



**County of San Diego, Planning & Development Services**  
**INITIAL CONSULTATION MEETING**  
**REQUEST**  
**ZONING DIVISION**

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](#) or to schedule a submittal appointment, please contact the Planning & Development Services (PDS) Zoning Counter at 1-888-267-8770 or [PDSZoningPermitCounter@sdcounty.ca.gov](mailto:PDSZoningPermitCounter@sdcounty.ca.gov).

**Notes:**

1. This form is only required for submittals made in person. The online submittal application will be accepted in lieu of this form.

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 \$2,664 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 \$2,664 deposit, an additional deposit must be paid by the financially responsible person to cover the difference.

Attendance Requested?	Staffing	Issues Covered	Deposit/ Fee	Hourly Rate	Approximate Staff Hours
Yes (Required)	PDS Project Manager	Planning, Ordinance Compliance, Environmental Issues	\$2,664 (D)	\$198 - \$236/hr	5 - 10 hours
<input type="checkbox"/> Yes <input type="checkbox"/> No	PDS Land Development	Access, Road Improvements, Drainage, Stormwater	\$500 (D)	\$198 - \$246/hr	3 - 4 hours
<input type="checkbox"/> Yes <input type="checkbox"/> No	Department of Environmental Health	Wells/Septic Systems	\$266 (F)	n/a	varies
<input type="checkbox"/> Yes <input type="checkbox"/> No	Department of Parks and Recreation	Parkland Dedication Ordinance	hourly	\$72 - \$116/hr	varies
<input type="checkbox"/> Yes <input type="checkbox"/> No	County Counsel	Legal Issues/Interpretation	hourly	\$214/hr	varies

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

Record ID: \_\_\_\_\_  
 Student Intern: \_\_\_\_\_  
 Project Manager: \_\_\_\_\_  
 Planning Manager: \_\_\_\_\_

----- OFFICIAL USE ONLY -----

5510 OVERLAND AVE, SUITE 110, SAN DIEGO, CA 92123

For any questions, please email us at: [PDSZoningPermitCounter@sdcounty.ca.gov](mailto:PDSZoningPermitCounter@sdcounty.ca.gov)

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





County of San Diego, PDS, Zoning Division  
INITIAL CONSULTATION MEETING REQUEST FORM

Continued

**MEETING REQUEST SUBMITTAL**

Return this completed form, [PDS-126](#), 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](mailto: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 to 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: