COASTAL DEVELOPMENT PERMIT

WHAT IS A COASTAL DEVELOPMENT PERMIT?

A Coastal Development Permit **(CDP)** is a type of **entitlement** permit that ensures development within the coastal zone complies with the City of Fort Bragg Local Coastal Program, the California Coastal Act, and **S**tate regulations. The purpose of a CDP is to protect Fort Bragg's coastal resources, access, and environment.

WHERE IS THE COASTAL ZONE?

Within the City of Fort Bragg, the **C**oastal **Z**one is situated along the west side of State Route 1 (Main Street) and, in general, south of Walnut Street. Contact the Community Development Department to verify whether your property is in the Coastal Zone or check the City's **Z**oning map.

WHEN IS A CDP REQUIRED?

If you're in the Coastal Zone and building new construction,-**doing a major** remodel, grading, paving, tree removal, subdivisions, lot line adjustments, or commercial projects. Additionally, changes in land use (e.g., converting a home to a bed and breakfast). Some small projects, such as replacing a roof or windows, can require a CDP in some areas.

NOTICE TO APPLICANTS

Coastal Development Permits are subject to regulations outlined in the 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.

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

City of Fort Bragg
Community Development Department
416 North Franklin Street
Fort Bragg, California 95437
Telephone (707) 961-2827, ext.111
Email: CDD@fortbraggca.gov

Coastal Development Permits

City of Fort Bragg

Community Development Department

2026

SUBMITTAL REQUIREMENTS

A planning application needs to be submitted for development projects requiring discretionary review by the Planning Commission or the Community Development Director. For applicable fees, please **contact** the Community Development Department at (707) 961-2827 X 111.

One application may be used for multiple permits processed concurrently for a project. Applicants must submit A digital plan set and one set of each of the following scaled plans on 11" x 17" paper with all dimensions shown; digital plans may be submitted. More complex projects will also be required to submit a plan set of 24" x 36" plans, along with a digital set. More plan sets may be necessary upon request. For more information, please refer to CLUDC 17.71.045(D) unless otherwise referenced:

SITE PLAN: CLUDC 17.71.045(D)(3)

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

- The lot or parcel involved showing shape and dimensions.
- Adjoining street and name, indicating distance from the center line.
- North arrow and scale.
- The location of the proposed buildings, existing structures, if any, and their distances from lot lines.
- All driveway approaches, barriers, parking, and loading areas.
- Location of utility lines (power, telephone, sewer, water).
- Additions to structures should be indicated with dotted lines.
- Drawings must be to scale.
- Size and species of trees. Label those to be removed with an X.
- Proposed landscaping must be shown on the site plan unless a separate landscape or planting plan is submitted.
- Phasing of the project should be indicated.

ELEVATIONS: CLUDC 17.71.045(D)(5)

Elevation drawings are required for new construction. They must be detailed and to scale, clearly showing the building's final appearance, including exterior materials ~~(~~such as siding, roofing, and **signage**~~)~~ and **paint** colors. An elevation drawing of any detached signs must also be provided.

ADDITIONAL INFORMATION

Consult with the Community Development Department to see if additional plans, reports, and analyses Including but not limited to:

- Complete title history: CLUDC 17.71.045(D)(1)
- Project description: CLUDC 17.71.045 (D2)
- 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)
- 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 information.

FLOOR PLANS

Must be submitted for each story, including rooms, doors, and windows. For eating establishments, seating is required.

TIMING OF APPLICATION REVIEW

Planning permit applications are reviewed promptly once they are **deemed** complete **by the planner**. To avoid delays, all required plans, fees, reports, and analysis must be submitted in full and on time.

PROCESS

The CDP application is first reviewed by City staff and then **referred** to **applicable** 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 the 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 **each** 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-**Clerk**. Some approved **C**oastal **D**evelopment **P**ermits 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 forward 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 calendar days after the Coastal Commission receives the NOFA. CDPs are valid for two years from the date of issuance.