

Administrative Permit: Family Day Care Home for Children (9-14)

EFFECTIVE 9/15/2013	FEES*	INITIAL DEPOSIT*
PDS PLANNING		
ENVIRONMENTAL		
PDS REVIEW TEAMS		
STORMWATER		
DEH	\$692	
SEPTIC/WELL		
SEWER		
PDS TRAILS REVIEW		
VIOLATION FEE		
INITIAL DEPOSIT & FEE TOTAL		
\$692 (if on Septic/Well)		

* Use our [Discretionary Permit Cost Guide](#) to estimate the County portion of your project's cost.
ALL FEES ARE WAIVED (except fees for DEH)

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 printed on paper, completed and have all required signatures.

- Plot Plans: **EIGHT (8)** copies ([see Note 2](#));
 - If in the Alpine Community Planning Group area: **NINE (9)** copies.
 - If in the (USDRIP) River Way Specific Plan area: **TEN (10)** copies.
- Public Notice Package (see [PDS-516](#) for specific requirements): **ONE (1)** copy.
- [126 Acknowledgement of Filing Fees and Deposits](#): **ONE (1)** copy ([see Note 1](#)).
- [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](#)).
- [346S Supplemental Application](#): **ONE (1)** copy.
- [514 Public Notice Certification](#): **ONE (1)** copy.
- [524 Notice To Property Owners](#): **ONE (1)** copy.

PART B:

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

- [090 Minimum Plot Plan Information](#)
- [174 Frequently Asked Questions](#)
- [209 Defense and Indemnification Agreement FAQs](#)
- [515 Public Notice Procedure](#)
- [516 Public Notice Applicant's Guide](#)
- [591 Large Family Day Care Home for Children – Definitions & Use Regulations](#)
- [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. Plot plans are to be stapled together in sets and folded to 8½" x 11" with the lower right-hand corner exposed.
3. Zoning Planner needs to review plot plan for compliance with the ordinance requirements prior to acceptance of the project.
4. Project goes to local Community Planning Group and/or Design Review Board for recommendation.
5. Notice of the Administrative Permit application shall be given to all property owners within a distance of 300' (feet) from the applicant's property.
6. If project is a violation, plans must have Code Compliance Officer's stamp before accepting the application.
7. 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.
8. **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).