



PRE-APPLICATION CONSULTATION – Frequently Asked Questions

What is a Pre-Application Consultation Meeting?

The Pre-Application review offers an intradepartmental staff review of preliminary or conceptual design applications to identify key issues before filing a formal application. Divisions may be able to identify County regulations, requirements, plans, policies, and standards that might apply to your proposal, as well as necessary related permits, land use regulations, and associated fee estimates. The Pre-Application Meeting may involve all or a select number of staff from the Department of Resource Management, as well as applicable outside agencies to support progress toward submitting a complete application.

What Should I Consider When Designing My Project?

All projects must be consistent with the policies of the [Solano County General Plan](#) and the Solano County [Zoning Regulations](#). Please also consider the [Middle Green Valley Specific Plan](#) for projects located within Middle Green Valley, and the [Suisun Valley Strategic Plan](#) for projects located within Suisun Valley.

Pre-Application Consultation Minimum Submittal Requirements

The following materials are required as part of your application. The more information provided, the more thoroughly staff will be able to evaluate and comment on the project.

1. Project Description:

Project overview illustrating the existing and proposed land uses, layout of the site in proximity to roads, property lines and adjacent properties.

- If the project is a subdivision, identify the number of proposed parcels and sizes.
- If the project is a lot line adjustment, identify current and proposed parcels.
- Existing and Proposed General Plan Land Use Designation and Zoning, if applicable
- Describe existing and projected traffic.
- Indicate the existing or proposed roads as public or private.
- Describe existing structures to be modified or removed.
- Describe existing and proposed utilities or public services
- Describe anticipated water and wastewater usage.

2. Conceptual Site Plan:

Please reference the Planning Services Division [Sample Site Plan](#). Basic elements of the site plan include:

- Project name, date prepared.
- North arrow, scale notation, graphic scale bar, and vicinity map
- All existing and proposed structures/lots situated within the property lines and drawn to scale.
- Location of roadways (labeled), including right-of-way.

3. Existing and Proposed Floor Plans (if applicable).

4. Existing and Proposed Conceptual Elevation Drawings (if applicable)

5. Project Timeline

Scheduling the Pre-Application Consultation Meeting:

1. Pre - application meetings are scheduled a minimum of 2-3 weeks after your pre - application submittal is determined complete. You will be contacted by planning staff to schedule a meeting time.
2. Meetings generally last one hour and are conducted via Microsoft Teams meeting or in-person, upon request. In-person meetings are held in the Solano County Government Center at 675 Texas St, Suite 5500, Fairfield, CA.
3. Pre-application comments summary will be emailed one day after the application meeting.

Fees

Pre-application meetings are subject to a one-time flat fee and are non-refundable. Click [here](#) to access the current fee or contact Planning@solanocounty.com

Submitting Your Application

The Planning Services Division accepts applications by appointment at our public counter, mailed into our office, or submitted electronically via email at planning@solanocounty.com.