

**COUNTY OF MENDOCINO**  
**DEPT OF PLANNING & BUILDING SERVICES**  
**120 WEST FIR STREET**  
**FORT BRAGG, CA 95437**  
**Telephone: 707-964-5379**

Case No(s) EM-2023-0004  
 CDF No(s) \_\_\_\_\_  
 Date Filed 10/19/2023  
 Fee \$ 2,263.00  
 Receipt No. PRJ-059324  
 Received by Tia Sar  
 Office Use Only

**EMERGENCY PERMIT APPLICATION FORM**

Name of Applicant Edward and Sara Kozel	Name of Owner(s) Sara Tietz Kozel, Trustee	Name of Agent Newberger & Associates
Mailing Address PO Box 37 Calistoga, CA 94515	Mailing Address PO Box 37 Calistoga, CA 94515	Mailing Address 435 N. Main St. Fort Bragg, CA 95437
Telephone Number 707-225-1871	Telephone Number 707-225-1871	Telephone Number 707-225-1871

Project Description:

Remove and replace three existing French doors and four sidelites at the South elevation of the residence. New doors and sidelites to be have black aluminum thermally enhanced frames with clear non-reflective glazing. Door sizes: 5'x8', 6'x8', 6'x8'; Sidelites: 1.5'x8' each.

Driving Directions

The site is located on the W (N/S/E/W) side of Cypress Dr. (name road)  
 approximately 0 (feet/miles) \_\_\_\_\_ (N/S/E/W) of its intersection with  
 \_\_\_\_\_ terminus of drive. \_\_\_\_\_ (provide nearest major intersection).

Assessor's Parcel Number(s)  
 118-230-05

Parcel Size

1.2

Square Feet  
 Acres

Street Address of Project

45700 Cypress Dr.  
 Mendocino, CA 95460

**Please note:** Before submittal, please verify correct street address with the Planning Division in Ukiah.



# EMERGENCY PERMIT APPLICATION QUESTIONNAIRE

The purpose of this questionnaire is to relate information concerning your application to the Planning & Building Services Department and other agencies who will be reviewing your project proposal. The more detail that is provided, the easier it will be to promptly process your application. Please answer all questions. For questions which do not pertain to your project, please indicate "Not Applicable" or "N/A".

1. **NATURE OF THE EMERGENCY NARRATIVE** (use additional pages if necessary).

- a) Describe the nature, cause and location of the emergency.

The existing French doors and attached sidelites are damaged and can not be secured nor waterproofed.

- b) Describe the remedial protective or preventive work required to deal with the emergency.

These doors which can facilitate emergency exit must be boarded shut, preventing use.

- c) Describe the circumstances during the emergency that justify the course(s) of action taken, including the probable consequences of failing to take action.

The residence can not be secured without taking these exit doors out of use. This is a problem if a fire situation were to occur.

- d) Describe any secondary improvements such as wells, septic systems, grading, vegetation removal, roads, etc. that are necessary to deal with the emergency.

No other improvements required.



2. Are there existing structures on the property?  Yes  No

If yes, describe below and identify the use of each structure on the plot plan.

Single family residence, guest cottage, utility room.

3. Is any grading or road construction planned?  Yes  No

Estimate the amount of grading in cubic yards \_\_\_\_\_ c.y. If greater than 50 cubic yards or if greater than 2 feet of cut or 1 foot of fill will result, please provide a grading plan.

Describe the terrain to be traversed (e.g., steep, moderate slope, flat, etc.).

4. Will vegetation be removed on areas other than the building sites and roads?  Yes  No

If yes, explain:

5. Project Height. Maximum height of structure(s): 28 feet

6. Describe all exterior materials and colors of all proposed structures that are visible beyond the boundaries of the subject parcel.

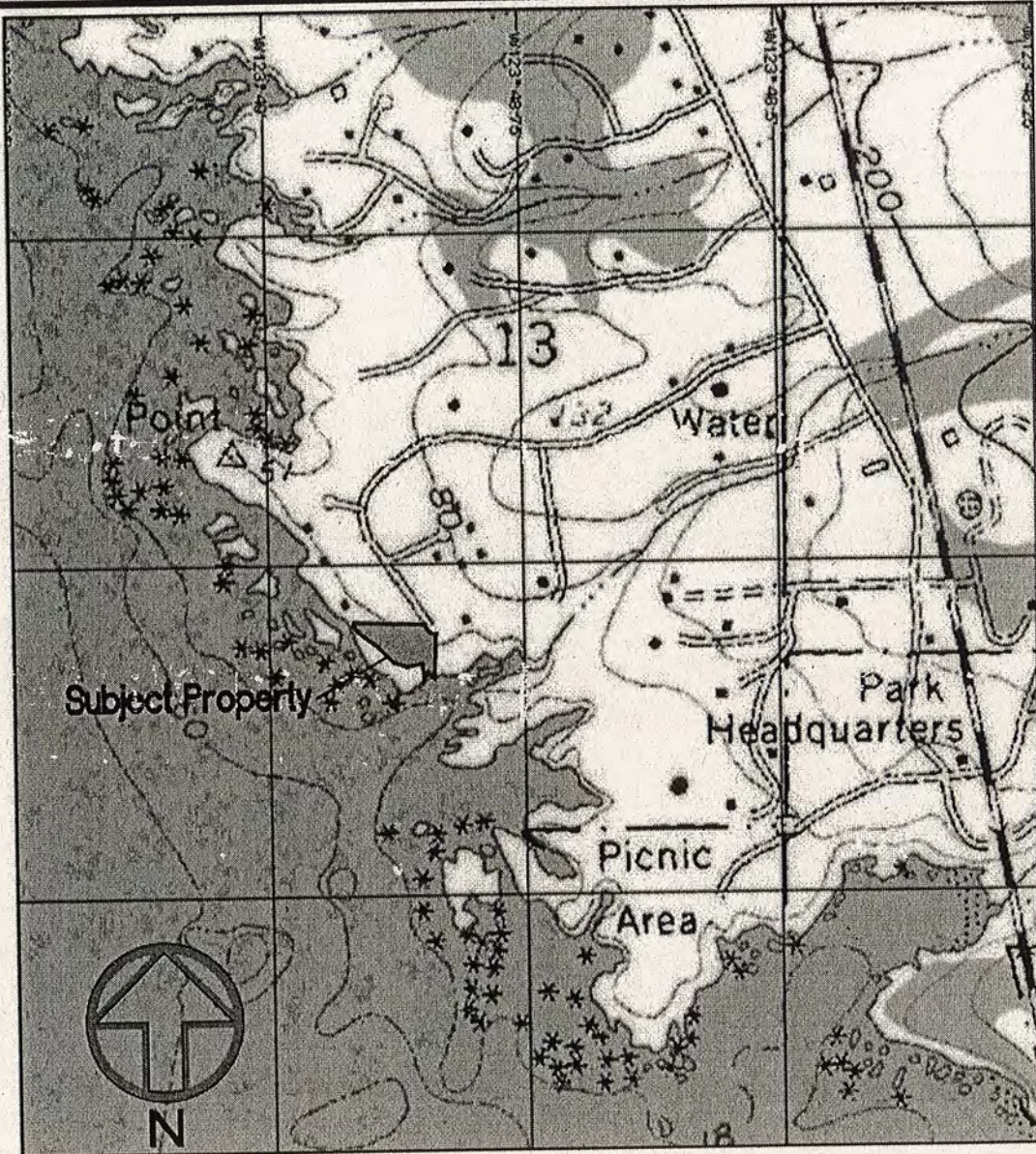
Existing structures have dark green asphalt composition shingle roofing, Western Red Cedar vertical board and batten siding with semi-transparent cedar stain and black door and window aluminum clad frames.

7. Are there any water courses, anadromous fish streams, ponds, lakes, sand dunes, rookeries, marine mammal haul-out areas, wetlands, riparian areas, pygmy vegetation, rare or endangered plants, animals or habitat which support rare and endangered species located on the project site or within 100 feet of the project site?

No.



# VICINITY MAP



PROJECT ADDRESS: 45700 CYPRESS DRIVE, MENDOCINO, CA 95460  
ASSESSOR'S PARCEL NO.: 118-230-05



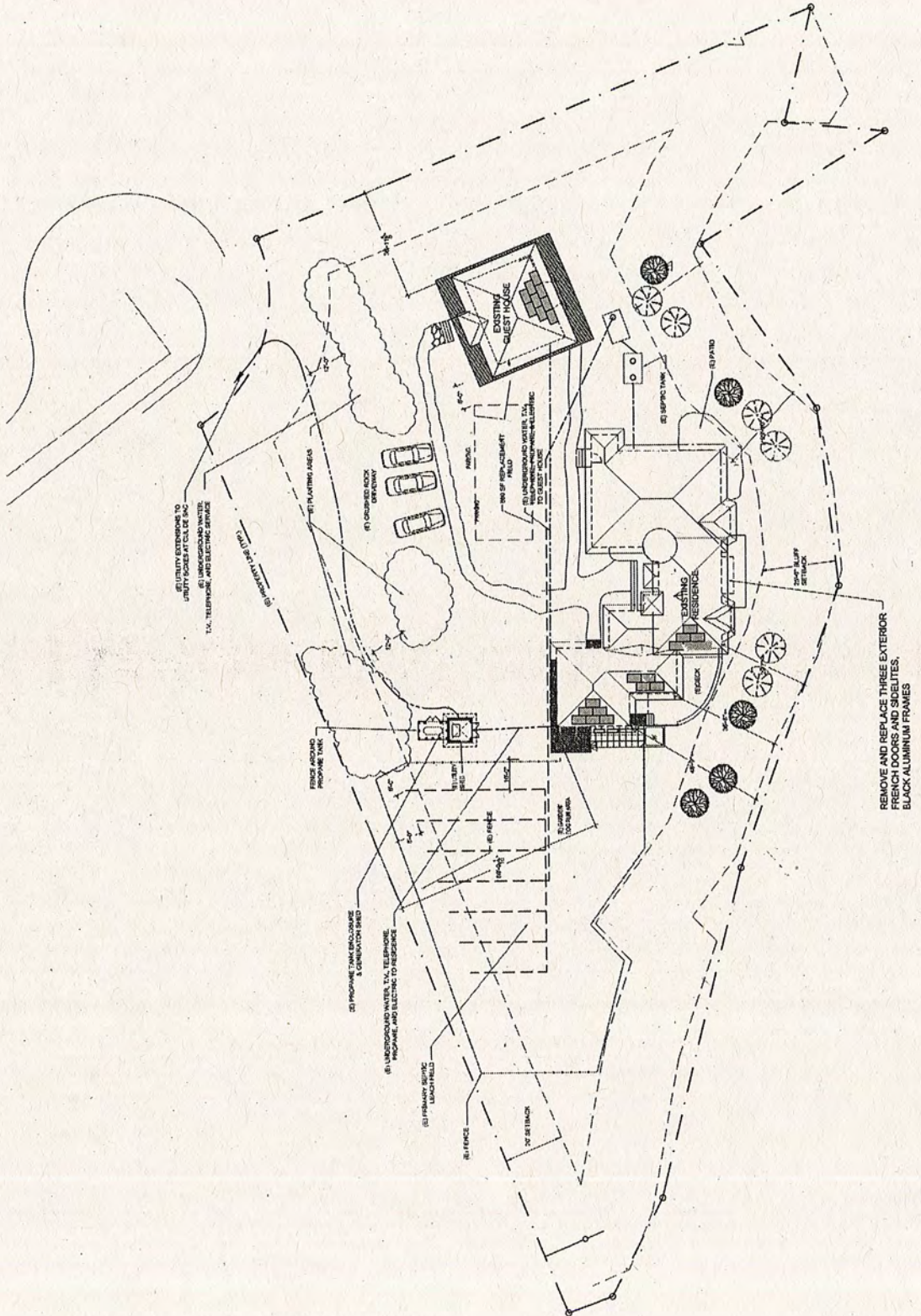
NEWBERGER & ASSOCIATES  
 1000 NEWBERGER AVENUE - SUITE 200  
 SAN FRANCISCO, CALIFORNIA 94104  
 TEL: 415.774.1100  
 WWW.NEUBERGER.COM

SITE PLAN

SINGLE FAMILY RESIDENCE REMODEL FOR:  
**EDWARD AND SARA KOZEL**  
 45700 CYPRESS DR.  
 MENDOCINO, CALIFORNIA 95460  
 APN: 118-230-05

PROJECT NO. 0-1007  
 DATE 01/10/07  
 DRAWN BY [Signature]  
 CHECKED BY [Signature]  
 SCALE AS NOTED

**A1.2**



**SITE PLAN**  
 1/10/07





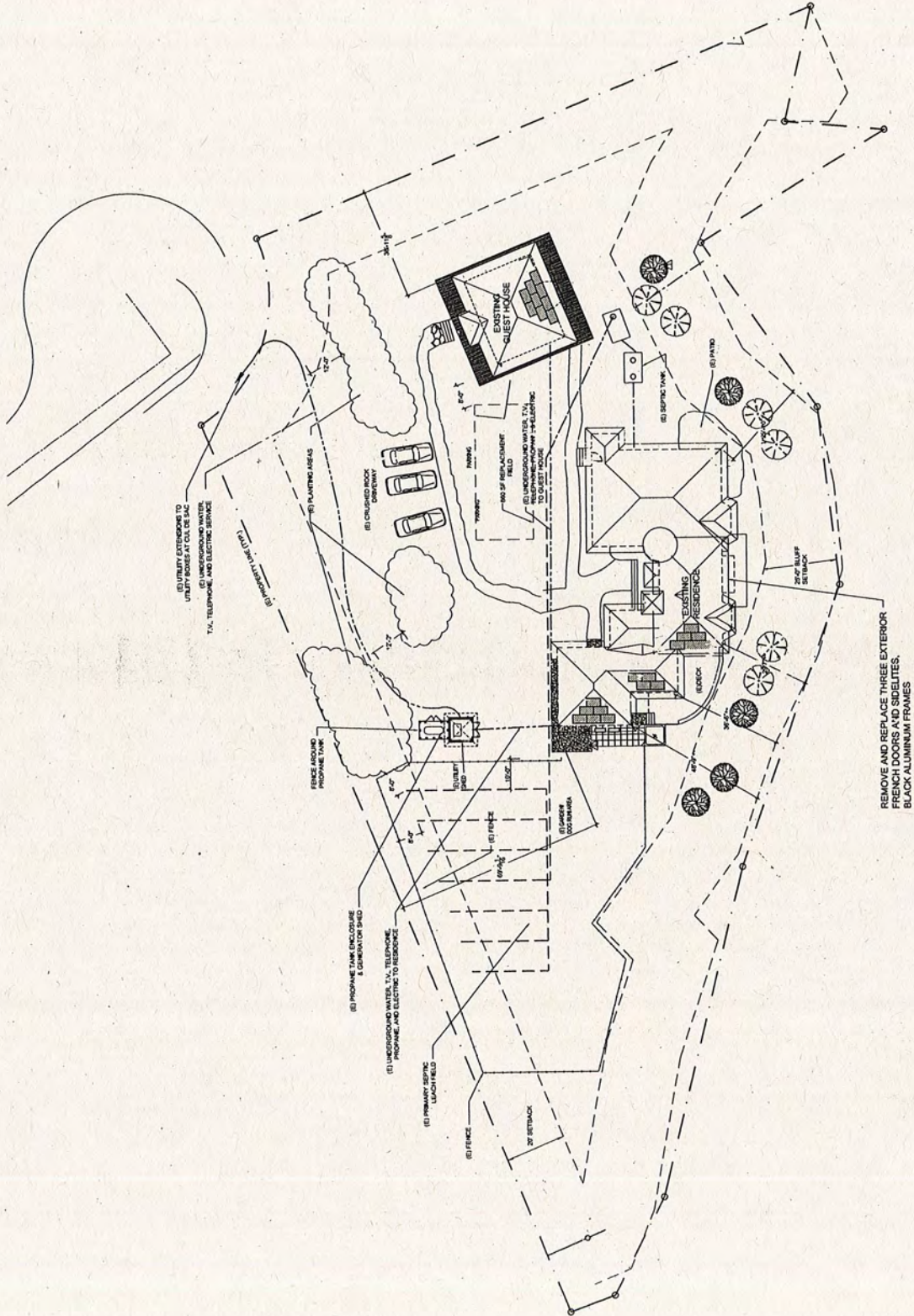






# SITE PLAN

1/4" = 1'-0"



REMOVE AND REPLACE THREE EXTERIOR FRENCH DOORS AND SIDELITES, BLACK ALUMINUM FRAMES

SINGLE FAMILY RESIDENCE REMODEL FOR:  
**EDWARD AND SARA KOZEL**  
45700 CYPRESS DR.  
MENDOCINO, CALIFORNIA 95460  
APN: 118-230-05

## SITE PLAN

**NEWBERGER ASSOCIATES**  
404 NORTH MAIN STREET  
LOS ANGELES, CA 90012  
TEL: 213.697.1000  
WWW.NBERGER.COM



DATE	1/15/2005
SCALE	AS NOTED
CHECKED	IN
DRAWN	TH

# A1.2



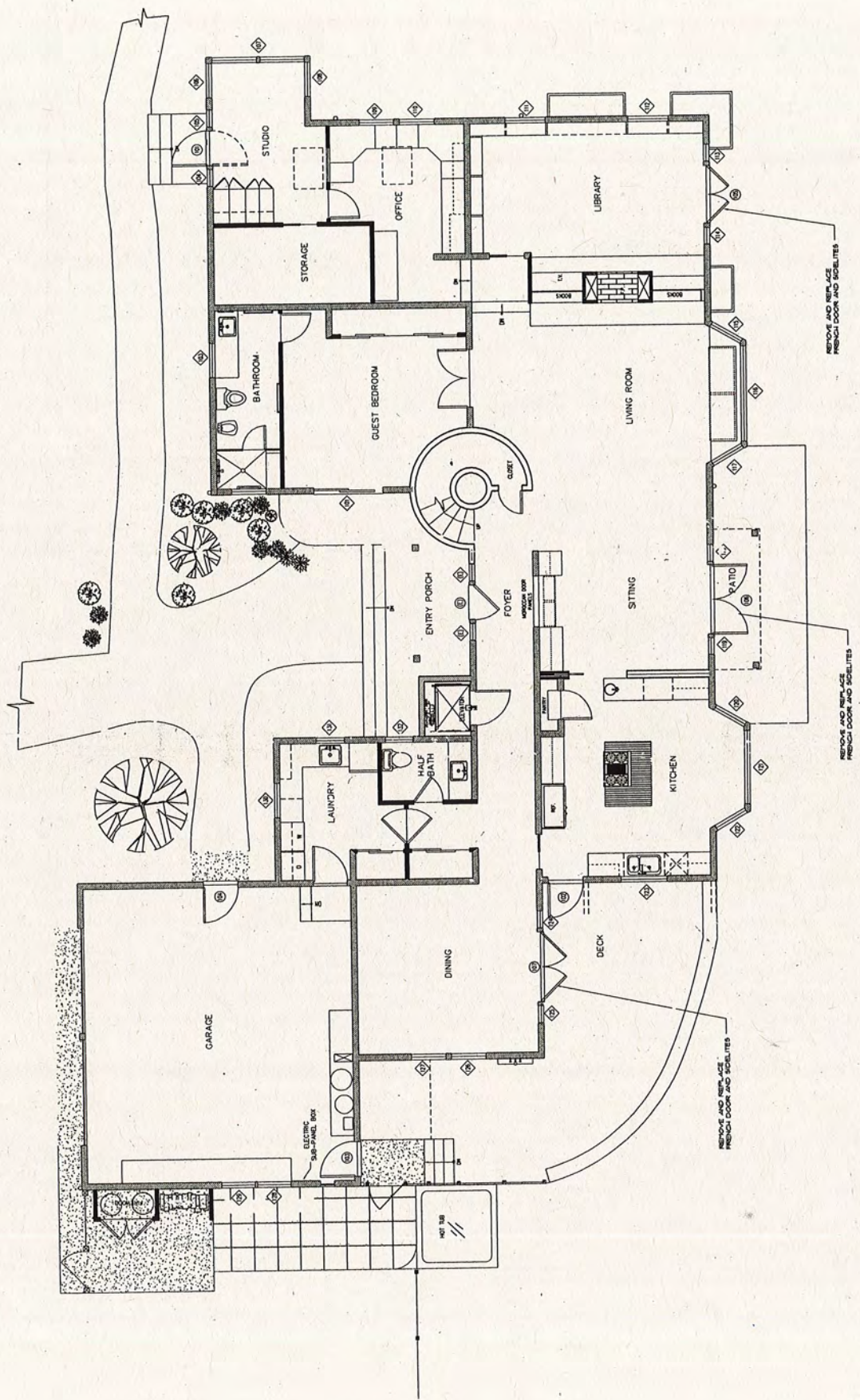
NEWBERGER & ASSOCIATES  
 435 NORMAN STREET  
 FORT BRAGG, CALIFORNIA 94002  
 TEL: 415/693-1234  
 FAX: 415/693-1234  
 LSPB@AOL.COM

FIRST FLOOR PLAN

SINGLE FAMILY RESIDENCE REMODEL FOR:  
 EDWARD AND SARA KOZEL  
 45700 CYPRESS DR.  
 FORT BRAGG, CALIFORNIA 94002  
 DN-118-930-05

DATE: 10.16.2005  
 DRAWN: [Signature]  
 CHECKED: [Signature]  
 SCALE: AS SHOWN  
 SHEET: A2.1

A2.1



FLOOR PLAN





NEWERBERG & ASSOCIATES  
 15000 15TH AVENUE, SUITE 100  
 DENVER, CO 80202  
 TEL: 303.733.8800  
 WWW.NEWERBERG.COM

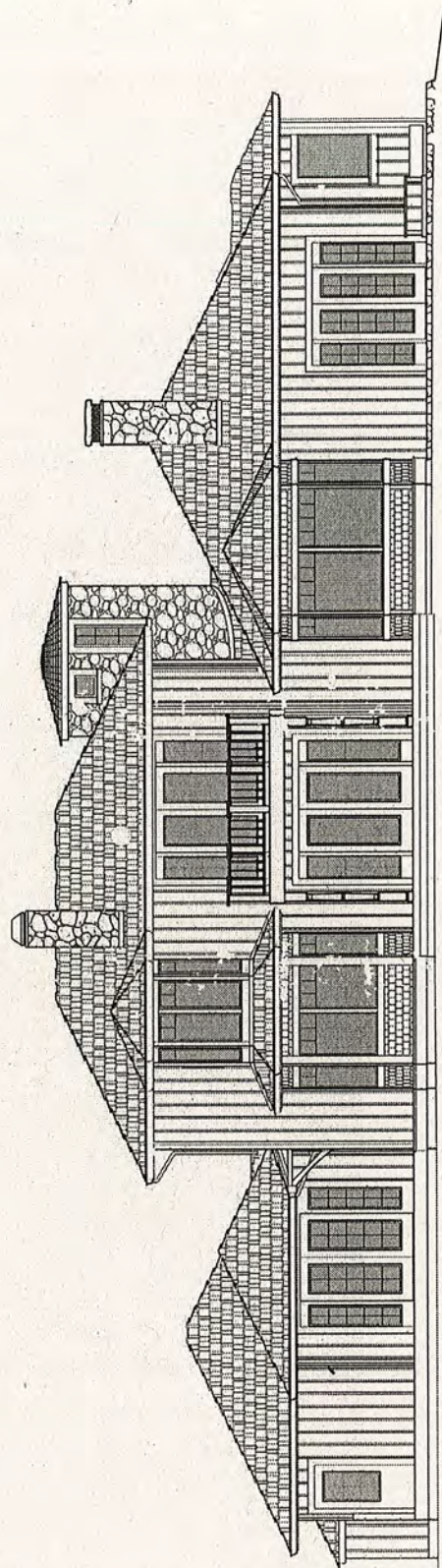
ELEVATIONS  
 SOUTH

SINGLE FAMILY RESIDENCE REMODEL FOR:  
 EDWARD AND SARA  
 KOZEL  
 45700 CYPRESS DR.  
 FORT COLLINS, COLORADO 80504

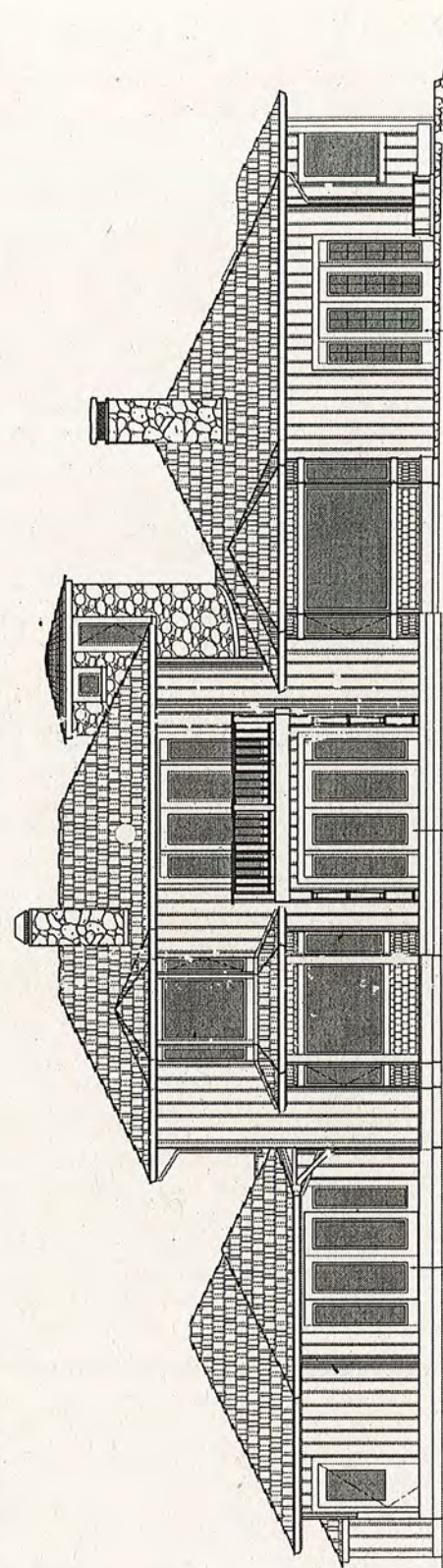
NO. 15-0000  
 15-0000  
 15-0000

DATE: 03-14-14  
 CHECKED: [Signature]  
 SCALE: AS NOTED  
 DRAWN: [Signature]

A3.3



SOUTH - EXISTING



SOUTH - PROPOSED

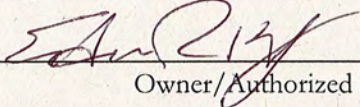
ELEVATIONS - SOUTH



SUBMIT ONLY ONE COPY

## CERTIFICATION AND SITE VIEW AUTHORIZATION

1. 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 complete and correct. 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 County.
2. I hereby grant permission for County Planning and Building Services staff and hearing bodies to enter upon and site view the premises for which this application is made in order to obtain information necessary for the preparation of required reports and render its decision.

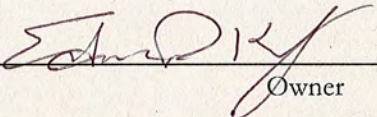
  
\_\_\_\_\_  
Owner/Authorized Agent

10/16/23  
\_\_\_\_\_  
Date

NOTE: IF SIGNED BY AGENT, OWNER MUST SIGN BELOW.

### AUTHORIZATION OF AGENT

I hereby authorize \_\_\_\_\_ Newberger and Associates (Todd Newberger) \_\_\_\_\_ to act as my representative and to bind me in all matters concerning this application.

  
\_\_\_\_\_  
Owner

10/16/23  
\_\_\_\_\_  
Date

## MAIL DIRECTION

To facilitate proper handling of this application, please indicate the names and mailing addresses of individuals to whom you wish correspondence and/or staff reports mailed if different from those identified on Page One of the application form.

Name	Name	Name
Mailing Address	Mailing Address	Mailing Address



**SUBMIT ONLY ONE COPY**

**INDEMNIFICATION AND HOLD HARMLESS**

ORDINANCE NO. 3780, adopted by the Board of Supervisors on June 4, 1991, requires applicants for discretionary land use approvals, to sign the following Indemnification Agreement. Failure to sign this agreement will result in the application being considered incomplete and withheld from further processing.

**INDEMNIFICATION AGREEMENT**

As part of this application, applicant agrees to defend, indemnify, release and hold harmless the County of Mendocino, its agents, officers, attorneys, employees, boards and commissions, as more particularly set forth in Mendocino County Code Section 1.04.120, from any claim, action or proceeding brought against any of the foregoing individuals or entities, the purpose of which is to attack, set aside, void or annul the approval of this application or adoption of the environmental document which accompanies it. The indemnification shall include, but not be limited to, damages, costs, expenses, attorney fees or expert witness fees that may be asserted by any person or entity, including the applicant, arising out of or in connection with the approval of this application, whether or not there is concurrent, passive or active negligence on the part of the County, its agents, officers, attorneys, employees, boards and commissions.

Date: 10/16/23

  
Applicant



2023-05096

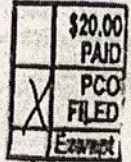
Recorded at the request of:  
REDWOOD EMPIRE TITLE  
06/30/2023 09:34 AM  
Fee: \$19.00 Pgs: 1 of 3

**RECORDING REQUESTED BY:**  
Redwood Empire Title Company of Mendocino  
County

OFFICIAL RECORDS  
Katrina Bartolomie - Clerk-Recorder  
Mendocino County, CA



Mail Tax Statements and  
When Recorded Mail Document To:  
Sara Tietz Kozel, Trustee of the GST Trust for Sara,  
UTA dated August 29, 1984  
PO Box 37  
Callistoga, CA 94515



Escrow No.: 20230245MN

SPACE ABOVE THIS LINE FOR RECORDER'S USE

### GRANT DEED

The undersigned grantor(s) declare(s) Documentary Transfer Tax stamps in the sum of \$4,290.00

- computed on full value of property conveyed, or
- computed on full value less value of liens or encumbrances remaining at time of sale,
- Unincorporated area:

**FOR A VALUABLE CONSIDERATION, receipt of which is hereby acknowledged,**

Mary Hockridge, Successor Trustee of the Masterson Survivor's Trust created UTD July 15, 1991

hereby **GRANT(S)** to

Sara Tietz Kozel, Trustee of the GST Trust for Sara, UTA dated August 29, 1984

the following described real property:

**TRACT ONE:**

Lot 5 of Coast Highlands Subdivision Unit No. 1, as per map filed March 11, 1960 in Map Case 2, Drawer 1, page 32, in the office of the Mendocino County Recorder.

APN: 118-230-05

**TRACT TWO:**

Beginning at a point, said point being the most Northwesterly corner of the above-described Lot Number 5; thence South 87°50'00" West to the mean high tide of the Pacific Ocean; thence following the meander of said mean high tide line in a Southerly and Easterly direction to a point on the mean high tide line lying South 22°10'00" East of the most Southeasterly corner of above-described Lot Number 5; thence North 22°10'00" West to the said Southeasterly corner of Lot Number 5; thence following the meander of the Southerly line of Lot number 5 in a general Westerly and Northerly direction along the courses and distances as laid out in the above-mentioned map of the Coast Highlands Subdivision, Unit Number One, to the point of beginning.

APN: 118-230-47

**TRACT THREE:**

A NON-EXCLUSIVE RIGHT-OF-WAY for pedestrian use over five foot strips of land lying between Lot No. 7 and 8, Lot No. 10 and 11, and Lot No. 12 and 13, in "Coast Highlands Subdivision, Unit No. 1", map of which was filed in the office of the Recorder of the County of Mendocino, State of California, March 11, 1960, in Map Case 2, in Drawer No. 1, at page



32; also the right to use for recreational purposes only all property lying Westerly and Northerly of the Westerly and Northerly property line of said Coast Highlands Subdivision, Unit No. 1, described above, adjacent to and adjoining Lots No. 6, 7, 8, 9, 10, 11, 12, 13, and 14, as shown on said map of Coast Highlands Subdivision, Unit No. 1, described above.

**TRACT FOUR:**

**A NON-EXCLUSIVE RIGHT-OF-WAY** for roadway purposes over and across these certain strips of land lying within Section 13, Township 17 North, Range 18 West, Mount Diablo Base and Meridian, and within Section 18, Township 17 North, Range 17 West, as shown on that certain map entitled, "Coast Highlands Subdivision, Unit No. 1", which map was filed in the office of the Recorder of the County of Mendocino, State of California, March 11, 1960, in Map Case 2, in Drawer No. 1 at page 32, and designated "Private Roads" and named Cypress Drive, Bishop Lane, and Cypress Circle.



Dated: May 24, 2023

Mary Hockridge, Successor Trustee of the Masterson  
Survivor's Trust created UTD July 15, 1991

Mary Hockridge  
Mary Hockridge, Successor Trustee

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

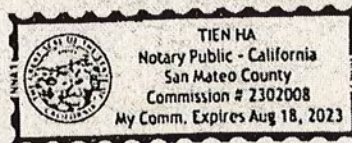
State of California  
County of San Mateo  
On June 15, 2023 before me,  
Tien Ha, Notary Public,  
personally appeared Mary Hockridge

\_\_\_\_\_ who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

Witness my hand and official seal.

Signature Tien Ha (Seal)







# COUNTY OF MENDOCINO

## DEPARTMENT OF PLANNING & BUILDING SVCS.

860 NORTH BUSH STREET • UKIAH, CALIFORNIA 95482  
120 WEST FIR STREET • FORT BRAGG, CALIFORNIA 95437

JULIA KRUG, DIRECTOR

PHONE: 707-234-665

FAX: 707-463-570

FB PHONE: 707-964-537

FB FAX: 707-961-242

[pbs@mendocinocounty.org](mailto:pbs@mendocinocounty.org)

[www.mendocinocounty.org/pl](http://www.mendocinocounty.org/pl)

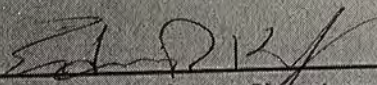
### ACKNOWLEDGEMENT OF DEPOSIT/HOURLY FEE

By signing below, the applicant acknowledges that the staff at Planning and Building Services has discussed the potential for collection of a deposit fee for the projects listed below (as adopted by the Board of Supervisors Resolution No.'s 11-072, 16-150, 18-122 and 19-170)

1. Division of Land Project
2. General Plan Project
3. Coastal Project
4. Zoning Project
5. Administrative Project
6. Cannabis Project
7. Private Road Naming

Once an application has been submitted and the processing costs approach 80% of the application fee, additional staff processing time will be billed at \$90.00/hour. Staff will notify the applicant/owner that a deposit equal to 50% of the initial filing fee is required for further processing, and more than one deposit may be required depending on the complexity of the project and the staff time necessary to complete application processing.

*I acknowledge that I was advised of the deposit fee for continued processing after the initial application fee has been expended.*

  
Applicant Signature

10/16/23  
Date

#### OFFICE USE ONLY:

Project or Permit Number





# Mendocino County

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## Planning and Building Services

860 North Bush Street  
Ukiah, CA 95482  
(707) 234-6650

120 West Fir Street  
Fort Bragg, CA 95437  
(707) 964-5379

**Paid By: Edward T. Kozel**  
1610 Cedar St

CALISTOGA

CA 94515

**Project Number: EM\_2023-0004**

**Project Description: Replace 2 Exterior Doors**

**Site Address: 45700 CYPRESS DR**

**EM\_2023-0004**

**Receipt: PRJ\_059324**

**Date: 10/19/2023**

**Pay Method: CREDIT 40154365**

**Received By: TIA SAR**

<u>Fee Description</u>	<u>Account Number</u>	<u>Qty</u>	<u>Fee Amount</u>
BASE FEES	1100-2851-822609		\$1,916.00
EM BASE			\$1,916.00
GENERAL PLAN	1100-2851-826188		\$200.00
			\$200.00
RECORDS MANAGEMENT	1222-2852-826260		\$147.00
			\$147.00

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**Total Fees Paid: \$2,263.00**



# EMERGENCY PERMIT PROJECT INTAKE CHECKLIST

The following information and materials must be submitted at the time an emergency permit application is filed with the Planning Division. Applicants should check off each completed item under the box marked "A" and submit this checklist with the application.

A  C

1. **Two (2) Copies** of items a - e, on 8 ½" x 11" paper, collated and stapled into individual application packets.

- a) **EMERGENCY PERMIT APPLICATION FORM** - Please be sure to answer all questions thoroughly and accurately.
- b) **EMERGENCY PERMIT QUESTIONNAIRE** - Please be sure to answer all questions thoroughly and accurately.
- c) **LOCATION MAP** - Use USGS quad maps with parcel boundaries (see attached example).
- d) **SITE PLAN** - drawn to scale (see attached example).
- e) **ARCHITECTURAL/ENGINEERING PLANS & ELEVATIONS FOR THE EMERGENCY WORK** - (if applicable).

---

A  C

2. **ARCHITECTURAL/ENGINEERING PLANS & ELEVATIONS FOR THE EMERGENCY WORK - 1 Full-Size Set** (if applicable). Drawn to scale and folded to 8 ½" x 11" size.

A  C

3. **SIGNED CERTIFICATION AND SITE VIEW AUTHORIZATION FORM - 1 Copy.**

A  C

4. **SIGNED INDEMNIFICATION AGREEMENT - 1 Copy.**

A  C

5. **PROOF OF APPLICANT'S LEGAL INTEREST IN THE PROPERTY - 1 Copy.** Proof can be in the form of a current tax statement, title report, lease agreement or other documents showing legal interest to apply for the permit and comply with all conditions of approval. All holders or owners of any other interest of record in the affected property shall be identified on the application and notified in writing of the permit application by the applicant and invited to join as co-applicant(s).

A  C

6. **FILING FEE** - (check with a planner for fee amount). Checks to be made payable to the County of Mendocino.

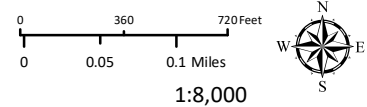




Source: Esri, Maxar, Earthstar Geographics, and the GIS User Community

**CASE:** CDPM 2023-0005 & EM 2023-0004  
**OWNER:** KOZEL, Sara  
**APN:** 118-230-05  
**APLCT:** Edward & Sara Kozel  
**AGENT:** Newberger & Associates  
**ADDRESS:** 45700 Cypress Dr., Mendocino

- Hydrology
- Highways (2017)
- Public Roads
- Private Roads
- Driveways/Unnamed Roads



1:8,000  
**AERIAL IMAGERY**

**THIS MAP AND DATA ARE PROVIDED WITHOUT WARRANTY OF ANY KIND.  
 DO NOT USE THIS MAP TO DETERMINE LEGAL PROPERTY BOUNDARIES**