



PROJECT ISSUE RESOLUTION

MEETING REQUEST FORM

P-33

Community Development

1635 Faraday Avenue

(442) 339-2610

www.carlsbadca.gov

Informational Bulletin [IB-110](#)

Project Issue Resolution (PIR) meetings provide customers an opportunity to have permit issues heard and considered by the Community Development Department Director, or in cases involving grading or subdivision ordinance issues, the Transportation Department Director/City Engineer. Customers must first attempt to resolve issues with the appropriate department manager (City Planner, Deputy City Engineer or Building Official) via the department's **Guaranteed Second Opinion** before a PIR meeting will be considered.

Please complete this form and submit to the department manager who provided the Guaranteed Second Opinion. All attempts will be made to schedule PIR meetings within two weeks following form submittal. If you have any questions, please contact your project planner or consult the department's Applicant Resources info-bulletin ([IB-110](#)).

Determinations resulting from the PIR process are solely intended to break review logjams and streamline the permit review process. They are not intended to pre-ordain permit approvals. Therefore, PIR determinations are not binding on any city decision-making body including Planning Commission or City Council. The formal appeal of a permit decision shall follow the appropriate appeal processes specified under the applicable [Carlsbad Municipal Code](#).

APPLICANT INFORMATION

Name: Phone: Email:

PROJECT INFORMATION

Name: Case Nos.:
 Address: APN(s):

GUARANTEED SECOND OPINION

I previously discussed my concerns with the...

City Planner Deputy City Engineer Building Official

Meeting Date:

PROJECT ISSUE RESOLUTION MEETING REQUEST

Will legal counsel be attending the meeting with the applicant team? Yes No

(A representative from the City Attorney's Office 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 PIR. To ensure efficient use of time, the meeting will only focus on the issue(s) specifically listed below. Typically, PIR meetings are limited to one hour. As such, multiple issues may require subsequent meetings. Attach additional sheets as necessary.