



COUNTY OF SAN DIEGO

DEPARTMENT OF PLANNING AND LAND USE: Zoning

INITIAL CONSULTATION MEETING REQUEST FORM

Initial Consultation meetings (IC's) are not to review or submit an application package for a discretionary permit. Please contact the Zoning Information Counter (888-267-8770) for assistance in completing discretionary permit applications and to schedule a submittal appointment please call (858-694-2262).

IC's are intended to identify general regulatory constraints for a property and to provide a cursory review of projects for potential issues.

INITIAL CONSULTATION MEETINGS DO NOT SATISFY MANDATORY MAJOR PRE-APP REQUIREMENTS FOR MAJOR PROJECTS.

Requestor's Name: _____ Requestor's Phone: _____

Mailing Address: _____

Requestor's Fax: _____ Email Address: _____

Property Assessor Parcel Number(s): _____ Acres: _____

Property Address/Location: _____

Are you an Attorney or are you bringing an Attorney to the Initial Consultation Meeting? Yes No

Are you an Attorney or are you bringing an Attorney and will legal issues be discussed? Yes No

Be aware that DPLU Policy requires that a Deputy County Counsel attend meetings where an outside attorney is present. Deputy County Counsel will charge at the hourly rate mentioned below. If you check the "Yes" box, above, change your mind and fail to notify DPLU that you will not bring an attorney, County Counsel charges for preparation and travel (generally 1-2 hours) will still be applied.

REQUESTED COUNTY REPRESENTATIVES AT IC

The DPLU Project Manager will make the final determination of the appropriate representatives based on this request, site constraints, and project features. The requestor is required to pay a DEPOSIT OF \$990 FOR DPLU, Planning. PLEASE BE PREPARED TO PAY ADDITIONAL MONEY FOR EACH INDIVIDUAL.

Yes	No	Issue	Position	Required Deposits/Fees <i>Effective July 9, 2011</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Planning/Zoning/Environmental/Codes	DPLU Project Manager	\$990 (D)
<input type="checkbox"/>	<input type="checkbox"/>	Road Improvements/Access/Traffic/Drainage	Land Development Staff	\$550 (D)
<input type="checkbox"/>	<input type="checkbox"/>	Wells/Septic Systems	DEH Specialist	\$238 (F)
<input type="checkbox"/>	<input type="checkbox"/>	Park Land Dedication Ordinance/Trails	DPR Staff	\$90-\$114 per hour
<input type="checkbox"/>	<input type="checkbox"/>	Legal Issues/Interpretations	County Counsel	\$210 per hour

PAYMENT FOR INITIAL CONSULTATION

Deposit is/are required. All charges for Parks & Recreation and County Counsel are due and payable at the conclusion of the meeting. Follow-on assignments will be charged on a time and materials basis and due prior to issuing letters or at the conclusion of the subsequent meetings. Checks are made payable to the "County of San Diego." Two party checks are not acceptable. Visa and MasterCard are also accepted.



MEETING PURPOSE/PROJECT DESCRIPTION

Explain the purpose of your Initial Consultation meeting request with a written description of your proposed project (include how water, sewer, and access will be obtained) and list specific questions that you would like answered. Please attach additional pages if necessary and an exhibit or plot plan of your proposal if available. If studies are available they may also be submitted to assist staff with their review. **NOTE: PLEASE PROVIDE AS MANY DETAILS REGARDING THE PROJECT AND SITE AS POSSIBLE AS THIS WILL ALLOW FOR STAFF TO PROVIDE MORE DETAILED AND CONSTRUCTIVE FEEDBACK.**

PLEASE PROVIDE AT LEAST FIVE (5) COPIES OF ANY ATTACHMENTS.

MEETING REQUEST SUBMITTAL

Please return this form and attachments, if any, to the Zoning Counter at 5201 Ruffin Road Suite B, San Diego, California 92123-1666 or via e-mail to: Lisa.Robles1@sdcounty.ca.gov

Initial Consultation Meetings generally take place within 4 weeks from receipt of this form. The lead planner to whom the pre-app is assigned will contact the pre-app requestor generally within 10 working days of receipt of this form to schedule the meeting.

FINANCIALLY RESPONSIBLE PARTY

I, the undersigned, as financially responsible person for the IC meeting, understand that I must pay the required deposit to "COUNTY OF SAN DIEGO" for the Initial Consultation meeting when my request is submitted. I understand that if I arrive for a meeting without payment of the required deposit, the meeting will be rescheduled. (An initial deposit will be collected at the beginning of the project for initial review, but the total cost of the Initial Consultation Meeting will be based on staff time required to process the application. "Staff time" includes, but is not limited to, time spent reviewing application materials, studies, responding by phone or correspondence to inquiries from applicant, neighbors, representatives, interested parties, attendance and participation at meetings and public hearings, and preparation of staff reports, and any appeals, and any other correspondence. If the actual costs exceed the initial deposit, then an additional deposit must be paid by the financially responsible person to cover the cost difference. At the end of the project, any remaining funds will be returned to the Financially Responsible Party.)

Name (if different from Requestor): _____

Mailing Address: _____

Phone Number: _____ Email Address: _____

_____ Date

_____ Signature (Required)

FOR STAFF USE ONLY	
KIVA Pre-App #: _____	Student Intern: _____
Project Manager: _____	Planning Manager: _____