



PROJECT ISSUE RESOLUTION REQUEST FORM

DEVELOPMENT SERVICES DEPARTMENT

1 Civic Center Drive, San Marcos, CA 92069 (760) 744-1050

Please complete the following:

Date: _____

Project Name: _____

Project #: _____

Project Address: _____

APN: _____

Project Applicant/Applicant Representative: _____

Project Description: _____

Has an effort been made to resolve issue(s) with staff and their supervisor? Yes No

NOTE: Except for issues regarding customer service, there must be an effort by the applicant to resolve the issue with the City project staff and their supervisor before consideration under this process. Please contact the planner assigned to your project if you have questions.

Will the Applicant be bringing an attorney to the meeting to discuss legal issues? Yes No

NOTE: A City Attorney representative may need to attend meetings if an outside attorney is present and legal issues are expected to be discussed.

ISSUE(S) TO BE CONSIDERED: Please clearly and concisely list the issue(s) to be discussed at the conference. To ensure the efficient use of time, the meeting will only focus on the issue(s) specifically listed below. (Attach additional sheets if necessary)

Signature of Applicant/Applicant's Representative

*Applicant must attach a copy of the Manger's Determination in order to be accepted.

Form Updated: August 1, 2018