



**COUNTY OF MENDOCINO**  
**DEPARTMENT OF PLANNING AND BUILDING SERVICES**

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## **USE PERMIT APPLICATION**

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

- 10 copies of the fully completed Use Permit application form. 20 Copies if the project is located in the Coastal Zone.
- 10 copies of the Site and Project Description Questionnaire fully completed. 20 Copies if the project is located in the Coastal Zone.
- 10 Copies of the Plot Plan (see attached example). 20 Copies if the project is within the Coastal Zone.
- 10 Copies of the Location Map (see attached example). 20 Copies if the project is within the Coastal Zone.
- 4 Copies of architectural building elevations and sign detail (check with planner prior to application submission).
- 1 Indemnification Agreement.
- 1 Certification and Site View Authorization/Mail Direction form.
- Proof of the applicant's legal interest in all 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 the permit, the applicant shall demonstrate the authority to comply with all conditions of approval.
- 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**

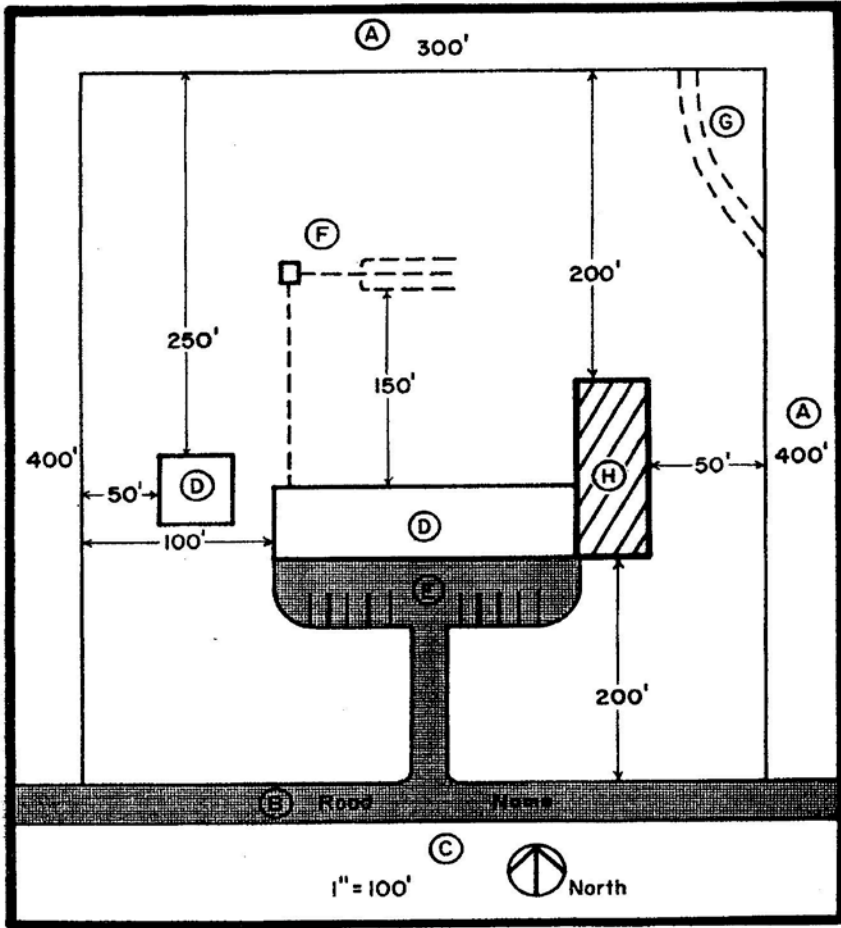
- Stamped envelopes addressed to ALL owners of property situated within 300 feet and ALL occupants situated within 100 feet of the property lines of the project site (excluding roads). Return address shall be left blank on the envelopes. A list containing the names, addresses and Assessor's Parcel Number 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 of Pending Permit shall also 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.

### **IMPORTANT FACTS**

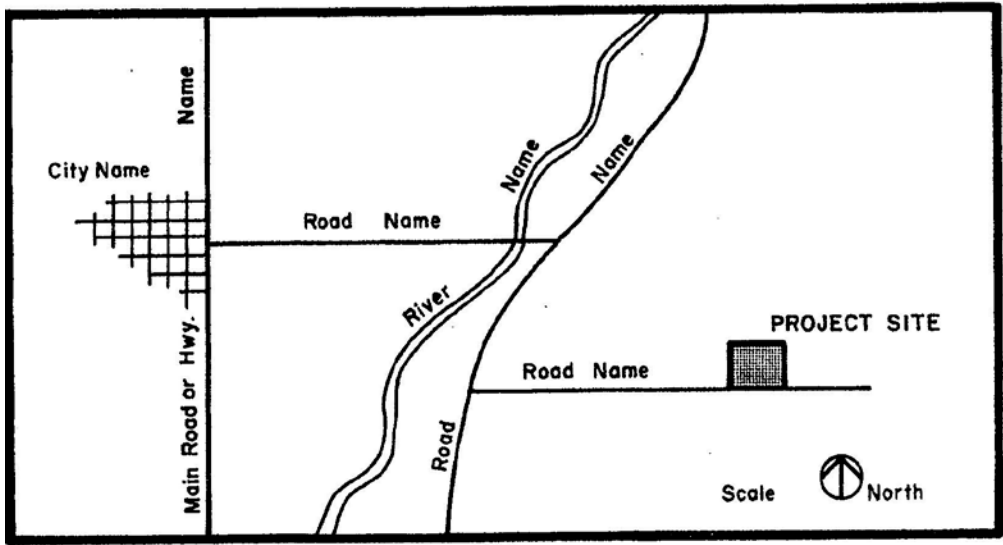
1. After preliminary review, your application will be scheduled for a public hearing with the Planning Commission, Zoning Administrator or Coastal Permit Administrator. Generally speaking, more complex or controversial applications are heard by the Planning Commission, while simpler and more routine applications are heard by the Zoning Administrator or Coastal Permit Administrator.
2. A copy of the public notice, staff report and agenda will be mailed to you prior to the public hearing. The staff report on your project will include the project recommendations and conditions of approval.
3. Public notice of hearings on your application will be published in local newspapers.
4. 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.
5. As required by law, an environmental review will be conducted to examine potential environmental effects of your proposal.
6. The applicant or a representative must attend the public hearing.
7. At the public hearing, members of the public will have the opportunity to express positive or negative comments regarding your application.
8. Action by the Planning Commission is final unless appealed to the Board of Supervisors except that approved coastal development permits may be appealable to the California Coastal Commission.
9. 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 appealable to the California Coastal Commission.

# Sample Plot Plan



- A. Parcel Shape and Dimensions.
- B. Adjacent Streets.
- C. North Arrow and Scale.
- D. Existing Buildings including distance to property lines.
- E. Driveways, Parking and Loading Areas.
- F. Existing and proposed septic system and wells including distance from structures.
- G. Easements and utility lines (power, sewer, water, etc.).
- H. Proposed structure or addition including distance from property lines.

# Sample Location Map





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: \_\_\_\_\_

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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	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.).  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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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.

<b>Name</b>	<b>Name</b>	<b>Name</b>
<b>Mailing Address</b>	<b>Mailing Address</b>	<b>Mailing Address</b>

**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.**

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

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](http://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