



COUNTY OF MENDOCINO
DEPARTMENT OF PLANNING AND BUILDING SERVICES

860 North Bush Street
Ukiah, California 95482
Telephone 707-234-6650
FAX 707-463-5709

752 South Franklin Street
Fort Bragg, California 95437
Telephone 707-964-5379
FAX 707-961-2427

pbs@mendocinocounty.gov
www.mendocinocounty.gov

CDP AMENDMENT - FACTS TO KNOW

Any person holding a Coastal Development Permit (CDP) may apply for a permit amendment by submitting a CDP Amendment application and the required fee. An amendment to a CDP is required for a change in the physical development of a project, to modify the terms of the permit or to alter conditions imposed in the original CDP. When, in the opinion of the Planning and Building Services Director, a major revision constituting substantial alteration to the permit is requested, an Amendment will not be processed, and a new CDP will be required. This County amendment process cannot amend CDP's that were originally approved by the California Coastal Commission (CCC). Any amendment to a CDP originally issued by CCC must be processed by Commission Staff.

AMENDMENTS TO ADMINISTRATIVE CDP'S

Amendments to Administrative CDP's may be approved by the Coastal Permit Administrator (CPA) upon the same criteria and subject to the same procedures as were required for the issuance of the original Administrative CDP, including the reporting and noticing requirements of the original CDP. Amendments to Administrative CDP's may take approximately two (2) months to process and are not appealable to the California Coastal Commission (CCC).

AMENDMENTS TO STANDARD CDP'S

The Planning and Building Services Director will determine whether or not a proposed amendment is a material change to the approved permit. If the Planning and Building Services Director determines that the proposed amendment is immaterial, notice of such determination shall be posted at the project site and shall be distributed to responsible agencies and to surrounding property owners and occupants. If no written objection to the amendment is received within ten (10) working days of the notice, the determination of the immateriality shall be conclusive, and the amendment will become effective. If the Planning and Building Services Director determines that the proposed amendment is a material change, or if written objection is made to the determination or immateriality, the application shall be referred to the approving authority having jurisdiction of the original CDP. The material amendment shall be subject to the hearing and noticing requirements of a Standard CDP. Material amendments to Standard CDP's may take three (3) to four (4) months to process and are appealable to the California Coastal Commission (CCC).

COASTAL DEVELOPMENT PERMIT AMENDMENT 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.**

A C

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)

A C

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.

A C

SIGNED CERTIFICATION AND SITE VIEW AUTHORIZATION FORM - 1 original "wet" or Docu-signed.

A C

SIGNED DECLARATION OF POSTING - 1 original "wet" or Docu-signed.

A C

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

A C

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.

A C

7 **UPDATED STAMPED ENVELOPES** a resse to all o ners o ro ert situate ithin three hun re eet o ro ert boun aries an o u ants situate ithin one hun re eet o the ro ert lines o the ro e t site e lu in ro a s an to an other arties kno n to the a li ant to ha e an interest in the ro ose e elo ent eturn a resse shall be le t blank on the en elo e

A C

8. **UPDATED 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

A C

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

A C

10. **ACKNOWLEDGEMENT OF DEPOSIT/HOURLY FEE - 1 original "wet" or Docu-signed**

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.
- **PRELIMINARY CLEARANCE** from California Department of Forestry & Fire Prevention (CALFIRE) may be required if the project is proposing new structures subject to CALFIRE Standards.
- **STORY POLE PLACEMENT** may be required for projects within designated highly scenic areas that are visible from public areas.

**COUNTY OF MENDOCINO
DEPT OF PLANNING & BUILDING SERVICES**

**752 SOUTH FRANKLIN STREET
FORT BRAGG, CA 95437
Telephone: 707-964-5379
Fax: 707-961-2427**

Case No(s) _____
 CDF No(s) _____
 Date Filed _____
 Fee \$ _____
 Receipt No. _____
 Received by _____

Material Immaterial

Office Use Only

COASTAL DEVELOPMENT PERMIT AMENDMENT APPLICATION FORM

Name of Applicant	Name of Owner(s)	Name of Agent
Mailing Address	Mailing Address	Mailing Address
Telephone Number	Telephone Number	Telephone Number

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

 Signature of Applicant/Agent Date Signature of Owner Date

Driving Directions
 The site is located on the _____ (N/S/E/W) side of _____ (name road)
 approximately _____ (feet/miles) _____ (N/S/E/W) of its intersection with
 _____ (provide nearest major intersection).

Assessor's Parcel Number(s)	Previous Coastal Development Permit # (s)
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Parcel Size <input type="checkbox"/> Square Feet <input type="checkbox"/> Acres _____	Street Address of Project <u>Please note:</u> Before submittal, please verify correct street address with the Planning Division in Ukiah.
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COASTAL DEVELOPMENT PERMIT AMENDMENT APPLICATION QUESTIONNAIRE

The purpose of this questionnaire is to relate information concerning your application to the Planning & Building Services Department and other agencies who will be reviewing your project proposal. The more detail that is provided, 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".

1. Describe your project and include secondary improvements such as wells, septic systems, grading, vegetation removal, roads, etc. (Please describe all proposed modifications to the issued permit.)

2. If the project is residential, please complete the following:

TYPE OF UNIT	NUMBER OF STRUCTURES/UNITS	SQUARE FEET PER UNIT
<input type="checkbox"/> Single Family	_____	_____
<input type="checkbox"/> Mobile Home	_____	_____
<input type="checkbox"/> Duplex/Multifamily	_____	_____

3. Are there existing structures on the property? Yes No
If yes, describe below and identify the use of each structure on the plot plan.

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

- A. Electricity
- Utility Company (service exists to the parcel).
 - Utility Company (requires extension of services to site: _____ feet _____ miles)
 - On Site generation, Specify: _____
 - None
- B. Gas
- Utility Company/Tank
 - None
- C. Telephone: Yes No

5. Will there be any exterior lighting? Yes No
If yes, describe below and identify the location of all exterior lighting on the plot plan and building plans.

6. What will be the method of sewage disposal?
 Community sewage system, specify supplier _____
 Septic Tank (indicate primary + replacement leachfields on plot plan)
 Other, specify _____

7. What will be the domestic water source?
 Community water system, specify supplier _____
 Well
 Spring
 Other, specify _____

8. Is any grading including road/driveway construction planned? Yes No
Estimate the amount of grading (cut and fill quantities) in cubic yards: _____ c.y. Please indicate on the site plan the areas and quantities of grading. **If greater than 50 cubic yards or if greater than 2 feet of cut or 1 foot of fill will result, please provide a grading plan.**
Estimate the length of the proposed road/driveway: _____ feet.
Describe the terrain to be traversed (e.g., steep, moderate slope, flat, etc.).

9. Will vegetation be removed accommodate the proposed project? Yes No
If yes, explain:
How many trees will be removed as a result of the project: _____. Indicate on the site plan all trees to be removed which are greater than 12-inches in diameter (measured four feet from the ground). If applicable, please indicate on the site plan the size, location and species of all on-site trees that provide screening from public view areas.

10. Is the proposed development visible from:
A. State Highway 1? Yes No
B. Park, beach or recreation area? Yes No
If you answered yes to either question, explain.

11. Project Height. Maximum height of structure(s). _____ feet

12. Describe all exterior materials and colors of all structures.

Siding material _____ . Color _____ .
Trim material _____ . Color _____ .
Chimney material _____ . Color _____ .
Roofing material _____ . Color _____ .
Window frame material _____ . Color _____ .
Door material _____ . Color _____ .
Fencing material _____ . Color _____ .
Retaining walls material _____ . Color _____ .
Other exterior materials _____ . Color _____ .

13. Are there any water courses, anadromous fish streams, sand dunes, rookeries, marine mammal haul-out areas, wetlands, riparian areas, pygmy vegetation, threatened, rare or endangered plants/communities, animals or habitat which support rare and endangered species located on the project site or within 100 feet of the project site?

Yes No

If yes, please describe the resource and attach any biological/botanical reports:

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

Total square footage of all structures: _____
Estimated employees per shift: _____
Estimated shifts per day: _____
Type of loading facilities proposed: _____

Will the proposed project be phased? Yes No

If Yes, explain your plans for phasing.

Parking will be provided as follows:

Number of Spaces	Existing _____	Proposed _____	Total _____
Number of standard spaces	_____	Size _____	
Number of handicapped spaces	_____	Size _____	

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 One of the application form.

Name	Name	Name
Mailing Address	Mailing Address	Mailing Address

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 WITHIN 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(S): _____

DATE NOTICE POSTED: _____

FOR FURTHER INFORMATION, PLEASE TELEPHONE OR WRITE TO:

COUNTY OF MENDOCINO
PLANNING & BUILDING SERVICES
860 NORTH BUSH STREET
UKIAH, CA 95482
707-234-6650



COUNTY OF MENDOCINO

DEPARTMENT OF PLANNING AND BUILDING SERVICES

860 NORTH BUSH STREET • UKIAH • CALIFORNIA • 95482

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JULIA KROG, DIRECTOR

PHONE: 707-234-6650

FAX: 707-463-5709

FB PHONE: 707-964-5379

FB FAX: 707-961-2427

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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

NOTICE OF PERMIT AMENDMENT

A COASTAL PERMIT AMENDMENT APPLICATION FOR DEVELOPMENT ON THIS SITE IS PENDING BEFORE THE COUNTY OF MENDOCINO:

COASTAL DEVELOPMENT PERMIT # TO BE AMENDED: _____

PROPOSED AMENDMENT : _____

LOCATION: _____

APPLICANT : _____

ASSESSOR'S PARCEL NUMBER(S): _____

DATE NOTICE POSTED: _____

FOR FURTHER INFORMATION, PLEASE TELEPHONE OR WRITE TO:

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PLANNING & BUILDING SERVICES
752 SOUTH FRANKLIN STREET
FORT BRAGG, CA 95437
TELEPHONE 707-964-5379 • FAX 707-961-2427
HOURS: 8:00 - 12:00 & 1:00 - 5:00





COUNTY OF MENDOCINO

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ACKNOWLEDGEMENT 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 Resolution No's 11-072, 16-150, 18-122, 19-170 and 23-190)

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 \$98.00/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 _____