

# 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. The planner will collect a \$150 nonrefundable deposit during the Application Assistance meeting. Additional application assistance fees may be requested for services requiring more than two hours of staff time. Any unused balance will 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 Division

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