



TELEPHONE 707-463-4281
FAX 707-463-5709

COUNTY OF MENDOCINO
DEPARTMENT OF PLANNING AND BUILDING SERVICES
501 LOW GAP ROAD, ROOM 1440
UKIAH, CALIFORNIA 95482

REZONE APPLICATION

DEFINITIONS

Zoning: Local ordinance which governs the use of property. Land uses allowed by right, land uses allowed by securing a Use Permit, use of lot space (setbacks), and minimum lot size are regulated in a zoning ordinance. Building height, bulk and parking requirements may also be included.

Assessor's Parcel Number (APN): Available at the Assessor's office or at the Planning and Building Services Department. This number (or numbers) is especially important in identifying property location and ownership boundaries.

Location Map: A map showing the location of the subject property in relation to the nearest town or identifying landmarks, and the road used in getting to the property.

Site and Project Questionnaire: Attached hereto is a form which asks pertinent questions about your project. The form, along with any maps you may provide, gives staff a better understanding of your project and desires. The information is used by several agencies for review purposes. Answer all questions. Those questions which do not pertain to your project, please indicate "Not applicable" or "N/A".

FACTS TO KNOW

1. All zoning changes must be consistent with the County General Plan. Members of the Planning and Building Services staff can aide in determining which zoning districts are, or are not, consistent with the General Plan classification of your property.
2. No zoning application which is inconsistent with the General Plan will be processed. A General Plan Amendment must be pursued first, or concurrently.
3. Zoning applications must be decided at public hearings before the Planning Commission and Board of Supervisors.
4. You or a representative **MUST** be in attendance at these hearings.
5. A public notice and notification of adjacent property owners is legally required for both public hearings.
6. Members of the public will have the opportunity to express positive or negative comments regarding your application at the public hearings.
7. The zoning Ordinance, if approved, becomes effective 30 days after the Board of Supervisors action.

SUBMITTAL INFORMATION

The applicant must submit to the Mendocino County Department of Planning and Building Services:

1. Ten (10) copies of the completed application form and Site and Project Description Questionnaire.
2. Ten (10) copies of a Plot Plan if physical improvement of the property is anticipated as a result of rezoning (Check with Planner prior to submittal of application).
3. Ten (10) copies of a USGS Topographic map showing boundaries of any property proposed to be reclassified.
4. If Zoning Application is ONLY for a portion of the ownership or if the property is being reclassified to or from Timberland Production, please submit a legal description for the portion to be rezoned.
5. One (1) copy of the Mail Direction Form and signed Indemnification Agreement.
6. Filing Fee (Check with staff of the Department of Planning and Building Services prior to submission of application).

(If filed in conjunction with a General Plan Amendment, 20 copies (25 copies if the project is within the coastal zone) of the completed application are required).

SPECIAL NOTE

1. All application material must be collated into individual application packets.
2. All maps, plans, etc., (except reproducibles) larger than 8 ½ X 11 inches shall be folded to a maximum size of 8 ½ X 11 inches.
3. One 8 ½ X 11 inch reproducible site plan shall be submitted with the application.

ANY APPLICATION NOT MEETING THE ABOVE CRITERIA WILL BE CONSIDERED INCOMPLETE AND WILL BE RETURNED TO THE APPLICANT.

ILLEGIBLE MAPS OR INCOMPLETE RESPONSES TO THE QUESTIONS MAY BE CAUSE TO DEEM YOUR APPLICATION INCOMPLETE AND WILL RESULT IN DELAYS IN YOUR PROJECT.

HEARINGS

After preliminary review, your application will be scheduled for public hearings.

PLANNING COMMISSION

You will be notified of the time and place that your application will be considered by the Planning Commission. Additionally, you will be sent a copy of the staff report on your project which will include the project recommendations and conditions of approval. You must be represented at this meeting. Following a decision by the Planning Commission, your application will be scheduled for a public hearing by the Board of Supervisors.

BOARD OF SUPERVISORS

You will be notified by mail of the time and place of the Board of Supervisors' hearing of your application (usually the same notice that was sent for the Planning Commission hearing). Action by the Board of Supervisors is final for Inland Rezonings. Coastal Zone Rezonings approved by the Board of Supervisors will be submitted to the Coastal Commission for certification. If the Coastal Commission modifies the application, an additional hearing will be held by the Board of Supervisors for final action. The Zoning change will take effect 30 days from the date of the final decision.

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DEPT OF PLANNING AND BUILDING SERVICES

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UKIAH, CA 95482

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pbs@co.mendocino.ca.us

www.co.mendocino.ca.us/planning



Case No(s)	_____
CDF No(s)	_____
Date Filed	_____
Fee	_____
Receipt No.	_____
Received by	_____
Office Use Only	

APPLICATION FORM

APPLICANT

Name _____
Mailing _____
Address _____
City _____ State _____ Zip Code _____ Phone _____

PROPERTY OWNER

Name _____
Mailing _____
Address _____
City _____ State _____ Zip Code _____ Phone _____

AGENT

Name _____
Mailing _____
Address _____
City _____ State _____ Zip Code _____ Phone _____

PARCEL SIZE

- ☐ Square feet
☐ Acres

STREET ADDRESS OF PROJECT

ASSESSOR'S PARCEL NUMBER(S)

TYPE OF APPLICATION

(Check Appropriate Boxes)

- | | |
|---|--|
| <input type="checkbox"/> Rezoning | <input type="checkbox"/> Use Permit |
| <input type="checkbox"/> Land Division: Minor | <input type="checkbox"/> Variance |
| <input type="checkbox"/> Land Division: Major | <input type="checkbox"/> General Plan Amendment |
| <input type="checkbox"/> Land Division: Parcel | <input type="checkbox"/> Agricultural Preserve |
| <input type="checkbox"/> Land Division: Resubdivision | <input type="checkbox"/> Reversion to Acreage |
| <input type="checkbox"/> Exception | <input type="checkbox"/> Certificate of Compliance |
| <input type="checkbox"/> Modification of Conditions | <input type="checkbox"/> Other: _____ |

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

Signature of Applicant/Agent _____ Date _____ Signature of Owner _____ 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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[illegible]

5.	Will vegetation be removed on areas other than the building sites and roads? Explain:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
6.	Will the project involve the use or disposal of potentially hazardous materials such as toxic substances, flammables, or explosives?	<input type="checkbox"/> Yes	<input type="checkbox"/> 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?		
<input type="checkbox"/> Yes <input type="checkbox"/> 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: <table style="width: 100%; margin-top: 10px;"> <tr> <td style="width: 45%;">A. Amount of cut</td> <td style="width: 35%; border-bottom: 1px solid black;"></td> <td style="width: 20%;">cubic yards</td> </tr> <tr> <td>B. Amount of fill</td> <td style="border-bottom: 1px solid black;"></td> <td>cubic yards</td> </tr> <tr> <td>C. Maximum height of fill slope</td> <td style="border-bottom: 1px solid black;"></td> <td>feet</td> </tr> <tr> <td>D. Maximum height of cut slope</td> <td style="border-bottom: 1px solid black;"></td> <td>feet</td> </tr> <tr> <td>E. Amount of import or export</td> <td style="border-bottom: 1px solid black;"></td> <td>cubic yards</td> </tr> <tr> <td>F. Location of borrow or disposal site</td> <td colspan="2" style="border-bottom: 1px solid black;"></td> </tr> </table>	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		
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C. Maximum height of fill slope		feet																	
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E. Amount of import or export		cubic yards																	
F. Location of borrow or disposal site																			
10.	Does the project involve sand removal, mining or gravel extraction? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, detailed extraction, reclamation and monitoring plans may be required?																		
11.	Will the proposed development convert land currently or previously used for agriculture to another use? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, how many acres will be converted? _____ acres. An agricultural economic feasibility study may be required.																		
12.	Will the development provide public or private recreational opportunities? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, explain below: _____ _____ _____																		
13.	Is the proposed development visible from State Highway 1 or other scenic route? <input type="checkbox"/> Yes <input type="checkbox"/> No																		
14.	Is the proposed development visible from a park, beach or other recreational area? <input type="checkbox"/> Yes <input type="checkbox"/> No																		
15.	Does the development involve diking, filling, dredging or placing structures in open coastal water, wetlands, estuaries or lakes? <table style="width: 100%;"> <tr> <td style="width: 30%;">Diking:</td> <td style="width: 35%;"><input type="checkbox"/> Yes</td> <td style="width: 35%;"><input type="checkbox"/> No</td> </tr> <tr> <td>Filling:</td> <td><input type="checkbox"/> Yes</td> <td><input type="checkbox"/> No</td> </tr> <tr> <td>Dredging:</td> <td><input type="checkbox"/> Yes</td> <td><input type="checkbox"/> No</td> </tr> </table> Placement of structures in: <input type="checkbox"/> open coastal waters <input type="checkbox"/> wetlands <input type="checkbox"/> estuaries <input type="checkbox"/> lakes If so, amount of material to be dredged or filled? _____ cubic yards. Location of dredged material disposal site? _____ Has a U.S. Army Corps of Engineers permit been applied for? <input type="checkbox"/> Yes <input type="checkbox"/> No	Diking:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Filling:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Dredging:	<input type="checkbox"/> Yes	<input type="checkbox"/> No									
Diking:	<input type="checkbox"/> Yes	<input type="checkbox"/> No																	
Filling:	<input type="checkbox"/> Yes	<input type="checkbox"/> No																	
Dredging:	<input type="checkbox"/> Yes	<input type="checkbox"/> No																	
16.	Will there be any exterior lighting? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, describe below and identify the location of all exterior lighting on the plot plan and building plans. _____ _____																		

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

A. Electricity:

- ☐ Utility Company (service exists to the parcel)
☐ Utility Company (requires extension of service to site: _____ feet _____ miles)
☐ On Site Generation - Specify: _____

B. Gas:

- ☐ Utility Company/Tank
☐ On Site Generation - Specify: _____
☐ None

C. 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.):

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:

THE SITE

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? ☐ Yes ☐ No
Will any existing structures be removed? ☐ Yes ☐ No

If yes to either question, 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	<hr/>	<hr/>	<hr/>	<hr/>
Residential	<hr/>	<hr/>	<hr/>	<hr/>
Agricultural	<hr/>	<hr/>	<hr/>	<hr/>
Commercial	<hr/>	<hr/>	<hr/>	<hr/>
Industrial	<hr/>	<hr/>	<hr/>	<hr/>
Institutional	<hr/>	<hr/>	<hr/>	<hr/>
Timberland	<hr/>	<hr/>	<hr/>	<hr/>
Other _____	<hr/>	<hr/>	<hr/>	<hr/>
	<hr/>	<hr/>	<hr/>	<hr/>

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

SUBMIT ONLY ONE COPY

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.

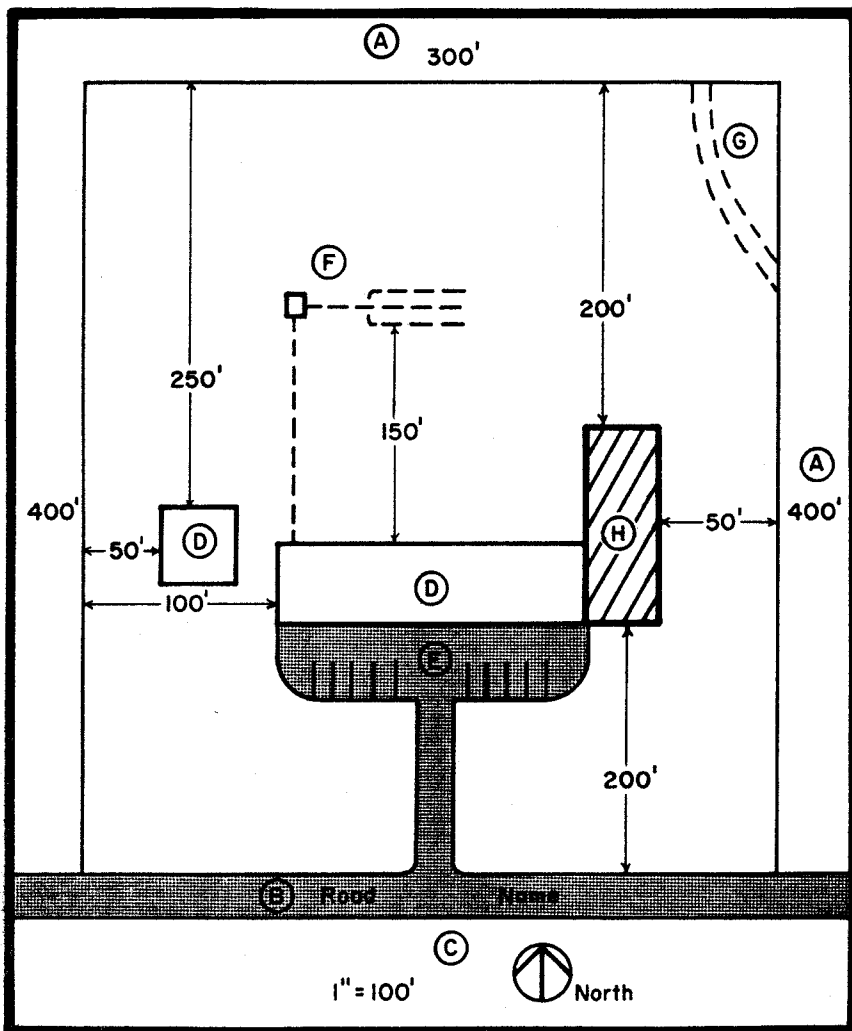
INDEMNIFICATION AGREEMENT

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

Sample Plot Plan



- A. Parcel Shape and Dimensions.
- B. Adjacent Streets.
- C. North Arrow and Scale.
- D. Existing Buildings including distance from property lines.
- E. Driveways, Parking and Loading Areas.
- F. Existing and proposed septic system and wells including distances from structures.
- G. Easements and Utility lines (power, sewer, water etc.).
- H. Proposed structure or addition including distance from property lines.

Sample Location Map

