Certificate of Compliance: In Lieu of Tentative Parcel Map (TPC)			
EFFECTIVE 9/15/2013		FEES*	INITIAL DEPOSIT*
PDS PLANNING			$1,840
ENVIRONMENTAL			$3,610**
PDS REVIEW TEAMS			$1,295
STORMWATER			$695
DEH	SEPTIC/WELL		
	SEWER		
PDS TRAILS REVIEW			
VIOLATION FEE *(not included in total)*		$1,000	
INITIAL DEPOSIT & FEE TOTAL **$7,440** (TPC) **$3,830** (TPC Condo Conversion)			

* Use our Discretionary Permit Cost Guide to estimate the County portion of your project's cost.

** Condo Conversions are exempt from environmental review fees (see Note 5).

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.

---- Maps/Plans (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: **ELEVEN (11)** copies (see Note 4);

- If in the Alpine Community Planning Group area: **TWELVE (12)** copies.
- If in the (USDRIP) River Way Specific Plan area: **THIRTEEN (13)** 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).

299 Supplemental Public Notice Certification: **ONE (1)** copy.

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).

367 Application for an Environmental Initial Study (AEIS): **ONE (1)** copy (see Note 6).

394 Preliminary Floodplain Evaluation: **ONE (1)** copy.

399F Fire Availability: **ONE (1)** copy.

399S Sewer Availability: **ONE (1)** copy.

399SC School Availability: **ONE (1)** copy.

399W Water Availability: **ONE (1)** copy.

514 Public Notice Certification: **ONE (1)** copy.

524 Notice To Property Owners: **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
248 Rules and Regulations Governing Certificate of Compliance
249A Tentative Parcel Map Applicant's Guide
298 Supplemental Public Notice Procedure
312 Condo Conversion Applicant's Guide (If Applicable)
374 Resource Protection Study
515 Public Notice Procedure
516 Public Notice Applicant's Guide
906 Signature Requirements
Policy G-3: Determination of Legal Parcel
Policy I-73: Hillside Development
Policy S-1: Slopes/ Density Analysis

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. Maps/plans are to be stapled together in sets and folded to 8½" x 11" with the lower right-hand corner exposed.

5. Refer to Section 81.616.1 of the Subdivision Ordinance for the application of this on a one-lot condo project. For Condominium Conversion projects on a single lot see Section 81.110 of the Subdivision Ordinance. Condominium Conversions may be environmentally exempt under CEQA Article 19, Section 15301k.

6. Please carefully review the Tentative Parcel Map Applicant's Guide (PDS-249A). The section on page two, titled "Environmental Documents", provides specific information on meeting the requirements for the submittal of your application.

7. **PDS-319 (Notice of Permit Application)** Give to applicant at intake for posting.

8. Application Case Type is a TPC number.

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

10. 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.

11. **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).