

Appeal of Administrative Decision*		
EFFECTIVE 9/15/2013	FEES*	INITIAL DEPOSIT*
PDS PLANNING		\$1670
ENVIRONMENTAL		
PDS REVIEW TEAMS		
STORMWATER		
DEH	SEPTIC/WELL	
	SEWER	
PDS TRAILS REVIEW		
VIOLATION FEE ( <i>not included in total</i> )	None	
<b>INITIAL DEPOSIT &amp; FEE TOTAL</b> <b>\$1,670*</b>		

\* Fees are waived for appeals from a recognized Community Planning Group. However, appeals on projects, filed by the applicant shall be subject to full cost recovery; all related costs shall be charged to the applicants project account. The cost of the appeal will be taken in as a deposit if the applicant files the appeal. For non-applicant filed appeals, the amount is taken in as a fee.

**ZONING STAFF:** Enter into Case Book, enter the appropriate activity in the comment field in Accela; enter who filed the appeal; hand deliver to PPS.

**PPS STAFF:** Please send an electronic copy to Director, Assistant Director, Chief, Lea Gordon and Planner.

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.

- [125 Appeal Application](#): **ONE (1)** copy. Make sure this form is filled out correctly to include **WHAT** is being appealed (condition number, etc.) and **WHY** it is being appealed.
- [126 Acknowledgement of Filing Fees and Deposits](#): **ONE (1)** copy (see Note 1).
- [346 Discretionary Permit Application](#): **ONE (1)** copy (see Note 1).

**PART B:**

All items below are informational only and not to be submitted. Select one (1) of the following:

- [157 Appeal Procedure for Administrative Decision and Administrative Permits](#)
- [158 Appeal Procedure for Major Subdivisions](#)
- [159 Appeal Procedure for Boundary Adjustments, Certificates of Compliance, Minor Subdivisions and Subdivision Ordinance Enforcement and Penalty Actions of the Director](#)
- [160 Appeal Procedure for use Permits and Variances](#)
- [163 Appeal Procedure for Site Plans](#)

**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. Project goes to local Community Planning Group and/or Design Review Board for recommendation.
3. 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.

**4. 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).