.

6. 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.

7. Project Height. Maximum height of structure \_\_\_\_\_ feet.

8. Lot area (within property lines): \_\_\_\_\_  square feet  acres

9. Lot Coverage:

	EXISTING	NEW PROPOSED	TOTAL
Building coverage	_____ square feet	_____ square feet	_____ square feet
Paved area	_____ square feet	_____ square feet	_____ square feet
Landscaped area	_____ square feet	_____ square feet	_____ square feet
Unimproved area	_____ square feet	_____ square feet	_____ square feet
		GRAND TOTAL:	_____ square feet (Should equal gross area of parcel)

10. Gross floor area: \_\_\_\_\_ square feet (including covered parking and accessory buildings).

11. Parking will be provided as follows:

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

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

A. Electricity

- Utility Company (service exists to the parcel).
- Utility Company (requires extension of services to site: \_\_\_\_\_ feet \_\_\_\_\_ miles)
- On Site generation, Specify: \_\_\_\_\_
- None

B. Gas

- Utility Company/Tank
- On Site generation, Specify: \_\_\_\_\_
- None

C. Telephone:  Yes  No

13. Will there be any exterior lighting?  Yes  No

If yes, describe below and identify the location of all exterior lighting on the plot plan and building plans.

14. What will be the method of sewage disposal?

- Community sewage system, specify supplier \_\_\_\_\_
- Septic Tank
- Other, specify \_\_\_\_\_

15. What will be the domestic water source?

- Community water system, specify supplier \_\_\_\_\_
- Well
- Spring
- Other, specify \_\_\_\_\_

16. Is any grading or road construction 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.).

For grading and 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: \_\_\_\_\_  
\_\_\_\_\_

17.	Will vegetation be removed on areas other than the building sites and roads? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, explain:
18.	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 may be required.
19.	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.)
20.	Will the development provide public or private recreational opportunities? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, explain:
21.	Is the proposed development visible from:  A. State Highway 1 or other scenic route? <input type="checkbox"/> Yes <input type="checkbox"/> No B. Park, beach or recreation area? <input type="checkbox"/> Yes <input type="checkbox"/> No
22.	Will the project involve the use or disposal of potentially hazardous materials such as toxic substances, flammables, or explosives? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, explain:
23.	Does the development involve diking, filling, dredging or placing structures in open coastal waters, wetlands, estuaries or lakes?  A. Diking <input type="checkbox"/> Yes <input type="checkbox"/> No B. Filling <input type="checkbox"/> Yes <input type="checkbox"/> No C. Dredging <input type="checkbox"/> Yes <input type="checkbox"/> No D. Placement of structures in open coastal waters, wetlands, estuaries or lakes <input type="checkbox"/> Yes <input type="checkbox"/> No  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

If you need additional room to answer any question, 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>



# 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.**

<b>AP# 000-000-00</b> <b>LASTNAME, FIRSTNAME</b> <b>STREET ADDRESS</b> <b>CITY, STATE ZIP</b>		

**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  
860 NORTH BUSH STREET  
UKIAH, CA 95482  
707-234-6650

**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.

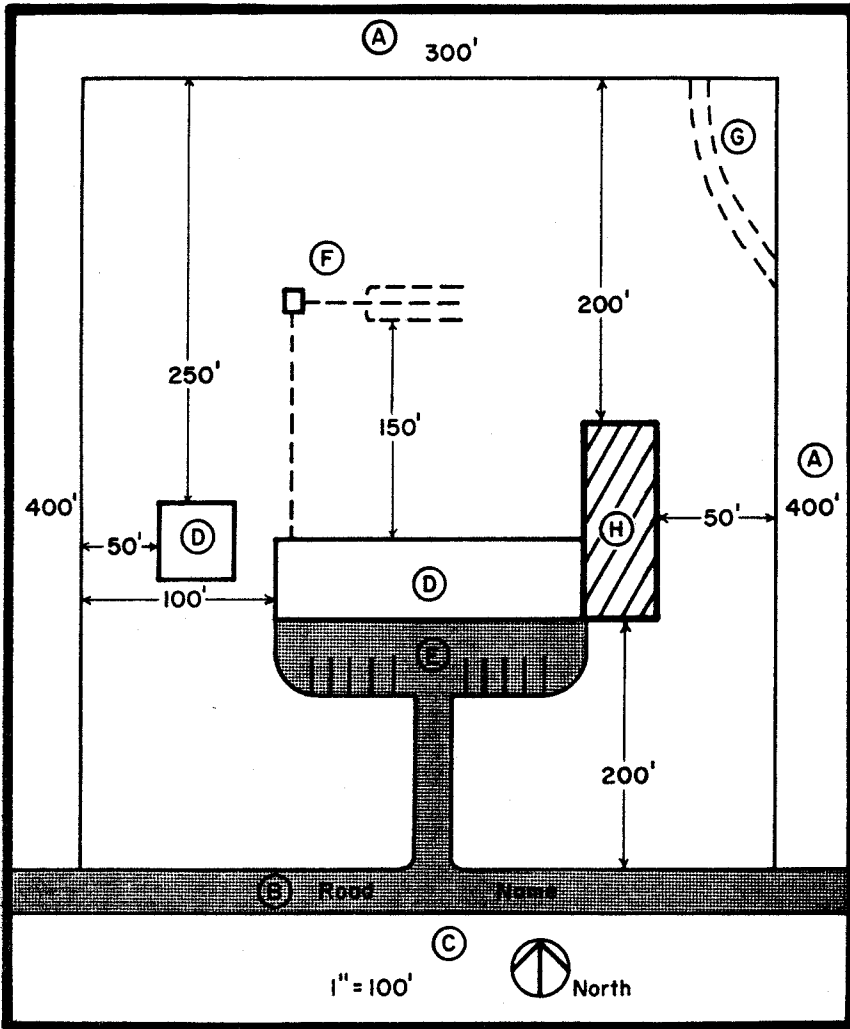
**INDEMNIFICATION AGREEMENT**

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

