Administrative Permit: Recycling Collection Facility - Small			
EFFECTIVE 9/15/2013		FEES*	INITIAL DEPOSIT*
PDS PLANNING			$1,915
ENVIRONMENTAL		$629	
PDS REVIEW TEAMS			$865
STORMWATER			$695
DEH	SEPTIC/WELL	$692	
	SEWER		
PDS TRAILS REVIEW			
VIOLATION FEE *(not included in total)*		$500	
INITIAL DEPOSIT & FEE TOTAL **$4,796** (if on Septic) **$4,104** (if on Sewer)			

* Use our Discretionary Permit Cost Guide to estimate the County portion of your project's cost.
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: **EIGHT (8)** copies (see Note 4);
- 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.
399F Fire Availability: **ONE (1)** copy.
514 Public Notice Certification: **ONE (1)** copy.
524 Notice To Property Owners: **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
515	Public Notice Procedure
516	Public Notice 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. Plot Plans, Elevation Drawings, Floor Plans, etc. (must be at least 11" x 17") are to be stapled together in sets and folded to 8½" x 11" with the lower right-hand corner exposed.

5. Collect CEQA exemption fee. Planner will make determination. May require additional money.

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

7. Notice of the Administrative Permit application shall be given to all property owners within a distance of 300' (feet) from the applicant's property and a minimum of 20 different owners.

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

9. 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.

10. **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).