



County of San Diego, Planning & Development Services  
**MINOR DEVIATION**  
**MINIMUM REQUIREMENTS CHECKLIST**  
**ZONING DIVISION**

Date: \_\_\_\_\_ Project #: \_\_\_\_\_

- Site Plan       Minor Use Permit       Major Use Permit       Admin Permit

**MINOR DEVIATION INTAKE REQUIREMENTS**      **COUNTER STAFF verifies the following:**

- Plot Plans consist of Four (4) complete sets (Minimum plot plan size is 11" x 17");
- Summary table, square footages and cumulative change table has been provided;
- Detailed description of proposed use/change has been provided;
- Check ACCELA for any Holds, Flags, Violations / Code Compliance Notification;
- Owner / Applicant signed Minor Deviation Checklist below;
- Obtained SDG&E approval (see Note # 1 on page 2);

**MINOR DEVIATION COMPLIANCE REVIEW**      **OWNER / APPLICANT declares the following:**

**YES**      **NO**      **THE PROPOSED DEVIATION...**

- |                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Description of use/change is detailed and clear;  |
| <input type="checkbox"/> | <input type="checkbox"/> | Does not exceeds 10% cumulative change rule (Section 7609.d.1);   |
| <input type="checkbox"/> | <input type="checkbox"/> | Changes to architectural elements maintain conformance to approved architectural style (Section 7609.d.2);  |
| <input type="checkbox"/> | <input type="checkbox"/> | Plot Plan shows table that indicates cumulative and proposed changes (see example of table on page 2);  |
| <input type="checkbox"/> | <input type="checkbox"/> | Obtained Design Review Board or Community Planning Group approval if site contains Special Area Designator and for any signs proposed;            |
| <input type="checkbox"/> | <input type="checkbox"/> | Obtained Department of Public Works approval if necessary;  |
| <input type="checkbox"/> | <input type="checkbox"/> | Obtained Fire Department approval if necessary;   |
| <input type="checkbox"/> | <input type="checkbox"/> | Owner / Applicant has reviewed the Discretionary Permit Fee Summary Sheet for this permit and understands and accepts all submittal requirements; |

**If the answer is "NO" to any of the items above, the Minor Deviation cannot be processed. Also, I declare that the statements made as part of this application are true and correct.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_





**County of San Diego, PDS, Zoning Division  
MINOR DEVIATION MINIMUM REQUIREMENTS CHECKLIST**

*Continued*

**Cumulative Change Table (example)**

<b>Project #</b>	<b>Approved Square Footage</b>	<b>Description</b>	<b>Percentage Change</b>
P00-000	18,580	Retail Store	Baseline
P00-000M <sup>1</sup>	19,741	Retail Store & addition	Plus 6.25%
P00-000M <sup>2</sup>	20,066	Retail Store, addition & storage area	Plus 1.75%
P00-000M <sup>3</sup>	Proposed 20,345	Retail Store, addition & storage area addition	Plus 1.50%
<b>Net Change</b>	1,765	Retail Store, addition & storage area addition	<b>Total 9.5%</b>

\*This project has brought the net change to 9.5%. Any future changes may not exceed 0.5% in order to qualify for a Minor Deviation.

Any change beyond a cumulative 10% requires a Modification.

**NOTES:**

1. Wireless projects that are located within a ROW, or within/adjacent to easements and facilities operated by SDG&E must provide approval documentation from SDG&E before the Minor Deviation can be submitted.