



# COUNTY OF MENDOCINO

## DEPARTMENT OF PLANNING & BUILDING SVCS.

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

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## MINOR SUBDIVISION APPLICATION

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

1. One (1) copy of the fully completed Minor Subdivision Application Form. All holders or owners of any other interest of recording the property shall be identified on the application and notified in writing of the application by the applicant and invited to join as co-applicant;
2. One (1) copy of the Tentative Map, legibly drawn at a workable scale;
3. One (1) copy of the fully completed Project Description Questionnaire;
4. One (1) copy of a Preliminary Title Report issued within the previous 30 days;
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. Documentation of adequate access easement(s) from a publicly maintained road to proposed subdivision;
9. **(Coastal Zone only)** 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;
10. **(Coastal Zone only)** 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.

#### **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.

#### **TENTATIVE MAP CONTENTS**

- The Tentative Map shall be a sketch clearly and legibly drawn. The minimum sheet size is 8½ by 11 inches. The minimum scale shall be 1 inch to 100 feet, unless otherwise approved by the Director.
- The Tentative Map shall contain the following information:
  - 1) Names, address and phone numbers of owners, subdivider and person who prepared the map.
  - 2) Date map was prepared, north arrow and scale.
  - 3) The approximate width and location of all proposed or existing easements together with the purpose thereof. Roadway easements shall extend to a publicly maintained road.
  - 4) The proposed layout, approximate dimensions and approximate area of all parcels. All proposed parcels shall be numbered consecutively throughout the entire division of land.
  - 5) A red border on the map to indicate the boundaries of the land to be divided.
  - 6) Approximate location, width, name and status as public or private of all existing and proposed streets lying within and adjacent to the division of land.
  - 7) The outline of any existing buildings to remain in place and their approximate location in relation to existing or proposed parcel lines.
  - 8) Lines indicating direction of slope and approximate percent of grade, or sufficient contour lines to indicate the general slope of land.

- 9) The approximate locations of areas subject to inundation; the approximate location of existing or proposed lakes, ponds, springs or reservoirs, and the location, width and direction of flow of all significant water courses.
- 10) The approximate location of property line fences, wells, sewage disposal systems, culverts, drainpipes, underground structures, overhead structures, major excavations, mining shafts or other hazards within the area of the land to be divided, 200 feet adjacent thereto.
- 11) The Assessor's Parcel Number (APN) of the property to be divided, together with the APNs and date acquired, transferred, leased or financed of any property contiguous to the property to be divided in which the owner or subdivider of said property has had any ownership interest subsequent to September 20, 1963.
- 12) A site sketch showing the location of the proposed minor division in relation the surrounding area.

**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. All minor subdivisions are reviewed by the Minor Subdivision Committee, who will make a recommendation to the Mendocino County Planning Commission. You will receive a copy of the Subdivision Committee's agenda in the mail approximately seven (7) days prior to their meeting.
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.

**FINAL COMPLETION OF A MINOR SUBDIVISION**

1. **Conditions of Approval:** Important! Read all conditions carefully. If any given condition has a time deadline, adhere to that deadline. If the prescribed time limit lapses and the respective condition has not been met, then the approval of the division shall expire and no action shall be deemed to have occurred.
2. All conditions must be completed and the Parcel Map or Unilateral Agreement must be filed for recording prior to the expiration of a 24 month period from the date of approval by the Planning Commission or Board of Supervisors. If all conditions cannot be completed within the 24 month deadline, an extension of time for 18 months may be applied for. Applications for extension must be in writing, accompanied by the necessary fee and submitted to the Department of Planning and Building Services at least 45 days prior to the expiration date. A second 18 month extension may also be applied for if needed. The sum total of all extensions may not exceed 36 months.
3. **Waiver of Survey:** Should the Planning Commission approve the subdivision with the waiver of survey (Unilateral Agreement), the following is needed to finalize the project:
  - a) Complete all conditions of approval. Complete the cover page of the Unilateral Agreement and have only that page notarized. A copy of this form is available from the Department of Planning and Building Services.
  - b) The second page of the Unilateral Agreement is to be labeled "Exhibit A" and all conditions of approval established by the Planning Commission shall be completely typed out. "Exhibit B" shall be a complete legal description of the parcels created. Be sure to describe the access easements if any were required by the Planning Commission. You may wish to contact a title company or a local surveyor to prepare a legal description.
  - c) Submit the completed Unilateral Agreement to this office along with a check payable to the Mendocino County Recorder. Check with a planner for the appropriate fee amount. If all conditions of approval have been met, the Unilateral Agreement should be recorded in a matter of days and the minor subdivision will then be considered final.



**PLANNING & BUILDING  
SERVICES**

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

**MINOR SUBDIVISION 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:** \_\_\_\_\_

**PROPERTY ADDRESS:** \_\_\_\_\_ **NUMBER OF PARCELS REQUESTED:** \_\_\_\_\_

Parcel Number	Proposed Size	Proposed Land Use	Existing Buildings
Parcel 1			
Parcel 2			
Parcel 3			
Parcel 4			
Remainder Parcel			

**IS A WAIVER OF SURVEY REQUESTED?**

- No, a survey is going to be performed and a Parcel Map recorded.
- Yes, a waiver of survey is requested.

**HOW WILL WATER BE PROVIDED?**

- Individual wells on each lot
- Water Company
- Spring

**HOW WILL SEWAGE DISPOSAL BE PROVIDED?**

- Public system
- Private system

**IS AN EXCEPTION REQUESTED OF ANY OF THE MINOR SUBDIVISION REGULATIONS?**  Yes  No

(If yes, an application for Exception must accompany this application.)

**DISCLAIMER:** I (and each of us for ourselves) as owner(s) of the subject property, do hereby declare under penalty of perjury that the tentative map, exhibits and documents submitted herewith reflect the contiguous properties of which I/we had, or do presently hold any ownership interest in, subsequent to September 20, 1963. I/we authorize the below individual/firm to represent me/us in the matter of the minor subdivision of land application.

\_\_\_\_\_  
*Signature of Owner* *Date*

\_\_\_\_\_  
*Signature of Owner* *Date*

I, the undersigned, state that I am the recorded owner of the property being divided or his duly authorized agent and that all data and evidence herewith submitted are in all respects to the best of my knowledge true and accurate.

\_\_\_\_\_  
*Applicant/Agent's Signature* *Date*

\_\_\_\_\_  
*Print Name*

**CERTIFICATION:** As the person who prepared the Tentative Map, I hereby certify that, to the best of my knowledge, the information contained on the Tentative Map is accurate and complete in containing information required by Mendocino County Code Section 17.47

\_\_\_\_\_  
*Signature of Preparer of the Tentative Map* *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.**

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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:

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**5. Will vegetation be removed on areas other than the building sites and roads?**

YES     NO    If 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
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.)

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**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:

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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.

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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.)

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**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:**

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**22. Describe the location of the site in terms of readily identifiable landmarks: (e.g., mailboxes, mile posts, street intersections, etc.)**

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**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

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**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

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## 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.

<b>Name</b>	<b>Name</b>	<b>Name</b>
<b>Mailing Address</b>	<b>Mailing Address</b>	<b>Mailing Address</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  
[pbs@mendocinocounty.gov](mailto:pbs@mendocinocounty.gov)  
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.

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Date

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Applicant



# COUNTY OF MENDOCINO

## DEPARTMENT OF PLANNING & BUILDING SVCS.

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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.*

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Applicant Signature

Date

#### OFFICE USE ONLY:

\_\_\_\_\_  
Project or Permit Number