



MARIN COUNTY COMMUNITY DEVELOPMENT AGENCY

BRIAN C. CRAWFORD, DIRECTOR

ZONING AND DEVELOPMENT INFORMATION REQUEST

Please choose one of the following informational services:

Pre-Application \$3,700

A Pre-Application review is a written report that provides the property owner/applicant with information about the regulatory requirements applicable to a contemplated development proposal, including an overview of potential development and environmental issues. The response may also include a description of the County's administrative procedures, information regarding application and submittal requirements, and environmental review.

General Consultation \$290

A General Consultation is an hour-long meeting that provides a verbal response to zoning and development questions. Topics discussed during a General Consultation typically include, but are not limited to general information about the County's land use and development policies and regulations, the County's permit process and administrative procedures, information regarding application and submittal requirements, and environmental review.

Planning Information Packet \$128

The Planning Information Packet provides basic zoning and Countywide Plan land use designation information, an aerial photo of the site, and copies of discretionary entitlements applicable to the property.

Pre-Submittal Meeting (fees to be drawn from regular application fees after submittal)

A half-hour-long pre-submittal meeting with a planner is recommended once the plans and other application materials have been prepared, but before submitting an application. Staff will review your application materials with you and provide you with a preliminary indication of whether the application materials meet the basic requirements for project review. Meetings must be arranged in advance, and are subject to the availability of planning staff.

TO BE FILLED OUT BY PROPERTY OWNER/APPLICANT *(Please type or print legibly.)*

Property Address: _____ Assessor's Parcel Number: _____

Owner: _____ Phone: _____
(Required for Pre-Application only)

Owner's Address: _____ City/Zip: _____

Applicant: _____ Phone: _____
(Complete if different from owner.)

Applicant's Address: _____ City/Zip: _____

Email Address: _____ (OVER)

Description of contemplated development: *(Submit additional sheets if necessary.)*

SUBMITTAL PROCEDURE

The property owner and/or applicant must complete and submit this form to the Planning Division along with the required retainer fee and information pertinent to the request. Please see below for more information regarding specific submittal requirements.

- For **Pre-Application** requests, the property owner *and* applicant must complete this form and provide a written description of the project (if available, please also provide site and building plans). A written response will be mailed to the property owner/applicant within 6 to 12 weeks depending on the complexity of the Pre-Application request. If necessary, a meeting with staff may be scheduled to discuss the Pre-Application review. Materials submitted in conjunction with the pre-application request may be forwarded to other agencies and community organizations for review and comment.

- For **General Consultations**, please complete this form and attach a written description of the contemplated project. Plans and/or architectural drawings are not necessary, although preliminary drawings can be helpful. Staff will contact you and arrange for a one-hour meeting within two weeks of receiving your General Consultation request.

- For **Planning Information Packets**, please complete this form. The Planning Information Packet will be provided to the applicant within 10 working days of receiving the completed application and appropriate fees.

- For **Pre-Submittal Meeting**, please complete this form. Staff will contact you to arrange a time to review your development application.

For Pre-Applications Only

I am the owner of the above-identified property, as shown on the last equalized assessment roll. I hereby authorize the Community Development Agency staff to enter upon the subject property upon reasonable notice to inspect the premises, to reproduce plans and exhibits in order to process the pre-application request, and to obtain a copy of the Marin County Assessor's Office records relating to the above-identified property for purposes of conducting the pre-application review, as necessary. This authorization does not apply to General Consultation requests.

Property owner signature

Date

NOTES: *The retainer fees that are utilized for preparation of the pre-application review for projects involving a Master Plan, Subdivision, Plan Amendment, or Rezoning will be applied to the subsequent application if the application is submitted within one year from the date of the written pre-application response.*

The outcomes of any of the above-listed services are not considered determinations of completeness, nor are they considered to be discretionary determinations approving or denying a project. These services are intended to be informational only and should not be viewed as a pre-approval.