

**CALIFORNIA COASTAL COMMISSION**

San Diego Coast District Office  
7575 Metropolitan Drive, Suite 103  
San Diego, CA 92108-4421  
(619) 767-2370

**COASTAL DEVELOPMENT PERMIT APPLICATION****INSTRUCTIONS**

Submit an electronic copy of application with all appendices and all required attachments to the general email address for the San Diego Coast District Office, [SanDiegoCoast@coastal.ca.gov](mailto:SanDiegoCoast@coastal.ca.gov). In addition, submit a hard copy of the application form, appendices, and attachments, with all required signatures, **the self-addressed stamped envelopes required for noticing**, and permit fee to the San Diego Coast District Office, 7575 Metropolitan Drive, Suite 103, San Diego, CA 92108. For more information, contact the District Office (see the Commission's [Contact Page](#)). **The application will not be processed until the fee is received.**

Please answer all questions. If a question is not applicable to your project, indicate "Not Applicable." **Incomplete applications will not be accepted for filing.** All exhibits must be legible.

**CHECKLIST**

The checklist is provided for the convenience of applicants in gathering necessary application materials. It is not a complete statement of filing requirements. See Section IV for the full list of Required Attachments and see Appendices A-E.

Proof of applicant's interest in the property.

Assessor parcel map(s) showing the proposed development site and all adjacent properties within 100 feet of the property boundary.

Vicinity map.

Two sets of full-size project plans, including site plan(s) and other applicable plans; and one set of reduced (8 1/2" x 11") project plans.

Environmental documents for the project (e.g. Notice of Exemption, Negative Declaration, Draft or Final EIR or EIS). Include all comments and responses to date.

Technical reports (e.g. wetlands delineation, geology/ soils report, biological survey).

# COASTAL DEVELOPMENT PERMIT APPLICATION

## CHECKLIST (cont.)

- ☐ Verification of all other permits, permissions or approvals applied for or granted by other public agencies.
- ☐ Declaration of Campaign Contributions. (Appendix A)
- ☐ Local approval of the project with local staff signature. (Appendix B)
- ☐ Stamped envelopes (no postage metering) addressed to the applicant, the applicant's agent, neighboring property owners and occupants, known interested persons, and government agencies, with a complete list of all names and addresses. (Appendix C)
- ☐ Declaration that the Notice of Pending Permit is posted as required. (Appendix D)
- ☐ Filing fee. (Appendix E)
- ☐ Signatures of all applicants and agents as required by Section VII, Section VIII, Appendix A, and Appendix D.

Note Regarding Amendments: Applicants who wish to amend a prior permit or approval must fill out all applicable sections of this application. The Executive Director will determine if the amendment application must be rejected as inconsistent with the standard of review for the original approval. If accepted, the Executive Director will then determine if an amendment is immaterial or material. If an amendment is material, it is subject to a Commission hearing. If an amendment is immaterial, it will be approved subject to a ten working day noticing period for public objections and (on reporting to the Commission), objections from at least three Commissioners. See Commission regulations, California Code of Regulations, Title 14, Section 13166.

Note Regarding Extensions: Applicants who wish to extend an approval or unvested permit must fill out all applicable sections of this application: Sections I, IV.1, IV.4, IV.5, VII, VIII, and Appendices A, C, and E. Send to the District office with a copy of the issued permit or Notice of Intent to Issue the permit, 90 days or less before the permit approval expires and no later than 5 p.m. Pacific Time on the last working day before expiration. Note the expiration date is not based on permit issuance, but on the date the Commission voted on the original application. Filing of the extension application tolls the expiration date until the application is considered. The Executive Director will determine if changed circumstances require an application for a new permit. If no changed circumstances are found, the extension will be approved subject to a ten working day noticing period for public objections and (on reporting to the Commission), objections from at least three Commissioners. An approved extension lasts for one year from the original expiration date. See Commission regulations, California Code of Regulations, Title 14, Section 13169.

# COASTAL DEVELOPMENT PERMIT APPLICATION

## SECTION I. APPLICANT

1. Contact information for all applicants. If an applicant is a business entity, attach proof of the ability to do business in California (e.g., registration with the Secretary of State). Attach additional pages as needed.

Name \_\_\_\_\_  
Street Address \_\_\_\_\_  
City \_\_\_\_\_  
State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Email \_\_\_\_\_  
Daytime Phone Number, including Area Code (\_\_\_\_\_) \_\_\_\_\_

**Note: All applicants for the development must complete Appendix A, the declaration of campaign contributions.**

2. Contact information for all agents representing one or more applicants. Attach additional pages as needed. Please include all representatives who will communicate, for compensation, on behalf of the applicant or the applicant's business partners. It is the applicant's responsibility to update this list, as appropriate, including after the application is accepted for filing. Failure to provide this information prior to communication with staff, Commissioners, or the Commission or may result in denial of the permit or criminal penalties.

Name \_\_\_\_\_  
Street Address \_\_\_\_\_  
City \_\_\_\_\_  
State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Email \_\_\_\_\_  
Daytime Phone Number, including Area Code (\_\_\_\_\_) \_\_\_\_\_

## FOR OFFICE USE ONLY

Application Number \_\_\_\_\_  
Received \_\_\_\_\_  
Filed \_\_\_\_\_  
Fee \_\_\_\_\_  
Date Paid \_\_\_\_\_

## SECTION II. PROPOSED DEVELOPMENT

1. Project Location. If there is no street address, state the nearest cross streets and other description such as GPS coordinates.

Number \_\_\_\_\_

Street \_\_\_\_\_

Zip Code \_\_\_\_\_

City \_\_\_\_\_

County \_\_\_\_\_

Assessor Parcel Number(s) (APNs)

\_\_\_\_\_

2. Describe the proposed development in detail. Include secondary improvements such as grading, septic tanks, water wells, roads, driveways, outbuildings, fences, etc. Attach additional pages as necessary.

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- a. If multi-family residential, indicate:

Existing units \_\_\_\_\_  
Proposed new units \_\_\_\_\_  
Total units on completion \_\_\_\_\_  
Total bedrooms on completion \_\_\_\_\_

Type of ownership proposed

☐ Rental ☐ Condominium ☐ Stock Co-op ☐ Timeshare ☐ Other

- b. If land division or lot line adjustment, indicate:

Existing lots \_\_\_\_\_  
Proposed new lots \_\_\_\_\_  
Total lots on completion \_\_\_\_\_  
Size of lots created (indicate net or gross acreage)  
Existing \_\_\_\_\_ Proposed \_\_\_\_\_

3. Estimated cost of development (not including cost of land): \$ \_\_\_\_\_

4. Maximum height of structure:

- a. above existing (natural) grade \_\_\_\_\_ feet  
b. above finished grade \_\_\_\_\_ feet  
c. as measured from centerline of frontage road \_\_\_\_\_ feet

5. Total number of floors in structure, including subterranean floors, lofts, and mezzanines \_\_\_\_\_

6. Gross floor area

- a. excluding parking \_\_\_\_\_ sq. ft.  
b. including covered parking and accessory buildings \_\_\_\_\_ sq. ft.

7. Development area

- a. Building lot coverage

Existing \_\_\_\_\_ Proposed \_\_\_\_\_ Total \_\_\_\_\_ sq.ft.

- b. Paved areas

Existing \_\_\_\_\_ Proposed \_\_\_\_\_ Total \_\_\_\_\_ sq.ft.

c. Landscaped areas

Existing \_\_\_\_\_ Proposed \_\_\_\_\_ Total \_\_\_\_\_ sq. ft.

d. Unimproved areas

Existing \_\_\_\_\_ Proposed \_\_\_\_\_ Total \_\_\_\_\_ sq. ft.

e. Totals

Existing \_\_\_\_\_ Proposed \_\_\_\_\_ Grand Total \_\_\_\_\_ sq. ft.

8. Is any grading proposed? ☐ YES ☐ NO. If yes, indicate:

a. Cut \_\_\_\_\_ cubic yards

Maximum height of slope \_\_\_\_\_ feet

b. Fill \_\_\_\_\_ cubic yards

Maximum height of slope \_\_\_\_\_ feet

c. Amount of import \_\_\_\_\_ cubic yards

Location of borrow site \_\_\_\_\_

d. Amount of export \_\_\_\_\_ cubic yards

Location of disposal site \_\_\_\_\_

Note: Grading, drainage, and erosion control plans must be attached, if applicable. In certain areas, an engineering geology report must be included. See Section IV, No. 11.

9. Parking & Utilities

1. Number of Parking Spaces

Existing

Regular \_\_\_\_\_ Compact \_\_\_\_\_ ADA \_\_\_\_\_ Tandem \_\_\_\_\_

Existing Total \_\_\_\_\_

To be Added

Regular \_\_\_\_\_ Compact \_\_\_\_\_ ADA \_\_\_\_\_ Tandem \_\_\_\_\_

To be Removed

Regular \_\_\_\_\_ Compact \_\_\_\_\_ ADA \_\_\_\_\_ Tandem \_\_\_\_\_

After Project Total \_\_\_\_\_

b. Utility Extensions Needed (check yes or no for each type)

Water ☐ YES ☐ NO

Gas ☐ YES ☐ NO

Sewer ☐ YES ☐ NO

Electric ☐ YES ☐ NO

Telephone, Cable, Other ☐ YES ☐ NO

Will any extensions be installed above ground? ☐ YES ☐ NO

10. Does the project include removal of trees or vegetation? ☐ YES ☐ NO

If yes, indicate:

a. Number, type and size of trees \_\_\_\_\_

\_\_\_\_\_

b. Type and area of other vegetation \_\_\_\_\_

\_\_\_\_\_

### SECTION III. ADDITIONAL INFORMATION

The relationship of the development to the applicable items below must be explained fully. Attach additional pages if necessary.

1. Present use of property.

a. Are there existing structures on the property? ☐ YES ☐ NO

If yes, describe:

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b. Will any existing structures be demolished? ☐ YES ☐ NO

If yes, describe which structures and methods/ location of disposal:

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c. Will any existing structures be removed? ☐ YES ☐ NO

If yes, describe which structures and relocation site:

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2. Agreements. Is the proposed development governed by a Development Agreement? ☐ YES ☐ NO

If yes, describe: \_\_\_\_\_

3. Previous Permits. Has any application for development on this site including any subdivision been submitted previously to the California Coastal Zone Conservation Commission or the Coastal Commission? ☐ YES ☐ NO

If yes, state all previous application number(s): \_\_\_\_\_

4. Access.

a. Is the development between the first public road and the sea (including lagoons, bays, and other bodies of water connected to the sea)? ☐ YES ☐ NO

If yes, is public access to the shoreline and along the coast currently available on the site or near the site? ☐ YES ☐ NO

If yes, describe the location and nature of the access (e.g. pedestrian, bike paths, trails) with distances from the project site:

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b. Will the project have any effect on public access to and along the shoreline, either directly or indirectly (e.g., blocking parking used for access to the beach)?  
☐ YES ☐ NO



If yes, describe the effect on access:

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5. Waters.

- a. Does the development involve diking, filling, draining, dredging or placing structures in open coastal waters, wetlands, estuaries, or lakes?

Diking ☐ YES ☐ NO

Filling ☐ YES ☐ NO

Amount in cubic yards \_\_\_\_\_

Dredging ☐ YES ☐ NO

Amount in cubic yards \_\_\_\_\_

Placement of Structures ☐ YES ☐ NO

- b. Location of dredged material disposal site \_\_\_\_\_

- c. Is a U.S. Army Corps of Engineers permit required? ☐ YES ☐ NO

6. Jurisdiction.

Will the development extend onto or adjoin any beach, tidelands, submerged lands or public trust lands? ☐ YES ☐ NO

For projects located or partially located on State lands, additional information may be required. See Section IV.10.

7. Recreation.

- a. Will the development protect existing lower-cost visitor and recreational facilities?

☐ YES ☐ NO

- b. Will the development provide public or private recreational opportunities?

☐ YES ☐ NO

If yes, describe the recreational opportunities provided:

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8. Agricultural Use. Will the proposed development convert land currently or previously used for agriculture to another use? ☐ YES ☐ NO
- a. If yes, is the land prime land? ☐ YES ☐ NO
- b. How many acres will be converted? \_\_\_\_\_
9. Is the proposed development in or near:
- a. Sensitive habitat areas ☐ YES ☐ NO If yes, a biological survey may be required.
- b. Areas containing state or federally listed rare, threatened, or endangered species, or candidate species ☐ YES ☐ NO If yes, a biological survey may be required.
- c. 100-year floodplain ☐ YES ☐ NO. If yes, hydrologic mapping may be required.
- d. Park or recreation area ☐ YES ☐ NO
10. Will the proposed development be visible from:
- a. State Highway 1 or other scenic route ☐ YES ☐ NO
- b. Park, beach, or recreation area ☐ YES ☐ NO
- c. Harbor area ☐ YES ☐ NO
11. If the site contains any of the following, attach a description of the resource and any proposed mitigation.
- a. Historic resources ☐ YES ☐ NO
- b. Archaeological resources ☐ YES ☐ NO
- c. Paleontological resources ☐ YES ☐ NO
12. Where a stream or spring is to be diverted, estimate:
- a. Streamflow or spring yield (gpm) \_\_\_\_\_
- b. Existing and any changed yield of well(s) (gpm) \_\_\_\_\_
- c. If water source is on adjacent property, attach the Department of Water Resources approval and property owner's approval.

## SECTION IV. REQUIRED ATTACHMENTS

The following items must be submitted with this form as part of the application.

1. Proof of the applicant's legal interest in the property. A copy of any of the following will be acceptable: current tax bill, recorded deed, lease, easement, or current policy of title insurance. Preliminary title reports will not be accepted for this purpose. Documentation reflecting intent to purchase such as a signed Offer to Purchase along with a receipt of deposit or signed final escrow document is also acceptable, but in such a case, issuance of the permit may be contingent on submission of evidence satisfactory to the Executive Director that the sale has been completed.

The identity of all persons or entities that have an ownership interest in the property superior to that of the applicant must be provided. Provide proof that all those with ownership interests have been notified in writing of the application and have been invited to join as co-applicants.

2. Assessor parcel map(s) from the County showing the applicant's property and all other properties within 100 feet (excluding roads) of the property lines of the project site.
3. Copies of required local approvals for the proposed project, including zoning variances, use permits, etc., as noted on Local Agency Review Form, Appendix B. Appendix B must be completed and signed by the local government with jurisdiction over the project site. The application will not be accepted without a completed Appendix B.
4. Stamped envelopes addressed to all applicants and agents, all property owners and occupants of property situated within 100 feet of the property lines of the project site (excluding roads), along with a list of all owners and occupants with addresses. The envelopes must be plain (i.e., no return address), and regular business size (9 1/2" x 4 1/8"). Include first class postage on each one. Metered postage is not acceptable. Use Appendix C for the listing of names and addresses.
5. Stamped, addressed envelopes (no metered postage) and a list of names and addresses, and if available, e-mail addresses of all other persons (including other government agencies) known to the applicant to be interested in the proposed development. Use Appendix C for the listing of names and addresses.
6. A vicinity or location map with the project site clearly marked.
7. Two full-size copies of project plans and one set of plans in 8 1/2" by 11" format. Plans must be drawn to scale, including (as applicable): site plans, including any trees to be removed, floor plans, building elevations, grading, drainage, and erosion control plans, landscape plans, and septic system plans.

8. Where septic systems are proposed, evidence of County approval or Regional Water Quality Control Board approval. Where water wells are proposed, evidence of County review and approval.
9. All available environmental review documents for the project, such as a CEQA Notice of Exemption, mitigated negative declaration, or EIR (Environmental Impact Report), NEPA review documents, or others. Include all comments and responses to comments to date.
10. Verification of all other permits, permissions or approvals applied for or granted by other agencies, such as the California Department of Fish and Wildlife, U.S. Fish & Wildlife, U.S. Army Corps of Engineers, U.S. Coast Guard, or the State Lands Commission.

Note: For projects such as seawalls located on or near state tidelands or public trust lands, the Coastal Commission must have a written determination from the State Lands Commission whether the project would encroach onto such lands and if so, whether the State Lands Commission has approved such encroachment.

11. For development on a bluff face, bluff top, or in any area of high geologic risk, a comprehensive, site-specific geology and soils report, including maps, prepared by a qualified specialist.

## **SECTION V. ADDITIONAL MATERIAL MAY BE REQUIRED**

Additional material may be required prior to issuance of a coastal development permit. For example, where offers of access or open space dedication are required, preliminary title reports, land surveys, legal descriptions, subordination agreements, and other outside agreements will be required prior to issuance of the permit.

## SECTION VI. COMMUNICATION WITH COMMISSIONERS

Decisions of the Coastal Commission are made on the basis of information in the public record available to all commissioners and the public. Permit applicants, interested persons, and their representatives may contact individual commissioners to discuss permit matters outside the public hearing (an “ex parte” communication). If a commissioner or alternate accepts an ex parte communication, he or she must provide a complete description of the communication either in writing prior to the hearing or orally at the public hearing.

All written material sent to a commissioner, by any method, must also be sent to the Executive Director, California Coastal Commission, 455 Market St., Suite 300, San Francisco, California, 94105, as well as to the appropriate district office, for inclusion in the public record.

## SECTION VII. CERTIFICATIONS

1. I hereby certify that I, or my authorized representative, have completed and posted or will post the **Notice of Pending Permit** stock card in a conspicuous place on the property within three days of submitting the application to the Commission office.
2. 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 true, complete, and accurate. 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 Commission.
3. I hereby authorize representatives of the California Coastal Commission to conduct site inspections on my property. Unless arranged otherwise, these site inspections will take place between the hours of 8:00 A.M. and 5:00 P.M.

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Signature of Applicant or Authorized Agent

AGENT SIGNATURES MUST BE SUPPORTED BY APPLICANT AUTHORIZATION

## SECTION VIII. AUTHORIZATION OF AGENT

I hereby authorize \_\_\_\_\_ to act as my representative and to bind me in all matters concerning this application.

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Signature of Applicant(s) **Only the applicant(s) may authorize an agent.**

# APPENDIX A

## DECLARATION OF CAMPAIGN CONTRIBUTIONS

Government Code Section 84308 prohibits any Commissioner from voting on a project if he or she has received campaign contributions in excess of \$250 within the past year from project proponents or opponents, their agents, employees or family, or any person with a financial interest in the project. In the event of such contributions, a Commissioner must disqualify himself or herself from voting on the project.

Each applicant must declare below whether any such contributions have been made to any currently serving [Commissioners or Alternates](#).

### CHECK ONE

☐ The applicants, their agents, employees, family or any person with a financial interest in the project **have not contributed** over \$250 to any Commissioner(s) or Alternate(s) within the past year.

☐ The applicants, their agents, employees, family, or any person with a financial interest in the project **have contributed** over \$250 to the Commissioner(s) or Alternate(s) listed below within the past year.

Commissioner or Alternate \_\_\_\_\_

Commissioner or Alternate \_\_\_\_\_

Commissioner or Alternate \_\_\_\_\_

### Signature required

Name of Applicant or Authorized Agent \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

# APPENDIX B

## LOCAL AGENCY REVIEW

### SECTION 1 (TO BE COMPLETED BY APPLICANT OR AGENT)

Applicant \_\_\_\_\_

Project Description \_\_\_\_\_

Location \_\_\_\_\_

Assessor Parcel Number \_\_\_\_\_

### SECTION 2 (TO BE COMPLETED BY LOCAL PLANNING OR BUILDING INSPECTION DEPARTMENT)

Zoning Designation \_\_\_\_\_ dwelling units/acre

General or Community Plan Designation \_\_\_\_\_ dwelling units/acre

Local Coastal Program Amendment ☐ Required ☐ Submitted to Coastal Commission

### LOCAL DISCRETIONARY APPROVALS

☐ Proposed development meets all zoning requirements. No further permits required other than building permits.

☐ Proposed development requires local discretionary approvals. **CHECK ALL APPLICABLE requirements below. Attach a copy of each approval.**

Design/Architectural

☐ Required ☐ Applicant Submitted ☐ Review Complete

Variance for (describe) \_\_\_\_\_

☐ Required ☐ Applicant Submitted ☐ Review Complete

Zoning change (describe) \_\_\_\_\_

☐ Required ☐ Applicant Submitted ☐ Review Complete

Tentative Subdivision/Parcel Map No. \_\_\_\_\_

☐ Required ☐ Applicant Submitted ☐ Review Complete

Grading/Land Dev. Permit No. \_\_\_\_\_

☐ Required ☐ Applicant Submitted ☐ Review Complete

Planned Residential/ Commercial Development Approval

☐ Required ☐ Applicant Submitted ☐ Review Complete

Site Plan Review

☐ Required ☐ Applicant Submitted ☐ Review Complete

Condominium Conversion Permit No. \_\_\_\_\_

☐ Required ☐ Applicant Submitted ☐ Review Complete

Conditional, Special, or Major Use Permit No. \_\_\_\_\_

☐ Required ☐ Applicant Submitted ☐ Review Complete

Other (describe) \_\_\_\_\_

☐ Required ☐ Applicant Submitted ☐ Review Complete

### **CEQA COMPLIANCE**

Type (Exempt, Categorically Exempt, Mitigated Negative Declaration, EIR, etc.)

\_\_\_\_\_

Statutory or Guideline Section Relied On \_\_\_\_\_

State Clearinghouse or other Document No. \_\_\_\_\_

Action or Adoption Date \_\_\_\_\_

### **CERTIFICATION**

Prepared for the City/County of \_\_\_\_\_

by (print name) \_\_\_\_\_

Title \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_



# APPENDIX C

## MAILING LIST

List the names and addresses for all 1) Applicants, 2) Agents, 3) Property owners and property occupants within 100 feet of the proposed development, excluding roads, 4) Interested persons (e.g. neighborhood groups), and 5) Other government agencies with jurisdiction or interest in the project. Add e-mail addresses as available.

If necessary, attach additional pages using the format below.

Name \_\_\_\_\_  
Title \_\_\_\_\_  
Street Address \_\_\_\_\_  
City \_\_\_\_\_  
State, Zip Code \_\_\_\_\_  
Email address \_\_\_\_\_

Name \_\_\_\_\_  
Title \_\_\_\_\_  
Street Address \_\_\_\_\_  
City \_\_\_\_\_  
State, Zip Code \_\_\_\_\_  
Email address \_\_\_\_\_

Name \_\_\_\_\_  
Title \_\_\_\_\_  
Street Address \_\_\_\_\_  
City \_\_\_\_\_  
State, Zip Code \_\_\_\_\_  
Email address \_\_\_\_\_

Name \_\_\_\_\_  
Title \_\_\_\_\_  
Street Address \_\_\_\_\_  
City \_\_\_\_\_  
State, Zip Code \_\_\_\_\_  
Email address \_\_\_\_\_

Name \_\_\_\_\_  
Title \_\_\_\_\_  
Street Address \_\_\_\_\_  
City \_\_\_\_\_  
State, Zip Code \_\_\_\_\_  
Email address \_\_\_\_\_

# APPENDIX D

## POSTING ON SITE

Prior to or at the time the application is submitted for filing, the applicant or agent must post, at a conspicuous place as close as possible to the site of the proposed development and in a manner easily read by the public, notice that an application for the proposed development has been submitted to the Commission. Such notice shall contain a general description of the nature of the proposed development. Use the NOTICE OF PENDING PERMIT form (last page) and print on yellow stock card. Fill in the application number on the Notice as soon as possible once staff communicates the application number to you. The notice must remain posted until the application is acted on by the Commission. If the applicant fails to post the completed notice form or fails to sign the Declaration of Posting, the Executive Director of the Commission shall refuse to file the application. (See Cal. Code Regs., Title 14, Section 13054(d).) Your application will not be processed without a signed and dated Declaration. **Submit the Declaration to the District Office along with the completed application.**

## DECLARATION OF POSTING

I hereby certify on \_\_\_\_\_ (date of posting), I or my authorized representative posted the Notice of Pending Permit for the application to obtain a coastal development permit for the development of \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ (description of development) located at \_\_\_\_\_ (address, APN). The public notice was posted in a conspicuous place, easily seen by the public and as close as possible to the site of the proposed development.

Name (print) \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

# APPENDIX E

## FILING FEE INSTRUCTIONS

**PAYMENT IN FULL AT TIME OF APPLICATION:** Applications will not be processed without full payment of all applicable fees. If overpayment occurs, a refund will be issued. Fees are assessed at the time of application, based on the project as initially proposed. If a proposed development changes during the application review process, the fee may change. If an application is withdrawn, a refund will be given only if no significant staff review time has been expended (e.g., the staff report is not drafted). Refunds are not given based on denial of a permit application by the Commission.

**TO CALCULATE THE TOTAL AMOUNT DUE,** fill in the applicable amounts in each category below. Add all applicable types of development in Section I (residential), Section II (commercial, other), and Section III (e.g. grading, amendments). Note and apply any multipliers, maximums, and requirements to use the greater of two calculations.

**SPECIAL SITUATIONS:** See Part IV and check as applicable. Submitted fees for applications that include after-the-fact (ATF) development must be five times the total fee that would apply to all the ATF development under the current fee schedule.

**FISCAL YEAR INCREASES:** Fees are adjusted each fiscal year (July 1 – June 30) according to the California Consumer Price Index. New fiscal year fees are applied retroactively to July 1, regardless of when the increases are approved or published in the California Code of Regulations. The Commission publishes the new fees on its website and revised applications on or before July 1.

For more information, see Section 13055 of Commission regulations (Division 5.5, Title 14, California Code of Regulations), available via the Commission's [Laws and Regulations](#) page. If you have questions, see the Commission's [Contacts](#) page to contact district staff.

## FILING FEE SCHEDULE

### I. RESIDENTIAL DEVELOPMENT

De minimis waiver, \$736	\$ _____
Administrative permit, \$3,678	\$ _____

Note: A matter moved from the administrative permit calendar to the regular permit calendar is subject to regular filing fees (residential development, grading, etc.).

## A. Detached residential development

### Up to 4 detached, single-family residences

1,500 sq. ft. or less, \$ 4,413 per residence	\$ _____
1,501 to 5,000 sq. ft., \$ 6,620 per residence	\$ _____
5,001 to 10,000 sq. ft., \$ 8,826 per residence	\$ _____
10,001 or more square feet, \$ 11,033 per residence	\$ _____

### More than 4 detached, single-family residences

1,500 sq. ft. or less, greater of \$22,065 or \$1,471 per residence	\$ _____
1,501 to 5,000 sq. ft., greater of \$33,098 or \$2,207 per residence	\$ _____
5,001 to 10,000 sq. ft., greater of \$44,130 or \$2,942 per residence	\$ _____
10,001 or more sq. ft., greater of \$55,163 or \$3,678 per residence	\$ _____
Maximum: \$147,100	

Note: Calculate the square footage to include the gross internal floor space of main house and attached garage(s), plus all detached structures (e.g., guest houses, detached bedrooms, in-law units, garages, barns, art studios, tool sheds, and other outbuildings).

Note: For development that includes residences of different sizes, calculate the fee using the average square footage of all the residences times the number of residences.

## B. Attached residential development

2–4 units, \$11,033	\$ _____
5 or more units, greater of \$14,710 or \$1,103 per unit	\$ _____
Maximum: \$73,550	

## C. Additions or improvements

If an addition or improvement does not qualify for a waiver or administrative permit, calculate according to Schedule I.A (residential detached) or Schedule I.B (residential attached), plus any grading in excess of 50 c/y, Schedule III.A.

Note total here: \$ \_\_\_\_\_

For an amendment to an existing permit, see Schedule III.F.

## II. OFFICE, COMMERCIAL, CONVENTION, INDUSTRIAL (INCLUDING ENERGY FACILITIES), AND ALL OTHER DEVELOPMENT NOT OTHERWISE IDENTIFIED

Note: The fee for nonresidential development is based on the gross square footage or the development cost, whichever results in the greater fee. “Other development not otherwise identified” includes all types of development not explicitly included in these schedules. Common examples are seawalls, docks, and water wells.

A. Gross Square Footage

1,000 gross sq. ft. or less, \$7,355	
1,001 to 10,000 gross sq. ft., \$14,710	\$ _____
10,001 to 25,000 gross sq. ft., \$22,065	\$ _____
25,001 to 50,000 gross sq. ft., \$29,420	\$ _____
50,001 to 100,000 gross sq. ft., \$44,130	\$ _____
100,001 or more gross sq. ft., \$73,550	\$ _____

B. Development Cost

Note: Development cost includes all expenditures, including the cost for planning, engineering, architectural, and other services, made or to be made for designing the project, plus the estimated cost of construction of all aspects of the project both inside and outside the Commission's jurisdiction.

\$100,000 or less: \$4,413	\$ _____
\$100,001 to \$500,000: \$8,826	\$ _____
\$500,001 to \$2,000,000: \$14,710	\$ _____
\$2,000,001 to \$5,000,000: \$29,420	\$ _____
\$5,000,001 to \$10,000,000: \$36,775	\$ _____
\$10,000,001 to \$25,000,000: \$44,130	\$ _____
\$25,000,001 to \$50,000,000: \$73,550	\$ _____
\$50,000,001 to \$100,000,000: \$147,100	\$ _____
\$100,000,001 or more: \$ 367,750	\$ _____

Greater of the square footage or development cost fee \$ \_\_\_\_\_

**III. OTHER OR ADDITIONAL FEES**

A. Grading – use the total cubic yards of cut and fill.

50 cubic yards or less, No fee	
51 to 100 cubic yards, \$736	
101 to 1,000 cubic yards, \$1,471	\$ _____
1,001 to 10,000 cubic yards, \$2,942	\$ _____
10,000 to 100,000 cubic yards, \$4,413	\$ _____
100,001 to 200,000 cubic yards, \$7,355	\$ _____
200,001 or more cubic yards, \$14,710	\$ _____

B. Lot line adjustment, \$4,413 \$ \_\_\_\_\_

Note: A lot line adjustment takes land from one parcel and adds the same land to an adjoining parcel, without creating any new parcels.

C. Subdivision

Note: Count the existing lots and each additional lot created by the subdivision.

Up to 4 lots, \$4,413 per lot \$ \_\_\_\_\_  
5 or more lots, \$17,652 plus \$1,471 per lot above 4 \$ \_\_\_\_\_

D. Administrative permit, \$ 3,678 \$ \_\_\_\_\_

Note: An application moved from the administrative permit calendar to the regular permit calendar is subject to regular filing fees (residential development, grading, etc.).

E. Emergency permit, \$ 1,471 \$ \_\_\_\_\_ :

Note: emergency application fees are credited toward the follow-up permit application fee.

F. Amendment

Immaterial amendment, \$1,471 \$ \_\_\_\_\_  
Material amendment, 50% of the fee for the original project  
according to currently applicable fees. \$ \_\_\_\_\_

G. Temporary event that requires a permit according to Commission guidelines

If scheduled on administrative calendar, \$1,471 \$ \_\_\_\_\_  
If not scheduled on administrative calendar, \$3,678 \$ \_\_\_\_\_

H. Extension or Reconsideration

Single-family residence, \$ 736 \$ \_\_\_\_\_  
All other development, \$1,471 \$ \_\_\_\_\_

Note: If the Commission denies a permit extension, a new application fee at current rates is required to pursue the same development.

I. Request for continuance of a permit matter

First request, No fee  
Each subsequent request (if approved), \$ 1,471 \$ \_\_\_\_\_

Note: Continuances are subject to deadlines under the Permit Streamlining Act (Gov. Code, § 65920 et seq.).

J. De minimis or other waivers, \$ 736 \$ \_\_\_\_\_

K. Federal Consistency - Calculate according to all applicable categories in Sections I, II, and III. Note total here: \$ \_\_\_\_\_

L. Appeal of a denial – Calculate according to all applicable categories in Sections I, II, and III. Note total here: \$ \_\_\_\_\_

Note: Appeals of denials are limited to pre-certification jurisdictions or, in jurisdictions with a fully-certified local coastal program, to major public works and energy projects. (See Pub. Resources Code, §§ 30602, 30603(a)(5); Cal. Code of Regs., tit. 14, § 13012 [definition of major works].) The fee is required before the appeal will be processed.

M. Written Permit Exemption, \$ 368 \$ \_\_\_\_\_

N. Written Boundary Determination, \$ 368 \$ \_\_\_\_\_

Multiple Parcels Determination, \$368 each \$ \_\_\_\_\_

O. Coastal Zone Boundary Adjustment, \$ 7,355 \$ \_\_\_\_\_

**TOTAL FEE DUE** \$ \_\_\_\_\_

#### **IV. SPECIAL SITUATIONS (check as applicable):**

☐ After the Fact Development – **Submit 5x the applicable fee.**

☐ Affordable Housing Project – Check if the project includes affordable housing. An eligible project may be entitled to a reduction in fees as determined by the Executive Director. (See Cal. Code of Regs., tit 14, § 13055(h)(2).) Submit the full fee with the application.

☐ Additional Costs – Check if additional costs are likely, such as for a large, unusual, or controversial project. The Commission may require reimbursement for additional costs. (Pub. Resources Code, § 30620(c).) A common example requiring reimbursement is when the Commission must notice the public via media sources (newspaper noticing) due to the large number of interested persons.

# NOTICE OF PENDING PERMIT

**A PERMIT APPLICATION FOR DEVELOPMENT ON THIS SITE IS  
PENDING BEFORE THE CALIFORNIA COASTAL COMMISSION.**

**PROPOSED DEVELOPMENT:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**LOCATION:** \_\_\_\_\_

\_\_\_\_\_

**APPLICANT:** \_\_\_\_\_

**APPLICATION NUMBER:** \_\_\_\_\_

**DATE NOTICE POSTED:** \_\_\_\_\_

**FOR FURTHER INFORMATION, PLEASE CONTACT THE OFFICE LISTED  
BELOW BETWEEN 8 A.M. AND 5 P.M. WEEKDAYS.**



Print on Yellow Stock Card

**CALIFORNIA COASTAL COMMISSION  
SAN DIEGO COAST DISTRICT OFFICE  
7575 METROPOLITAN DRIVE, SUITE 103  
SAN DIEGO, CA 92108-4421  
(619) 767-2370**