



COUNTY OF MENDOCINO
DEPARTMENT OF PLANNING AND BUILDING SERVICES

860 NORTH BUSH STREET • UKIAH • CALIFORNIA • 95482
120 WEST FIR STREET • FORT BRAGG • CALIFORNIA • 95437

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Permitting Requirements for Temporary Trailer Coaches While Recovering from the Hopkins Fire

The administrative permit program created by this process contains provisions to allow for the installation, use and temporary occupancy of trailer coaches (which includes recreational vehicles and mobile homes). Administrative permits shall be issued only after requirements for health and safety standards are met. The administrative permit program will assist with the safe resettlement of persons and families whose homes were destroyed or damaged and made uninhabitable by the Hopkins Fire.

Temporary Occupancy of a Trailer Coach. Notwithstanding any other provision of the Mendocino County Code, the installation, use and temporary occupancy of a trailer coach, as defined in section 20.008.054 of the Mendocino County Code, shall be allowed upon the issuance of an administrative permit, subject to the following requirements:

- (1) The applicant for an administrative permit shall either:
 - (a) Provide evidence of residency within the boundaries of the Fire, pursuant to maps of the boundaries of the fire provided by the California Department of Forestry and Fire Protection, and evidence that the applicant's residence was either destroyed or damaged and made uninhabitable by the fire; or
 - (b) Provide evidence that the applicant is a licensed contractor that has been hired to construct a replacement dwelling unit or accessory buildings within the boundaries of the Fire. The Contractor shall be listed on the issued Building Permit for rebuild.
- (2) The trailer coach may be located on the applicant's parcel within the boundary of the fire or on a separate property within the territory governed by the Mendocino County Inland Zoning Code. If the applicant is not the owner of the property where the trailer coach is to be located, the applicant shall obtain the written permission of the owner of the property.
- (3) The number of trailer coaches that may be placed on a parcel shall be limited to the allowable density of dwelling units for that parcel pursuant to the Inland Zoning Code plus one, less any inhabited dwelling units on the parcel.
- (4) The temporary trailer coach shall not be placed on a permanent foundation, but may be blocked up for stability purposes.
- (5) If the trailer coach is to be located on a parcel within the boundary of the fire, there shall be adequate area available on the parcel to place the trailer coach so as not to interfere with or impede the cleanup of the fire debris, if debris is still on the property. The trailer coach shall be placed at least 30 feet away from any remaining fire debris.
- (6) There are no standing dead or damaged trees or other hazards in proximity of the trailer coach that could fall upon or otherwise damage the trailer coach or harm its occupants.
- (7) There are no landslide risks to the proposed site for the trailer coach or the road providing access to the site that have the potential to trap or harm the occupants.
- (8) The site for the trailer coach shall have a potable water supply, which may be either;
 - (a) an operating well or;
 - (b) a community water service connection. The County shall refer applications seeking to use a community water service connection to the relevant water district for approval. Maintenance of potable water shall be a condition of the administrative permit. For properties located within the boundaries of the fire, the County may also approve an administrative permit for a site where potable water will be provided either:
 - (c) pursuant to an agreement with a water delivery service, which agreement shall be provided to the County, or;

- (d) pursuant to the applicant's statement that the applicant will travel off-site to obtain potable water. The options provided for in (c) and (d) shall only be used on an interim basis until a connection to an operating well or community water service can be re-established, up to a maximum of one (1) year from the date of issuance of the administrative permit.
- (9) Provision shall be made for sewage disposal to the satisfaction of the Mendocino County Division of Environmental Health. Sewage may be disposed through:
- (a) a public sewer system connection at the site;
 - (b) a functioning septic system at the site, which shall be inspected by the Mendocino County Division of Environmental Health or a qualified site evaluator (or other professional licensed to perform such inspection), and approved by the Mendocino County Division of Environmental Health, prior to issuance of the administrative permit;
 - (c) a sewage pumping service which would empty the trailer coach's septic system (or a portable toilet) on a regular basis, the agreement for which shall be provided to the County, or;
 - (d) pursuant to the applicant's statement that the applicant will travel off-site to pump out the sewage system. Maintenance of sewage disposal shall be a condition of the administrative permit. If, during the term of the administrative permit, the permit holder is able to connect to a functioning septic system, the permit holder shall notify the Department of Planning and Building Services.
- (10) The trailer coach shall be placed on the parcel consistent with all setback requirements for a residence for the applicable zoning district.
- (11) The trailer coach shall not be placed on the parcel in a location that would impede reconstruction of the permanent residence.
- (12) The trailer coach shall not be placed on the parcel in a location that is on top of a septic tank or the leach field; provided, however, a trailer coach may be placed on a leach field if a qualified site evaluator (or other licensed professional) provides a report stating that placement of the trailer coach would not damage the leach field.
- (13) The floor elevation of the trailer coach shall be located above the 100 year flood elevation.
- (14) Inspections. The following inspections shall be completed prior to occupancy:
- (a) Verification that unsafe conditions do not exist at the site for the trailer coach based upon the requirements of this ordinance, and that the requirements of this ordinance are met.
 - (b) Inspection of electrical service. (Building Permit may be required prior to service)
 - (c) Inspection of water and sewer connections to the trailer coach. Sites with on-site sewage disposal need to be inspected by the Mendocino County Division of Environmental Health or a qualified site evaluator (or other professional licensed to perform such inspection) to verify that the system was not damaged by the fire. (Permits may be required by the Division of Environmental Health)
- (15) If an applicant is issued an administrative permit to place a trailer coach on property other than where the applicant's residence was destroyed by the fire, the administrative permit may be transferred to the applicant's property, provided that all requirements of this ordinance can be met at that site. The duration of the administrative permit shall not be changed.
- (16) When a building permit for a permanent replacement dwelling unit is issued to a holder of an administrative permit issued, such administrative permit shall be administratively changed to an administrative permit pursuant to Mendocino County Code section 20.168.040(C), which would require the trailer coach to be transferred to the site pursuant to paragraph (15) above, and the termination date of the administrative permit shall be changed to two (2) years from the date of issuance of the building permit, subject to renewals.
- (17) The provisions of the Temporary Travel Trailer with regards to the fire shall expire **three (3) Years After the Approval Date of the Ordinance, on September 21, 2024**. As of that date, administrative permits issued pursuant to this ordinance shall terminate.
- (18) Upon termination of the administrative permit, the trailer coach shall cease to be occupied, or it shall be removed from the property and its use shall conform to the Inland Zoning Code.
- (19) There shall be **no fee** charged for issuance of the administrative permit authorized by this urgency ordinance



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ADMINISTRATIVE PERMIT APPLICATION **FIRE EVENT– TEMPORARY DWELLING**

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

- 2 copies of the fully completed Administrative Permit application form.
- 2 copies of the Project Description Questionnaire fully completed.
- 2 Copies of the Plot Plan (*see attached sample plot plan*).
- 2 Copies of the Location Map (*see attached sample location map*).
- 1 Indemnification Agreement.
- 1 Certification and Site View Authorization/Mail Direction form.

FILING FEE

- Filing fee waived per Mendocino County Urgency Ordinance #4496

MENDOCINO COUNTY ORDINANCE 4496 OCCUPANCY REQUIREMENTS

The applicant for an administrative permit shall either:

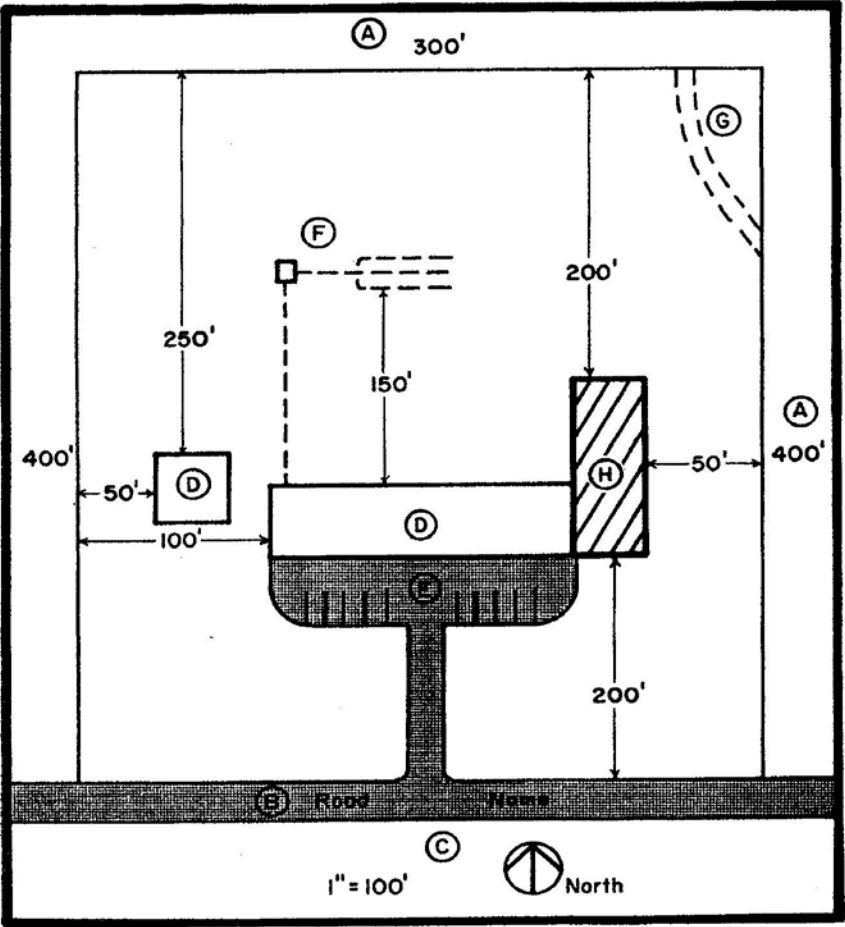
- ☐ provide evidence of residency within the boundaries of a fire, pursuant to maps provided by the California Department of Forestry and Fire Protection, and evidence that the applicant's residence was either destroyed or damaged and made uninhabitable by the fire; or
- ☐ provide evidence that the applicant is a licensed contractor that has been hired to construct a replacement dwelling unit or accessory buildings within the boundaries of a fire.

PLANNER VERIFICATION (*Planner must sign that the above statement is true and accurate*)

Planner (print): _____ Planner (sign): _____ Date: _____

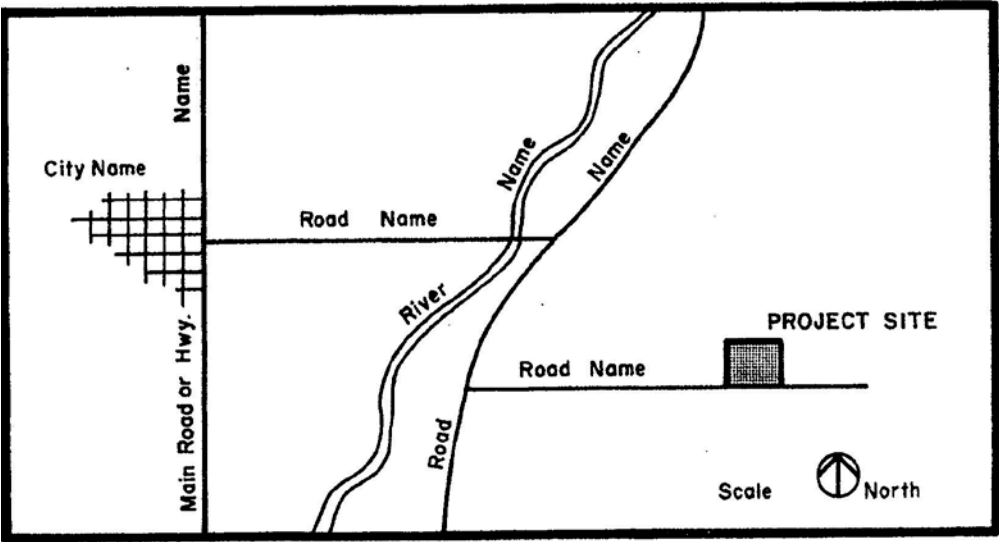
Any application not meeting the above criteria will be considered **Incomplete** and will be returned to the applicant. Illegible maps or incomplete response to the questions may delay project review.

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





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Case # - _____
Received by - _____
Date Filed - _____

Administrative Permit Application – Temporary Dwelling

PROPERTY OWNER

Name: _____ Phone: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Email: _____

APPLICANT(S)

Name: _____ Phone: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Email: _____

AGENT

Name: _____ Phone: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Email: _____

PROPERTY INFORMATION

Address of Property: _____

Assessor Parcel Number(s): _____

I certify that the information submitted with this application is true and accurate. I have attached the Consent of Landowner form because I am not the property owner of the parcel on which the facility is located.

Signature of Applicant/Agent

Date

Signature of Owner

Date

PROJECT DESCRIPTION QUESTIONNAIRE

1. What type of trailer coach will be used and who will occupy it?

☐ Recreational Vehicle ☐ Manufactured Home ☐ FEMA home ☐ Other (specify): _____

Occupants: _____ Size of trailer coach: _____

2. Is the area in which the temporary dwelling is being placed clear of fire debris and hazardous materials? ☐ YES ☐ NO

3. Is the area in which the temporary dwelling is being placed clear of potential hazards, such as dead standing trees?

☐ YES ☐ NO, but hazards are scheduled to be removed before placement of dwelling. ☐ NO

4. Has the road or access to the property been blocked or damaged in any way? ☐ YES ☐ NO

If YES, Please describe: _____

5. Are there any landslide risks to the property, particularly to the temporary dwelling site? ☐ YES ☐ NO

If YES, Please describe: _____

6. How will water be supplied to the temporary dwelling?

☐ On-site well. ☐ _____ Water District. ☐ self-obtained off-site water pickup

☐ _____ Water Delivery Service *(Must provide the delivery service agreement upon submittal)*

7. What will be the method of sewage and waste water disposal?

☐ On-site septic system ☐ _____ Sanitation District

☐ _____ sewage pumping service ☐ Self-served off-site sewage system pump out

8. How will the temporary dwelling receive electricity?

☐ PG&E ☐ On-site generator(s) ☐ On-site renewables(s) ☐ Other (specify): _____

9. Given the location of the temporary dwelling, is there adequate space for a new permanent dwelling? ☐ YES ☐ NO

10. Is the temporary dwelling located 30 feet from any fire debris? ☐ YES ☐ NO

11. How will the fire debris be removed? _____

I, the undersigned below, certify that the information submitted with this application is true and accurate:

Print Name of Applicant/Agent Date

Print Name of Owner Date

Signature of Applicant/Agent

Signature of Owner

AUTHORIZATION OF AGENT

1. I hereby authorize _____ to act as my representative and to bind me in all matters concerning this application.

Owner

Date

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

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.

1. I, _____, hereby agree to the above Indemnification Agreement. (Print Name)

Owner/Authorized Agent

Date

To facilitate proper handling of this application, please indicate the names and mailing addresses of individuals to whom you wish correspondence mailed to if different from those identified on the **Application** page.

Name	Name	Name
Mailing Address	Mailing Address	Mailing Address
