

PROJECT FACILITATION

PLANNING AND BUILDING DEPARTMENT

WHAT IS PROJECT FACILITATION?

Project Facilitation services are available for applicants who would like help preparing a permit application. Applicants have the option of preparing their own application, hiring an agent to do the work on their behalf, or make use of the Development Assistance Division's Project Facilitation services. Services are provided by a Senior Planner on a time and materials fee basis. The service includes document preparation and is available for most projects. (The Department recommends that projects of a complex nature are handled by a private consultant.)

In general, applications prepared with Project Facilitation services are processed more quickly because of the advance preparation. While the Project Facilitation service helps applicants prepare higher quality applications, it does not guarantee a project will be approved.

WHAT IS A PLOT PLAN?

The plot plan is a crucial element for all applications and one of the many documents the Project Facilitator can provide. This detailed map diagrams the project and includes the location of existing and proposed structures, roads, utilities, septic systems, water sources, and topography.

WHAT DOES PROJECT FACILITATION INCLUDE?

Project Facilitation includes many services. Examples of these services include, but are not limited to:

Pre-Approval Services:

- Evaluate project feasibility
- Request title work and review parcel legal status
- Prepare project description and application form
- Provide project design concepts
- Prepare plot plans, tentative parcel maps, or lot line adjustment plats
- Request various required reports from consultants, such as:
 - Soils reports
 - Sewage disposal reports
 - Water quantity testing
 - Hydrology and drainage calculations
 - Joint timber management plans

Post-Approval Services:

- Prepare development plan
- Prepare notices
- Assist in agency sign-offs

WHAT IS THE COST?

Project Facilitation is billed on a time and materials basis. Please check with the Planning and Building Department for the current rate. A deposit is collected based on an estimate of the services required for a project.

WANT MORE INFORMATION?

Visit the Planning and Building Department at 3015 H Street, Eureka or phone the Department at (707) 445-7541 and ask to speak with the Project Facilitator.



Development Assistance Division

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