



County of San Diego, Planning & Development Services  
**APPLICANT'S GUIDE TO A SITE PLAN-**  
**Signs in the Right-of-Way**  
**ZONING DIVISION**

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Please use this checklist to determine whether your application is complete before you bring it in for filing. If your application is not complete, it may not be accepted for processing. You will save yourself time and money if you make use of this checklist in preparing your submittal.

**PART I: FORMS AND DOCUMENTS**

The completion of forms is important because missing or inaccurate information could delay the processing. Be sure to fill out all application forms completely as indicated. You must include the following with your submittal at the time you file your application.

- Discretionary Permit Application (PDS-346) – Provide One (1) copy. The Financially Responsible Party or their Authorized Agent must complete, sign and date the PDS-346 Application. Complete only the front page of this form. Staff will complete the back page upon submittal.
- Supplemental Application (PDS-346S) – Provide One (1) copy. The purpose of this supplemental form is to provide a thorough description of the site's proposed use. This part of the application is very important because it provides information which is used in the analysis of the project and preparation of recommendations and conditions of the permit. Check the appropriate box under the Type of Permit Requested section. In the Description of Proposed Use section, identify the Zoning Ordinance Section which requires the Site Plan. Provide as much information as necessary to enable the Site Plan to be evaluated according to the specific criteria set forth in the Zoning Ordinance. Reference the appropriate sections for context and criteria. If this application is a modification of an existing Site Plan, describe both the existing use and the proposed modification.
- Acknowledgment of Filing Fees and Deposits (PDS-126) – Provide One (1) copy. The Financially Responsible Party or their Authorized Agent must sign the back of the application to acknowledge that additional deposits may be required after the initial deposit. This assists the County in seeking full recovery of the processing costs (Board of Supervisors Policy B-29).
- Storm Water Quality Management Plan – Provide One (1) copy of a Storm Water Quality Management Plan (SWQMP). Note: Not required for Vertical Pole Mounted Banners on existing street light poles.

ENVIRONMENTAL DOCUMENTS – You should check with the Zoning Information Counter for applicability. Note: Site Plan permits for signs in the right-of-way may not be exempt from CEQA review.

- Application for Environmental Initial Study (AEIS) (PDS-367) – Provide One (1) completed copy. Include all information and/or documents required under Section A of the AEIS.

**OR**

- If the project is categorically exempt from an Environmental Review pursuant to State Guidelines for implementation of the California Environmental Quality Act (CEQA), no environmental documentation is needed.

**PART II: PLOT PLAN**

As a part of the application you must provide plot plans folded to 8½" x 11" size with the lower right hand corner exposed. Multiple sheet plot plans must be stapled into sets.



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- LEGIBILITY – The plot plan must be legible. Faded prints or excessively dark prints which are difficult to read or reproduce clearly are not acceptable.
- NORTH ARROW/SCALE – A north arrow is necessary to establish the direction. An engineer's scale is required (e.g., 1 inch = 20 feet) on all plot plans.
- ASSESSOR'S NUMBER (APN) – Include the Assessor's Book, Page and Parcel Number on the plot plan of the nearest property(ies) to the proposed sign location(s).
- MULTIPLE SIGNS WITH ONE SITE PLAN PERMIT – For multiple sign locations and/or multiple sign types proposed with one Site Plan Permit (such as multiple Directional Wayfinding Signs and/or multiple Community Information Signs), provide one Plot Plan for each sign location and a vicinity map of the community indicating the location of each proposed signs.
  - For Vertical Pole Mounted Banners only - provide a map/plan of the village area which clearly identifies all of the existing poles where banners are proposed, indicate the total number of banners proposed within the village area (one or two banners per pole and the total number of poles).
- PLOT PLAN – Indicate the nearest address to the proposed sign location(s). Show all of the following: existing road right-of-way and travel lanes, exterior property lines of nearest private properties, sidewalks, curbs, bike lanes, existing landscaping, existing structures in the vicinity of the proposed sign (such as bus stop shelters, benches, light poles, equipment cabinets, existing signs, traffic lights, etc.), and location of proposed sign(s), Note: plot plans for vertical pole mounted banners are not required.
- DIMENSIONS – Show all the following dimensions: Exterior property lines of nearest private properties to the proposed sign location(s), width of roads, travel lanes, sidewalks and any easements, distance of proposed sign(s) from property lines and road centerlines, distances between the proposed sign and any other existing signs, intersections, curbs, bike lanes, crosswalks, structures (such as bus stops, light poles, equipment cabinets, or any other obstructions), on-street parking spaces and driveways.
- ELEVATIONS – Complete elevations of all sides of the proposed sign(s), banners and support poles are required. Indicate overall sign structure heights, clearance from grade to the bottom of the sign and all sign dimensions. All materials must be indicated on the drawing (wood, metal, etc.). Indicate any proposed lighting, if applicable. For multiple sign types proposed with one Site Plan Permit, provide elevations of each sign type. Elevations should be shown on a separate sheet, prepared in architect's scale.
  - For vertical pole mounted banners only - the sign elevation must include the entire light pole and light fixture, the proposed banner location to demonstrate compliance with the allowed sign dimensions, required vertical clearances, to assure the light will not be blocked and the method of attachment of the banner(s) to the pole. Indicate whether one or two banners are proposed for each pole.
- COLORS AND MATERIALS - Clearly indicate the proposed construction materials and colors for the sign(s). Indicate any prohibited colors or other design limitations, if applicable, for future temporary banners.
- PEDESTRIAN AND VEHICULAR CIRCULATION – Show location and dimensions of existing sidewalks, crosswalks, bike lanes, turn lanes, walkways, driveways (entrances and exits), and on-street parking spaces in the vicinity of the proposed sign(s). Adequate clearance must be



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maintained around all proposed signs and sign supports for pedestrians, vehicles and other users of the right-of-way. Plans must clearly demonstrate this requirement is met.

- EXISTING NATURAL FEATURES – Indicate trees with over six (6) inch trunk diameters, rock outcroppings, etc. within the vicinity of the proposed sign location(s), if applicable.
- LANDSCAPED AREAS – Show any areas of existing landscaping and existing trees in the right-of-way in the vicinity of the proposed sign location(s), if applicable.
- LIGHTING – Show locations and types of all project lighting.
- UTILITIES – Show location of all utility lines and easements (above ground and underground) in the vicinity of the proposed sign(s).
- FENCING – Show location of any existing fencing, including heights in the vicinity of the proposed sign(s).
- PHOTOGRAPHS/PHOTO SIMULATIONS – Show existing conditions in the vicinity of the proposed sign(s). Include any buildings, signs, intersections, etc. within 400 feet of the proposed sign location(s). On an attached plot plan indicate the locations where these photographs were taken and the direction of the view. Photo simulations of the proposed sign(s) may also be submitted.
- FINISH MATERIALS – Applicant must bring color samples of all finish materials to the Design Review Board hearing. These items are not needed at the time of application submittal.
- APPLICABLE FEES – Please refer to PDS-369 for appropriate fees.

**NOTE:**

It is important to know that, if approved, the Site Plan will dictate the development of the sign. Anything shown on the building permit application that is not shown on the approved Site Plan plot plan will not be allowed. **Changes to the Site Plan plot plan, after approval, requires a Site Plan Modification or Minor Deviation be filed.**