



# City of Morro Bay

## Community Development

955 Shasta Avenue

Morro Bay, CA 93442

(805) 772-6261

[www.morrobayca.gov](http://www.morrobayca.gov)

### For Office Use Only

- Planning
- Building
- Public Works
- Fire
- Harbor

Case Number: \_\_\_\_\_

**Planning Permit Application:** *Note: All "regular," "major," and "conditional" permits require a Planning Commission hearing.*

- ADMIN COASTAL DEVELOPMENT PERMIT
- REGULAR COASTAL DEVELOPMENT PERMIT
- CONDITIONAL USE PERMIT
- MINOR USE PERMIT
- TEMPORARY USE PERMIT
- ADMIN DESIGN REVIEW PERMIT
- REGULAR DESIGN REVIEW PERMIT
- MINOR/MAJOR MODIFICATION
- MINOR/MAJOR REVISION

EXISTING PERMIT NO: \_\_\_\_\_

### Project Type:

- Commercial
- Office
- Mixed Use
- Industrial
- Single-Family Residential
- Multi-Family
- Addition
- Accessory Dwelling Unit (ADU)\*
- Other (Specify): \_\_\_\_\_

\*Complete for ADU Projects:  Attached  Detached  Junior ADU

Do you wish to opt-in to the City's Pre-Designed ADU program?  Yes  No

### Project Information:

Project Address: \_\_\_\_\_ Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Tract: \_\_\_\_\_  
 Accessor's Parcel Number (APN): \_\_\_\_\_ Current Zoning: \_\_\_\_\_  
 Existing Use: \_\_\_\_\_ Located in an Environmental Overlay?  Yes  No  
 Project Title: \_\_\_\_\_ Removal of Two (2) or More Trees?  Yes  No  
 Project Description: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Applicant:** \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Phone Number: \_\_\_\_\_  
 e-mail: \_\_\_\_\_

**Agent:** \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Phone Number: \_\_\_\_\_  
 e-mail: \_\_\_\_\_

**Property Owner:** \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Phone Number: \_\_\_\_\_

e-mail: \_\_\_\_\_

**Note To All Applicants:**

- This application form asks for the minimum information to process a planning permit. This completed application form must be accompanied by the minimum application requirements of the checklist for the corresponding permit type. Some projects may require additional information not listed on the checklist, as determined by the project planner within 30 days of application submittal. Additional information may include, but is not limited to, a Biological Resources Assessment, a Phase I Preliminary Archaeological Survey, a land survey stamped by a licensed surveyor, or a preliminary title report.
- You are responsible for the accuracy and completeness of all application materials. Incorrect or incomplete information may result in delay or denial of your application.
- All application materials become the property of the City of Morro Bay and are subject to public review.
- All applications materials must be clear and legible. Faxes, poor reproductions, and cluttered or confusing drawings will not be accepted.
- Applications submitted for review will be processed in accordance with Section 65941 of the California Government Code.
- All Forms must be completely filled out and signed, all fees must be paid, and supplemental information provided before the application will be deemed complete and processed. Supplemental information that must be provided with this application form is listed on the corresponding project type checklist.
- Filing fees are non-refundable.
- Submitting an application is not a guarantee of approval. Approval of projects is contingent on meeting required findings or other requirements of the Zoning Ordinance, Subdivision Ordinance or Specific Plan.
- Pursuant to Section 65945 of the California Government Code, you may request to be notified of any proposed changes to the General Plan, Zoning Ordinance, Subdivision Ordinance, a specific plan, or any other ordinance affecting building or grading permits. If you wish to be notified of these changes, be sure to submit a completed Request for Notification form (available at the Community Development Department)
- The State of California requires payment of a fee to the State Department of Fish and Wildlife, as a condition for filing Notices of Determination required by the California Environmental Quality Act (Stats. 1990, Ch. 1706). The fee schedule can be found at: <https://wildlife.ca.gov/Conservation/CEQA/Fees>

**Property Owner’s Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Agent’s Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**THIS SECTION FOR DEPARTMENT USE ONLY**

<b>List of Additional Changes:</b>	<b>Conditional Use Permit:</b>
	<b>Minor Use Permit:</b>
<b>Receipt No:</b>	<b>Coastal Development Permit:</b>
<b>Date:</b>	<b>Environmental Fees:</b>
	<b>Other Charges:</b>
	<b>Total:</b>



**CITY OF MORRO BAY**  
COMMUNITY DEVELOPMENT DEPARTMENT  
955 Shasta Avenue  
Morro Bay, CA 93442

**Consent of Landowner Form**

I (we) the undersigned owner of record of the fee interest in the parcel of land located at (address) \_\_\_\_\_, identified as Assessor Parcel Number (APN) \_\_\_\_\_, for which a building permit, Coastal Development Permit, land use permit, land division, or general plan or ordinance amendment is being filed with the City requesting approval for \_\_\_\_\_ (specify type of project, e.g., addition to a single family residence; general plan amendment), do hereby certify that:

1. Such application may be filled and processed with my (our) full consent, and that I (we) have authorized the agent named below to act as my (our) agent in all contacts with the City and to sign for all necessary permit applications in connection with this matter. Permits shall be issued to a licensed contractor or an Owner / Builder.
2. I (we) hereby grant consent to the City of Morro Bay, its officers, agents, employees, independent contractors, consultants, sub-consultants and their officers, agents, and employees to enter the property above to conduct any and all surveys and inspections that are considered appropriate by the inspecting person or entity to process this application. This consent also extends to governmental entities other than the City, their officers, agencies, employees, independent contractors, consultants, sub-consultants and their officers, agents, or employees if the other governmental entities are providing review, inspections, and surveys to assist the City in processing this application. This consent will expire upon the completion of the project.
3. If prior notice is required for an entry to survey or inspect the property, please contact:

Name: \_\_\_\_\_

Daytime Telephone Number: \_\_\_\_\_

4. I (we) hereby give notice of the following concealed dangerous conditions on the property (dogs, hazardous materials, or specify none):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**BEFORE A PERMIT APPLICATION CAN BE ACCEPTED, THIS FORM MUST BE COMPLETED AND SIGNED BY THE PROPERTY OWNER AND RETURNED TO THE AGENCY RESPONSIBLE FOR ISSUING THE PERMIT.**



**CITY OF MORRO BAY**  
 COMMUNITY DEVELOPMENT DEPARTMENT  
 955 Shasta Avenue  
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**Consent of Landowner Form**

Person or entity granting consent:

Property Owner			
Name	Phone Number	Email	
Mailing Address	City	State	Zip Code
Signature of Property Owner			

**Note: A copy of the property owner's driver's license, notarization, digital certificate or confirmation if digital signature, or other acceptable verification is required to be presented to verify the property owner's signature.**

Authorized Agent			
Name	Phone Number	Email	
Mailing Address	City	State	Zip Code
Signature of Authorized Agent			

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