

Tips for Preparing a Complete Coastal Development Permit (CDP) Application



These guidelines can help you prepare a complete project description. Your project description should provide a narrative that explains:

- the existing conditions and context,
- all aspects of the proposed development, and
- any applicable site constraints or coastal resources.

The guidelines also identify useful and/or required documents to upload with your application.

Not everything will apply to every project, but following these guidelines can help you submit a more complete application and help to avoid delays. Staff may still require more information after submission, if needed.



1

Existing Site



2

Proposed Development



3

Site Constraints and
Coastal Resources

STEP 1 – Existing Site Conditions

First, tell us about what is currently on the site. Include maps and site plans as appropriate. This helps us to understand what is already there before any changes are made. The types of information to provide should include:

Property Basics

- Number and size of existing lot(s)
- Number, size, and use of any existing structures, and number of residential units
- Building lot coverage

Site Features

- Landscaped areas
- Unimproved areas
- Number of existing parking spaces (regular, ADA-accessible, tandem, bicycle, etc.)

Agreements

- Any development agreements that govern the existing site

STEP 2 – Proposed Development

Next, describe what you are planning to construct or change. Be as detailed as possible, and include site and project plans. The types of information to provide should include:

Buildings and Structures

- Any existing structures that will be demolished and location of the disposal site
- New structures, including:
 - Number of units
 - Height (in feet) measured above existing and finished grade and as measured from centerline of frontage road
 - Total number of floors (including basements, lofts, mezzanines)
 - Gross floor area (including garages and accessory buildings)
 - Building lot coverage
- Type of ownership (e.g., rental, condominium, stock Co-op, timeshare)

Subdivision or Construction Plans

- Plans for any land division or lot line adjustment, include the number and size of new lots
- Construction storage and staging plans, and construction best management practices (BMPs)

Site Changes

- Landscaped and unimproved areas
- Parking changes (spaces added and/or removed)
- Number of electric vehicle charging stations (EV capable, ready, or installed)
- Grading details, including cut and fill (in cubic yards), amount of import and location of borrow site, amount of export and location of disposal site.
- Grading, drainage, and/or erosion control plans

Utility Connections, including

- Water (well or public/community utility with evidence of approval such as a Will Serve letter)
- Gas
- Sewer (septic or public system with evidence of approval such as Will Serve letter)
- Electric
- Phone, cable, or other services



Site Plan



Project Plans



Grading and Utilities

STEP 3 – Site Constraints and Coastal Resources

Finally, describe any potential site constraints and/or coastal resources at the project site. The types of information to provide, if applicable, should include:



Vegetation

- Existing trees or vegetation, and/or trees or vegetation that will be removed (type, number, size)



Public Access and Visual Resources

- Plans and a description of the location and type of public access (e.g., pedestrian, bicycle, trail) to the shoreline and/or along the coast on or near the site
- Whether the project can be seen from public areas (including State Highway 1 or other scenic routes, accessways, parks, beaches, harbors, recreation areas, etc.). Please include any available visual simulations.



Work in Coastal Waters

- Any work in coastal waters, including diking, filling (amount in cubic yards), dredging (amount in cubic yards and location of disposal site), placement of structures, including amount of new open water coverage. Also provide evidence of any U.S. Army Corps of Engineers permit and/or other relevant authorizations.



Agricultural Resources

- Agricultural use (current and historic, including whether the land is or has been prime agricultural land, if it will be converted to a different use, the number of acres to be converted, etc.)

Whether the site is near or includes:

- Sensitive habitat, including areas with state or federally listed rare, threatened, or endangered species, or candidate species (include any biological surveys and any review or approvals from California Department of Fish and Wildlife, U.S. Fish & Wildlife)
- Historic resources (include any historic determinations)
- Tribal cultural or archaeological or paleontological resources (include surveys)
- Flood zones (include maps)
- Bluffs or areas of high geologic or earthquake risk (include any geology or engineering reports or maps)
- Shoreline (include sea level rise and coastal hazards analysis)
- State tidelands or public trust lands (include State Lands Commission determinations)
- Fire hazard zones (include fuel modification plans or determinations from local fire marshal)