# COASTAL DEVELOPMENT PERMIT

## WHAT IS A COASTAL DEVELOPMENT PERMIT?

The purpose of a Coastal Development Permit (CDP) is to ensure that development complies with the provisions of the City of Fort Bragg Local Coastal Program, the California Coastal Act, and the California Code of Regulations Title 14, Division 5.5. It allows the City of Fort Bragg to preserve the unique resources of lands within the coastal zone and the public interest therein.

## WHERE IS THE COASTAL ZONE?

Within the City of Fort Bragg, the coastal zone is situated along the west side of State Route 1 (Main Street) and, in general, south of Walnut Street. Please contact the Community Development Department to verify whether your property is in the Coastal Zone, or look at the City zoning map.

## WHEN IS A COASTAL DEVELOPMENT PERMIT REQUIRED?

Unless specifically exempted under the provisions of the Coastal Land Use & Development Code (CLUDC) 17.41.040, any person, partnership, state, or local government agency wishing to develop in the coastal zone must first obtain a Coastal Development Permit in addition to any other permit(s) required by law.

## PROCESS

The CDP application is first reviewed by City staff and then routed to appropriate public agencies for comment. Based on comments from public agencies and requirements in the Local Coastal Program, staff will determine whether the application is complete. When the application is deemed complete, and staff has completed its analysis, a public hearing will be scheduled before the Planning Commission.

The Fort Bragg Planning Commission meets on the second and fourth Wednesday of every month. Decisions of the Planning Commission are effective ten calendar days after the decision is rendered when no appeal has been filed with the City Council. Some approved coastal development permits are appealable to the California Coastal Commission.

At the conclusion of the ten-day appeal period the City issues a Coastal Development Permit that requires the signature of the owner or their agent. Once the signed permit is returned to the City, staff forwards the development permit to the California Coastal Commission with a Notice of Final Action (NOFA). If no appeal is filed with the Coastal Commission, the CDP becomes final ten working days after the Coastal Commission receives the NOFA. CDPs are valid for two years from the date of issuance.

*For applicable fees, please contact the Community Development Department at (707) 961-2827.*

### NOTICE TO APPLICANTS

*Coastal Development Permits are subject to regulations set forth in City of Fort Bragg Coastal Land Use & Development Code (implementation plan) and the Coastal General Plan (land use plan) which together comprise the certified Local Coastal Program. Please be advised that, prior to submittal of a complete application and set of plans, staff comments and interpretations should be considered preliminary and subject to change pending full review of a complete application by all City, County, and State departments/agencies as necessary.*

**City of Fort Bragg**
**Community Development Department**
**416 North Franklin Street**
**Fort Bragg, California 95437**
**Telephone (707) 961-2827, ext.110**
**Fax (707) 961-2802**
**Email: CDD@fortbragg.com**
**http://city.fortbragg.com**

October 2011

# Coastal Development Permits

# City of Fort Bragg

# Community Development Department

**Consult the Fort Bragg Municipal Code, Section 17.71.045, for further information about Coastal Development Permits.**

## SUBMITTAL REQUIREMENTS

A planning application and planning application fee shall be submitted together for development projects requiring discretionary review by the Planning Commission or Community Development Director. One application may be used for multiple permits processed concurrently for a project. Applicants must submit ten sets of each of the following scaled plans on 11" x 17" paper with all dimensions shown. More complex projects will also be required to submit three sets of 24" x 36" plans. For more information, please refer to CLUDC 17.71.045(D) unless otherwise referenced:

**I. SITE PLAN:** CLUDC 17.71.045(D)(3)

A site plan containing the following information shall be submitted in order for the City staff and Planning Commission to fully and accurately evaluate the proposal:

A. The lot or parcel involved, showing shape and dimensions.

B. Abutting street and name, indicating distance from center line.

C. North arrow and scale.

D. The location of proposed new or existing buildings, if any, and their uses and distances to lot lines.

E. All driveways, approaches, barriers, parking and loading areas.

F. Location of utility lines, (power, telephone, sewer, water).

G. If applicable, indicate an addition to an existing structure with dotted lines.

H. Drawings must be to scale.

I. Identify the size and species of all trees on the parcel(s). Label each tree to be removed with an "X" through it.

J. Proposed landscaping shall be shown on the site plan unless a separate landscape/planting plan is included in the application.

K. Potential phasing of the project should be indicated.

**I. ELEVATIONS:** CLUDC 17.71.045(D)(5)

Elevation drawings must be submitted when new structures are to be constructed. The drawings must be in sufficient scale and detail to provide the Planning Commission with a clear rendition of the appearance of the structure after completion. The elevations must indicate the type of proposed exterior materials (e.g. type of siding, roofing materials) and colors.

An elevation drawing of any detached signs must also be provided.

**II. FLOOR PLANS**

Floor plans must be submitted for all stories with rooms, exterior doors, windows, and seats (for eating establishments) shown so that parking and coverage calculations can be made.

**III. OTHER PLANS, REPORTS, OR ANALYSES MAY BE REQUIRED**

Consult with a City Planner or refer to the Coastal Land Use & Development Code (CLUDC) for a list of additional plans, reports, and analyses that **may be** required depending on the location and type of project.

_____ Project description: CLUDC 17.71.045 (D)(2)

_____ Complete title history: CLUDC 17.71.045(D)(1)

_____ Grading plan: **CLUDC 17.60.040**

_____ Drainage and erosion control plan: **CLUDC 17.62**

_____ Construction Pollution Prevention Plan: **CLUDC 17.64.030**

_____ Stormwater runoff mitigation plan: **CLUDC 17.64.040**

_____ Botanical analysis: **CLUDC 17.50.050**

_____ Archaeology analysis: **CLUDC 17.50.030(C)**

_____ Geotechnical report: **CLUDC 17.54** & **17.60.040(A)(3)**

_____ Soils Report: **CLUDC 17.88.090**

_____ Documents to support California Environmental Quality Act (CEQA) analysis: **CLUDC 17.72**

_____ Evidence of adequate City infrastructure service capacity to serve the development CLUDC 17.71.045(D)(7)

_____ Visual analysis including story poles: **CLUDC 17.50.070(C)(2)(c)**

_____ Sample project materials (paint chips, exterior materials, etc.)

_____ Preliminary approval from local, state, and federal agencies

_____ Other applicable materials or additional information

## TIMING OF APPLICATION REVIEW

The Community Development Department makes every effort to review planning permit applications quickly; however applications cannot be reviewed until they are deemed complete (e.g. that all plans, fees, analysis, and reports required by the CLUDC are submitted. Please ensure expedient review of your application by providing all required plans, reports, and analyses in a timely fashion.