



**COUNTY OF MENDOCINO**  
**DEPARTMENT OF PLANNING AND BUILDING SERVICES**  
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## PREAPPLICATION CONFERENCE

Welcome to the County's Preapplication Conference services.  
We hope you find the process informative.

### The Purpose of a Preapplication Conference is:

1. To provide the County with sufficient information about a proposed project to enable County staff to inform the applicant of approval requirements.
2. To acquaint the applicant with the requirements of County codes, and other applicable laws and regulations as they relate to the proposed project.
3. To provide an opportunity for other County department and agency staff to become acquainted with the proposed project.

The Preapplication Conference provides general information about the permit process, permits that may be required and development issues and requirements. This type of conference introduces persons considering general plan changes, rezoning, subdivisions, use permits, coastal development permits or other complex projects to the development process. Participants will be provided with detailed information about permits that may be required, the permit process, development issues, adopted plans and policies and development requirements.

The Preapplication Conference provides for an exchange of information between a potential owner/applicant and representatives of the various County agencies regarding application regulations and processing. This conference is a chance to present your preliminary development plans in an informal setting to representatives of Planning, Environmental Health and Department of Transportation. At the time of review by Planning Staff it may be determined to invite other local, county or state agencies to participate.

### When are Preapplication Conferences held?

Generally the Preapplication Conference is held immediately following the regular County Subdivision Committee Meeting which is held the second (2<sup>nd</sup>) Thursday of each month. Application must be received no later than one (1) month prior to the meeting date. If staff determines that other agencies should be included in the conference, additional time may be necessary to determine a date agreeable to all participants.

### Is there a Fee required?

The application fee is based on an hourly fee by Planning, Environmental Health and Department of Transportation. An Initial Deposit Fee is required at the time of application submittal. The balance of the fee will be due and payable the day of the conference. Please check with planning staff prior to application submittal for the current fee requirement.

### How to Schedule a Preapplication Conference:

Upon receiving your completed Preapplication form and the necessary Deposit Fee staff will review and schedule your request for a meeting. Approximately one (1) week prior to the conference date, you will receive by mail an agenda giving you the date, time and location of the conference.

### Disclosure:

**Information provided at the Preapplication Conference is based on County staff's general knowledge of your project as defined in this application and will not be based on a site view of the property. Information or judgments provided by the County or their advisory staff about the viability of a project is preliminary only and may not be reflected in the final recommendation or action. Recommendations and decision-making must take into account a detailed application, site view, input from agencies, review of adopted plans/codes and laws, and the public hearing process.**

## PREAPPLICATION CONFERENCE APPLICATION FORM

*Your appointment will be scheduled upon receipt of this questionnaire, location map, and map of project design.*

Name of Applicant		Name of Owner		Name of Agent	
Mailing Address		Mailing Address		Mailing Address	
Phone		Phone		Phone	
Email		Email		Email	
Assessor's Parcel Number(s)		Street Address		Total Parcel Size/Project Size	
Name of Business or Project		Project Type			
		<input type="checkbox"/> Residential	# units	sq.ft./unit	
		<input type="checkbox"/> Commercial	# employees	building area	
		<input type="checkbox"/> Industrial	# employees	building area	
		<input type="checkbox"/> Subdivision	# lots	lot sizes	
Describe existing improvements:					
Describe the project, changes to site, and project improvements:					
Site Changes: <input type="checkbox"/> Construct roads/driveways <input type="checkbox"/> Remove vegetation <input type="checkbox"/> Grading <input type="checkbox"/> Other _____					
Roads and Driveways (Describe locations, widths & grades)					
Existing:					
Proposed:					
What road provides access to the site?					
Describe the terrain & slopes		List vegetation types		Name & location of watercourses	
<b>Utilities/Supplier</b>	Existing	Proposed	<b>Utilities/Supplier</b>	Existing	Proposed
Well			Septic system		
Public water			Sewer		
Other water			Electricity		

***I certify that I have read and understand the disclosures on the application instructions.***

Date: \_\_\_\_\_

COUNTY STAFF TO COMPLETE SECTION BELOW

<b>PROJECT #: PAC</b>
<b>DATE:</b>
<b>RECEIVED BY:</b>