Major Use Permit: Modification Tier 4 (Wireless Facility) *USE ONLY FOR EMAIL SUBMITTALS*			
EFFECTIVE 9/15/2013		FEES*	INITIAL DEPOSIT*
PDS PLANNING			$3,075
ENVIRONMENTAL			$1,415
PDS REVIEW TEAMS			**
STORMWATER			$695
DEH	SEPTIC/WELL	$644	
	SEWER		
PDS TRAILS REVIEW		$170	
VIOLATION FEE *(not included in total)*		$1,000	
INITIAL DEPOSIT & FEE TOTAL **$5,999** (Septic) **$5,355** (Sewer)			

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

** Collect deposits for PDS Review Teams if project is for co-location. Also, PDS Review Teams deposits may be collected if determined by 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:

All forms/plans listed under **(PART A:)** must be completed, signed, scanned and saved as "pdf" files. **IMPORTANT:** One (1) single complete PDF file must be created for each PDS form and also for each *entire* Study, Report, Set of Plot Plans, Set of Landscape Plans or Set of Maps etc.

You may have to compress the files, or send multiple emails for the same project if you have to send "large" attachments, images, plans, etc. **Do not "split-up" PDF files, they must be complete.**

Email all PDF files to each email listed below:

Dag.Bunnemeyer@sdcounty.ca.gov

Jarrett.Ramaiya@sdcounty.ca.gov

Lisa.Robles1@sdcounty.ca.gov

---- Plot Plan (see Note 5).
---- If within ROW - Authorization from the County of San Diego, Real Estate Services
---- Geographic Service Area, Photosims & Narrative (see Note 6).
015 Applicant's Guidelines & Agreement for Online Submittals for Wireless Facilities
126 Acknowledgement of Filing Fees and Deposits (see Note 1).
299 Supplemental Public Notice Certification
305 Ownership Disclosure
320 Evidence of Legal Parcel (and any Deeds)
346 Discretionary Permit Application (see Note 1).
346S Supplemental Application
399F Fire Availability

399W Water Availability (If Landscaping proposed)
514 Public Notice Certification
524 Notice To Property Owners: **ONE (1)** copy.
580 Hazardous Waste/ Substance Verification
581 Plan Check Pre-Application Notice

Storm Water Management Documents:

Step 1: Storm Water Intake Form for All Permit Applications (see Notes 2, 3, 4).

Step 2: **As determined by the Intake Form above, complete the required SWQMP below.**
Standard Project SWQMP (see Notes 2, 3, 4).
Or
Priority Development (PDP) SWQMP (see Notes 2, 3, 4).

PART B:

PDS will then review the submitted PDF files and determine if the emailed application package is complete. *Once the application package is determined complete, all PDS forms listed under* ***(PART B) must be filled-in, printed, "wet" signed and mailed*** *or delivered as "Hardcopies", along with the Initial Deposit.*

$$$ A Check written for the correct dollar amount (as determined by the PDS Project Manager).
---- Public Notice Package **(see PDS-516 for Specific Requirements).**
346 Discretionary Permit Application **(with "Wet" signature): ONE (1)** copy (see Note 1).

PART C:

All items listed below are for your information only. Please do not submit these forms.

090 Minimum Plot Plan Information
209 Defense and Indemnification Agreement FAQs
247 Fish and Wildlife Fees
298 Supplemental Public Notice Procedure
313 Major Use Permit Applicant's Guide
374 Resource Protection Study
515 Public Notice Procedure
516 Public Notice Applicant's Guide
906 Signature Requirements
Policy FP-2: Fire Code Compliance for Cellular Facilities
Policy G-3: Determination of Legal Parcel

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. Files CANNOT have any security restrictions or passwords. Please name each PDF file based on the "Title or PDS Form Number" of document being submitted (examples: Plot Plan, PDS-015, PDS-215, PDS-346, Storm Water Intake Form, Standard SWQMP, or PDP SWQMP).

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 as PDF files on the USB Flash Drive and have all required signatures.

4. One (1) single complete PDF file must be created for each PDS Form and also for each entire Study, Report, Set of Plot Plans, Set of Landscape Plans or Set of Maps etc. Do not "split-up" files, they must be complete.

5. Plot plans, elevation drawings, etc. (must be at least 11" x 17"). Plot plan must be drawn in standard engineer scale.

6. In addition to the above requirements, all wireless telecommunication projects are required to submit additional information listed under the Wireless Facilities Section in the **PDS-313 Major Use Permit Applicant's Guide**. (For example: Geographic Service Area Maps, Alternative Site Analysis, Photo-simulation, etc.). Electronic submittal must contain all required documents and a written narrative addressing the requirements listed in Section 6984 of the Zoning Ordinance.

7. Staff, please note on the PDS-346 if project qualifies for Policy FP-2. If the project qualifies for Policy FP-2 (the building is less than 300 sq. ft. and the proposed facility is not going into or attached to an existing building, i.e., church; and the site is not located within four fire districts (North County FPD, Rincon Del Diablo (Escondido) MWD, San Marcos FPD, or Vista FPD) **THEN NOTE ON PDS-346 THAT PPS NEEDS TO DISTRIBUTE TO COUNTY FIRE**. Our Fire Personnel will be reviewing it to make sure the project meets all the requirements of Policy FP-2. If it is in one of the four fire districts noted above OR is proposed to be included in or attached to an existing building/structure, then **NOTE ON PDS-346 THAT PPS NEEDS TO DISTRIBUTE IT TO THE APPROPRIATE FIRE DISTRICT**. Policy FP-2 does not apply if applicant has a letter from the fire department.

8. **Cell Sites Adding Generators:** Existing approved projects that are adding generators require a modification to the existing permit. Also, do not accept **PDS Review Teams** money as they don't need to review. There is no distribution to **PDS Review Teams**. Put a note on the PDS-346 Form telling PPS not to distribute to **PDS Review Teams**.

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

10. No Health Department (DEH) Fee if within Right of Way.

11. Cell Sites being accessed via private road easement must include proof of access to a publicly maintained road for the purpose of the cell facility.

12. Cell Sites being proposed on a parcel with an existing SFD or other structure being serviced by a septic system must provide a certified as-built Plan for the parcel. A $1,100 fee for DEH must be collected.

13. Applicant will receive PDS-319 (Notice of Application) and PDS-382 (Flagging Procedure for Projects) at submittal.

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

15. 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.

16. **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).