



COUNTY OF SANTA CRUZ

PLANNING DEPARTMENT

701 OCEAN STREET - 4TH FLOOR, SANTA CRUZ, CA 95060
(831) 454-2580 FAX: (831) 454-2131

Request for Planning Staff Services

Date: _____ APN(s): _____

Site Address: _____

Applicant: _____

Property Owner: _____

Phone #: _____ Email: _____

I hereby request _____ (staff member) to perform the following service:

Base upon a discussion with the above named staff person, this service will take approximately _____ hours at an hourly rate of \$ _____ per hour. I understand the cost for this service is \$ _____. If this request includes a site visit, permission is hereby granted for County staff to enter the subject property for the purpose of performing the services requested herein.

Instructions:

1. Speak with staff to confirm the estimated time required to perform the requested services and the hourly rate.
2. Submit the request form and required estimated payment for services. The form and payment may be submitted to the Cashier at the Planning Department or mailed to:

County of Santa Cruz
Planning Department
701 Ocean Street, Room 400
Santa Cruz, CA 95060
Attn: Cashier

The assigned staff will contact you to schedule a time to meet for discuss the requested service, as necessary.