



BROOKTRAILS TOWNSHIP

COMMUNITY SERVICES DISTRICT

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DEVELOPMENT REVIEW PROCESS AND SITE DEVELOPMENT STANDARDS

For the Brooktrails Township Special Review District

Dear Interested Property Owner:

Welcome to Brooktrails! Prior to any grading, tree cutting or construction within the Brooktrails Township Special Review District, your proposed development plan must be approved by the District. Availability of water, sewer, and fire services is also determined by the District. In addition, upon completion of construction, the District must give a final clearance before a permanent water connection is installed.

As part of adopting a Specific Plan for Brooktrails, the Mendocino County Board of Supervisors established the Development Review Process for the Brooktrails Township. Our staff and District Architect will be evaluating your proposal based upon these standards. Finally, we have attached a summary of these requirements and other water, sewer, and fire utilities regulations of the District. Please call or visit our office with any questions regarding these development standards. We look forward to working with you.

Very Truly Yours,

Mike Chapman,
General Manager

“A California General Law Local Government”

SUMMARY OF DEVELOPMENT REQUIREMENTS IN THE BROOKTRAILS TOWNSHIP SPECIAL REVIEW DISTRICT

Who's in Charge?

Within the Brooktrails Township Special Review District, property owners are subject to the land use and development regulations of both the County of Mendocino and the Brooktrails Township Community Services District. This manual is designed to explain where to go for information on County requirements and what the District requires.

In accordance with Chapter 20.232 of Division I of Title 20 - Inland Zoning Code, the District enforces the Site Development Standards for the Special Review District. The Site Development Standards (see attached) are part of the Brooktrails Specific Plan (Chapter 10), as amended by County Resolution No. 00-232 adopted December 5, 2000.

The District also enforces the Uniform Fire Code and provides water and sewer services to eligible properties, which is regulated under the Utilities Code of the District.

Please note that the District Fire and Utilities Codes apply to the Spring Creek and Sylvandale subdivisions; however, these parcels are outside of the Special Review District. Parcels designated as "Forestland" per the County's General Plan and which have had an approved timber harvest plan are also outside the Special Review District. In addition, there are some other developed parcels outside the Special Review District that currently receive water service. If you have any questions as to jurisdiction of review regarding your property, please contact the General Manager of the District.

The County of Mendocino enforces the provisions of a Zoning Ordinance and the Uniform Building Code. (The latter includes plumbing, electrical, and mechanical codes.) Information and requirements for a building permit can be obtained at the Department of Planning and Building Services 501 Low Gap Road, Room 1440, Ukiah, CA. 95482. The telephone number is (707) 463-4281.

The County of Mendocino Department of Transportation issues Encroachment Permits for all new driveways that enter a public road. These permits can be obtained at 340 Lake Mendocino Drive, Ukiah, CA 95482. The telephone number is (707) 463-4363.

The County of Mendocino Department of Environmental Health issues on-site sewer (septic system) permits for those areas of the Brooktrails Township that do not have sewer service. The site evaluation and permit process for your unsewered parcel is an essential step prior to any development review by the District. These permits can be obtained at 501 Low Gap Road, Room 1326, Ukiah, CA 95482. The telephone number is (707) 463-4466.

NO SITE DEVELOPMENT IS ALLOWED WITHOUT AN APPROVED DISTRICT APPLICATION AND AN APPROVED BUILDING PERMIT. THERE IS NO GRADING OR CLEARING OF ANY LOT ALLOWED IN THE BROOKTRAILS TOWNSHIP SPECIAL REVIEW DISTRICT WITHOUT APPROVAL BY THE DEVELOPMENT REVIEW BOARD.

Development Review

Design Standards for Site Development and for all construction, including manufactured homes, are specified in Chapter 10 of the Brooktrails Specific Plan.

No verbal "approvals" are ever given by the District Architect or other District personnel. If you do not have a written approval, you do not have approval. Please be aware that the County of Mendocino Department of Planning and Building Services will not review your plans

without written approval by the District. Your approved blueprints will have the District's stamp of approval. The approval process is as follows:

Review

- (1) Submit an Application for Design Review and three (3) sets of plans to the District office along with the application fee.
- (2) Find and flag all property corners and stake out proposed buildings. (If there is any doubt about the accuracy of the property corners, a professional should be consulted.)
- (3) The General Manager will review your application to ensure that utilities are available and to identify any special circumstances that may exist.
- (4) The District Architect will review the plans and visit the site.
- (5) If the site is not properly staked or the plans are incomplete, they will be rejected and the applicant will be notified to rectify the deficiencies. There will be a reinspection surcharge for the second review of a site or plan.
- (6) If the design as proposed is unacceptable, approval will be denied and the applicant will be notified (see "Appeal Process" below.)
- (7) If the design is acceptable as submitted or with minor changes, it will be approved subject to conditions of approval attached to the plan.
- (8) Notice of the Architect's approval is posted on the property, and on the District bulletin boards. The applicant's copy of the plans with attached conditions will be held at the District office for pick-up.

APPEAL PROCESS

Following an approval, a conditional approval, or a denial, any person may appeal a decision of the District Architect to the Brooktrails Township Architectural Review Commission.

- (1) Appeals must be filed in writing with the General Manager of the District within 10 days after the posting of the decision.
- (2) If no appeal is filed by the end of the 10th day, the decision of the District Architect is deemed final.
- (3) Any person may appeal the decision of the Brooktrails Township Architectural Review Commission to the Brooktrails Township Development Review Board, which is the Board of Directors of the Brooktrails Township.
- (4) Any person may appeal the decision of the Brooktrails Township Development Review Board to the Mendocino County Board of Supervisors.

Final Inspection of Completed Construction

1. Inspection and approval by District Architect.
2. Final approval by General Manager.

New Water and Sewer Service

The District must determine if you have a water and sewer lateral line available to your property before you plan your project.

[Note: The following is a brief outline of the Brooktrails Utility Code (Ordinance 76) provided for general information only. You are responsible for complying with all aspects of Ordinance 76, not just those items mentioned here.]

Applications for new water service and sewer service may be submitted to the District office any time following Development Review approval. A copy of the County of Mendocino's Building Permit and Encroachment Permit must be submitted with the application for water service and sewer service. All connection and other fees must be paid at the time application for service is submitted. Water service is required for all development projects; and if a sewer lateral is within 300 feet of your property, then you must also apply for sewer service.

For residential development projects, please see the attached schedule of connection fees. For commercial, industrial and public agency building projects, the sewer and water connection fees shall be set for each such project by the Brooktrails Township Board of Directors on a case-by-case basis based upon projected water use, sewage flow and other pertinent service facility cost factors.

The District will install the water and sewer lateral lines from the main lines as near to the property boundary as feasible. Additionally, at the applicant's expense, the applicant is responsible for the cost of any extensions of the main water line or main sewer line. The District will 'stake' the location of the water and sewer laterals based upon information that is decades old. If the District water or sewer laterals cannot be located by the builder after excavation, the District will locate the water or sewer lateral or install a new lateral where the original lateral should have been installed. This may or may not be near the applicant's property line. Again, in all cases, the cost of construction to reach the District water and sewer laterals from the owner's structure shall be borne by the applicant, not the District.

The District inspects the connection between the District water and sewer laterals and the applicant's building water and sewer lines, but does not inspect the applicant's building water and sewer lines. That inspection is a County responsibility.

In all buildings in which the floor level is below the elevation of the nearest manhole located upstream from the point at which the lateral sewer intersects the main, a back-flow prevention device shall be installed in the building sewer at the expense of the owner. This is a requirement of both the Uniform Plumbing Code and the District Utilities Code. It is the homeowner's responsibility to install and maintain a properly working sewer line back-flow valve. **Because it is the owner's responsibility to have such a back-flow device in place, the District (by ordinance that refers to the Uniform Plumbing Code) has no liability or obligation to clean up a public sewer spill into a home.**

Should you have specific questions regarding water or sewer service, please come to the District Office and request a copy of Ordinance No. 76 for a nominal cost. This Ordinance is the District Utilities Code that establishes regulations for water and sewer service. The General Manager of the District is available to review your building project and answer your questions.

NOTE!! A Final Inspection by the District is Required

Prior to occupancy of a building, you must contact the District office for a final inspection. Water service will remain temporary at a higher usage rate until a final inspection by the District to confirm that the development project conforms to the approved plans and conditions. When you call for a final inspection from the County, please also call the District for a final inspection by a District representative.

Development Review Application Fees

The District has development review application fees that are used to pay for the cost of providing these services. Please see the attached schedule of these fees. (No charge is collected for obtaining approval to remove trees endangering property or persons.)

Soils Stability

No accurate map or list of areas of unstable soils is available. Several areas within the District are known areas that have unstable soils, but each lot should be evaluated prior to development review application. Unstable soils may be present, if any of the following conditions exist:

- (a) Slopes of 10% or greater, where the development requires earth moving.
- (b) Slopes of 20% or greater, even with earth moving.
- (c) Lots where development will require a cut or fill greater than 4 feet in height.
- (d) Lots where development will cause redirection or channeling of natural runoff.
- (e) Lots in or adjacent to areas of marshy, boggy, or heavy clay soils.
- (f) Lots in or adjacent to areas showing evidence of earth slippage or subsidence.

If any of the above conditions exist on your property, the District strongly recommends that you have your lot evaluated by a registered professional engineer prior to development review.

Your Parcel Boundaries

More than one builder has faced difficult problems because the property boundaries were not accurately determined before construction began. Sometimes the original subdivision survey property boundary marker pins have been moved. The District Architect and staff will assume you have located and staked your property boundaries correctly. The District cannot find your property boundaries for you. If you need to do so, that is a job for a licensed surveyor or registered civil engineer. The District will not commence with the applicant's development plans until all boundary marker pins are located on the ground.

Fire Department Regulations

The Fire Department will review applications and drawings submitted for architectural review. (Or, if the property is not subject to Architectural Review, submit three (3) copies of the plans to the Fire Department.) Requirements of the Fire Department, which are specific to your project, will be noted on the applications or drawings. The following rules apply to every proposal:

(1) **Initial Inspection.** Upon receipt of the application and plans, the Director of Emergency Services inspects the building site. Any special recommendations will be noted on the approval form.

(2) **Hazard Reduction.** While hazard reduction should logically be done during the initial construction activities to provide a safe construction site, it may be completed during any portion of the construction activity. Upon request, the Director of Emergency Services will assist the builder in determining what hazard reduction activities are necessary. The standard hazard reduction requirements are listed below, but circumstances may exist which require a greater separation between structures and vegetation such as slope conditions:

VEGETATION MANAGEMENT STANDARDS

- (a) Grass must be mowed and maintained at 3” or less in height.
- (b) All dead vegetation or other flammable material must be removed from the parcel, or destroyed in an approved manner. Any dead vegetation, such as an accumulation of branches, leaves, or smaller trees must be chipped, burned on-site (subject to a burn permit), or hauled away. It is illegal to leave it on property belonging to someone else, and/or in the Greenbelt.
- (c) Any weeds, grass, brush, trash or other combustible material must be kept a minimum of 10 feet away from LP gas tanks.
- (d) The roof of any structure must be maintained free of leaves, needles or small branches.
- (e) Maintain tree(s) adjacent to, or overhanging the structure, free of dead wood. They must be trimmed of any and all dead branches.
- (f) Cut and remove under-brush material from parcel. This brush may be destroyed on the parcel in an approved manner.
- (g) All remaining living trees must be trimmed of branches to a height of 5 feet above ground level. This means that all lower branches must be removed because they are intermediate fuel that can transmit flames from a ground fire to tops of trees. (This would not apply to year-round irrigated fruit trees, ornamental trees, etc.)
- (h) All other tree branches must be removed so that there is a 10-foot clearance away from the roof or to the lot line.
- (i) Remove that portion of the tree which extends within 10 feet of the outlet of the chimney.
- (j) All trees 6" in diameter or less must be spaced to a distance of 10 feet apart. Any trees proposed for removal 6" in diameter or greater (measured at a point 5 feet from ground level) must have District approval prior to removal.

Development Review

The Site Development Standards and Project Application for the Brooktrails Township are attached.