



MINOR SUBDIVISION APPLICATION

SUBMITTAL MATERIALS: PLEASE SUBMIT TO THE DEPARTMENT OF PLANNING AND BUILDING SERVICES (PBS)

- 10 copies of the fully completed Minor Subdivision application form. 20 Copies if the project is located in 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 located in the Coastal Zone. 1 reproducible map.
- 10 copies of the Site and Project Description Questionnaire fully completed. 20 Copies if the project is located in 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 Department of Forestry (CalFire) if not in 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 Mendocino County with the exception of the Sonoma State University's fees, which should be on a separate check, payable to Sonoma State University.
- The Department of Fish and Wildlife collects a fee for filing the Notice of Determination upon project approval. Assembly Bill 3158 requires the fee be paid for every project that the County adopts an Environmental Impact Report, Mitigated Negative Declaration, or Negative Declaration pursuant to the California Environmental Quality Act. This fee is updated annually by the Department of Fish and Wildlife; please verify the current fee with PBS.

NOTE: All application material must be collated into individual application packets. All maps, plans, etc. (except reproducible) larger than 8½ by 11 inches shall be folded to a maximum size of 8½ by 11 inches. 1 8½ by 11 inch 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 response to the questions may delay project review.

ADDITIONAL MATERIAL REQUIRED FOR PROJECTS IN THE COASTAL ZONE

- Stamped envelopes addressed to ALL owners of property situated within 300 feet and ALL occupants situated within 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 Number 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 300 feet of the project site, stamped envelopes shall be provided and addressed to owners of property situated within 300 feet and all occupants situated within 100 feet of the applicant's contiguous ownership.
- Stamped addressed envelopes and a list of names and address on the form provided in the application packet of all other parties known to the applicant to have any interest in the proposed development.
- Note of Pending Permit. The applicant must post, at the site in 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; 1 copy of the completed Notice shall be submitted to PBS.
- Declaration posting. As proof of posting, the owner or authorized agent must sign and submit 1 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).

- The Tentative Map shall be a sketch clearly and legibly drawn. The minimum sheet size is 8½ by 11 inches. The minimum scale shall be 1 inch equals 100 feet unless otherwise approved by the Director.
- The Tentative Map shall contain the following information:
 - 1) Names, address 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 easement shall extend to a publicly maintained road.
 - 4) The proposed layout, approximate dimensions and approximate area of all parcels. All proposed 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 with and adjacent to the division of land.
- 7) The outline of any existing buildings to remain in place and their approximate location in relation to existing or proposed parcel 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 200 hundred 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.

IMPORTANT FACTS

- 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.
- 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.
- Public notice of hearings on your application will be published in local newspapers.
- 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.
- As required by law, an environmental review will be conducted to examine potential environmental effects of your proposal.
- The applicant or a representative must attend the public hearing. At the public hearing, members of the public will have the opportunity to express positive or negative comments regarding your application.
- Action by the Planning Commission 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 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 A MINOR SUBDIVISION

- 1) **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.
- 2) 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.
- 3) **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:
 - a) Complete all conditions of approval. 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.
 - b) 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. "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.
 - c) 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.

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. A survey is going to be performed and a parcel map prepared.
 A waiver of survey is requested.

3. **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 requested of any of the minor subdivision regulations? Yes No
(If yes an application for Exception must accompany this application.)

DISCLAIMER: 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

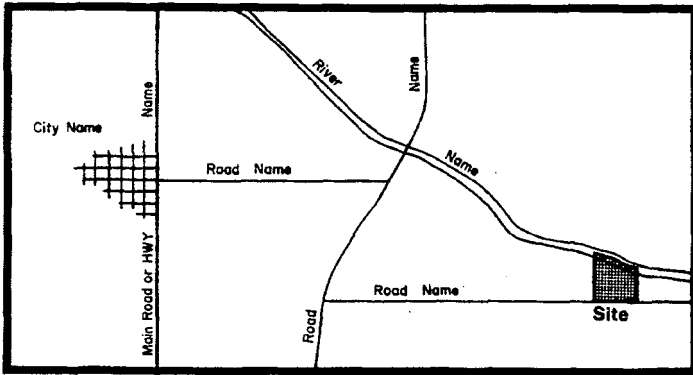
SAMPLE: Minor Subdivision Tentative Map

Owner: Name
Address
Phone

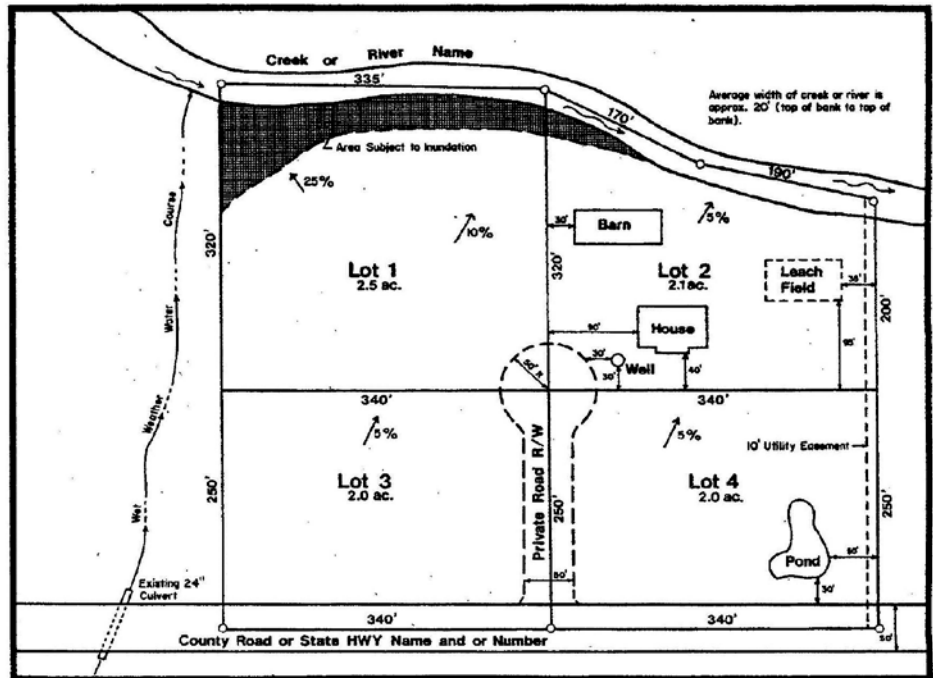
Subdivider: Name
Address
Phone

APN: 000-000-00

Map Prepared By: Name
Address
Phone



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.
- 3) Actual image size of your map may be larger than this example; however the minimum sheet size is 8½ by 11.



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:

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