

Humboldt Bay Municipal Water District

To: Board of Directors
From: John Friedenbach
Date: January 16, 2018
Re: Next Steps re: Planning Commission approval to Re-Zone Mercer Fraser property
APN 504-161-010

Background

Staff contacted the Humboldt County Planning Commission staff to learn the process and timeline to file an appeal. The attached documentation was provided to staff. The fee to file an appeal is \$750.00



APPLICATION FORM
Humboldt County Planning and Building Department
 Current Planning Division 3015 H Street Eureka, CA 95501-4484
 Phone (707) 445-7541 Fax (707) 268-3792

INSTRUCTIONS:

1. Applicant/Agent complete Sections I, II and III below.
2. It is recommended that the Applicant/Agent schedule an Application Assistance meeting with the Assigned Planner. Meeting with the Assigned Planner will answer questions regarding application submittal requirements and help avoid processing delays. A small fee is required for this meeting.
3. Applicant/Agent needs to submit all items marked on the reverse side of this form.

SECTION I

APPLICANT (Project will be processed under Business name, if applicable.)

AGENT (Communications from Department will be directed to agent)

Business Name: _____
 Contact Person: _____
 Mailing Address: _____
 City, St, Zip: _____
 Telephone: _____ Fax: _____
 Email: _____

Business Name: _____
 Contact Person: _____
 Mailing Address: _____
 City, St, Zip: _____ Fax: _____
 Telephone: _____

OWNER(S) OF RECORD (If different from applicant)

Owner's Name: _____
 Mailing Address: _____
 City, St, Zip: _____
 Telephone: _____ Fax: _____

Owner's Name: _____
 Mailing Address: _____
 City, St, Zip: _____ Fax: _____
 Telephone: _____

LOCATION OF PROJECT

Site Address: _____
 Community Area: _____

Assessor's Parcel No(s): _____
 Parcel Size (acres or sq. ft.): _____

Is the proposed building or structure designed to be used for designing, producing, launching, maintaining, or storing nuclear weapons or the components of nuclear weapons? YES NO

SECTION II

PROJECT DESCRIPTION

Describe the proposed project (attach additional sheets as necessary): _____

SECTION III

OWNER'S AUTHORIZATION & ACKNOWLEDGEMENT

I hereby authorize the County of Humboldt to process this application for a development permit and further authorize the County of Humboldt and employees of the California Department of Fish and Wildlife to enter upon the property described above as reasonably necessary to evaluate the project. I also acknowledge that processing of applications that are **not** complete or do not contain truthful and accurate information will be delayed, and may result in denial or revocation of approvals.

_____ Applicant's Signature _____ Date

If the applicant is not the owner of record: I authorize the applicant/agent to file this application for a development permit and to represent me in all matters concerning the application.

_____ Owner of Record Signature _____ Date

_____ Owner of Record Signature _____ Date

This side completed by Planning and Building Staff

Checklist Completed by: _____ Date: _____

THE FOLLOWING ITEMS MUST BE SUBMITTED WITH THIS APPLICATION

Item	Received	Item	Received
<input type="checkbox"/> Filing Fee of \$ _____	<input type="checkbox"/>	<input type="checkbox"/> Agricultural Feasibility Study	<input type="checkbox"/>
<input type="checkbox"/> Fee Schedule (see attached, please return completed fee schedule with application)	<input type="checkbox"/>	<input type="checkbox"/> Architectural Elevations	<input type="checkbox"/>
<input type="checkbox"/> Plot Plan 12 copies (folded if > 8½" x 14")	<input type="checkbox"/>	<input type="checkbox"/> Design Review Committee Approval	<input type="checkbox"/>
<input type="checkbox"/> Tentative Map 12 folded copies (Minor Subd)	<input type="checkbox"/>	<input type="checkbox"/> Environmental Assessment	<input type="checkbox"/>
<input type="checkbox"/> Tentative Map 18 folded copies (Major Subd)	<input type="checkbox"/>	<input type="checkbox"/> Exception Request Justification	<input type="checkbox"/>
[Note: Additional plot plans/maps may be required]		<input type="checkbox"/> Joint Timber Management Plan	<input type="checkbox"/>
<input type="checkbox"/> Tentative Map/Plot Plan Checklist (complete and return with application)	<input type="checkbox"/>	<input type="checkbox"/> Lot Size Modification Request Justification	<input type="checkbox"/>
<input type="checkbox"/> Division of Environmental Health Questionnaire	<input type="checkbox"/>	<input type="checkbox"/> Military Training Route (see County GIS)	<input type="checkbox"/>
<input type="checkbox"/> On-site sewage testing (if applicable)	<input type="checkbox"/>	<input type="checkbox"/> Parking Plan	<input type="checkbox"/>
<input type="checkbox"/> On-site water information (if applicable)	<input type="checkbox"/>	<input type="checkbox"/> Plan of Operation	<input type="checkbox"/>
<input type="checkbox"/> Solar design information	<input type="checkbox"/>	<input type="checkbox"/> Preliminary Hydraulic and Drainage Plan	<input type="checkbox"/>
<input type="checkbox"/> Chain of Title	<input type="checkbox"/>	<input type="checkbox"/> R1 / R2 Report (Geologic/Soils Report, 3 copies with original signatures)	<input type="checkbox"/>
<input type="checkbox"/> Grant Deed	<input type="checkbox"/>	<input type="checkbox"/> Reclamation Plan, including engineered cost estimate for completing reclamation	<input type="checkbox"/>
<input type="checkbox"/> <input type="checkbox"/> Current <input type="checkbox"/> Creation	<input type="checkbox"/>	<input type="checkbox"/> Second Dwelling Unit Fact Sheet	<input type="checkbox"/>
<input type="checkbox"/> Lot Book Guarantee (prepared within the last six months prior to application)	<input type="checkbox"/>	<input type="checkbox"/> Variance Request Justification	<input type="checkbox"/>
<input type="checkbox"/> Preliminary Title Report (two copies, prepared within the last six months prior to application)	<input type="checkbox"/>	<input type="checkbox"/> Vested Right Documentation/Evidence	<input type="checkbox"/>
		<input type="checkbox"/> Other _____	<input type="checkbox"/>
		<input type="checkbox"/> Other _____	<input type="checkbox"/>
		<input type="checkbox"/> Other _____	<input type="checkbox"/>

FOR INTERNAL USE

<input type="checkbox"/> Ag. Preserve Contract	<input type="checkbox"/> General Plan Amendment	<input type="checkbox"/> Reclamation Plan
<input type="checkbox"/> Certificate of Compliance	<input type="checkbox"/> General Plan Petition	<input type="checkbox"/> Surface Mining Permit
<input type="checkbox"/> Coastal Development Permit	<input type="checkbox"/> Information Request	<input type="checkbox"/> Surface Mining Vested Right Determination
<input type="checkbox"/> <input type="checkbox"/> Administrative	<input type="checkbox"/> Modification to _____	<input type="checkbox"/> Timber Harvest Plan
<input type="checkbox"/> Planning Commission	<input type="checkbox"/> Lot Line Adjustment	<input type="checkbox"/> Information Request
<input type="checkbox"/> Design Review	<input type="checkbox"/> Preliminary Project Review	<input type="checkbox"/> Use Permit
<input type="checkbox"/> <input type="checkbox"/> Inland	<input type="checkbox"/> Special Permit	<input type="checkbox"/> H.C.C. § _____
<input type="checkbox"/> Coastal	<input type="checkbox"/> <input type="checkbox"/> Administrative	<input type="checkbox"/> Variance
<input type="checkbox"/> Determination of Legal Status	<input type="checkbox"/> <input type="checkbox"/> Planning Commission	<input type="checkbox"/> H.C.C. § _____
<input type="checkbox"/> Determination of Substantial Conformance	<input type="checkbox"/> H.C.C. § _____	<input type="checkbox"/> Zone Reclassification
<input type="checkbox"/> Extension of _____	<input type="checkbox"/> Subdivision	<input type="checkbox"/> Other _____
<input type="checkbox"/> Fire Safe Exception Request	<input type="checkbox"/> Parcel Map	<input type="checkbox"/> Other _____
	<input type="checkbox"/> Final Map	
	<input type="checkbox"/> Exception to the Subdivision Requirements	

Application Received By: _____ Date: _____ Receipt Number: _____

General Plan Designation: _____

Plan Document: _____

Land Use Density: _____

Zone Designation: _____

Coastal Jurisdiction Appeal Status: Appealable Not Appealable

Preliminary CEQA Status:

Environmental Review Required

Categorically Exempt From Environmental Review: Class _____ Section _____

Statutory Exemption: Class _____ Section _____

Not a Project

Other _____



PERMIT REVIEW - FULL COST RECOVERY			Deposit	Amount
Agricultural Preserve Contract, Amendment, Cancellation	Public Hearing		\$ 1,600.00	
Agricultural Preserve Successor Contract	Public Hearing		\$ 350.00	
Application Assistance (2-hour minimum; applies to project)			\$ 150.00	
Cannabis Compliance Agreement			\$ 175.00	
Cannabis Conditional Use Permit			\$ 3,500.00	
Cannabis Owner Transfer			\$ 615.00	
Cannabis Site Visit			\$ 350.00	
Cannabis Special Permit			\$ 1,500.00	
Cannabis Zoning Clearance			\$ 2,750.00	
Coastal Development Permit	Administrative w/CEQA		\$ 1,500.00	
Coastal Development Permit	Public Hearing		\$ 1,500.00	
Coastal Development Permit	Administrative (no CEQA, no public hearing)		\$ 1,400.00	
Code Compliance	Administrative	Cost Recovery		
Conditional Use Permit, Planned Unit Development, Variance	Public Hearing		\$ 1,500.00	
Condition & Mitigation Monitoring			\$ 750.00	
Conformance Review with Conditions			\$ 750.00	
Environmental Impact Report Preparation	Public Hearing		\$ 5,000.00	
Determination of Status & Certificate of Compliance	Administrative		\$ 875.00	
Emergency Permit	Administrative		\$ 575.00	
Extension & Modification	Administrative and Public Hearing		\$ 850.00	
General Plan Amendment	Public Hearing		\$ 2,850.00	
General Plan Petition	Public Hearing		\$ 800.00	
General Plan Conformance Review	Public Hearing		\$ 250.00	
GIS & Map Data Request			\$ 150.00	
Information Request	Administrative		\$ 150.00	
Joint Timber Management Plan Review	Public Hearing		\$ 300.00	
Lot Line Adjustment	Administrative		\$ 1,000.00	
Lot Line Adjustment	Public Hearing		\$ 2,500.00	
Minor Deviation	Administrative		\$ 500.00	
Preliminary Review	Administrative		\$ 500.00	
Public Road Name Change	Public Hearing		\$ 850.00	
Special Permit	Administrative w/CEQA		\$ 1,500.00	
Special Permit	Public Hearing		\$ 1,500.00	
Special Permit	Administrative (no CEQA, no public hearing)		\$ 1,400.00	
Subdivision Major (more than 4 parcels)	Public Hearing		\$ 2,500.00	
Subdivision Minor (4 parcels or less)	Public Hearing		\$ 2,500.00	
Surface Mining Permit / Reclamation Plan Permit including renewal	Public Hearing		\$ 2,500.00	
Zone Reclassification	Public Hearing		\$ 2,850.00	

PERMIT REVIEW - FIXED FEES			Fees	Amount
Appeal to Board of Supervisors / Planning Commission	Public Hearing		\$ 750.00	
Inland Design Review	Administrative (no public hearing)		\$ 475.00	
Notice of Merger	Administrative (no public hearing)		\$ 500.00	
Zone Boundary Interpretation	Public Hearing		\$ 660.00	
Burn Down Letter			\$ 130.00	

MINISTERIAL: Cal Fire Timberland Exemption, Home Occupation Permit, Legal Document Review, Preliminary Plot Plan Review, Substantial Conformance Review, Timber Harvest Plan Background Check, Mobilehome Harshship
Administrative (no CEQA, no public hearing)

OTHER FEES & CHARGES			Fee/Deposit	Amount
Addressing: Assignments (max \$400 for 5 or more)			\$ 80.00	
Change of Address			\$ 60.00	
Verification of Address			\$ 30.00	
Invoice Appeal Fee to Director			\$ 80.00	
Invoice Appeal to Board of Supervisors			\$ 270.00	
Wide Format Map Printing (Black & White, \$1.00; Color, \$1.50)			\$ 3.05	
Notary Certificate			\$ 15.00	
Notice Sign			\$ 10.00	
Tentative Map Street Name Review			\$ 90.00	
Technology Fee: Administrative Review Permit			\$ 45.00	
Technology Fee: Public Hearing Review Permit		.10 x permit cost		
Tsunami Fee			\$ 325.00	
General Plan User Fees: Residential Development			\$ 240.00	
Commercial Development			\$ 350.00	
Industrial Development			\$ 650.00	
Vacate Public Right of Way			\$ 310.00	
Vehicle Beach Use Permit			\$ 50.00	
PLANNING DIVISION AMOUNT				\$

This worksheet includes fees charged by the Planning Division and other reviewing agencies. Some application types are Fixed Fee while others are subject to Full Cost Recovery. The deposit estimates listed are used for typical applications. Actual costs and processing time may be more or less than the estimate depending on the completeness of the application packet and identification, post-application submittal, of technical or environmental issues by reviewing agencies.

OTHER DEPARTMENT REVIEW FEES

ASSESSOR	Fee/Deposit	Amount
Lot Line Adjustment & Merger [per request]	\$ 80.00	
Map Revision Fee [subdivisions per parcel / lot]	\$ 110.00	
Parkland Appraisal [for Subdivisions] [additional charge over 1 hour is \$73/hr]	\$ 132.50	
BUILDING DIVISION		
Review Fee [per inspection]	deposit \$ 100.00	
ENVIRONMENTAL HEALTH DIVISION		
Extensions [1.5 hr minimum]	\$ 149.00	
Final Map Inspection / Land Use Permits for Commercial Development	\$ 298.00	
Project Review [additional charge over 1 hr is \$149/hr]		
Subdivisions w/community sewer, residential use permits, and some lot line adjustments	\$ 149.00	
Project Appeal	\$ 596.00	
Subdivision / Lot Line Adjustment with on-site sewage disposal	per parcel x \$ 447.00	
COUNTY COUNSEL [deposit listed based on per hour]		
Administrative Review Process		
Administrative Coastal Development Permit / Public Hearing Extension	deposit \$ 118.00	
Certificate of Compliance / Determination of Status	deposit \$ 254.00	
Information Request	deposit \$ 118.00	
Public Hearing Review Process		
Major Subdivision Review / Projects requiring two public hearing	deposit \$ 1,062.00	
Minor Subdivision Review / Projects requiring one public hearing	deposit \$ 531.00	
Zoning Administrator Hearing	deposit \$ 118.00	
Post Application Review		
Appeal to Board of Supervisors	deposit \$ 492.00	
PUBLIC WORKS LAND USE		
Base Project Review Fees [highest base fee used for projects with multiple components]		
Agricultural Preserve Contract	\$ 181.00	
Certificate of Compliance	\$ 181.00	
Coastal Development Permit	\$ 326.00	
Conditional Use Permit	\$ 326.00	
Determination of Status	\$ 181.00	
General Plan Amendment / Petition	\$ 181.00	
Lot Line Adjustment	\$ 181.00	
Notice of Merger	\$ 181.00	
Parcel Map Waiver Application [actual costs]	deposit \$ 300.00	
Preliminary Review [actual costs 1st two hrs free] minimum + 45% overhead	deposit \$ 250.00	
Special Permit	\$ 326.00	
Subdivision - Minor (4 lots or less)	\$ 1,568.00	
Subdivision - Minor with detention basin	add \$ 210.00	
Subdivision - Major (PUD/FMS 5 parcels or more) [actual costs + 45% overhead]	deposit \$ 1,500.00	
Variance	\$ 181.00	
Zone Reclassification	\$ 181.00	
Zoning Clearance Certificate	\$ 326.00	
Other Project Fees [in addition to base project review fees]		
Appeal or Rehearing + 45% overhead	deposit \$ 250.00	
Extensions - Subdivision	\$ 62.30	
Extensions - all others	\$ 62.30	
Legal Description Review [per parcel]	deposit \$ 271.00	
Revised Map / Revised Project Description / Modification [other than tentative map]	\$ 234.00	
Revised Tentative Subdivision Map / Revised Project Description / Modification	\$ 389.50	
SONOMA STATE UNIVERSITY NWIC		
Archeological Review	\$ 75.00	
AMOUNT COLLECTED FOR OTHER DEPARTMENTS		
	\$	
	\$	
	\$	
TOTAL PAYABLE TO HUMBOLDT COUNTY PLANNING DIVISION		
Fees Payable to Others		
Archeological Review: Payable to Bear River Band THPO Department	\$ 30.00	
Archeological Review: Payable to Blue Lake Rancheria THPO	\$ 30.00	
Archeological Review: Payable to Wiyot Tribe Cultural Department	\$ 30.00	

AMOUNT COLLECTED FOR OTHER DEPARTMENTS		
	\$	
	\$	
	\$	
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~ Applicant is responsible for paying 100% of the actual Planning Division permit costs.
 ~ If processing costs exceed 80% of the deposit an additional deposit will be required to continue application processing.
 ~ Fees for other County of Humboldt Departments are collected at the time of application submittal.
 ~ Double fees are assessed for all projects started without required permits.
 ~ Additional charges may be required for administratively approved projects if a public hearing is requested.

Applicant Signature _____ Date _____

PLOT PLAN AND TENTATIVE MAP CHECKLIST

The following information must be shown on your plot plan or tentative map. Please check the box to the left of the items shown on the plot plan or tentative map. If any item is not on your site to your knowledge, write "N/A" next to the box. Plot plans shall be drawn on a minimum size sheet of 8-1/2" x 11", and tentative subdivision maps on a minimum size sheet of 18" x 26". **Note: This Checklist must be completed by the applicant and submitted with your application.**

Applicant's Name _____ APN _____

FOR ALL PROJECTS

- 1. Name of applicant(s)
- 2. Location or vicinity map (on or attached to the plot plan)
- 3. The subject parcel (show entire parcel with dimensions)
- 4. Date, north arrow and scale
- 5. Name, County road numbers, and width of all existing and proposed access roadways adjacent to or within the subject parcel (indicate width of traveled way, grade (in % slope), and surface)
- 6. Existing and proposed improvements (label as "existing" and "proposed" with dimensions and distance to nearest two (2) property lines)
 - a. Structures and buildings (include floor area, height and proposed use)
 - b. Driveways and turnaround areas (indicate width, grade (in % slope) and surface)
 - c. Utility lines (electric, gas, telephone, sewer, water, and cable TV)
 - d. Septic tanks and leachfields (label primary/reserve areas and test holes)
 - e. Wells
 - f. Parking and loading areas (show individual parking spaces, including handicapped parking and ramps)
 - g. Storm drains, curbs and gutters
 - h. Emergency water storage tanks and fire hydrants
 - i. Landscaped areas (include proposed exterior lighting)
 - j. Major vegetation (identify mature trees (12" dbh or larger) to be removed)
 - k. Diked areas
 - l. Proposed grading and fill (estimate volume)
 - m. Signs (indicate size, illuminated, and design (e.g., monument, pylon, etc.))
 - n. Other - specify _____

- 7. Direction of surface water runoff
- 8. Location and width of all existing and proposed easements of record
- 9. Hazardous areas (indicate on map if on the project site or within 400 feet of the project site):
 - a. Areas subject to inundation or flooding
 - b. Steep or unstable slopes
 - c. Expansive (clay) soils
 - d. Earthquake faults
 - e. Hazardous waste or substance sites
 - f. Other - specify _____
- 10. Sensitive habitat areas (indicate on map if on project site or within 400 feet of the project site):
 - a. Creeks, rivers, sloughs and other drainage courses
 - b. Lakes, ponds, marshes, or "wet" meadows
 - c. Beaches
 - d. Sand dunes
 - e. Other - specify _____
- 11. Historical buildings or known archaeological or paleontological resources
- 12. Land use and buildings on adjacent parcels, and approximate distances to closest property lines

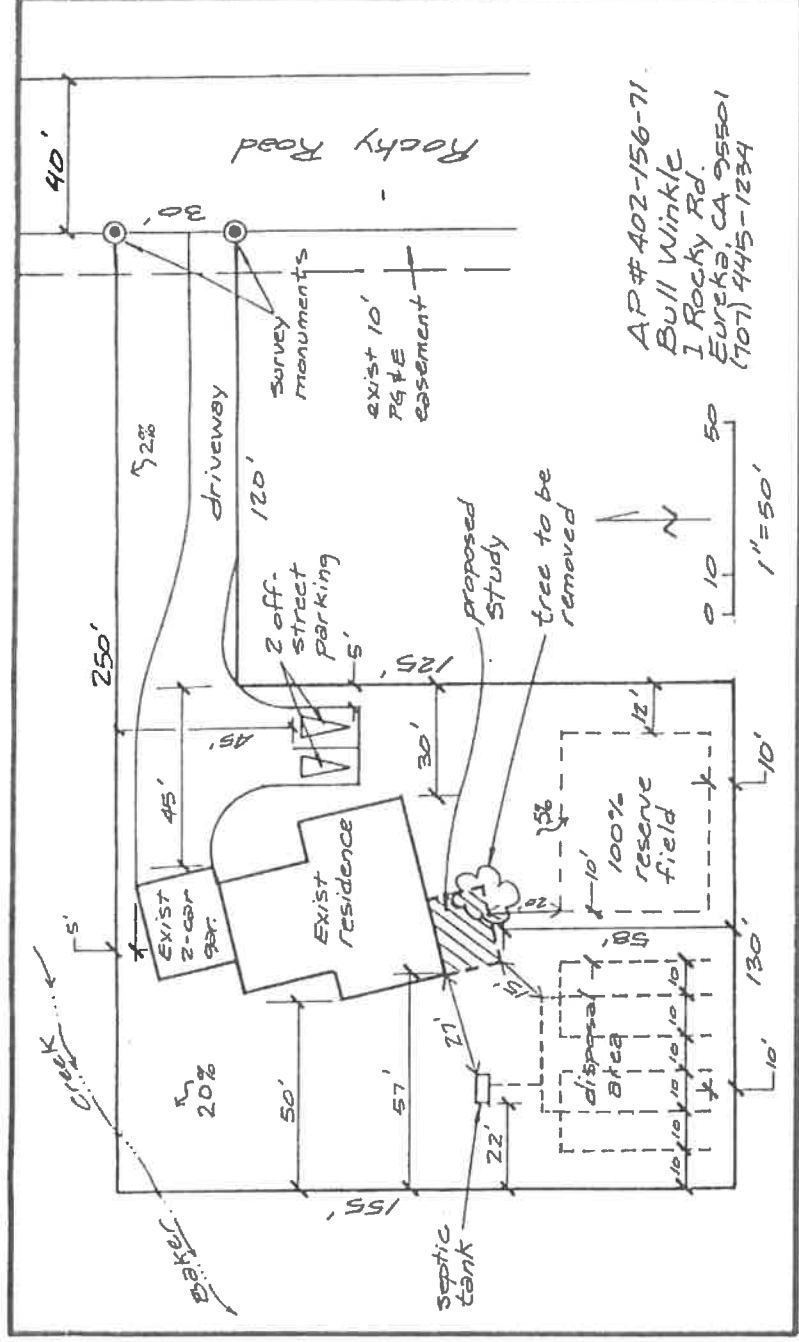
FOR LOT LINE ADJUSTMENT PLOT PLANS ONLY

- 13. Proposed new lines and lines to be eliminated (show lines to be eliminated as dashed)
- 14. Areas (in square footage or acreage) of the initial and resulting parcels

FOR TENTATIVE SUBDIVISION MAPS ONLY

- 16. Approximate dimensions and areas of all proposed lots
- 17. A statement that "All easements of record are shown on the tentative map and will appear on the recorded subdivision map"
- 18. Contour lines (at _____ intervals)
- 19. For major subdivisions (5 or more parcels): proposed drainage improvements, details of any grading to be performed, approximate radii of all roadway curves, areas for public use, and typical sections of all streets, highways, ways and alleys
- 20. Names and assessor's parcel numbers of all contiguous ownerships

NOTE: THE SUBMITTAL OF INCOMPLETE OR ILLEGIBLE PLOT PLANS OR TENTATIVE MAPS WILL CAUSE DELAYS IN THE PROCESSING OF YOUR APPLICATION

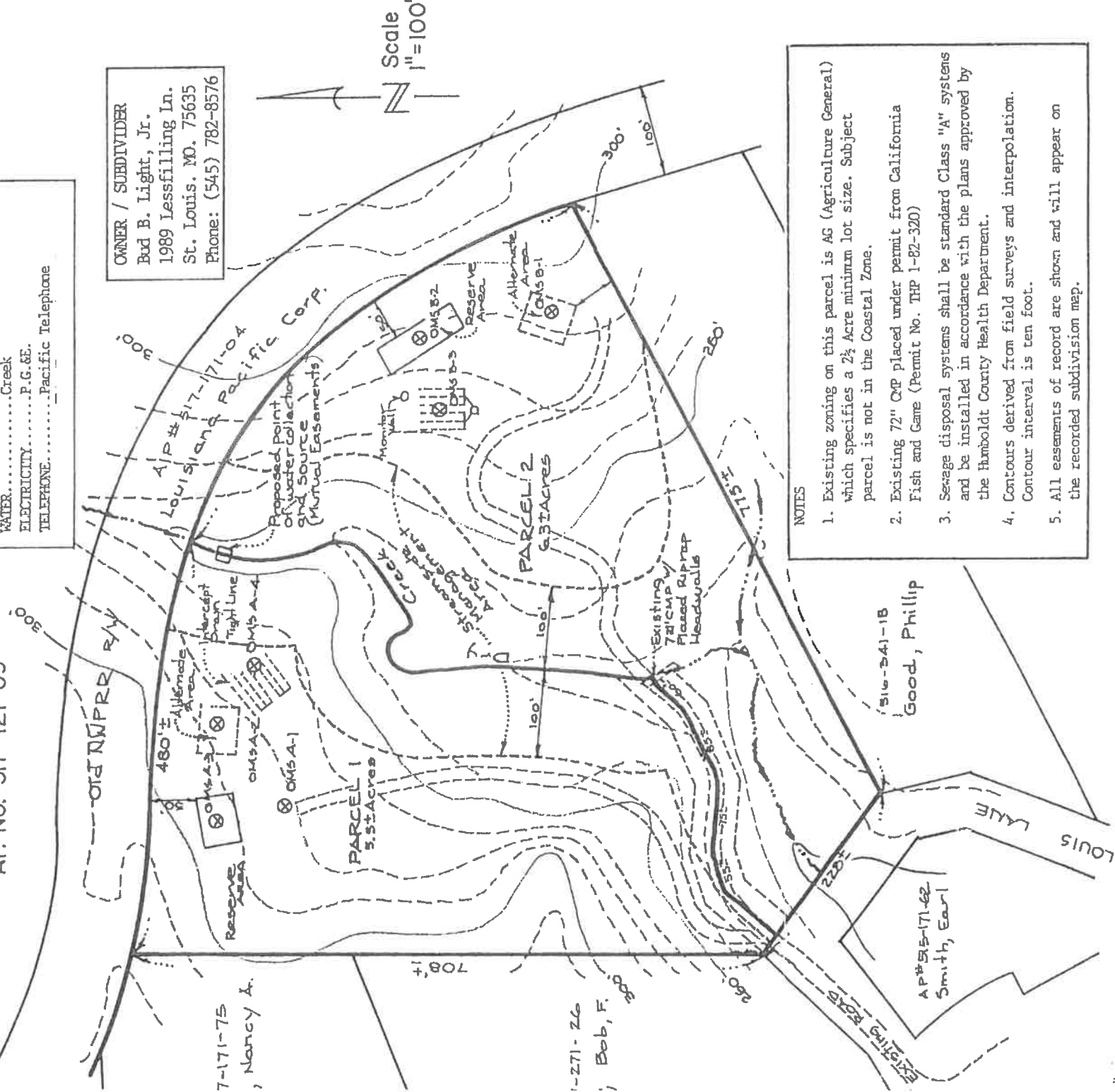


AP# 402-156-71
 Bull Winkle
 1 Rocky Rd.
 Eureka, CA 95501
 (707) 445-1234

TENTATIVE PARCEL MAP AP. NO. 517-121-09

Utilities
 SEWER.....Septic Tank & Leach Field
 WATER.....Creek
 ELECTRICITY.....P.G.&E.
 TELEPHONE.....Pacific Telephone

OWNER / SUBDIVIDER
 Bob B. Light, Jr.
 1989 Lessfilling Ln.
 St. Louis, MO. 75635
 Phone: (545) 782-8576



NOTES

- Existing zoning on this parcel is AG (Agriculture General) which specifies a 2½ Acre minimum lot size. Subject parcel is not in the Coastal Zone.
- Existing 72" C/P placed under permit from California Fish and Game (Permit No. THP 1-82-320)
- Sewage disposal systems shall be standard Class "A" systems and be installed in accordance with the plans approved by the Humboldt County Health Department.
- Contours derived from field surveys and interpolation. Contour interval is ten feet.
- All easements of record are shown and will appear on the recorded subdivision map.

7-171-75
 Nancy A.

1-271-26
 Bob, F.

AP# 515-171-62
 Smith, Earl

(516-241)-18
 Good, Phillip

INDEMNIFICATION AGREEMENT

This Indemnification Agreement ("Agreement") is entered into by the applicant for the project identified below ("Applicant") and the owner or owners of the property that is the subject of such application for the project identified below ("Property Owner"). This Agreement is effective as of the date last signed below.

Applicant and the Property Owner hereby agree to indemnify, defend, and hold harmless Humboldt County ("County"), the Humboldt County Board of Supervisors, the Humboldt County Planning Commission, and their officers, employees, and agents, including consultants (collectively, the "Indemnified Parties") from any claim, action, or proceeding against the Indemnified Parties to attack, set aside, void, annul or otherwise challenge the approval of the project as identified below or the adoption of the environmental document that accompanies the project.

This indemnification obligation shall include, but not be limited to, damages, costs, expenses, attorney's fees, or expert witness costs that may be asserted by any person or entity, including the Applicant and Property Owner, arising out of or in connection with the approval of the project, as identified below, or adoption of the environmental documents that accompany the project, including any claim for private attorney general fees claimed by or awarded to any party against the County.

The Applicant and the Property Owner agree that they shall be jointly and severally liable for this indemnification obligation. Applicant and Property Owner further agree that County shall control the choice of counsel and the defense of any claim, action or proceeding as described above. The County agrees to promptly notify the Applicant and Property Owner of any claim, action, or proceeding.

To the extent the County is required to use any of its resources to respond to a claim, action or proceeding as described above, Applicant and Property Owner will reimburse the County upon demand and upon presentation of an invoice describing the work done, the time spent on such work, and the hourly rate for such work by the employee of agent of the County.

The person signing this Agreement represents and warrants that he or she is duly authorized and has legal capacity to execute this Agreement and that this Agreement is a valid and legal agreement binding on the Applicant and Property Owner and enforceable in accordance with its terms.

PROJECT: _____

Project Number: _____

APN: _____

APPLICANT: _____ PROPERTY OWNER: _____

Signed: _____ Signed: _____

Printed Name: _____ Printed Name: _____

Title: _____ Title: _____

APPLICATION ASSISTANCE

PLANNING AND BUILDING DEPARTMENT

WHAT IS APPLICATION ASSISTANCE?

Application Assistance services help applicants evaluate project feasibility, provides guidance on the permit process, and identifies what must be included in the application package. While Application Assistance helps applicants prepare a quality application, it does not guarantee a project will be approved.

WHICH PROJECTS SHOULD USE APPLICATION ASSISTANCE?

The daily planner on duty can evaluate if a project will benefit from the Application Assistance service. Applicants may have a preliminary discussion of project feasibility with the planner on duty by phone or in person. A brief discussion with the planner on duty can help an applicant become familiar with some of the potential issues and areas of concern. However, the planner on duty does not provide the level of review and research that is provided through Application Assistance services. Planner on duty hours are limited so please call the Planning and Building Department for availability.

HOW DOES ENROLLMENT WORK?

Call or visit the Planning and Building Department and ask to schedule an Application Assistance appointment with a Planner.

HOW MUCH DOES APPLICATION ASSISTANCE COST?

Application Assistance fees are based on time and materials. A deposit is collected in advance and the amount collected is based on the adopted County Fee Schedule. Additional application assistance deposits may be requested for services requiring more than two hours of staff time. Any unused balance can be applied to subsequent application processing fees.

WHAT HAPPENS AT AN APPLICATION ASSISTANCE MEETING?

Prior to the appointment, a planner researches the subject property. This research includes a review of departmental records, zoning regulations, land use designations, and other information sources. The planner also gathers resource maps and other documents relevant to the project. During the meeting, a planner will explain issues which must be addressed in the application. The application assistance process concludes with a written list of all items that must be submitted with the application. The planner will also provide an estimate of filing fees and processing time.

IS THERE HELP AVAILABLE TO PREPARE AN APPLICATION?

It is the applicant's responsibility to decide whether to move forward with a proposed project and to prepare the necessary forms and supporting documents. The Planning and Building Department has a project facilitator on staff that can assist applicants with some document preparation such as plot plans. See the department's handout on Project Facilitation services for more details.



Current Planning and Cannabis Services Divisions

3015 H Street Eureka CA 95501 · 707.445.7541 · <http://humboldt.gov.org/156/Planning-Building>