



# Coastal Development Permit Application Checklist

The following items must be submitted to the Arcata Community Development Department with a Coastal Development Permit application. If all application materials are not submitted with the application, permit processing may be delayed. Additional copies may be required for referrals or meetings.

- Application form with signatures of all owners of the affected parcels.
- Application fee as indicated on the application form.
- 15 copies of a plot (site) plan containing the information shown on the Plot Plan Checklist.
- Floor Plans and architectural elevations.
- Complete project description, including the proposed use, and other information required for reviewing the project and potential impacts to the community.
- If exterior changes are proposed to the building or site, the project may be subject to Design Review approval. Please provide the information required in the Design Review Checklist.
- R1 or R2 Geologic / Soils Report, if applicable. See staff for a determination.
- An Initial Study is required for projects subject to the California Environmental Quality Act (CEQA). See staff for a determination.
- Technical Studies (three copies) such as soils report; wetland delineation, noise study, traffic study, solar access, and others as deemed necessary.
- Include additional information and supporting documentation as needed to assist the processing of the permits. It is advisable to review the following required findings to ensure the application material supports these findings:
  - §1-0408.4 – Coastal Development Permit (if located in the Coastal Zone)
  - §4-0208 – Design Review
  - Development standards of the applicable zoning district and land use designation.
- Cultural Resource Review from North Coastal Information Center (NCIC) - Refer to the latest fee schedule and make checks payable to: The City of Arcata.