Variance: Administrative			
EFFECTIVE 9/15/2013		FEES*	INITIAL DEPOSIT*
PDS PLANNING		$2,034	
ENVIRONMENTAL		$629**	
PDS REVIEW TEAMS			$703
STORMWATER			
DEH	SEPTIC/WELL	$382	
	SEWER		
PDS TRAILS REVIEW			
VIOLATION FEE *(not included in total)*		None	

INITIAL DEPOSIT & FEE TOTAL
$2,737 (No CEQA with Sewer)
$3,119 (No CEQA with Septic)
$3,366 (CEQA with Sewer)
$3,748 (CEQA with Septic)

* Use our Discretionary Permit Cost Guide to estimate the County portion of your project's cost.
** If for setback reduction Do Not collect environmental review fee. Otherwise, collect CEQA Exemption fee.
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 saved as an electronic PDF file on a USB Flash Drive.

---- Plot Plan (see Note 2).
---- Storm Water Management Documents (see Notes 2, 3).

PART B:
Each item below must be printed on paper, completed and have all required signatures.

---- Plot Plans: **FOUR (4)** copies (see Note 4).
126 Acknowledgement of Filing Fees and Deposits: **ONE (1)** copy (see Note 1).
222 Variance Advisory: **ONE (1)** copy.
305 Ownership Disclosure: **ONE (1)** copy.
320 Evidence of Legal Parcel (and any Deeds): **ONE (1)** copy.
346 Discretionary Permit Application: **ONE (1)** copy (see Note 1).
346V Supplemental Application for a Variance: **ONE (1)** copy.
384 Consent to Granting of Administrative Variance: **ONE (1)** copy.
581 Plan Check Pre-Application Notice: **ONE (1)** copy.

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).

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
- 260 Variance Applicant's Guide
- 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. 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.

3. 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.

4. Four (4) copies of plot plans. Plot plans must be 11" x 17" (Folded to 8 ½" x 11" with the lower right-hand corner exposed. Multiple sheets must be stapled into sets).

5. **Administrative Variance covers:**

   Setback encroachment up to 50% of that required to the property line.
   75% increase in maximum fence requirements.

6. If for setback, Exempt CEQA Guidelines Section 15305.

7. NO FEES REQUIRED. Otherwise, Exempt CEQA Guidelines Section 15305. Collect CEQA Exemption Review Fee.

8. Project goes to local Community Planning Group and/or Design Review Board for recommendation.

9. If project is a violation, plans must have Code Compliance Officer's stamp before accepting the application.

10. 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.

11. **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).