



County of San Diego, Planning & Development Services
SITE PLAN STAFF CHECKLIST
ZONING DIVISION

PART I: DOCUMENTS

YES **NO**

- APPLICATION (PDS-346) - Is the front filled out correctly? Be sure to fill out the back.
- SUPPLEMENTAL APPLICATION (PDS-346S) - Do the answers to the three questions on the back sufficiently explain the project?
- ENVIRONMENTAL DOCUMENTS - Is environmental review applicable to this project?

IF YES, CHECK APPROPRIATE ENVIRONMENTAL DOCUMENTS.

- AEIS (PDS-367) - Four (4) copies, photos and U.S.G.S. Map with project site shown.
- DRAFT ENVIRONMENTAL IMPACT REPORT - Five (5) copies and two (2) copies of the letter requesting waiver of AEIS because EIR is being filed.
- If the permit is a part of an on-going project for which a Negative Declaration (ND) or an EIR has already been approved. Submit four (4) copies of PDS-366 and one (1) copy of the original AEIS.
- CEQA EXEMPT - If the project is exempt from CEQA, then no environmental documentation is required. If CEQA exempt, get a Special Handling Form filled out and signed by the Environmental Analyst to include with the application.
- EVIDENCE OF LEGAL PARCEL (PDS-320) (Verify with DPW that the Covenants of Improvements of PM have been released/recorded).
- OWNERSHIP DISCLOSURE STATEMENT (PDS-305)
- AGENT AUTHORIZATION - Is it applicable?
- "D" DESIGN DESIGNATOR - Include copy of ordinance which applies the "D" to the property. Write down the ordinance number.
- Acknowledgment of Filing Fees and Deposits (PDS-126).
- Two (2) copies of a Stormwater Management Plan.

PART II: PLOT PLAN

- LEGIBILITY - Prints difficult to read or reproduce clearly are not acceptable.

5510 OVERLAND AVE, SUITE 110, SAN DIEGO, CA 92123 • (858) 565-5981 • (888) 267-8770

<http://www.sdcounty.ca.gov/pds>





**County of San Diego, PDS, Zoning Division
SITE PLAN STAFF CHECKLIST**

Continued

YES NO

- NUMBER OF COPIES - see coversheet of application; Multiple sheet plot plans must be stapled together into a set and folded to 8 x 1/2" x 11" with the lower right hand corner exposed. (One additional plot plan in addition to those required above for Wireless facilities)
- Grading – A preliminary grading plan must be filed with a Site Plan conforming to all requirements of Section 87.203 of the San Diego County Code of Regulatory Ordinances, except that it shall not be required to show the estimated grading starting and completion dates. The level of detail required may be less than would be required for actual construction, but shall be sufficient to permit analysis of all on-site and off-site environmental impacts and mitigation measures.
- The preliminary grading plan shall be on a separate sheet and cannot be incorporated into the plot plan for the project.

Additional requirements for "B" Designator Site Plan

- PHOTOGRAPHS - Show project site conditions. Include any buildings within 400 feet on properties adjacent to the project site. Photographs should be taken looking from the site as well as into the site. On an attached plot plan indicate the location where these photographs were taken and the direction of the view.
- APPLICABLE FEES
- The project has been deemed complete pursuant to the California Government Code Section 65943, however, pursuant to California Government Code Section 65944, the County may, in the course of processing the application, request the applicant to clarify, amplify, correct or otherwise supplement the information required for the application.

PART III: WIRELESS APPLICATIONS

- PLOT PLAN – One additional plot plan. In addition to the requirements for Site Plans, all plot plans shall show:
- The height of the facility with evidence that the proposed facility is designed to the minimum height required. If the tower will exceed the maximum permitted height limit as measured from grade, include a discussion in the required report of the physical constraints (topographic features, etc.) making the additional height necessary.
 - The lease area of the proposed facility clearly identified.
- If the facility frequency is 1200 megahertz or less, a copy of the FCC Licensing Application Form 601, Main Form, Pages 1 through 4, Schedule A, Page 1, Schedule D, Page 1 and Schedule H, Pages 1 through 3.
- Three (3) copies of a Geographic Service Area map identifying the geographic service area for the subject installation and the applicant's existing sites in the local service network associated with the gap the facility is meant to close and a description of how this service area fits into and is necessary for the company's service network.



**County of San Diego, PDS, Zoning Division
SITE PLAN STAFF CHECKLIST**

Continued

- Three (3) copies of a Visual Impact Analysis showing the maximum silhouette, viewshed analysis, color and finish palette and proposed screening, photo simulations and a map depicting where the photos were taken.
- Three (3) copies of a Concept Landscape Plan showing all proposed landscaping, screening and proposed irrigation with a discussion of how the chosen material at maturity will screen the site.
- If located in a County Park, a letter of concurrence with the application from the Director, Department of Parks and Recreation.
- A letter stating the applicant's willingness to allow other carriers to co-locate wherever technologically and economically feasible and aesthetically desirable.
- Three (3) copies of a report containing the following:
 - Description of anticipated maintenance and monitoring program.
 - Manufacturer's specifications for all noise generating equipment and a depiction of the equipment location in relation to adjoining properties.
 - If not in a preferred zone or preferred location as identified in Section 6986, provide a map of the geographical area and a discussion of preferred sites that could serve the same area as the proposed site and a description of why each preferred site is not technologically of legally feasible.
 - Listing of hazardous materials to be used on-site.
 - If high visibility facility, the value of the proposed facility.

I understand that it is the applicant's responsibility to bring color samples of all finish materials to the Design Review Board Hearing. These items will not be collected at application intake.

Print name

Date

Signature