



CITY OF POINT ARENA PLANNING DEPARTMENT

451 School Street | P.O. Box 67 | Point Arena, CA 95468
Phone: (707) 882-2122 | Fax: (707) 882-2124 | pointarena.ca.gov

COASTAL DEVELOPMENT PERMITS

A Coastal Development Permit (CDP) is required before undertaking any activity in the Coastal Zone that is defined as “development” within the City of Point Arena Local Coastal Plan and it not otherwise Exempt or Excluded.

Consult with the City Planner to determine if your project is Exempt, Excluded, or can be processed as an Administrative permit.

An action taken on a CDP may be appealed to the Coastal Commission for only the following types of developments:

- 1) Developments approved between the sea and the first public road paralleling the sea or within three hundred (300) feet of the inland extent of any beach or of the mean high tide line of the sea where there is no beach, whichever is the greater distance;
- 2) Developments approved located within one hundred (100) feet of any wetland, estuary, stream, or within three hundred (300) feet of the top of the seaward face of any coastal bluff;
- 3) Any approved division of land;
- 4) Any development approved that is not designated as the principal permitted use under the zoning ordinance.
- 5) Any development which constitutes a major public works project or a major energy facility.
- 6) Any development approved which lies within a “highly scenic” area as designated on the City Land Use Maps.

CA Coastal Act and Point Arena Zoning Ordinance Definition of Development

(Municipal Code Title 18, Appendix A):

“Development means, on land, in or under water, the placement or erection of any solid material or structure; discharge or disposal of any dredged material or of any gaseous, liquid, solid, or thermal waste; grading, removing, dredging, mining, or extraction of any materials; change in the density or intensity of use of land, including, but not limited to, subdivision pursuant to the Subdivision Map Act (commencing with Section 66410 of the Government Code), and any other division of land, including lot splits, except where the land division is brought about in connection with the purchase of such land by a public agency for public recreational use; change in the intensity of use of water, or of access thereto; construction, reconstruction, demolition, or alteration of the size of any structure, including any facility of any private, public, or municipal utility; and the removal or harvesting of major vegetation other than for agricultural purposes, kelp harvesting and timber operations, which are in accordance with a timber harvesting plan submitted pursuant to the provisions of the Z’berg-Nejedly Forest Practice Act of 1973 (commencing with Section 4511).

“As used in this plan, “structure” includes, but is not limited to, any building, road, pipe, flume, conduit, siphon, aqueduct, telephone line, and electrical power transmission and distribution line.”

FACTS TO KNOW

1. After preliminary review, your application will be scheduled for a public hearing with the Planning Commission. (In the case that there is no functioning Planning Commission, the City Council will act in its place.)
2. A copy of the public notice, staff report and agenda will be mailed to you prior to the public hearing. The staff report for your project will include the project recommendations and conditions of approval.
3. Public notice of hearings for 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 located 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 the opportunity to express positive or negative comments regarding your application.
8. Action by the Planning Commission is final unless appealed to the City Council, except that approved coastal development permits may be appealable to the California Coastal Commission.
9. Appeals to the City Council must be submitted in writing to the City Clerk within 10 calendar days of the Planning Commission's decision. The applicable fee must accompany the appeal. Following your appeal, the City Council will hold a public hearing. You will be notified by mail of the time and place that your appeal will be considered. The City Council's action shall be final except that an approved coastal development project may be appealable to the California Coastal Commission.

PLANNING PERMIT PROJECT INTAKE CHECKLIST

The following information and materials must be submitted at the time a coastal development permit application is filed with the Planning Division. Applicants should check off each completed item under the box marked "Applicant" and submit this checklist with the application.

Applicant

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City

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1. **10 Copies** of items a-d, on 8 ½" x 11" paper, collated and stapled into individual application packets.

- a) **PLANNING PERMIT APPLICATION FORM AND PLANNING PERMIT APPLICATION QUESTIONNAIRE.** Please be sure to answer all questions thoroughly and accurately.
- b) **LOCATION MAP** (annotate enclosed City of Point Arena map with location of project)
- c) **SITE PLAN** drawn to scale
- d) **ARCHITECTURAL BUILDING FLOOR PLANS & ELEVATIONS** (& Sign Detail, if applicable)

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2. **SITE PLAN, FLOOR PLANS, AND ELEVATIONS - 1 Full-Size Set** Drawn to scale and folded to 8 ½" x 11" size. Outdoor lighting fixtures should be indicated on the elevations and site plan. A design detail of the light fixtures or a copy of a catalog description with illustration is adequate. Note that all exterior lighting shall be downcast and shielded to prevent light and glare from being shed beyond the parcel boundaries.

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3. **SIGNED CERTIFICATION AND SITE VIEW AUTHORIZATION FORM - 1 Copy**

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4. **SIGNED DECLARATION OF POSTING - 1 Copy**

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5. **SIGNED INDEMNIFICATION AGREEMENT- 1 Copy**

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6. **PROOF OF THE APPLICANT'S LEGAL INTEREST IN THE SUBJECT PROPERTY- 1 Copy** Proof can be in the form of a current tax statement, title report, lease agreement or other documents showing legal interest to apply for the permit and comply with all conditions of approval. All holders or owners of any other interest of record in the affected property shall be identified on the application and notified in writing of the permit application by the applicant and invited to join as co-applicant.

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7. **STAMPED, LEGAL SIZE ENVELOPES** addressed to all **owners** of property situated within three hundred (300) feet of property boundaries and **occupants** situated within one hundred (100) feet of the property lines of the project site (excluding roads) and, to any other parties known to the applicant to have an interest in the proposed development. Return address shall be left blank on the envelopes.

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8. **MAILING LIST - 1 COPY** A list containing the names, addresses and Assessor's Parcel Numbers of owners/occupants/parties of interest as required above shall be typed or printed legibly on the form provided in the application packet.

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9. **A PRELIMINARY CLEARANCE** must be obtained from the Redwood Coast Fire Protection District (RCFPD) and submitted with the application.

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10. **FILING FEE** (check with a planner for fee amount prior to submitting the application). All fees are collected by the City of Point Arena. Checks should be made payable to the City of Point Arena.

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 cause for delays in project review.

ADDITIONAL INFORMATION MAY BE REQUIRED AS FOLLOWS, CONTACT THE PLANNING DEPARTMENT FOR DETAILS.

- **A BIOLOGICAL SURVEY** may be required if an endangered species, Environmentally Sensitive Habitat Area (ESHA), stream, creek, wetland, or sand dune occupies any portion of the site.
- **A TOPOGRAPHIC MAP/SITE PLAN** may be required if the project is commercial, involves grading, or is located on sloped land.
- **A COMPREHENSIVE PLAN** may be required for development proposals governed by the Planned Residential Development process (Coastal Zoning Code Chapter 18.30.130), as well as for conditional residential and mixed uses in C and HWC zones and other circumstances as identified in Coastal Zoning Code Chapter 18.30.140.
- **A GEOTECHNICAL REPORT** shall be required if the project is within the unstable soils as mapped on the "natural hazards" section of the opportunities and constraints map, and can be identified as Santa Lucia soils which occupy slopes of 9% to 75%, properties located on or adjacent to coastal bluffs, and areas within 100' of the Hathaway Creek Fault. That report must address the issues required by the Coastal Zoning Code Chapter 18.25.200, including but not limited to site geology, soils, soil stability, landsliding, erosion, drainage, bluff top setback, seismicity and faulting, and tsunami issues.
- **A GRADING AND DRAINAGE PLAN** may be required where the project has a potential to adversely affect water quality within any waterway and where the project has the potential to affect slope stability along bluffs and steep slopes.
- **A LANDSCAPE PLAN** may be required where the project is located within a designated highly scenic area and landscaping is needed to offset the visual impacts of the project.
- **AN ARCHAEOLOGICAL SURVEY** may be required in certain areas.
- **A TENTATIVE MAP** will be required for all proposed divisions of land and boundary line adjustments.
- **STORY POLE PLACEMENT** may be required for projects within designated highly scenic areas that are visible from public areas.

CITY OF POINT ARENA
PO BOX 67
451 SCHOOL STREET
POINT ARENA, CA 95468
Telephone: 707-882-2122

Case No(s)

RCFPD No(s)

Date Filed

Fee

Receipt No.

Received by

Office Use Only

PLANNING PERMIT APPLICATION FORM

(All Planning applications within the City of Point Arena are Coastal Development)

Name of Applicant	Name of Owner(s)	Name of Agent
Mailing Address	Mailing Address	Mailing Address
Telephone Number	Telephone Number	Telephone Number

Driving Directions

The site is located on the _____ (N/S/E/W) side of _____ (name road)
approximately _____ (feet/miles) _____ (N/S/E/W) of its intersection with
_____ (provide nearest major intersection).

Assessor's Parcel Number(s)

TYPE OF APPLICATION

Check all that apply

(All applications within the City of Point Arena are Coastal Development)

☐	Coastal Development Permit	☐	Use Permit
☐	Rezoning	☐	Variance
☐	Land Division: Minor	☐	General Plan Amendment
☐	Land Division: Major	☐	Agricultural Preserve
☐	Land Division: Parcel	☐	Reversion to Acreage
☐	Land Division: Resubdivision	☐	Certificate of Compliance
☐	Exception	☐	Other:
☐	Modification of Conditions		

Parcel Size

☐ Square Feet

☐ Acres

Street Address of Project

I certify that the information submitted with this application is true and correct:

Signature of Applicant/Agent

Date

Signature of Owner

Date

Signature of Owner

Date

PLANNING PERMIT

APPLICATION QUESTIONNAIRE

The purpose of this questionnaire is to relate information concerning your application to the City of Point Arena and other agencies that will be reviewing your project proposal. The more detail that is provided, the easier it will be to promptly process your application. Please answer all questions. Those questions that do not pertain to your project, please indicate "Not Applicable" or "N/A".

1. Describe your project and include secondary improvements such as wells, septic systems, grading, vegetation removal, roads, etc.

2. Structures:

TYPE OF UNIT	NO. OF STRUCTURES/UNITS		Square Footage		
	EXISTING	PROPOSED	EXISTING	PROPOSED	TOTAL
☐ Single Family					
☐ Mobile Home					
☐ Duplex/Multifamily					
☐ Detached Structures: (list individually)					
☐ Other:					
☐ Other:					
☐ Other:					
☐ Other:					

3. 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).

4. 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?

5. Lot Coverage (building footprint):

TYPE OF STRUCTURE	Square Footage (footprint only)			
	EXISTING	PROPOSED	TO BE REMOVED	TOTAL
☐ Buildings				
☐ Driveway				
☐ Decks				
☐ Porches				
☐ Patios				
☐ Walkways				
☐ Other:				
☐ Other:				
☐ Other:				
Totals				

6. Will the proposed project be phased? ☐ Yes ☐ No

If Yes, explain your plans for phasing:

7. 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: _____

a. Parking will be provided as follows:

Number of Spaces Existing _____ Proposed _____ Total _____

Number of standard spaces _____ Size _____

Number of handicapped spaces _____ Size _____

b. For both Residential and non-Residential projects: illustrate your parking area on your site plan, showing turn around and parking provision dimensions as specified in the Title 18. Point Arena Municipal Code Section 18.25.280 Off-Street parking.

8. Utilities will be supplied to the site as follows (site plan must illustrate utility connections):

A. Electricity

☐ Utility Company

☐ Utility Company (requires extension of services to site): _____ feet _____ miles

☐ On Site generation, Specify:

☐ None

B. Gas

☐ Utility Company/Tank:

☐ None

C. Telephone/CATV: ☐ Yes ☐ No

9. What will be the method of sewage disposal?

☐ City of Point Arena Wastewater Treatment Plant (site plan must illustrate connection to existing WWTP infrastructure)

☐ Septic Tank (indicate primary + replacement leachfields on plot plan)

☐ Other, specify _____

10. What will be the domestic water source?

☐ Point Arena Water Works (site plan must illustrate connection to existing WWTP infrastructure)

☐ Well ☐ On-Site ☐ Off-site

☐ Spring ☐ On-Site ☐ Off-site

☐ Other, specify _____

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

If yes, grading and drainage plans may be required.

Estimate the amount of grading in cubic yards_____.

If greater than 50 cubic yards of grading or if greater than 2 feet of cut or 1 foot of fill will result, please provide a grading plan.

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

Describe the terrain to be traversed (e.g., steep, moderate slope, flat, etc.).

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		

12. Does the project involve sand removal, mining or gravel extraction? ☐ Yes ☐ No

If yes, detailed extraction, reclamation and monitoring plans may be required.

13. Does the development include diking, filling, dredging or placing structures in open coastal water, wetlands, estuaries or lakes?

Diking	☐ Yes	☐ No
Filling	☐ Yes	☐ No
Dredging	☐ Yes	☐ No
Placement of structures in:		
Open coastal waters	☐ Yes	☐ No
Wetlands	☐ Yes	☐ No
Estuaries	☐ Yes	☐ No
Lakes	☐ Yes	☐ No

If yes:

Amount of material to be dredged or filled:_____cubic yards.

Location of dredged material disposal site:_____

Has a US Army Corps of Engineers permit been applied for? ☐ Yes ☐ No

14. Will the project involve the use or disposal of potentially hazardous materials such as toxic substances, flammables, or explosives? ☐ Yes ☐ No

If yes, please explain:

15.	Are there any water courses, anadromous fish streams, sand dunes, rookeries, marine mammal haul-out areas, wetlands, riparian areas, pygmy vegetation, rare or endangered plants, animals (including Point Arena Mountain Beaver) or habitat which support rare and endangered species located on the project site or within 100 feet of the project site? ☐ Yes ☐ No If Yes, please describe the resource and attach any biological/botanical reports, and specify distance to nearest water body.
16.	Will vegetation be removed on areas other than the building sites and roads? ☐ Yes ☐ No If yes, explain: How many trees will be removed to implement the project: _____. Indicate on the site plan all trees to be removed that are greater than 12-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.
17.	Will the proposed development convert land currently or previously for agriculture to another use? ☐ Yes ☐ No If yes, how many acres will be converted? _____ Acres. An agricultural feasibility study may be required.
18.	Will the development provide public or private recreational opportunities? ☐ Yes ☐ No If yes, explain:
19.	Is the proposed development visible from: A. State Highway 1? B. Park, beach or recreation area? ☐ Yes ☐ No ☐ Yes ☐ No If yes, explain:
20.	Project Height. Maximum height of structure(s) above natural grade.
21.	Will there be any exterior lighting? ☐ Yes ☐ No If yes, describe below and identify the location of all exterior lighting on the plot plan and building plans.

22. Describe all exterior materials and colors of all structures.

	Material	Color
Siding		
Trim		
Chimney		
Roofing		
Window Frame		
Doors		
Fencing		
Retaining walls		
Other:		

23. Describe how your project utilizes Best Management Practices to protect water quality by answering the questions below. Illustrate BMPs on your site plan or on a separate Drainage & Erosion Control Plan.

- a. Describe your proposed methods for controlling erosion and sedimentation during construction.
- b. Describe your proposed methods for controlling polluted runoff during construction.
- c. Describe your proposed methods for minimize post-construction polluted runoff and impacts to water quality (e.g., drainage improvements, measures to maximize on-site retention and infiltration, revegetation plans, etc.). You may be required to provide a penetrable paving surface to minimize water runoff.

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

25. 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.

26. 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.

27. Indicate the surrounding land uses:

	NORTH	EAST	SOUTH	WEST
Vacant				
Residential				
Agricultural				
Commercial				
Industrial				
Institutional				
Timberland				
Other (describe)				

28. 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.):

29. List and describe any other related permits and other public approval required for this project, including those required by other City departments, County, regional, state and federal agencies (including Encroachment Permits):

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 City.

2. I hereby grant permission for City Planning 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

CITY OF POINT ARENA

OBLIGATION TO DEFEND, INDEMNIFY, AND HOLD HARMLESS THE CITY OF POINT ARENA

The undersigned Permittee (First)_____ (Last) _____ hereby agrees, as a condition for approval of Permit No. _____ to defend, indemnify and hold harmless, the City of Point Arena (CITY), or its agents, officers, employees and agencies from any claim, action, or proceeding against CITY or its agents, officers, and employees arising from such approval.

1. PERMITTEE shall, upon written request of CITY prepare a defense for CITY, at PERMITTEE's sole expense. Alternatively, CITY at CITY's sole discretion, may prepare its own defense, with PERMITTEE paying the reasonable cost of CITY's defense. Such costs include attorney fees, and other related expenses, including, without limitation, travel, postage, photocopies, and CITY staff costs.
2. PERMITTEE shall not be required to pay or perform any settlement unless the settlement is approved in advance by PERMITTEE. CITY must approve any settlement affecting the rights and obligations of CITY.
3. In all cases, regardless of whether CITY or PERMITTEE defends CITY, PERMITTEE shall indemnify CITY for any judgment or order rendered as a result of any claim, action, or proceeding arising from the approval specified herein.
4. At no time shall PERMITTEE file any complaint, cross-complaint or any offensive pleading without obtaining prior written approval of CITY.
5. The obligations specified herein shall be made, and are binding on the successors in interest of the PERMITTEE, whether succession be by agreement, or by operation of law, or by any other means.

Permittee

Date

Permittee

Date

COASTAL ZONE DEVELOPMENT

List all property owners within 300 feet, and occupants within 100 feet along with the corresponding Assessor's Parcel Number for each owner/occupant. **This form must be typed.**

[illegible]

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 City of Point Arena 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 City of Point Arena with the application.

Pursuant to the requirements of Section 18.30.220(1)(d) of the City of Point Arena Coastal Zoning Code, I hereby certify that on _____ 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:

Location of Proposed Development:

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 that was posted shall be attached to this form)

NOTE: YOUR APPLICATION CANNOT BE PROCESSED UNTIL THIS "DECLARATION OF POSTING" IS SIGNED AND RETURNED TO CITY HALL.

NOTICE OF PENDING PERMIT

A COASTAL PERMIT APPLICATION FOR DEVELOPMENT ON THIS SITE
IS PENDING BEFORE THE CITY OF POINT ARENA.

Proposed Development:

Location:

Applicant:

Agent:

Assessor's Parcel Number:

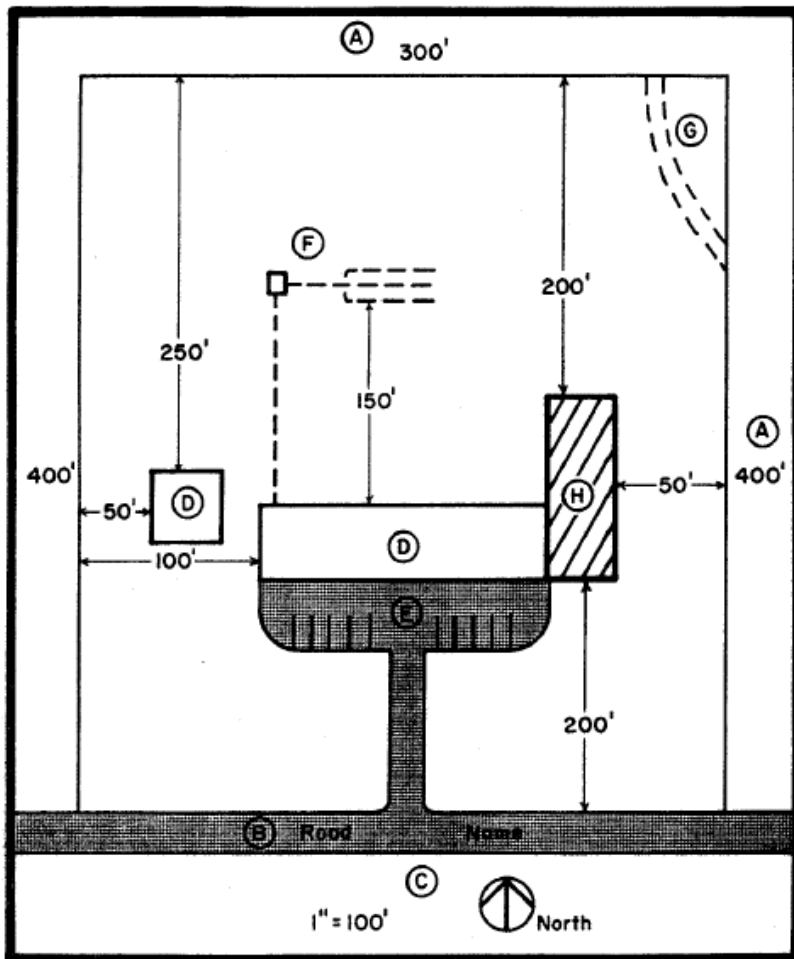
Date Notice Posted:

FOR FURTHER INFORMATION, PLEASE TELEPHONE OR WRITE TO:

City of Point Arena, City Hall
PO Box 67
451 School Street
Point Arena, CA 95468
Office 707 882-2122 Fax 707 882-2124

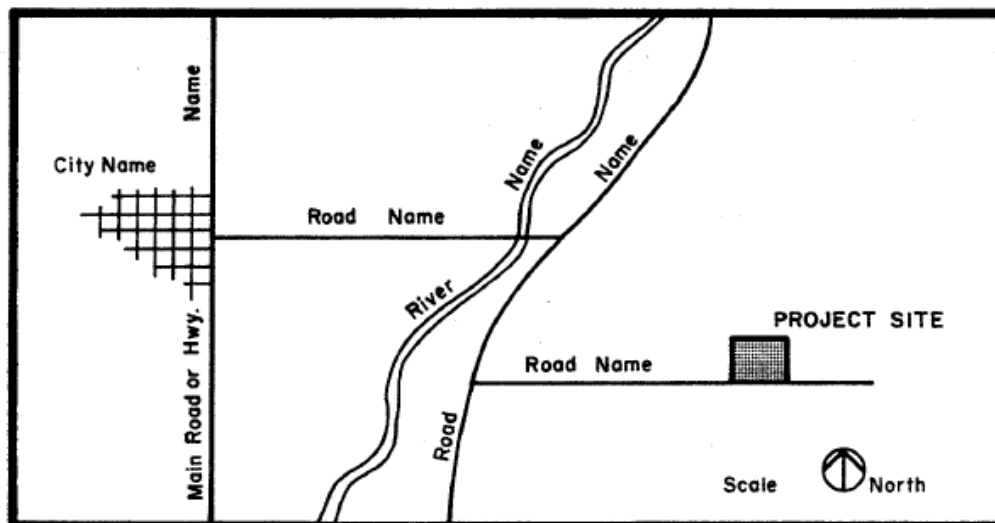


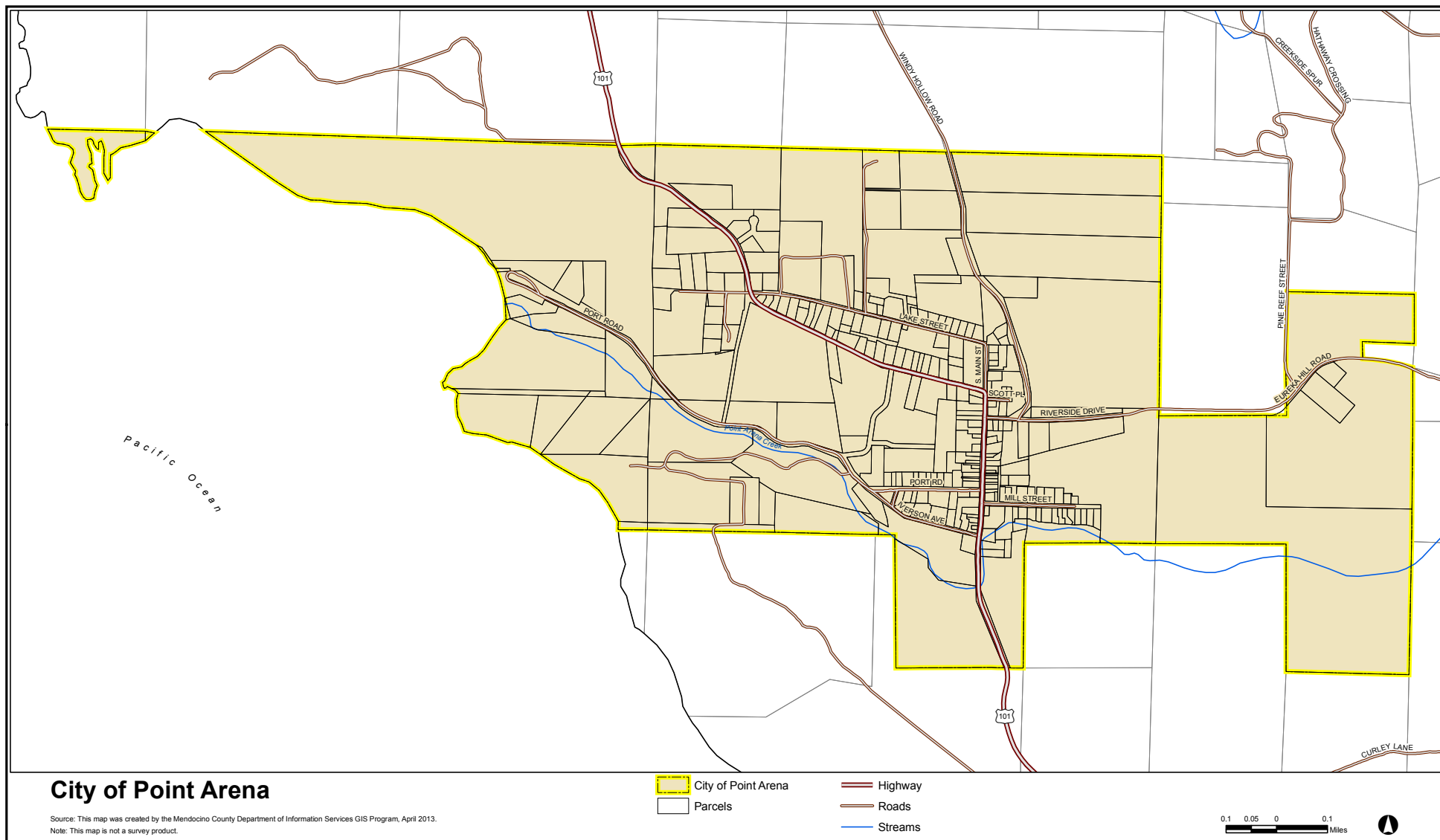
Sample Plot Plan



- 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





Location Map. Annotate project location on this map.