

## Improvement and Grading Plan Conceptual Design Pre-Application Meeting Request Form

The Conceptual Design Pre-application meeting (Pre-App) is not intended to review or submit an application package. The meeting is available to facilitate or assist with final design of the project. Contact DPW Counter Services (858-694-2055) for assistance in completing this application and to schedule a submittal appointment. The Pre-App meeting is intended to identify and resolve major issues that may affect project design and processing of improvement and/or grading plans.

Requestor's Name \_\_\_\_\_ Requestor's Phone \_\_\_\_\_

Mailing Address \_\_\_\_\_

Requestor's Fax \_\_\_\_\_ E-mail Address \_\_\_\_\_

Project Number \_\_\_\_\_ Date Approved \_\_\_\_\_

Property Assessor Parcel Number(s) \_\_\_\_\_

Property Address/Location \_\_\_\_\_

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

**Be aware County of San Diego Policy requires 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 DPW you will not bring an attorney, County Counsel charges for preparation and travel (generally 1-2 hours) will still be applied.**

**REQUESTED COUNTY REPRESENTATIVES OR SPECIALISTS AT PRE-APP**

The DPW 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 for both research time and meeting attendance. **PLEASE BE PREPARED TO PAY A MINIMUM OF TWO HOURS FOR EACH INDIVIDUAL.**

Yes	No	Issue	Position	Hourly Rate
<input type="checkbox"/>	<input type="checkbox"/>	Project Processing	DPW Project Manager	\$166
<input type="checkbox"/>	<input type="checkbox"/>	Road Improvements/Access/Traffic/Drainage	DPW Staff	\$103-\$166
<input type="checkbox"/>	<input type="checkbox"/>	DPLU Planning/Zoning/Environmental/Codes	DPLU Staff	\$59-\$183
<input type="checkbox"/>	<input type="checkbox"/>	Wells/Septic Systems	DEH Specialist	\$115
<input type="checkbox"/>	<input type="checkbox"/>	Park Land Dedication Ordinance/Trails	DPR Staff	\$90-\$114
<input type="checkbox"/>	<input type="checkbox"/>	Legal Issues/Interpretations	County Counsel	\$195

**PAYMENT FOR CONCEPTUAL DESIGN PRE-APPLICATION MEETING**

No deposit is required. All charges are due and payable at the conclusion of the meeting. 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 pre-app request with a written description of your proposed project and list specific questions you would like answered. Please attach additional pages, if necessary, and an exhibit, tentative map, tentative parcel map, or plot plan of your proposal. If studies are available they should be made available to assist staff with discussions during the meeting. **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.**

---

**Improvement and Grading Plan  
Conceptual Design  
Pre-Application Meeting Request Form  
Page 2**

---

---

---

---

---

---

---

---

---

---

**MEETING REQUEST SUBMITTAL**

Please return this form to: DPW Land Development, Customer Services Counter, Attn: Lary Lyle, Department of Public Works, 5201 Ruffin Road Suite D, San Diego, California 92123-1666 or by fax to (858) 279-7020.

**Conceptual Design Pre-application Meetings generally take place within 2 weeks from receipt of this form.** The DPW Project Manager to whom the project is located will contact the meeting requestor generally within 5 working days of receipt of this form to schedule the meeting.

**FINANCIALLY RESPONSIBLE PARTY**

I, the undersigned, as financially responsible person for the Conceptual Design Pre-application meeting, understand that I must bring a blank check payable to "COUNTY OF SAN DIEGO," Visa, or Mastercard to the scheduled meeting because all charges are due and payable at the conclusion of the meeting. I understand that if I arrive for a meeting without means to pay, the meeting will be rescheduled and will be responsible for any cost incurred by County Staff.

Name (if different from Requestor) \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone Number \_\_\_\_\_ E-mail Address \_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature (**Required**)

**FOR STAFF USE ONLY**

KIVA Pre-App # \_\_\_\_\_ DPW Project Manager \_\_\_\_\_

DPW Staff \_\_\_\_\_