



**COUNTY OF MENDOCINO**  
**DEPARTMENT OF PLANNING AND BUILDING SERVICES**

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## **Requirements for Obtaining a Special Permit for the Installation of Erosion Controls and Best Management Practices (BMP's) for Grading Violations**

Mendocino County Planning and Building Services Department is now requiring a **SPECIAL PERMIT** for the installation of Erosion Controls and Best Management Practices (BMPs) when non-permitted grading work is discovered. This special permit is immediately required, upon notification, so the Department can effectively monitor site stabilization to prevent further environmental damage and to assure that the County Storm Water Ordinance is being followed. This special permit is IMMEDIATELY REQUIRED upon notification to the property owner and/or violator and is in addition to any other required after-the-fact permitting required by the County or any other regulatory agency for the non-permitted grading. Only work allowed by this special permit may be completed prior to the issuance of all necessary grading permits. Any work done outside the scope of the Special Permit will be cause for enforcement action.

The following is the required process for obtaining this Special Permit when you are notified that this permit is required:

- Immediately schedule a pre-application permit consultation meeting with the Code Enforcement Officer who issued the notice to you regarding the required Special Permit. It is strongly recommended that you engage a Licensed Professional to attend this meeting and help you develop your erosion control plan.
- Be prepared to provide the following information in writing for discussion at time of the pre-application meeting: The valuation and description of all work to be performed under the special permit, the timeframe for the installation of the BMP's, expected oversight by any required QSP or QSD and the expected timeframe to submit all required information required to obtain a grading permit.
- Complete a permit application and if necessary an Agent/Application Authorization Form.
- Prepare and provide with your application two copies of clear and legible site plans and drawings detailing the contour of the areas of grading and the proposed type and location of the erosion control measures to be installed. The minimum size of the submitted plans and drawings shall be 11" X 17" and shall be signed and include the address and APN of the project location.

Due to the urgency of this required Special Permit, in most cases if all of the information is provided and acceptable to the Code Enforcement Officer and our Construction Expert at the time of the permit consultation meeting, it may be possible to issue the special permit at the conclusion of the meeting. The fees for this Special Permit will be based on the expected time required for the County inspections, plan check, and oversight of the project, based on the approved Stormwater/BMP Inspection fees. Should additional County oversight and inspection time be required due to work not being performed as agreed at the issuance of the special permit additional fees may be assessed to cover the additional costs incurred by the County.

**Failure to obtain this required permit or failure to implement any requirement of this issued permit will result in daily administrative fines.**