

# **Chapter 5**      Permits and Approvals Required

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This chapter covers coastal permitting and required approvals, and the waiver and appeals processes. Unless otherwise specified, the information applies to permits needed from the California Coastal Commission (CCC). For general information regarding the processing, approval or denial, and appeal of a local coastal development permit, please see [Title 14, Division 5.5, Chapter 5, Section 13300 et seq. of the California Code of Regulations](#). Because the CCC must determine that implementing ordinances of local coastal programs (LCPs) are consistent with Coastal Act requirements for certification, the application requirements, noticing procedures, and review periods required for coastal development permits by local governments are similar to those for the CCC. However, each LCP is unique and may contain additional or different permit requirements and procedures. For specific information regarding an applicable LCP, contact the appropriate city or county staff.

## **5.1 Application**

Development activities requiring a coastal development permit in the coastal zone are regulated by the CCC and local governments through their respective coastal development permit processes. The term “development” is broadly defined. Upon certification of an LCP by the CCC, local governments assume coastal development permit responsibility for most new development within their jurisdictions. However, the CCC retains original permit jurisdiction (also referred to as “retained permit jurisdiction”) over development proposed on tidelands, submerged lands, and public trust lands. The CCC also retains original permit jurisdiction in any areas of deferred LCP certification until such time as the LCP is certified for the local government. In addition, the CCC hears appeals from certain local government coastal permit decisions and must review and approve any amendments to previously certified LCPs.

## **5.2 Coastal Development Permits**

Whenever a project proposes development within the coastal zone (California Code of Regulations [CCR], Title 14, Section 13050 et seq.), a coastal development permit or verification of an exemption or waiver will be required (see Exemptions and Waivers sections).

## **5.2.1 Determination of Permit Jurisdiction**

### **5.2.1.1 Coastal Commission and Local Government Permit Jurisdictional Boundaries**

Confirmation of coastal permit jurisdictional boundaries may affect the type of coastal development permit pursued for a project. Jurisdictional boundaries can usually be confirmed by first identifying if the project is located in an area covered by a certified LCP. If it is, review the post-certification LCP map at the local government or CCC district office to determine if the project falls within any area of CCC retained jurisdiction or deferred certification. Beware that in some cases, hard copies of these maps may be outdated; follow-up with local government and/or CCC District staff may be necessary to confirm jurisdiction. Additional assistance in making a precise boundary determination is available from the Mapping and GIS Unit at the CCC's headquarters office in San Francisco. See "Multiple Jurisdictions Coastal Development Permit Options" for more information on processing options when a project falls within both CCC and LCP jurisdictions.

### **5.2.1.2 Coastal Commission Appeal Jurisdiction**

In most cases, determining if a project falls within the permit appeal jurisdiction of the CCC is not a significant concern for the coastal permitting process. The Department improves and maintains public transportation facilities of local, regional, state, and national significance utilizing public funds for implementation. Therefore, the large majority of projects meeting the definition of "development" under the Coastal Act are also considered "public works" within the meaning of [Public Resources Code \(PRC\) Section 30114](#). Therefore, a local government's decision to approve or deny a Caltrans coastal permit application is appealable to the CCC irrespective of the project's location in the permit appeal area of a certified LCP (PRC Section 30603).

### **5.2.1.3 Ports/Universities/Special Districts**

Development proposed or undertaken in the ports, within any state university or community college in the coastal zone, or any development covered by a public works plan (PWP), generally remains subject to the CCC's review within its areas of original jurisdiction and through its oversight review of proposed projects' consistency with certified port master plans, long-range development plans (LRDPs) or PWPs, as applicable. Note that port authorities may also have permit jurisdiction through certified port master plans.

### **5.2.1.4 Coastal Development Permits Previously Issued by the Coastal Commission**

The CCC typically retains authority over coastal development permits that it issues, including condition compliance. Whenever modifications to projects permitted by the CCC are being contemplated, CCC staff should be consulted for guidance on permit processing requirements for the specific situation, including the potential for an amendment to the CCC-issued coastal

development permit. In some instances, subsequent project applications in certified LCP areas may need to be filed with the local jurisdiction.

### **5.2.1.5 Multiple Jurisdictions Coastal Development Permit Options**

A project that straddles jurisdictions of both the CCC and the local government would typically require coastal development permits from both the CCC (regulated by the Coastal Act) and from a local government (regulated by the certified LCP). However, Coastal Act Section 30601.3 authorizes the CCC to process a consolidated coastal development permit application when the local government, the applicant, and the CCC all agree to do so. As an alternative to separate coastal permits subject to different standards of review in multiple jurisdictions, the consolidated coastal permit is subject to review and approval only by the CCC; the Coastal Act is the regulating mechanism for the entire project, with the LCP providing guidance for review.

The consolidated coastal permit process may simplify the coastal permit review process by eliminating the need to prepare and process permit applications through multiple jurisdictions; excluding a potential appeal process associated with the local government action on the permit; and avoiding the need to process an LCP amendment in the event the project results in conflicts with LCP policies—which may be better addressed pursuant to Coastal Act policies. Consolidated development permits are subject to the same CCC review, noticing, and hearing procedures as standard permits.

A PWP is an alternate vehicle for obtaining approval of complex, multi-pronged, or phased public works projects, which remain under the authority of the CCC irrespective of coastal permit jurisdictional boundaries. In contrast to project-by-project approval through the coastal development process, the PWP process allows for faster and more efficient processing of public works projects by eliminating the need to coordinate individual coastal development permits separately through multiple jurisdictions. The PWP process is intended to provide consistency in review, analysis, processing, and implementation under the authority of the CCC.

A PWP must be sufficiently detailed regarding the size, kind, intensity, and location of development to allow the CCC to determine its consistency with the policies in Chapter 3 of the Coastal Act or the certified LCP, as applicable. Once the CCC approves a PWP, no coastal development permit for future project implementation is required if the development remains consistent with the PWP. Instead, the permittee provides a notice of impending development (NOID) to the CCC and other parties.

NOID submittals to the CCC must include data demonstrating the project is consistent with the previously approved PWP. Once CCC staff deems a NOID complete, it is scheduled for public hearing and the CCC determines whether the project is included in the certified PWP and whether conditions are required to bring the project into conformance. No construction is permitted until the CCC finds the proposed project is consistent with the approved PWP. The CCC's review of project NOIDs submitted pursuant to an approved PWP is limited to imposing conditions intended to ensure the projects are carried out consistent with the certified PWP. In

the event that a proposed project is found inconsistent, the agency proposing the public works project may choose to submit a coastal development permit application to the appropriate permitting agency or amend the PWP to include the specific project proposal.

Options for processing a consolidated coastal development permit or PWP should be discussed with the CCC and affected local jurisdiction(s) early in the project planning and design process (see Chapter 3, Interagency Coordination). If the coastal development permit review process cannot be combined for a project that straddles multiple jurisdictions, additional resources and time should be budgeted for project permitting and condition compliance.

## **5.2.2 Types of Coastal Development Permit Applications**

The following sections describe the various CCC review procedures associated with coastal development applications. The CCC Processing Timelines Summary, includes a list of the review procedures described in this section and a summary of required review timelines associated with each process.

### **5.2.2.1 Exemptions**

Best practices for any activity assumed to be exempt would include coordination with the local government and/or CCC office to verify if the proposed activity is exempt from coastal development permitting requirements, and documenting the response in the files prior to initiating the activity. Some CCC district offices will request submittal of an exemption application and will issue a letter of exemption. If the project is in an area covered by a certified LCP, pay particular attention to LCP exemption provisions.

For projects within CCC's jurisdiction, repair or maintenance activities that do not result in an addition to, or enlargement or expansion of, the facility are generally exempt from the CCC's coastal development permit requirements, provided that the activities do not involve a risk of substantial adverse environmental impact (PRC Section 30610(d); CCR Title 14, Section 13252). To implement Coastal Act and CCC regulations, the CCC has developed a detailed [list of road maintenance activities](#) that do not require a coastal development permit, provided that the proposed activity will not have a risk of substantial adverse environmental impact, contained in the "[Repair, Maintenance and Utility Hook-Up Exclusions from Permit Requirements](#)" guideline document, dated September 5, 1978 (1978 Exclusions document). So long as there is no risk of causing substantial adverse impacts on public access, ESHAs, wetlands, or public views to the ocean, and there is no expansion of the roadway facility, no permit is required for repair and maintenance of existing public roads. Such projects include landscaping; signalization; lighting; signing; resurfacing; installing or expanding retaining walls, safety barriers, and railings; and other comparable development within the existing right-of-way. See the Section II.A of the [1978 Exclusions document](#).

As further stated in the 1978 Exclusions document, maintenance activities are generally those necessary to preserve the highway facility as it was constructed, including constructing temporary detours; removing slides and slip outs; restoring and repairing drainage appurtenances; installing slope protection devices; installing minor drainage facilities for preservation of the roadway or adjacent properties; restoring, repairing, and modifying bridges and other highway structures for public safety; and restoring pavement and base to original condition by replacement, resurfacing, or pavement grooving. A permit is required for excavation or disposal of fill outside of the roadway prism.

Additionally, the 1978 Exclusions document specifies that several Department maintenance and alteration programs (or their equivalent conducted by local road departments) *that do not result in an addition to or enlargement or expansion of the existing public road facility itself* may not require a permit.

Some local governments' certified LCPs include the 1978 Exclusions document; however, research is required to determine whether the individual LCP with jurisdiction over a project includes these applicable exemptions, or if alternative local exclusions and/or additional local constraints or conditions apply.

#### **5.2.2.2 Waivers**

An applicant, such as the Department, may apply to the executive director of the CCC for a waiver of permit requirements for projects that have no potential for adverse effects, either individually or cumulatively, on coastal resources, and therefore can be found consistent with the policies of the Coastal Act without the need to apply special conditions under a consent or regular coastal development permit. The waiver takes effect only after being reported to the CCC at the next regularly scheduled CCC meeting, provided there are no objections to the issuance of a waiver. Waivers from permit requirements are discussed in PRC Sections 30624.7 and 30624.9. See also CCR Title 14, Section 13238.

Coastal development permit waivers are an expeditious means of obtaining approval to commence development in the coastal zone because the type of development considered for waivers does not require extensive analysis or staff report preparation, and is typically not subject to a full CCC hearing. However, a complete coastal development permit application must still be submitted for review, specifically requesting that the project be considered for a waiver. Providing a complete project description and plans that include any avoidance, minimization, and mitigation measures as proposed project features to address potential project impacts will help facilitate review and consideration for a waiver of permit requirements.

Some local governments' certified LCPs include a coastal development permit waiver or similar process; however, research is required to determine whether the LCP with jurisdiction over a project includes these expedited processes.

For information on waivers issued during an emergency situation, see the “Emergency Authorizations” section.

### **5.2.2.3 Coastal Development Permit**

If a proposed development is not exempt and does not qualify for a waiver of the coastal development permit, a coastal development permit must be approved for the project, and all conditions met prior to commencing project construction or development activities. Projects may be processed pursuant to an Administrative, Consent, or Regular Calendar coastal development permit, all of which must be accomplished through submittal of a complete coastal development permit application and CCC hearing. Administrative and Consent Calendar permits are typically utilized for noncontroversial projects that are reported to the CCC during public hearing, and are not subject to public hearing as an individual item. Regular Calendar permits are subject to a public hearing and vote. If the public or commissioners raise substantive objections to approval of development pursuant to an Administrative or Consent Calendar permit, the CCC’s decision on the permit may be postponed and the permit rescheduled for the next available CCC hearing as a Regular Calendar item.

### **5.2.2.4 Coastal Development Permit Amendment**

The Department may apply to amend a project or the terms or conditions of a previously authorized permit by following the same procedures as for submitting regular coastal development permits. Project modifications that deviate from the scope and/or conditions documented in the originally approved coastal development permit, but that do not result in significant new impacts to coastal resources, may be processed as an Immaterial Amendment. If no written objection to the notice of Immaterial Amendment is received at the CCC office within 10 working days of mailing said notice, the amendment is deemed approved. In the event written objection to the notice is received within 10 working days of mailing notice, and the executive director determines that the objection does not raise an issue of conformity with the Coastal Act or certified LCP (if applicable), the Immaterial Amendment does not become effective until the amendment and objection are reported to the CCC at its next regularly scheduled meeting. If any three commissioners object to the executive director’s designation of immateriality, the amendment application is referred to the CCC for action as a Material Amendment and subject to regular hearing requirements. For additional details, see CCR Title 14, Section 13166(b).

### **5.2.2.5 Application Information Requirements and Submittal Methods**

Because implementing ordinances of LCPs must be consistent with Coastal Act requirements for certification, the application requirements, noticing procedures, and review periods required for coastal development permits by local governments are generally the same as those for the CCC. However, each LCP is unique and may contain additional or different permit requirements and procedures. For specific information regarding local programs, contact the appropriate city or county staff.

The CCC will usually not accept an application for a coastal permit unless all government agencies have granted at minimum their preliminary approvals for the proposed project, or evidence is submitted with the application that other required permits are in the application review process. This includes, as appropriate: approval of the final environmental document; the U.S. Army Corps of Engineers Clean Water Act Section 404 permit and Clean Water Act Section 401 water quality certification; the U.S. Fish and Wildlife Service's Endangered Species Act Section 7 or Section 10 permit; local government coastal development permit(s); and the California Department of Fish and Wildlife's lake and streambed alteration agreement (California Fish and Game Code Section 1602).

The CCC permit application form is specific to each local CCC office and includes specific requirements that must be met when submitting the application. Applications for a coastal development permit are found on the CCC website. Deliver applications for a coastal development permit to the local [CCC office](#). Send or deliver federal consistency applications to the San Francisco office.

#### **5.2.2.6 Noticing Requirements**

As part of the CCC permit application submittal package, the applicant must provide a list of the addresses of all residences, property owners, and occupants located within 100 feet of the perimeter of the real property of record on which the development is proposed. The applicant must also provide a list of names and addresses of all persons known to be interested in the project. Along with the lists, the applicant is to provide addressed, stamped envelopes. At the time the application is filed with the CCC, a notice of application for the proposed development permit must be posted as close as possible to the proposed development site. A standardized form is available from the CCC.

#### **5.2.2.7 Application Review Process**

After the permit application is filed, the CCC has 30 days to determine if the application packet is complete, in accordance with the [Permit Streamlining Act](#), codified at [CA Government Code Section 65920](#). A filing determination is then sent to the applicant. If the application is incomplete, the filing determination must state what information is missing and what additional information is required to file a complete application, as determined necessary to review the project for consistency with applicable coastal policies (refer to the [Caltrans Coastal Resource Policy Checklist](#) for commonly requested resource-specific application information). For additional details, see CCR, Title 14, Section 13053.5. Once the application is re-filed with the required information, another 30-day filing determination period begins. In most cases, an application will be deemed incomplete upon its initial review by the permitting agency; depending on the complexity of the project and potential resource issues, multiple 30-day review cycles may be required before the application is deemed complete. In addition, most coastal permitting agencies will utilize the entire 30-day review period before providing notice of the application completeness determination. The long time frame often associated with the

application completeness review process emphasizes the need for quick and thorough response to application incompleteness determinations to avoid project delays.

After the application is deemed complete and filed, the staff of CCC will complete a staff report for the permit. The report contains the maps, plans, photographs, summary of technical reports and other descriptive materials for the proposed project, a summary of significant questions of fact, a summary of the project's consistency with applicable policies, a copy or summary of public comments, a summary of the legal adequacy of the application and the staff's recommendation for approval, conditional approval, or denial of the permit. For more specific information, please see CCR, Title 14, Section 13057.

In accordance with the [Permit Streamlining Act](#), a public hearing on the application must be scheduled within 180 days of the application being deemed complete. However, the applicant may grant a one-time, 90-day extension to allow more time for the CCC to consider and act on the application during public hearing. Within these time frames, the applicant has a right to a single postponement request to allow more time for discussion and resolution of any outstanding issues associated with the CCC staff, public, and CCC review of the application. The CCC may continue the public hearing on the application at any time, but must act on the application within the 180-day review period, unless a 90-day extension has been granted by the applicant.

#### **5.2.2.8 Coastal Commission Denial Action and Reconsideration Request**

Any time within 30 days following a final vote upon an application for a coastal development permit, the applicant may request, through the district office, the CCC to grant reconsideration of a denied application. The applicant must show that there is relevant new evidence which could not have reasonably been presented at the original hearing or that an error of fact or law occurred.

The CCC must schedule a hearing on the reconsideration request at the next regularly scheduled meeting or as soon as practicable after the executive director distributes the notice of the hearing. Only the applicant and persons who participated in the original proceedings are eligible to testify.

Reconsideration will be granted if a majority of the commissioners present vote to grant the request. If reconsideration is granted, the application is re-processed as a new application, except no new fee is required.

#### **5.2.3 Permit Streamlining Act**

The Permit Streamlining Act, codified at [CA Government Code Section 65920, et seq.](#), establishes the time limits for agencies to determine completeness and take action on a permit application after the environmental determination is made, as described under Section 5.2.2.7, "Application Review Process." If the agency fails to notify the applicant of completeness within

the 30-day review period, the application is automatically deemed to be complete and filed. The permitting agency may request an extension to the 30-day review period to allow for more time to review and respond to a permit application submittal.

Once deemed complete, action on a coastal development permit application must be taken within 180 days. An application can only be deemed approved as a result of failure to act if the requirements for public notice and review have been satisfied (CA Government Code Section 65956). Two options are available to an applicant to ensure that these requirements are met—CA Government Code Sections 65956 subds. (a) and (b):

- (a) the applicant may file an action pursuant to Section 1085 of the Code of Civil Procedure (civil mandamus) to force the agency to provide notice or hold a hearing, or both;
- (b) if the applicant has provided seven days advance notice to the permitting agency of intent to provide public notice, an applicant may provide public notice using the distribution information provided pursuant to CA Government Code Section 65941.5 no earlier than 60 days from the expiration of the time limits.

The notice must include the required contents as provided for by Section 65956(b) and a statement that the project will be deemed approved if the permitting agency has not acted within 60 days. Notice by the applicant extends the time limit for action by the permitting agency to 60 days after the public notice is sent out.

Early consultation with the appropriate office of the Legal Division is highly recommended, as authorization to file suit is a prerequisite.

## **5.3 Additional Coastal Commission Permit Review Procedures**

### **5.3.1 Coastal Development Permit Extension**

Coastal development permit extension requests must be filed with the CCC prior to the date of permit expiration. When an applicant timely submits an application for a time extension prior to expiration of the permit, the CCC's regulations provide for an automatic extension of time for commencement of development until the CCC has acted upon the extension request. However, no development may commence during the period of automatic extension until the CCC has formally approved the extension request.

Permit extension requests are reported to the CCC at a regularly scheduled hearing as follows:

1. There are no changed circumstances that affect the project's consistency with the Chapter 3 policies of the Coastal Act and the proposed development remains consistent with the Coastal Act.

2. An objection to that determination was received but does not identify changed circumstances.
3. There are changed circumstances. If the executive director determines there are potentially changed circumstances, the extension request is scheduled for a public hearing for the CCC to determine if there are changed circumstances.

If 3 commissioners determine that there are changed circumstances that affect the consistency of the development with the Chapter 3 policies of the Coastal Act, the extension request will be denied and the application set for a full public hearing as though it is a new application. If no such determination is made by 3 commissioners, the permit will be extended for an additional 1-year period from the most recent expiration date.

### **5.3.2 Coastal Development Permit Revocation**

The Coastal Act and CCC regulations provide a mechanism for individuals or entities interested in a project to request that the CCC revoke a previously approved coastal development permit. The limited grounds for revocation of a permit are as follows:

- Intentional inclusion of inaccurate, erroneous, or incomplete information in connection with a coastal development permit application, where the CCC finds that accurate and complete information would have caused the CCC to require additional or different conditions on a permit or deny an application.
- Failure to comply with the notice provisions of CCR Title 14, Section 13054, where the views of the person(s) not notified were not otherwise made known to the CCC and could have caused the CCC to require additional or different conditions on a permit or deny an application.

Revocation of a permit by the CCC removes a previously granted permit, even if a permit is vested (i.e., the permittee has begun construction of the project). The permittee is required to stop work and, if wishing to continue, must reapply for a new permit for the project. If the executive director determines that evidence clearly shows grounds for revocation, the CCC's regulations provide that the permit be suspended. The revocation process does not allow the CCC to reconsider a previously issued permit based on information available only after the granting of a permit. In addition, a violation of the Coastal Act or the terms and conditions of a permit, or an allegation that a violation has occurred, are not grounds for revocation. The grounds for revocation are confined to information in existence at the time of the CCC's action.

### **5.3.3 Emergency Authorizations**

Best practices for emergency work include earliest possible coordination with the local government and/or CCC office to verify what type of emergency authorization (emergency exemption, emergency waiver, or emergency coastal development permit) is required, provided time allows.

### 5.3.3.1 Exemptions for Public Agencies in Emergency Situations

The Coastal Act provides an exemption for work to protect life or property or to repair public services facilities. If the planned development is located *in a disaster-stricken area in which the Governor has declared a state of emergency* and immediate emergency work is necessary to protect life or property as a result of the disaster, or immediate emergency repairs to public service facilities are necessary to maintain service as a result of the disaster, then the development is exempt from Coastal Act permitting requirements. The appropriate CCC district office must be notified within 14 days of the commencement of the emergency project. See Public Resources Code Section 30600(e)(1).

An exemption may also be obtained if the planned development is an emergency project undertaken, carried out, or approved by a public agency to maintain, repair, or restore an existing public road if *all* of the following apply: the project is located within the existing right-of-way of the road; the road or highway was damaged as a result of fire, flood, storm, earthquake, land subsidence, gradual earth movement, or landslide; and the project is being carried out within 1 year of when the damage occurred.

Note that this type of exemption for emergency projects to maintain an existing public road *does not apply if the project is on an official state scenic highway or would expand or widen a road*. The appropriate CCC district office must be notified within 14 days of the commencement of the emergency project. See PRC Section 30600(e)(2).

The emergency project could potentially also be exempt pursuant to the CCC's "Repair, Maintenance, and Utility Hook-Up Exclusions from Permit Requirements" guideline document, dated September 5, 1978, described under Section 5.2.2.1, "Exemptions."

Even if the work qualifies for an emergency exemption, work may be subject to federal consistency review if federal funding or federal approvals are involved.

### 5.3.3.2 Emergency Waivers

The Coastal Act provides that coastal development permitting requirements may be waived for public agencies performing a public service in an emergency situation if either (1) immediate action is required to protect life or public property from imminent danger, or (2) immediate action is required to restore, repair, or maintain public works, utilities, or services destroyed, damaged, or interrupted by natural disaster, serious accident, or other emergency. However, this emergency waiver provision does not apply if the project includes the development of permanent structures valued at more than \$25,000.00. Within 3 days of the disaster or discovery of the danger, the appropriate CCC district office or local government must be notified of the type and location of the emergency action by telephone or facsimile. Additionally, within 7 days of taking the action, a written statement of why the action was taken and verification that permanent structures valued at more than \$25,000 were not constructed is required to be submitted (PRC Section 30611; CCR Title 14, Section 13144 and Sections 13136-13143).

If the development is located in an area subject to a certified LCP, the local government is usually responsible for reviewing emergency waivers. Note that some LCPs do not include a provision for the review and approval of emergency waivers. In those cases, the CCC retains the authority to review and approve emergency waivers.

### **5.3.3.3 Emergency Coastal Development Permits**

If an emergency activity does not qualify for an emergency exemption or emergency waiver, it may qualify under Coastal Act and CCC regulations' provisions for issuing coastal development permits during emergencies. CCC's regulations define "emergency" as a "sudden unexpected occurrence demanding immediate action to prevent or mitigate loss or damage to life, health, property or essential public services" (CCR Title 14, Section 13009). Emergency permits are temporary authorizations (in most cases) designed to allow the least amount of temporary development with the least potential for adverse coastal resource impacts necessary to abate the identified emergency. An emergency permit application should be submitted to the executive director of the district office in writing, by fax, in person, or by telephone prior to commencing work, where time allows. Where immediate emergency action is required, notice of the action should be provided to the executive director within 3 days of discovery of the emergency, and a written statement for the emergency action submitted to the executive director within 7 days of taking such action. The emergency permit application form requires the following information and attachments, which must be submitted in writing in order to receive an emergency permit:

- Date and method of request (in person, fax, telephone, mail).
- Property owner and contact information.
- Location and description of emergency work.
- Evidence of applicant's interest in property on which emergency work is to be performed.
- Assessor's Parcel Number.
- Name, address, and phone number of the contractor, or person(s) who will do emergency work (if different from representative).
- Nature and cause of emergency (brief description).
- The circumstances during the emergency that appeared to justify the course(s) of action taken, including the probable consequence of failing to take action.
- Method and preventive work requested (e.g., rip-rap, bulkhead, etc.).
- Timing of emergency work (estimate as to when work will be performed, generally a period of 24 to 72 hours after the emergency occurs).
- If time permits, evidence of approval by local planning department.
- Site plan showing proposed and existing development on the subject parcel.

- Vicinity map (road map) with location of project site marked. For rural areas, please also provide a parcel map.
- Site photos and any relevant reports supporting the existence of an emergency and the proposed need for action.

Emergency actions are reported to the CCC at the next available hearing and, if approved, the project must usually be completed within 30 days, as required by the emergency permit. An emergency coastal development permit provides only temporary authorization for development. A follow-up regular coastal development permit application to retain, alter, or remove the emergency development must normally be submitted within 60 days of issuance of the emergency permit and will be specified in the emergency permit. The CCC or local government may authorize long-term or permanent retention of the emergency development or may require removal or alteration of emergency structures and/or restoration of site conditions (PRC Section 30624; CCR Title 14, Sections 13136-13143).

If the development is located in an area subject to a certified LCP, the local government is usually responsible for reviewing emergency coastal development permit applications. Note that some LCPs do not include a provision for issuance of emergency permits. In those cases, the CCC retains the authority over the issuance of emergency coastal development permits.