

**CALIFORNIA COASTAL COMMISSION**

South Central Coast District Office  
89 South California Street, Suite 200  
Ventura, CA 93001-4508  
(805) 585-1800

**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 South Central Coast District Office, [SouthCentralCoast@coastal.ca.gov](mailto:SouthCentralCoast@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 South Central Coast District Office, 89 South California St., Suite 200, Ventura, CA 93001. 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.

\_\_\_\_\_  
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.

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

**Project Name:**

Hollywood and Silver Strand Beach Management Plans

**Project Description:**

The development of comprehensive beach management plans for Silver Strand and Hollywood Beaches was initiated in accordance with the County of Ventura Local Coastal Program amendment dated April 6, 2022. The intent was to address various aspects, including use and activity in the beach area, litter control and beach maintenance, special events coordination, recreational uses, handicapped access, and signing to ensure safe public access and the protection of environmentally sensitive areas. The plans aim to identify ongoing uses and activities considered "development" under the Coastal Act, allowing for authorization of beach management through a California Coastal Commission Coastal Development Permit (CDP).

Since the early 1990s, Hollywood and Silver Strand Beaches have been maintained and managed by the County of Ventura Harbor Department (Harbor). The Harbor is also responsible for maintaining the vertical access points from Ocean Drive to the sandy beach area. The Harbor also manages the summer lifeguard program on these beaches and operates the Junior Lifeguard Program.

The beach areas maintained by the Harbor fall outside the boundaries of the Channel Islands Harbor Public Works Plan. These beaches are not part of the Harbor and are situated within the jurisdiction of the County of Ventura, governed by the County's Local Coastal Plan (LCP) and Coastal Zoning Ordinances. The beaches are designated as Recreation on the County's Coastal Land Use Map and Open Space on the County's Coastal Zoning Map.

The California Coastal Commission retains original permit jurisdiction over Silver Strand and Hollywood Beach, extending from approximately 50 feet seaward of the existing dwellings to three miles offshore. Original permit jurisdiction implies that, instead of obtaining a coastal development permit from the County in accordance with the approved LCP and coastal zoning ordinance, a coastal development permit must be directly obtained from the California Coastal Commission.

In situations where development is planned in both the County LCP area and the original jurisdiction area, coastal development permits are mandated from both agencies. However, the California Coastal Commission has agreed to process a consolidated permit in this case. The lands from the ocean to the mean high tide line are considered public trust lands owned by the State of California and administered by the State Lands Commission. Any activity or development within this area must receive approval from the State Lands Commission.

The Beach Management Plans for both Silver Strand and Hollywood Beaches aim to document the means and methods employed by the Harbor, which has managed all the beach activities and maintenance since the early 1990s. Each plan will be developed

separately for Silver Strand and Hollywood Beach, as these beaches have unique and distinct scopes. They will outline the most common practices employed by Harbor staff in regular maintenance and operations duties and describe the existing permanent facilities, uses, and maintenance activities occurring on an ongoing and seasonal basis.

For the Hollywood Beach Management Plan, the establishment of new management policies and practices is required to protect Environmentally Sensitive Habitat Areas (ESHA), making the plan more comprehensive than anticipated. The California Coastal Commission's Suggested Modifications to the Coastal Area Plan amendment to the County's LCP dated April 6, 2022 (CCC 2022) defines "coastal dune habitat" as a fragile habitat associated with the immediate coastal environment. Therefore, a 100-foot buffer zone should be established for ESHA to ensure the protection of the biologically sensitive area and ecosystem's biological integrity. The buffer zone should also safeguard the adjacent ecosystem and be compatible with the preservation of the protected habitat (CCC 2022).

Within the Hollywood Beach Plan area, the dune mat and European beach grass swards vegetation types are considered "coastal dune habitat" and constitute ESHA. Additionally, the Hollywood Beach Plan area encompasses bird nesting habitat for Western Snowy Plovers (WSP) and California Least Terns. Plovers can nest at various sections of the beach, and thus, ESHA (i.e., Western Snowy Plover temporary fencing) may be needed in other areas in the future and will require ongoing observation and monitoring.

**Estimated Costs:**

\$300-400k

**Time needed to complete:**

2 years

**Community Benefits:**

The plans will aim to provide a comprehensive document to memorialize the complex relationship between beach maintenance, coastal processes, and public needs. The Plans should be useful to practitioners and decision makers in understanding the various regulatory programs and policies that govern the beaches, and the different agencies responsible for carrying out these programs and policies.

**Anticipated Revenue (either an estimated dollar amount or ways money can be earned):**

A comprehensive beach management plan may generate revenue for the county by increasing tourism through improved beach quality and safety. It may also be useful in attracting conservation partnerships and grants.