General Plan Amendment			
EFFECTIVE 9/15/2013		FEES*	INITIAL DEPOSIT*
PDS PLANNING			$4,230
ENVIRONMENTAL			$5,360
PDS REVIEW TEAMS			$1,125
STORMWATER			
DEH	SEPTIC/WELL		
	SEWER		
PDS TRAILS REVIEW		$510	
VIOLATION FEE *(not included in total)*		None	
INITIAL DEPOSIT & FEE TOTAL $11,225			

* 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.

---- GPA Report (see Note 2).

PART B:
Each item below must be printed on paper, completed and have all required signatures.

---- GPA Report: **TWO (2)** copies.
---- Initial Consultation or Major Pre-Application Meeting Scoping Letter from PDS signed by the Financially Responsible Party: **ONE (1)** copy (see Notes 1, 4, 5).
---- 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.
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.

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

209 Defense and Indemnification Agreement FAQs
259 General Plan Amendment Request Procedure
298 Supplemental Public Notice Procedure
515 Public Notice Procedure

516 Public Notice Applicant's Guide
906 Signature Requirements
Policy I-49: Distribution of Notification of Land Use Hearings

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 the GPA Report 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 the PDF file GPA Report. Please note: the USB Flash Drive will not be returned.

3. Numbering GPA's: DO NOT USE the first four GPA's for the year (GPA 16-001, 002, 003, 004). These will be used as "batching" numbers during the year and will be assigned when necessary by a planner. The first individual (over the Counter) GPA for 2016 will be GPA 16-005.

4. **A Major Pre-Application Meeting is MANDATORY prior to the submittal of this application.**

5. At INTAKE: One (1) hard copy of the Initial Consultation or Major Pre-Application letter from PDS signed by the Financially Responsible Party or; One (1) hard copy of the form waiving the Major Pre-Application Meeting MUST be submitted by the applicant. Techs: Check Accela to be sure the applicant has completed a Major Pre-Application Meeting. If not, we cannot accept the submittal.

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

7. Use the same PROJECT # (not case #) as the Major Pre-Application when entering this application into ACCELA.

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).