



COUNTY OF MENDOCINO

DEPARTMENT OF PLANNING AND BUILDING SERVICES

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PROJECT APPLICATION FORM

PLEASE SUBMIT ALL MATERIALS TO THE DEPARTMENT OF PLANNING AND BUILDING SERVICES

1. Three (3) copies of the fully completed Project Application Form;
2. Three (3) copies of the fully completed Project Description Questionnaire;
3. Four (4) copies of a complete site plan include one full size;
4. Four (4) copies of architectural building elevations and sign detail, if applicable (check with planner), including at least one full size plan;
5. One (1) signed Indemnification Agreement;
6. One (1) signed Acknowledgement of Deposit/Hourly Fee;
7. One (1) signed Certification and Site View Authorization/Mail Direction form;
8. Proof of the applicants legal interest in all property subject 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;
9. Preliminary clearance from the California Department of Forestry and Fire Protection (CALFIRE) if the project is not within a Local Responsibility Area;
10. 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 project, notice that an application for the proposed project has been submitted. Such notice shall contain a general description of the project and shall be on the standard form provided in the application packet. One (1) copy of the completed Notice of Pending Permit shall also be submitted to PBS (**Coastal Zone only**);
11. One (1) copy of the Declaration of Posting. As proof of posting, the owner or authorized agent must sign and submit one copy of the Declaration of Posting form provided with the application packet (**Coastal Zone only**).

FILING FEE

- Check with a planner prior to submitting an 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.
- The California Department of Fish and Wildlife (CDFW) 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 (CEQA). The fee is updated annually by CDFW. Please verify the current fee with a planner.

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.

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 application 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 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 opportunity to express positive or negative comments regarding your application.
8. Action by the Planning Commission, Coastal Permit Administrator or Zoning Administrator 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 ten (10) calendar days of the decision of the Planning Commission, Coastal Permit Administrator or Zoning Administrator. 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 Supervisor's action shall be final except that an approved Coastal Development Permit may be appealed to the California Coastal Commission.



**PLANNING & BUILDING
SERVICES**

CASE NO:	_____
DATE FILED:	_____
FEE:	_____
RECEIPT NO:	_____
RECEIVED BY:	_____
<i>Office Use Only</i>	

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: _____

ASSESSOR'S PARCEL NUMBER/S: _____

TYPE OF APPLICATION:

- | | | |
|---|--|---|
| <input type="checkbox"/> Administrative Permit | <input type="checkbox"/> Flood Hazard Development Permit | <input type="checkbox"/> Reversion to Acreage |
| <input type="checkbox"/> Agricultural Preserve: New Contract | <input type="checkbox"/> General Plan Amendment | <input type="checkbox"/> Rezoning |
| <input type="checkbox"/> Agricultural Preserve: Cancellation | <input type="checkbox"/> Land Division – Minor | <input type="checkbox"/> Use Permit – Cottage |
| <input type="checkbox"/> Agricultural Preserve: Rescind & ReEnter | <input type="checkbox"/> Land Division – Major | <input type="checkbox"/> Use Permit – Minor |
| <input type="checkbox"/> Airport Land Use | <input type="checkbox"/> Land Division – Parcel | <input type="checkbox"/> Use Permit – Major |
| <input type="checkbox"/> Development Review | <input type="checkbox"/> Land Division – Re-Subdivision | <input type="checkbox"/> Variance |
| <input type="checkbox"/> Exception | <input type="checkbox"/> Modification of Conditions | <input type="checkbox"/> Other |

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

Signature of Applicant/Agent

Date

Signature of Owner

Date

SITE AND PROJECT DESCRIPTION QUESTIONNAIRE

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

2. Structures/Lot Coverage	NO. OF UNITS		SQUARE FOOTAGE		
	EXISTING	PROPOSED	EXISTING	PROPOSED	TOTAL
<input type="checkbox"/> Single Family <input type="checkbox"/> Mobile Home <input type="checkbox"/> Duplex <input type="checkbox"/> Multifamily <input type="checkbox"/> Other: <input type="checkbox"/> Other:					
GRAND TOTAL (Equal to gross area of Parcel):					

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

Estimated No. of Employees per shift: _____

Estimated No. of shifts per day: _____

Type of loading facilities proposed: _____

4. Will the 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 If 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

No. of covered spaces:

No. of uncovered spaces:

No. of standard spaces:

No. of accessible spaces:

Existing no. of spaces:

Proposed additional spaces:

Total:

8. Is any road construction or grading planned? If yes, grading and drainage plans may be required.

☐ YES ☐ NO Also, please describe the terrain to be traversed. (e.g., steep, moderate slope, flat, etc.)

9. For grading or road construction, complete the following:

Amount of cut: _____ cubic yards

Amount of fill: _____ cubic yards

Max. height of fill slope: _____ feet

Max. height of cut slope: _____ feet

Amount of import/export: _____ cubic yards

Location of borrow or disposal site: _____

10. Does the project involve sand removal, mining or gravel extraction? If yes, detailed extraction, reclamation and monitoring plans may be required.

☐ YES ☐ NO

11. Will the proposed development convert land currently or previously used for agriculture to another use?

☐ YES ☐ NO

12. Will the development provide public or private recreation opportunities?

☐ YES ☐ NO If yes, explain how:

13. Is the proposed development visible from State Highway 1 or other scenic route?

☐ YES ☐ NO

14. Is the proposed development visible from a park, beach or other recreational area?

☐ YES ☐ NO

15. Does the development involve diking, filling, dredging or placing structures in open coastal water, wetlands, estuaries or lakes?

Diking: ☐ YES ☐ NO

Filling: ☐ YES ☐ NO

Dredging: ☐ YES ☐ NO

Structures: ☐ Open Coastal Waters ☐ Wetlands ☐ Estuaries ☐ Lakes

If so, what is the amount of material to be dredged/filled?: _____ cubic yards

Location of dredged material disposal site?: _____

Has a U.S. Army Corps of Engineers permit been applied for? ☐ YES ☐ NO

16. Will there be any exterior lighting?

☐ YES ☐ NO If yes, describe below and identify the location of all exterior lighting on the plot and building plans.

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

Electricity: ☐ Utility Company (service exists to parcel)

☐ Utility Company (requires extension of service to site): _____ feet _____ miles

☐ On Site Generation – Specify:

Gas: ☐ Utility Company/Tank

☐ On Site Generation – Specify:

☐ None

Telephone: ☐ YES ☐ NO

18. What will be the method of sewage disposal?

- ☐ Community Sewage System (specify supplier): _____
- ☐ Septic Tank
- ☐ Other (specify): _____

19. What will be the domestic water source:

- ☐ Community Water System (specify supplier): _____
- ☐ Well
- ☐ Spring
- ☐ Other (specify): _____

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? 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.

- ☐ YES ☐ NO

24. Will any existing structure be demolished or removed? If yes, describe the type of development to be demolished or removed, including the relocation site, if applicable.

- ☐ YES ☐ NO

25. What is the maximum height of all structures?

Existing: _____ feet

Proposed: _____ feet

26. What is the gross floor areas of all structures, including covered parking and accessory buildings?

Existing: _____ square feet

Proposed: _____ square feet

27. What is the total lot area within property lines?

Total Lot Area: _____ ☐ acres ☐ square feet

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:

[illegible]

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 1 of the application form.

Name	Name	Name
Mailing Address	Mailing Address	Mailing Address

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
pbs@mendocinocounty.org
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

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



COUNTY OF MENDOCINO
DEPARTMENT OF PLANNING AND BUILDING SERVICES
860 NORTH BUSH STREET • UKIAH • CALIFORNIA • 95482
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ACKNOWLEDGMENT OF DEPOSIT/HOURLY FEE

By signing below, the applicant acknowledges that the staff at Planning and Building Services has discussed the potential for collection of a deposit fee for the projects listed below (as adopted by the Board of Supervisors in Resolution No.'s 11-072, 16-150, 18-122 and 19-170):

1. Division of Land Project
2. General Plan Project
3. Coastal Project
4. Zoning Project
5. Administrative Project
6. Cannabis Project
7. Private Road Naming

Once an application has been submitted and the processing costs approach 80% of the application fee, additional staff processing time will be billed at \$90.00/hour. Staff will notify the applicant/owner that a deposit equal to 50% of the initial filing fee is required for further processing, and more than one deposit may be required depending on the complexity of the project and the staff time necessary to complete application processing.

I acknowledge that I was advised of the deposit fee for continued processing after the initial application fee has been expended

Applicant Signature

Date

OFFICE USE ONLY:

Project or Permit Number

FINDINGS FOR VARIANCES OUTSIDE THE COASTAL ZONE

MENDOCINO COUNTY CODE SECTIONS 20.200.020(a) THROUGH (e)

Please provide information to substantiate the required findings. **All** of the five findings must be substantiated by adequate and accurate information. Attach additional information if necessary.

(A) That there are special circumstances applicable to the property involved, including size, shape, topography, location or surrounding;

(B) That such special circumstances or conditions are not due to any action of the applicant subsequent to the application of the zoning regulations contained in the Division;

(C) That such variance is necessary for the preservation and enjoyment of substantial property right possessed by other property in the same vicinity and zone and denied to the property in question;

(D) That the granting of such variance will not be materially detrimental to the public welfare or injurious to the property or improvements in such vicinity and zone in which the property is located;

(E) That the granting of such variance will not adversely affect the General Plan.

FINDINGS FOR VARIANCES WITHIN THE COASTAL ZONE

EXCLUDING THE TOWN OF MENDOCINO
MENDOCINO COUNTY CODE SECTIONS 20.540.020(a) THROUGH (f)

Please provide information to substantiate the required findings. **All** of the five findings must be substantiated by adequate and accurate information. Attach additional information if necessary.

- (A) That there are special circumstances applicable to the property involved, including size, shape, topography, location or surrounding;

- (B) That such special circumstances or conditions are not due to any action of the applicant subsequent to the application of the zoning regulations contained in this Division and applicable policies of the Coastal Element, and;

- (C) That such variance is necessary for the preservation and enjoyment of privileges possessed by other property in the same vicinity and zone and denied to the property in question because of the special circumstances identified in subsection (A), and;

- (D) That the granting of such variance will not be materially detrimental to the public welfare or injurious to the property or improvements in such vicinity and zone in which the property is located, and;

- (E) That the variance does not authorize a use or activity that is not otherwise expressly authorized by the zoning provisions governing the parcel, and;

(F) That the granting of such variance is in conformity with all other provisions of this Division and the Mendocino Coastal Element and applicable plans and policies of the Coastal Act.

FINDING FOR VARIANCES WITHIN THE TOWN OF MENDOCINO

MENDOCINO COUNTY CODE SECTIONS 20.724.020(a) THROUGH (f)

Please provide information to substantiate the required findings. **All** of the five findings must be substantiated by adequate and accurate information. Attach additional information if necessary.

- (A) That there are special circumstances applicable to the property involved, including size, shape, topography, location or surrounding;

- (B) That such special circumstances or conditions are not due to any action of the applicant subsequent to the application of the zoning regulations contained in this Division and applicable policies of the Coastal Element, and;

- (C) That such variance is necessary for the preservation and enjoyment of privileges possessed by other property in the same vicinity and zone and denied to the property in question because of the special circumstances identified in subsection (A), and;

- (D) That the granting of such variance will not be materially detrimental to the public welfare or injurious to the property or improvements in such vicinity and zone in which the property is located, and;

- (E) That the variance does not authorize a use or activity that is not otherwise expressly authorized by the zoning provisions governing the parcel, and;

(F) That the granting of such variance is in conformity with all other provisions of this Division and the Mendocino Town Plan and applicable plans and policies of the Coastal Act.
