



PLANNING INFORMATION REQUEST

Planning Information Packet

A Property Information Packet (PIP) is a summary of a property's permit history. The PIP provides you with copies of all final decisions and exhibits for planning applications that have been submitted for the property in the past. Also included is some basic zoning information and an aerial photo of the site.

Planning Consultation

A Planning Consultation application covers two hours of time spent by a planner to answer your questions. They are useful for a number of different purposes, including general questions about the planning process or particular policies. The most common reason people apply for a consultation is to get an early idea of what planning considerations may affect their project. In these types of consultations, a planner will identify the policy and regulatory documents that will apply to the project, check our County maps for background information, and meet with an applicant to go over the project. The planner will let the applicant know what planning documents to review, indicate whether environmental review is likely, and suggest what the path of least resistance may be for the applicant to consider. A consultation does not include collecting permit history, so it is usually a good idea to apply for a Property Information Packet at the same time as you apply for a consultation so that the planner has more information before meeting with you. Another common reason people request a consultation is because they have obtained a planning permit for development but want to make changes to the design during the Building Permit review. A consultation is an opportunity for applicants to ask a planner whether the changes they want to make would substantially conform to the approved planning permit.

An applicant should provide a written description of the contemplated project. Site plans and/or architectural drawings are not necessary, although preliminary drawings can be helpful. If the consultation is being requested for a substantial conformance determination, then a copy of the approved plans showing any proposed modifications needs to be provided.

Preapplication (additional fees from other agencies may apply)

Preapplications are much more in depth than consultations and are typically reserved for larger projects. While the scope of review is somewhat up to the applicant, a Preapplication review would usually include comments from other reviewing public agencies, as well as a report summarizing what staff has found in their research. Typically the report will focus on policies and regulations that may affect the project, application and submittal requirements, and environmental review.

An applicant should provide project information, such as preliminary plans, and specifically indicate any agencies or groups that the Planning Division should transmit the submitted information to for comment.

[] *Presubmittal Plan Review*

A Presubmittal Plan Review entails a cursory review of the plans for a project before an official Planning Application is submitted. One full-sized copy of the plans should be submitted for review. A planner will review your application materials and let you know whether the application materials meet the basic submittal requirements.

[] *General Planning Services Account*

A General Planning Services (GPS) account can be opened by an individual who frequently has questions for the Planning Division that go beyond the limited scope of services available at the Planning Services Counter.

TO BE FILLED OUT BY PROPERTY OWNER/APPLICANT *(Please type or print legibly.)*

Property Address: _____

Assessor's Parcel Number: _____

Applicant: _____ Phone: _____

Applicant's Address: _____ City/Zip: _____

Email Address: _____

For Preapplications Only:

Owner: _____ Phone: _____

Owner's Address: _____ City/Zip: _____

I am the owner of the subject property. I hereby authorize the Community Development Agency staff to enter upon the subject property upon reasonable notice to inspect the premises, to reproduce plans and exhibits in order to process the Preapplication.

Property owner signature

Date

NOTE: *The outcomes of any of the services listed above are not considered determinations of completeness, nor are they considered to be discretionary determinations approving or denying a project. These services are intended to be informational only and should not be viewed as a pre-approval.*