

Site Plan: Wireless Tier 1 (Administrative Site Plan)

EFFECTIVE 7/01/2019		FEES*	INITIAL DEPOSIT*
PDS PLANNING			\$6,319
STORMWATER			\$1,088
DEH	SEPTIC/WELL	\$611	
	SEWER		
PDS TRAILS REVIEW		\$376	
VIOLATION FEE <i>(not included in total)</i>		\$1,000	
INITIAL DEPOSIT & FEE TOTAL			
\$8,394 (if on Septic/Well)			
\$7,783 (if on Sewer)			

* Use our [Discretionary Permit Cost Guide](#) to estimate the County portion of your project's cost. 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.

- Plot Plan **(see Note 2).**
- Storm Water Management Documents **(see Notes 2, 3).**
- Geographic Service Area, Photosims & Narrative **(see Note 6).**
- 305 [Ownership Disclosure](#): **ONE (1)** copy.
- 346S [Supplemental Application](#): **ONE (1)** copy.
- 367 [Application for an Environmental Initial Study \(AEIS\)](#): **ONE (1)** copy.
- 581 [Plan Check Pre-Application Notice](#): **One (1) hard 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: **TEN (10)** copies **(see Note 4).**
- 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).**

Storm Water Management Documents:

- Step 1:** [Storm Water Intake Form for All Permit Applications](#): **ONE (1)** copy **(see Notes 2, 3).**
- Step 2:** **As determined by the Intake Form above, complete the required SWQMP below.**
[Standard Project SWQMP](#): **ONE (1)** copy **(see Notes 2, 3).**

Or

[Priority Development \(PDP\) SWQMP](#): **ONE (1)** copy **(see Notes 2, 3).**

In addition to the above requirements, all wireless telecommunication projects are required to submit additional information listed under the Wireless Facilities Section in the **PDS-506 Site Plan Applicant's Guide**. (For example: Geographic Service Area Maps, Alternative Site Analysis, Photo-simulation, etc.)

PART C:

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

- 090 [Minimum Plot Plan Information](#)

209	Defense and Indemnification Agreement FAQs
506	Site Plan Applicant's Guide
906	Signature Requirements
	Grading Plan Handout for Site Plans/ Major Use Permits

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**.

- Save each complete Study, Report, Plot Plan, Map, etc., as an electronic PDF file onto ONE (1) USB Flash Drive. Provide only ONE (1) USB Flash Drive. Submit only the requested files. Files CANNOT have any security restrictions or passwords. Please name each PDF file on the USB Flash Drive based on the "Title or Type" of document being submitted (examples: Plot Plan, Resource Protection Study, Grading Plan). Please note: the USB Flash Drive will not be returned.
- The Storm Water Intake Form determines whether a project requires a Standard SWQMP or Priority Development Project (PDP) SWQMP. These forms and documents must be submitted on paper and as PDF files on the USB Flash Drive and have all required signatures.
- Ten (10) copies of the Plot Plan, Elevations and Concept Landscape Plan (if any). Stapled together and folded to 8½" x 11" with the lower right-hand corner exposed.
- If the project is in a special area, those requirements must also be followed.
- Three (3) copies of Geographic Service Area (before and after), Three (3) copies of Visual Impact Analysis (photosims), and Three (3) copies of a Narrative addressing the requirements listed in Section 6984 of the County Zoning Ordinance.
- If project is a violation, plans must have Code Compliance Officer's stamp before accepting the application.
- Cell Sites Adding Generators:** Existing approved projects that are adding generators require a modification to the existing permit. Also, do not accept **PDS Review Teams** money as they don't need to review. There is no distribution to **PDS Review Teams**. Put a note on the PDS-346 Form telling PPS not to distribute to **PDS Review Teams**.

MAXIMUM OF 3 SITES ON 1 PARCEL (MAY BE WAIVED).

- 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.

10. **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).