

Coastal Permit Application Requirements

PJR-035

PURPOSE:

The purpose of this form is to identify the information and materials to be submitted with a Coastal Permit application.

Coastal permits are required for development on parcels located within the Coastal Zone (parcels with "Coastal Combining" or "CC" on County zoning maps). Development is defined in the Sonoma County Coastal Zoning Ordinance, Section 26C-12. Some development projects may be exempted or excluded from a coastal permit requirement. Inquire at the Permit and Resource Management Department (PRMD), Zoning Cubicle, for more details.

PROCEDURE:

Coastal permits are processed either administratively without a hearing, or with a public hearing, typically by the Board of Zoning Adjustments. Examples of administrative reviews include residences on the east side of Highway 1 and residences within established communities. Examples of projects requiring public hearings include residences on the west side of Highway 1, subdivisions, use permits, and commercial and industrial proposals. Project referrals are sent to various agencies for review. Based on those responses and staff review, additional reports or information may be required (see p. 3 for examples). All coastal permit applications include public notice to neighbors in the vicinity of the subject property and other parties who have requested notice. Some coastal permits are appealable to the Coastal Commission, so they will not receive final approval until the end of an appeal period with the California Coastal Commission.

Often coastal permit applications that require a public hearing are also subject to environmental review in accordance with the California Environmental Quality Act (CEQA). Project Review staff will determine if environmental review is required for the proposed project. If environmental review is required, staff will prepare an initial study to determine if there are potential environmental impacts. If no significant environmental impacts will result from the proposed project, a Negative Declaration will be prepared by staff. If potential environmental impacts are identified during the preparation of the initial study, mitigations will be established to reduce those impacts to a less than significant level.

REQUIRED APPLICATION MATERIALS:

The following items are required to process coastal permit applications. Your application will not be accepted unless all required materials are provided.

1. **Completed application form PJR-001.** The application must be signed by the applicant and property owner.
2. **Proposal statement.** This should be a one or two page letter fully describing the current use of the property and how you propose to change it. This should include information regarding the kind of use, the structures proposed, magnitude or size of the use, the intensity of the use and the frequency of the use. Discuss changes in noise, traffic and site appearance that will result from the proposal, quantified where possible. Indicate any planned future use beyond the present proposal. In addition, applicants must complete the attached Supplemental Information pages.
3. **Site plan.** Provide three full-sized site plans (either 24 in. X 36 in. or 11 in. X 17 in.).

All plans must be legible, drawn to scale and folded to 8 ½ in. x 11 in. Preparation of the required site plan by a draftsman, architect, landscape architect or engineer is strongly recommended. If the existing site is to be significantly modified by the proposed project (i.e. removal of existing buildings, extensive grading and removal of vegetation), both an existing site plan and a proposed site plan should be submitted.

Site plans must include the following:

- Name, address and telephone number of applicant and draftsman.
 - Scale, north arrow, and dimensions of all property lines. (An engineer's scale of 1 in. = 10 ft. or 20 ft. is recommended to clearly show the development area). For larger parcels, a vicinity map may be used to depict the entire property.
 - Location and identification of all existing and proposed buildings, structures, etc., including their dimensions and distances to property lines. Identify land uses on adjacent properties and depict buildings, structures, etc. within 50 ft. of the subject property.
 - Location, width, name and status (public or private) of all existing and proposed roads and easements lying within, adjacent to or serving the site, showing route of access from the road.
 - Location of streams, ditches, drainage facilities and other water courses, ponding areas, or areas subject to periodic inundation.
 - Lines indicating the direction of slope and approximate percent of grade. Topographic lines are recommended.
 - Location of any existing or proposed wells and septic systems including distances to waterways, drainage courses, cut/fill areas, structures and roadways.
 - Location and dimensions of all parking areas and driveways from adjacent roadways.
 - Locate and Identify all existing trees in the development area. The following trees greater than 9 inches diameter at breast height are protected by the Sonoma County Tree Protection Ordinance: big leaf maple, black oak, blue oak, coast live oak, interior live oak, madrone, oracle oak, Oregon oak, redwood, valley oak and California bay. If the project is of such a large scale that it is not possible to identify all protected trees, the dripline of tree masses with species identified shall be shown on the site plan. More detailed information may be required during processing of the application.
4. **Reduced site plan.** Provide one reduced-size site plan (8 ½ in. X 11 in.). This reduced site plan must clearly depict the information shown on the full-sized site plan.
 5. **Preliminary architectural plans.** Provide three full-sized copies of all architectural elevations and floor plans. Structural plans are not required until application is made for building permits. The elevations must identify the type and color of the roof and other exterior materials. All mechanical equipment, exterior lights, trash enclosures and other exterior structures must be shown on these plans. A section is required for each structure showing the location of natural grade underneath the structure; the building's height must be identified on the section (measured from the average of the highest and lowest points of the lot covered by the structure to the topmost point of the roof).
 6. **Location/vicinity map.** Provide one 8 ½ in. X 11 in. location/vicinity map (locator map or road map) showing where the project is located in relation to nearby lots, streets, highways and/or major natural features.

7. **Assessor's parcel map.** Provide one 8 ½ in. X 11 in. copy of the current Assessor's Parcel Map with the project site shown. Maps may be obtained from the County Assessor's Office or PRMD.
8. **USGS quad map with the site outlined.** Provide one 8 ½ in. X 11 in. excerpt of a USGS quad map with the project site identified. Maps may be obtained from PRMD. Check current fee schedule for cost.
9. **Architectural Review Committee.** Construction of new homes in subdivisions of Bodega Harbor, Sereno Del Mar, Timber Cove, and The Sea Ranch are subject to **architectural review** by the homeowner's association. Evidence of such approval must accompany this application.
10. **Preliminary grading and drainage plans.** Preliminary grading and drainage plans are often required. The grading plan prepared by a registered civil engineer should show existing and proposed contours, the amount of proposed excavation and fill (in cubic yards) and any necessary deposition sites, on or offsite. Drainage plans should show drainage patterns for all runoff from the site, location of drainage swales, ditches, and culverts, and the size of all drainage structures. The plan should also describe how grading will be conducted so as to minimize erosion during and after construction.
11. **Stormwater Management Submittals.** Provide description of stormwater management including runoff, treatment, drainage, and flood control. If applicable, provide location of existing wetlands and measures to avoid. An alternative analysis should be required demonstrating why the wetlands cannot be avoided.
12. **Filing fee.** See current PRMD Project Review fee schedule.

ADDITIONAL REQUIREMENTS:

The following are examples of additional reports or information that may be required in order for PRMD to complete the processing of your application for a Coastal Permit. Applicants will be notified by their assigned Project Review planner if such reports or information is required.

1. **Archaeological Report.** Required for all projects where the Sonoma State University Northwest Information Center recommends that a survey be performed.
2. **Biotic Report.** Required if an endangered species, Environmentally Sensitive Habitat Area (ESHA), stream, creek, wetland, or sand dune occupies any portion of the site or is within 300 feet of development.
3. **Landscape Plan.** Required where the project is visible from a designated Scenic Resource area, a scenic corridor, or public view area to screen the project.
4. **Story Pole Placement.** Required for projects within designated Scenic Resource areas, scenic corridors, or visible from public areas.
5. **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.
6. **Geotechnical Investigation.** For development within 100 feet of a bluff or in an area of high geologic hazard, a comprehensive, site-specific geology and soils report must be submitted in accordance with the Interpretive Guidelines adopted by the Coastal Commission (Geologic Stability of Blufftop Development). Copies of the guidelines are available at PRMD. The report must determine what there will be no significant impact from grading, site preparation, drainage, leachfields and foundation plans.

Coastal Permit Application Supplemental Information

PURPOSE:

This form is to be completed by applicants in order to provide additional information regarding a Coastal Permit application. The more details that are provided, the easier it will be to promptly process the Coastal Permit application. Please answer all questions. Indicate "Not Applicable" or "N/A" for those questions which do not pertain to the proposed project. It is important that applicants provide complete answers to all questions.

1. Are there existing structures or improvements on the property? Yes No
If yes, describe below and identify the use and size of each structure or improvement.

2. Describe the project and include structure sizes(s) (in square feet), improvements such as wells, septic systems, grading, vegetation removal, roads, driveways, propane tanks, oil tanks, water storage tanks, solar panels, etc.

3. Is any grading or road/driveway construction planned? Yes No

Estimate the amount of grading in cubic yards: _____

If greater than 50 cubic yards or if greater than 2 feet of cut or 1 foot of fill will result, a grading plan and permit will be required.

Estimate the length of the proposed road/driveway: _____ feet.

4. Will vegetation be removed on areas other than the building sites and roads?
 Yes No

If yes, explain: _____

5. Are there any water courses, anadromous fish streams, sand dunes, rookeries, marine mammal haul-out areas, wetlands, riparian areas, rare or endangered plants, animals or habitat which support rare and endangered species located on the project site or within 100 feet of the project site? If yes explain:

6. How many trees will be removed to implement the project: _____. Indicate on the site plan all trees to be removed which are greater than 9 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.

7. Will the proposed development be visible from:
- A. State Highway 1? Yes No
 - B. Other Scenic Corridor? (see list below) Yes No
 - C. Park, beach, or recreation area? Yes No

If you answered yes, explain _____

Scenic Corridors: Stewarts Point-Skaggs Springs Road, Fort Ross Road, Myers Grade/Seaview Road, Highway 116, Willow Creek (paved portion), Coleman Valley Road, Bay Hill Road, Bodega Highway and Petaluma-Valley Ford Road.

8. Height of structure(s) in feet (measured from average grade to the highest point of the structure). Identify height of building(s) on architectural elevations:

9. Describe all exterior materials and colors of all proposed structures

Siding material _____	Color _____
Trim material _____	Color _____
Chimney material _____	Color _____
Roofing material _____	Color _____
Window frame material _____	Color _____
Door material _____	Color _____

Fencing material _____ Color _____

Retaining wall material _____ Color _____

Other exterior materials _____ Color _____

10. Will there be any new exterior lighting? Yes No
If yes, provide lighting details and specifications for all exterior lighting fixtures. All lighting fixtures must be downcast and shielded to prevent light and glare beyond the parcel boundaries. Identify the location of all exterior lighting on the site plan or building plan.

11. 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: _____

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

13. What will be the domestic water source?
- Community water system, specify supplier: _____
 - Well On-site Off-site
 - Spring On-site Off-site
 - Other, specify _____

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

Electricity:

- Utility Company (service exists to the parcel)
- Utility Company requires extension of services to site: _____ feet _____ miles
- On Site generation, Specify: _____
- None

Gas:

- Utility Company/Tank
- None