Certificate of Compliance: Subdivision Violation (MSV)			
EFFECTIVE 9/15/2013		FEES*	INITIAL DEPOSIT*
PDS PLANNING			$4,645
ENVIRONMENTAL			$3,610
PDS REVIEW TEAMS			$4,400
STORMWATER			$695
DEH	SEPTIC/WELL		
	SEWER		
PDS TRAILS REVIEW			
VIOLATION FEE		$600	
INITIAL DEPOSIT & FEE TOTAL $13,950			

* 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 printed on paper, completed and have all required signatures.

- 126 Acknowledgement of Filing Fees and Deposits: **ONE (1)** copy (see Note 1).
- 239 Plat: **ONE (1)** copy (see Note 3).
- 346 Discretionary Permit Application: **ONE (1)** copy (see Note 1).
- 367 Application for an Environmental Initial Study (AEIS): **ONE (1)** copy.
- 399F Fire Availability: **ONE (1)** copy.
- 399S Sewer Availability: **ONE (1)** copy.
- 399W Water Availability: **ONE (1)** copy.
- 715 Project Description: **ONE (1)** copy.

PART B:

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

- 209 Defense and Indemnification Agreement FAQs
- 248 Rules and Regulations Governing Certificate of Compliance
- 906 Signature Requirements

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. Include PDS-135 when certificate is needed but the parcel is not buildable.
3. The Plat (Form 239) MUST be printed on Legal Size Paper which is 8.5" x 14", or it WILL NOT be accepted.
4. If the parcel is on septic sanitation system and/or well potable water system then Health Department (DEH) Certification is required.
5. Staff: Assign ER number.
6. 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.
7. **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).