

COASTAL DEVELOPMENT PERMIT PROJECT INTAKE CHECKLIST

The following information and materials must be submitted at the time a coastal development permit application is filed with the Planning Division. **Applicants should to check off each completed item under the box marked "a" and submit this checklist with the application.**

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1. **2 Copies** of items a-d. Copies must be on 8 ½" x 11" paper, collated and stapled into individual application packets.

- a) **APPLICATION FORM AND COASTAL ZONE INITIAL SITE AND PROJECT DESCRIPTION QUESTIONNAIRE.** Please be sure to answer all questions thoroughly and accurately. Provide one (1) original "wet" signed and one (1) copy.
- b) **LOCATION MAP** using USGS quad maps with parcel boundaries (See attached example).
- c) **SITE PLAN** drawn to scale (See attached example).
- d) **ARCHITECTURAL BUILDING FLOOR PLANS & ELEVATIONS** (& Sign Detail, if applicable)

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2. **SITE PLAN, FLOOR PLANS, ELEVATIONS AND LIGHTING FIXTURES- 1 Full-Size Set** Drawn to scale and folded to 8 ½" x 11" size. Outdoor lighting fixtures should be indicated on the elevations and site plan. A design detail of the light fixtures or a copy of a catalog description with illustration is adequate. Note that all exterior lighting shall be downcast and shielded to prevent light and glare beyond the parcel boundaries.

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3. **SIGNED CERTIFICATION AND SITE VIEW AUTHORIZATION FORM - 1 original "wet" signed.**

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4. **SIGNED DECLARATION OF POSTING - 1 original "wet" signed.**

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5. **SIGNED INDEMNIFICATION AGREEMENT- 1 original "wet" signed.**

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6. **PROOF OF THE APPLICANT'S LEGAL INTEREST IN THE SUBJECT PROPERTY - 1 Copy.** 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.

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7. **STAMPS & ENVELOPES** addressed to all **owners** of property situated within three hundred (300) feet of property boundaries and **occupants** situated within one hundred (100) feet of the property lines of the project site (excluding roads) and, to any other parties known to the applicant to have an interest in the proposed development. Return address shall be left blank on the envelopes.

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8. **MAILING LIST - 1 COPY** A list of the names, addresses and Assessor's Parcel Numbers of owners/occupants/parties of interest as required above shall be typed or printed legibly on the form provided in the application packet. Contact Tax Assessor's at 707-234-6800

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9. **A PRELIMINARY CLEARANCE** from the California Department of Forestry & Fire Prevention (CDF) and submitted with the application.

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10. **FILING FEE** (check with a planner for fee amount). Checks should be made payable to the County of Mendocino.

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11. **ACKNOWLEDGEMENT OF DEPOSIT/HOURLY FEE - 1 original "wet" signed.**

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12. **EXTERIOR FINISH & LIGHTING SCHEDULES**

ADDITIONAL INFORMATION MAY BE REQUIRED AS FOLLOWS, CONTACT THE PLANNING DIVISION FOR DETAILS.

- **A BOTANICAL/WILDLIFE SURVEY** may be required if an endangered species, Environmentally Sensitive Habitat Area (ESHA), stream, creek, wetland, or sand dune occupies any portion of the site.
- **A TOPOGRAPHIC MAP/SITE PLAN** may be required if the project is commercial, involves grading, or is located on sloped land.
- **A WATER/SEWER SERVICE LETTER** must be included with the application if water or sewer services are proposed to be provided by a Service District, public agency, or community system.
- **A GEOTECHNICAL REPORT** may be required if the project is on a bluff top property or within a Seismic Safety Combining District. That report must address the issues required by the Coastal Zoning Code Chapter 20.500, including but not limited to site geology, soils, soil stability, landsliding, erosion, drainage, bluff top setback, seismicity and faulting, tsunami issues, appropriateness of the proposed development on the site and construction techniques to adequately provide stability for your development.
- **A DRAINAGE PLAN** may be required where the project has a potential to adversely affect water quality within any waterway and where the project has the potential to affect slope stability along bluffs and steep slopes.
- **A LANDSCAPE PLAN** may be required where the project is located within a designated highly scenic area and landscaping is needed to offset the visual impacts of the project.
- **AN ARCHAEOLOGICAL SURVEY** is required for all projects where the Mendocino County Archaeological Commission has determined that a survey is required.
- **STORY POLE PLACEMENT** may be required for projects within designated highly scenic areas that are visible from public areas.