



COUNTY OF MENDOCINO

DEPARTMENT OF PLANNING AND BUILDING SERVICES

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PLANNING CONSULTATION MEETINGS

THE PURPOSE OF A PLANNER CONSULTATION MEETING

Planner Consultation Meetings provide an opportunity for applicants, property owners, or other stakeholders to engage directly with planning staff to discuss a proposed development project, permit application, or complex planning-related inquiries. The meeting is intended to facilitate a focused and informed discussion, allowing for clarification of regulatory requirements, identification of potential challenges, and guidance on applicable planning processes and policies. The meetings help ensure that proposals are aligned with County standards, streamlining the review and approval process.

WHEN ARE PLANNER CONSULTATION MEETINGS HELD?

In-Person meetings are held by appointment only in our Ukiah office. Virtual appointments are available.

HOW TO SCHEDULE A PLANNER CONSULTATION MEETING

Appointments can be made in-person or on the phone by calling 707-234-6650. There is no application, but when making an appointment, please be prepared to supply the following information:

- Name
- Contact Information
- Parcel number(s) or address(es)
- Brief Description of proposal(s)

Meetings will be held in one (1) hour increments. Any unused time can be applied to a **one-time-only** future meeting.

IS THERE A FEE REQUIRED?

Yes. The fee is the weighted rate for the staff member you are meeting with (see Table 1 below), which was made effective on June 23, 2025 in the Master Fee Schedule approved by the Board of Supervisors. Payment can be made in-person or on the phone with a planner. If, after an hour, additional information is required, you are encouraged to schedule a [Pre-Application Conference](#). The Planner Consultation fee will be applied to the Pre-Application Conference fee. Both Planner Consultation fees and Pre-Applications fees can be applied to any future discretionary permit fees.

Table 1

Planner I	\$117.73
Planner II	\$121.35
Planner III	\$125.16
Senior Planner	\$129.06

DISCLOSURE: Information provided at the Planning Consultation Meeting is based on County staff's general knowledge of your project as defined in your description and will not be based on a site view of the property. Information or judgments provided by staff about the viability of a project is preliminary only and may not be reflected in the final recommendation or action. Recommendations and decision-making must take into account a detailed application, site view, input from other agencies, review of adopted plans/codes and laws, and the public hearing process.