

## PROJECT ISSUE RESOLUTION CONFERENCE REQUEST FORM

The County is committed to helping customers navigate the land use permit process and ensuring customer satisfaction. The County recognizes land development can be complex and each project is unique. The Project Issue Resolution (PIR) Conference offers an opportunity to elevate technical project issues to our Executive Management team, if you are unable to fully resolve them with the County Project Manager. The goal of the PIR process is to help facilitate processing of each permit application in an efficient and timely manner.

- This process will not reconsider final decisions (including appeals) or recommendations made by the Director or any other formal County of San Diego decision-making body.
- This process does not replace any other appeal mechanisms such as California Environmental Quality Act (CEQA) determinations, or administrative appeals but may be used to augment these processes.
- This process is only available to project applicants.

Please note that decisions resulting from this process will not be binding on any County decision-maker.

Conferences will occur at the County Operations Center 5510 Overland Avenue, Suite 310, San Diego, CA. Upon submittal of this form you will be notified of the specific meeting time. Meetings will be scheduled as soon as possible and may occur earlier than two weeks depending on staff availability and the project's timeline.

When applicable, project level staff will charge the applicant's trust account for land use applications with a deposit account, but management will not. Project staff time charges will be minimized to ensure that the process is as cost-efficient as possible.

**DATE OF APPLICATION:**

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**PROJECT RECORD ID:**

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**PROJECT NAME:**

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**APPLICANT'S POINT OF CONTACT NAME:**

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**APPLICANT'S POINT OF CONTACT PHONE:**

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**WILL AN APPLICANT'S ATTORNEY ATTEND?**

☐ YES

☐ NO

Please be aware that Planning & Development Services (PDS) Policy requires that a Deputy County Counsel attend and bill their time to meetings where an outside attorney is present. 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.

**HAVE YOU TRIED TO RESOLVE LISTED ISSUES WITH STAFF?**

☐ YES

☐ NO

Except for issues regarding customer service, there must be an effort by the applicant to resolve the issue with County project staff and their supervisor or Planning Manager before consideration under this process. Please contact your County Project Manager if you have questions.

**ISSUE(S) TO BE CONSIDERED:** Please list and describe the issue(s) to be discussed at the Conference. Please present your issue(s) in a thorough, clear, concise and fact-based manner. Each project will generally be limited to no more than 30 minutes unless there are extenuating circumstances. If more room is needed, please attach additional sheets.

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