



Community Development Agency

Planning Department

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Welcome

In order to provide better customer service, the Planning Department is scheduling Planner Consultations to answer detailed questions about the planning process and regulations, ordinance requirements, or permit procedures.

Step #1 – Request General Information from a Planner

When you request in-office Planning Department assistance, a Planner will assist you at the front counter for a maximum of 20 minutes at no charge. The Planner can provide general information to make your visit a success, such as property zoning, permitted and allowed uses, setback requirements, lot coverage, height restrictions, processing procedures, etc.

The Planner assisting you can provide you with applicable paperwork for additional services such as a Pre-Application, Zoning Consistency Letter, or other Land Use Applications.

Step #2 – Obtain more detailed information through a Planner Consultation

After 20 minutes, or for more complex inquiries, you may discuss your project in more detail with a Planner through a Planner Consultation. You will need to fill out an application and submit it for a Planner to review as well as complete the Agreement to Pay form (attached), agreeing to pay for a minimum of one hour of time. After one hour of time, you will be billed in 15-minute increments, payable at the completion of the meeting. You may schedule the Planner Consultation at a future date that is more convenient for you.

Thank you. We hope you find this service helpful.