

Landscape Documentation Package		
EFFECTIVE 12/01/2015	FEES*	INITIAL DEPOSIT*
PDS PLANNING	**	
ENVIRONMENTAL		
PDS REVIEW TEAMS		
STORMWATER		**
DEH	SEPTIC/WELL	Submit recycled water and graywater projects directly to DEH (see Note 8)
	SEWER	Submit recycled water and graywater projects directly to DEH (see Note 8)
PDS TRAILS REVIEW	\$170	
VIOLATION FEE (<i>not included in total</i>)	None	
INITIAL DEPOSIT & FEE TOTAL		
\$170 + see below **		

* Use our [Discretionary Permit Cost Guide](#) to estimate the County portion of your project's cost.

** **COMMERCIAL, INDUSTRIAL, CIVIC, MULTI-FAMILY RESIDENTIAL**

\$1,487 Fee

Modifications:

\$744 Fee

** **SINGLE FAMILY RESIDENTIAL**

(2,500 square feet or more) **\$1,487** Fee

Modifications:

(2,500 square feet or more) **\$744** Fee

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.

- Landscape Design Plan (see Note 2).
- Irrigation Design Plan (see Note 2).
- Grading Design Plan (see Note 2).
- Soil Management Report (see Note 2).
- Storm Water Management Documents (see Notes 2, 3, 4).

PART B:

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

- Landscape Design Plan: **TWO (2)** complete (**rolled**) sets.
- Irrigation Design Plan: **TWO (2)** complete (**rolled**) sets.
- Grading Design Plan: **TWO (2)** complete (**rolled**) sets.
- Soil Management Report: **TWO (2)** copies.
- [346](#) [Discretionary Permit Application](#): **ONE (1)** copy (see Note 1).
- [404](#) [Landscape Documentation Package Checklist](#): **ONE (1)** copy.

[405 Water Efficient Landscape Worksheet](#): **ONE (1)** copy.

Storm Water Management Documents:

Step 1: [Storm Water Intake Form for All Permit Applications](#): **ONE (1)** copy (see Notes 3, 4).

Step 2: **As determined by the Intake Form above, complete the required SWQMP below.**
[Standard Project SWQMP](#): **ONE (1)** copy (see Notes 3, 4).

Or

[Priority Development \(PDP\) SWQMP](#): **ONE (1)** copy (see Notes 3, 4).

PART C:

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

[209 Defense and Indemnification Agreement FAQs](#)

[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. Save each complete Landscape Design Plan, Irrigation Design Plan, Grading Design Plan, Soil Management Report and each Storm Water Management Document, as electronic PDF files 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" of document being submitted (examples: Landscape Design Plan, Irrigation Design Plan, Grading Design Plan, Soil Management Report, Storm Water Intake Form and either the Standard SWQMP or PDP SWQMP). 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. SWQMP's are required of all landscape plan submittals, including Model Homes and Prescriptive Compliance Option Plans for non-residential projects. SWQMP's are not required for Prescriptive Compliance Option Plans for single-family residences.
5. **RESUBMITTAL OF LANDSCAPE PLANS** requires each of the following:
 - a. **TWO (2)** copies of the CORRECTED Landscape Design Plan (**rolled**)
 - b. **ONE (1)** copy of the Plan-Check Letter
 - c. **ONE (1)** USB Flash Drive with a PDF file of the CORRECTED Landscape Design Plan
6. Any plans submitted are required to pay the standard review fee at intake.
7. **STAFF:** Make sure that customer provides the case number for the project to which the Landscape Plan will be linked. **Make sure to link LP to underlying project.**
8. DEH must review projects utilizing recycled water and graywater **PRIOR** TO SUBMITTAL TO PDS.

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).