



Planning Application Submittal Guide

The Planning Services Division provides a variety of informational documents, handouts, and brochures which aid in application filing and provide a processing framework for various types of permits and entitlements. Generally, each application packet is accompanied by a Frequently Asked Questions handout and a Submittal Requirements Checklist detailing the documents and information necessary to file a complete application. Other materials such as a Sample Site Plan, Fire Safe Checklist, and land use specific handouts are available to assist in the preparation and submittal of a complete application. If you have any questions during the application process, please contact staff of the Planning Services Division at (707) 784-6765 or via e-mail planning@solanocounty.com.

The three steps outlined below provide a guide for filing an application with the Planning Services Division.

- 1. Pre-Application Consultation.** Early in the development and design process, potential applicants are strongly encouraged to discuss their proposal with Planning staff to identify applicable land use regulations and gain an understanding which permits or entitlements are necessary to pursue the proposed development. More complex projects may warrant filing a Pre-Application Request to identify key issues prior to filing a formal entitlement application.
- 2. Frequently Asked Questions and Submittal Requirements Checklist.** Once the necessary permits and entitlements have been identified, the relevant Frequently Asked Questions handout and Submittal Requirements Checklist should be referenced to identify the information and materials necessary to file a complete application. Submittal requirements may vary depending on the type of entitlement, proposed land use, and location of the project.
- 3. Application Filing.** The Planning Services Division primarily accepts applications by appointment at our public counter; however, applications may also be mailed in to our office or submitted electronically via e-mail. Contact staff to schedule an application filing appointment.

Department of Resource Management
Planning Services Division
675 Texas Street, Suite 5500
Fairfield, CA 94533

Office Hours: 8am – 5pm
Monday through Friday
(707) 784-6765
planning@solanocounty.com

Filing Fee: Reference the [Planning Services Division Fee Schedule](#) for the appropriate filing fee.

Forms of Payment: We accept Debit/Credit Cards (Visa or Mastercard) in person, at the front counter. Checks should be made payable to County of Solano. Online payment (surge charge may apply) is available at <https://paydirect.link2gov.com/SOLResourceManagementVT/ItemSelection/SelectItems>