An Initial Consultation (IC) meeting is intended to identify the general regulatory constraints of a property, answer specific customer questions and/or provide a cursory review of a conceptual project for potential issues. Attendance at an Initial Consultation meeting does not satisfy mandatory Major Pre-Application requirements for major projects.

An IC meeting is not to review or submit an application for a discretionary permit. For information on submitting an application for a Discretionary Permit, contact the Planning & Development Services (PDS) Zoning Counter at 1-888-267-8770 or to schedule a submittal appointment call 1-888-267-8770.

Requestor’s Name: ___________________________________________ Requestor’s Phone: __________________________

Mailing Address: ____________________________________________

Requestor’s Fax: __________________________ Email Address: _____________________________________________

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

MEETING ATTENDEES AND COST

A PDS Project Manager will be assigned to the IC and additional attendees may be requested in the table below. The PDS Project Manager will recommend the appropriate representatives based on this request, site constraints, and project features. The IC deposit of $2,535 will be collected (+ $500 for each additional specialty requested) to cover the initial review, however the total cost of the meeting will be based on total staff time including, but not limited to, completing background research, reviewing application materials, studies, responding to phone inquiries, preparation of correspondence, meeting preparation and attendance, and follow up. If the actual cost exceeds the initial $2,535 deposit, an additional deposit must be paid by the financially responsible person to cover the difference.

<table>
<thead>
<tr>
<th>Attendance Requested?</th>
<th>Staffing</th>
<th>Issues Covered</th>
<th>Deposit/ Fee</th>
<th>Hourly Rate</th>
<th>Approximate Staff Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes (Required)</td>
<td>PDS Project Manager</td>
<td>Planning, Ordinance Compliance, Environmental Issues</td>
<td>$2,535 (D)</td>
<td>$189 - $226/hr</td>
<td>5 - 10 hours</td>
</tr>
<tr>
<td>Yes</td>
<td>No</td>
<td>PDS Land Development</td>
<td>Access, Road Improvements, Drainage, Stormwater</td>
<td>$500 (D)</td>
<td>$189 - $226/hr</td>
</tr>
<tr>
<td>Yes</td>
<td>No</td>
<td>Department of Environmental Health</td>
<td>Wells/Septic Systems</td>
<td>$266 (F)</td>
<td>n/a</td>
</tr>
<tr>
<td>Yes</td>
<td>No</td>
<td>Department of Parks and Recreation</td>
<td>Parkland Dedication Ordinance</td>
<td>hourly</td>
<td>$72 - $116/hr</td>
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<tr>
<td>Yes</td>
<td>No</td>
<td>County Counsel</td>
<td>Legal Issues/Interpretation</td>
<td>hourly</td>
<td>$214/hr</td>
</tr>
</tbody>
</table>

----- PDS STAFF USE ONLY -----

Record ID: ____________________________________________
Student Intern: ___________________________________________
Project Manager: __________________________________________
Planning Manager: __________________________________________

5510 OVERLAND AVE, SUITE 110, SAN DIEGO, CA  92123 ● (858) 565-5981 ● (888) 267-8770

http://www.sdcounty.ca.gov/pds

PDS-325  (Rev. 07/01/2019)
MEETING REQUEST SUBMITTAL

Return this completed form, PDS-126A Financially Responsible Party Agreement, and attachments, if any, to: PDS Zoning Counter, 5510 Overland Ave., Suite 110, San Diego, California 92123 or via e-mail to: Lisa.Robles1@sdcounty.ca.gov. Zoning counter staff will review the forms provided and notify you of the deposit amount required to initiate the meeting request. Checks shall be made payable to the “County of San Diego” and may be mailed to the address at the bottom of this form, Attn. Lisa Robles. Two party checks are not acceptable. Visa and MasterCard are also accepted. A planner will not be assigned until payment is received. Initial Consultation Meetings generally take place within 4 weeks from receipt of payment. The lead planner to whom the pre-app is assigned will contact the pre-app requestor within 10 working days of receipt of the required deposit amount to schedule the meeting.

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. PLEASE PROVIDE AS MANY DETAILS REGARDING THE PROJECT AND SITE AS POSSIBLE TO ALLOW FOR MORE DETAILED AND CONSTRUCTIVE FEEDBACK. PLEASE PROVIDE AT LEAST FIVE (5) COPIES OF ANY ATTACHMENTS.

COMMUNITY OR SUBREGIONAL PLAN: ___________________________________________________________

PROPERTY ADDRESS: _________________________________________________________________________

LIST APPLICABLE ASSESSOR’S PARCEL NUMBERS:


DESCRIPTION OF THE REQUEST: