



Planning and Building Services

Case No:
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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:

Parcel Size: (Sq. feet/Acres) Address of Property:

Assessor Parcel Number(s):

TYPE OF APPLICATION:

- Administrative Permit, Agricultural Preserve, Airport Land Use, CDP- Admin, CDP- Standard, Certificate of Compliance, Development Review, Exception, Flood Hazard, General Plan Amendment, Land Division-Minor, Land Division- Major, Land Division-Parcel, Land Division-Resubdivision, Modification of Conditions, Reversion to Acreage, Rezoning, Use Permit-Cottage, Use Permit-Minor, Use Permit-Major, Variance, Other

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

Signature of Applicant/Agent Date Signature of Owner Date

3. If the project is commercial, industrial or institutional, complete the following:
 Estimated employees per shift: _____
 Estimated shifts per day: _____
 Type of loading facilities proposed: _____

4. Will the proposed 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 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
Number of covered spaces	_____	_____
Number of uncovered spaces	_____	_____
Number of standard spaces	_____	_____
Number of handicapped spaces	_____	_____
Existing Number of Spaces	_____	
Proposed Additional Spaces	_____	
Total	_____	

8. Is any road construction or grading planned? Yes No If yes, grading and drainage plans may be required. Also, describe the terrain to be traversed (e.g., steep, moderate slope, flat, etc.).

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

- A. Amount of cut _____ cubic yards
- B. Amount of fill _____ cubic yards
- C. Maximum height of fill slope _____ feet
- D. Maximum height of cut slope _____ feet
- E. Amount of import or export _____ cubic yards
- F. Location of borrow or disposal site _____

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? Yes No
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.

24. Will any existing structures be demolished or removed? Yes No
If yes, describe the type of development to be demolished or removed, including the relocation site, if applicable.

25. Project Height. Maximum height of existing structures _____ feet. Maximum height of proposed structures _____ feet.

26. Gross floor area of existing structures _____ square feet (including covered parking and accessory buildings). Gross floor area of proposed structures _____ square feet (including covered parking and accessory buildings).

27. Lot area (within property lines): _____ square feet acres.

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:

	North	East	South	West
Vacant	_____	_____	_____	_____
Residential Agricultural	_____	_____	_____	_____
Commercial Industrial	_____	_____	_____	_____
Institutional Timberland	_____	_____	_____	_____
Other	_____	_____	_____	_____

CERTIFICATION AND SITE VIEW AUTHORIZATION- SUBMIT ONLY ONE COPY

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

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.

Applicant: _____ Date: _____