

Administrative Permit: Family Day Care Home for Children (9-14)			
EFFECTIVE 7/01/2019		FEES*	INITIAL DEPOSIT*
PDS PLANNING		Fees Waived	
STORMWATER			
DEH	SEPTIC/WELL	Fees Waived	
	SEWER		
PDS TRAILS REVIEW			
VIOLATION FEE			
<b>INITIAL DEPOSIT &amp; FEE TOTAL</b>			
Fees Waived			

Forms are available at: <http://www.sdcounty.ca.gov/pds/zoning/ZoningNumeric.html>, or the links below.  
Please follow all notes and instructions carefully to avoid delays in processing.

#### PART A:

Each item below must be completed and saved as an electronic PDF file on a USB Flash Drive.

- 305      Ownership Disclosure: **ONE (1)** copy.
- 346S    Supplemental Application: **ONE (1)** copy.
- 514      Public Notice Certification: **ONE (1)** copy.
- 915      Administrative Permit Checklist: **ONE (1)** copy.

#### PART B:

Each item below must be completed, printed on paper, and saved as an electronic PDF file saved on a USB Flash Drive.

- Plot Plans: **EIGHT (8)** copies (see Notes 2, 3);  
If in the Alpine Community Planning Group area: **NINE (9)** copies.  
If in the (USDRIP) River Way Specific Plan area: **TEN (10)** copies.
- Public Notice Package (see PDS-516 for specific requirements): **ONE (1)** copy.
- 126      Acknowledgement of Filing Fees and Deposits: **ONE (1)** copy (see Note 1).
- 320      Evidence of Legal Parcel (and any Deeds): **ONE (1)** copy.
- 346      Discretionary Permit Application: **ONE (1)** copy (see Note 1).
- 524      Notice To Property Owners: **ONE (1)** copy.

#### PART C:

All items below are for your information. Please do not bring in these items.

- 090      Minimum Plot Plan Information
- 174      Frequently Asked Questions
- 209      Defense and Indemnification Agreement FAQs
- 515      Public Notice Procedure
- 516      Public Notice Applicant's Guide
- 591      Large Family Day Care Home for Children – Definitions & Use Regulations
- 906      Signature Requirements
- Policy G-3: Determination of Legal Parcel

#### NOTES:

1.    **IMPORTANT:**

A Registered Property Owner **MUST SUBMIT** a **Signed Letter of Authorization** for an Agent if;  
An Authorized Agent signs the PDS-346 form and is not the registered owner of the parcel.  
Or, the parcel is owned by two or more registered owners.  
Or, not all of the registered owners are signing the PDS-346 form.  
Or, the Authorized Agent is not the Financially Responsible Party.  
Or, the parcel is owned by a Corporation.

**ADDITIONALLY:**

Financially Responsible Party **MUST SIGN** form PDS-126.

Financially Responsible Party **INFORMATION MUST MATCH EXACTLY** on form PDS-126

Authorized Agent **may sign** form PDS-346 **ONLY IF ATTACHED** to a **Signed Letter of Authorization**.

2. Plot plans are to be stapled together in sets and folded to 8½" x 11" with the lower right-hand corner exposed.
3. Zoning Planner needs to review plot plan for compliance with the ordinance requirements prior to acceptance of the project.
4. Project goes to local Community Planning Group and/or Design Review Board for recommendation.
5. Notice of the Administrative Permit application shall be given to all property owners within a distance of 300' (feet) from the applicant's property.
6. If project is a violation, plans must have Code Compliance Officer's stamp before accepting the application.
7. Your application package must be complete when you bring it in for submittal. The submittal process begins at the main "Check-In" counter on the first floor.
8. **Office Location and Hours:**  
5510 Overland Avenue, Suite 110 (First Floor), San Diego, CA 92123.  
Monday - Friday: 8:00 a.m. to 11:45 a.m. and 12:30 p.m. to 4:00 p.m. (Except County Holidays).