

INFORMATION REQUEST

PLANNING AND BUILDING DEPARTMENT

WHAT IS AN INFORMATION REQUEST?

An information request is a service provided by the Current Planning Division. A written request, question or set of questions are submitted and the customer receives a written response.

WHAT ARE EXAMPLES OF INFORMATION REQUESTS?

Questions typically focus on county regulations in relation to specific activities. Example questions include: "Is a property eligible for a subdivision?" or "How many parking spaces are needed for development?" General requests for a description of land use regulations and permit requirements that apply to a proposed development project are also common.

WHAT IS THE PROCESS?

An Information Request form must be filled out accompanied by a deposit. Once the Current Planning Division receives the request, a planner is assigned and will research the question and provide a written response. If actual research time exceeds the deposit, additional fees will be collected to cover all associated direct costs.

HOW LONG DOES AN INFORMATION REQUEST TAKE?

A written response is typically provided within ten working days, though it may take longer if a significant amount of research is required. In that case, the assigned planner will provide a delivery date and an estimate of additional costs.



Current Planning Division

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