P__-_____

COUNTY OF NAPA
PLANNING, BUILDING, & ENVIRONMENTAL SERVICES (PBES) DEPARTMENT
PRE-APPLICATION MEETING REQUEST FORM (OFFICE MEETING ONLY)

Purpose of Meeting: Discussion of a proposed project to identify issues and studies needed to be prepared prior to application submittal, and to determine required application type and processing steps. Desired outcome is to improve the quality of application submittal in order to process the project with ease and in an expeditious manner. Information and recommendations conveyed by staff at this meeting are preliminary and does not represent a final determination by the County.

Pre-Application meetings are scheduled at least two weeks following submittal of a request and are held every Thursday from 10am-12 pm, subject to requested Staff availability. Meetings are held in the office only.

Project Name: _____

Assessor's Parcel №(s): _____ **Existing Parcel Size:** _____ ac.

Site Address/Location: _____

Type of Permit/Initial Description of Proposed Project: _____

_____

_____

(Submittal of project narrative and concept plans prior to meeting is required)

Contact Person for Pre-Application Meeting:

☐ **Owner** ☐ **Applicant** ☐ **Representative (attorney, engineer, consulting planner, etc.)**

Name: _____ **Phone Number:** _____

Email Address: _____

Preferred Date & Time of Pre-Application Meeting: _____

(Please specify a date and time at least two weeks following submittal of this request form. Preferred dates will be accommodated to the best of our ability. Meeting time with Staff has been reserved on Thursdays Only from 10am -12 pm). Other meeting date requests may be accommodated depending on staff availability.

Applicant Team Members attending Pre-Application Meeting: _____

_____

Has applicant had any contact with PBES staff to date? If so, with whom? _____

_____

Any specific concerns/issues we should know about in advance? _____

_____

Agency	Attendance Requested	Fee $
Planning/Conservation Division		325.44
Engineering Services Division		343.75
County Fire Department/Fire Marshal		319.34
Environmental Health Division		248.15
County Counsel		317.30
Building Division		284.76
Public Works Department		N/A
	Total Fees Due	

Payment for a Pre-Application Request is due at the time of application submittal. Please return this meeting request form to the PBES Department – Planning Division. If you have any questions please contact Charlene Gallina, Supervising Planner at charlene.gallina@countyofnapa.org; Phone No. (707) 299-1355 or Brian Bordona, Supervising Planner at brian.bordona@countynapa.org; Phone No. (707) 259-5935 for questions related to Erosion Control Plans..

Receipt No: _____