

## Major Use Permit: Modification

EFFECTIVE 9/15/2013	FEES*	INITIAL DEPOSIT*
PDS PLANNING		\$3,075
ENVIRONMENTAL		\$1,415
PDS REVIEW TEAMS		\$1,550
STORMWATER		\$2,255
DEH	SEPTIC/WELL	\$644
	SEWER	\$644
PDS TRAILS REVIEW		\$170
VIOLATION FEE ( <i>not included in total</i> )		\$1000
<b>INITIAL DEPOSIT &amp; FEE TOTAL</b>		
<b>\$9,109</b>		

\* 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.

- Plot Plan ([see Note 2](#)).
- Resource Protection Study ([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: **TEN (10)** copies ([see Note 4](#));
  - If in the Alpine Community Planning Group area: **ELEVEN (11)** copies.
  - If in the (USDRIP) River Way Specific Plan area: **TWELVE (12)** copies.
- Public Notice Package (see [PDS-516](#) for specific requirements): **ONE (1)** copy.
- Copy of the previous Application for an Environmental Initial Study (AEIS): **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](#)).
- [346S Supplemental Application](#): **One (1) hard copy**.
- [366 Environmental Review Update Application](#): **ONE (1)** copy.
- [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.
- [581 Plan Check Pre-Application Notice](#): **ONE (1)** copy.

## Storm Water Management Documents:

Step 1: [Storm Water Intake Form for All Permit Applications](#): **TWO (2)** copies (see Notes 2, 3).

Step 2: **As determined by the Intake Form above, complete the required SWQMP below.**

[Standard Project SWQMP](#): **TWO (2)** copies (see Notes 2, 3).

Or

[Priority Development \(PDP\) SWQMP](#): **TWO (2)** copies (see Notes 2, 3).

In addition to the above requirements, all wireless telecommunication projects are required to submit additional information listed under the Wireless Facilities Section in **PDS-313, Major Use Permit Applicant's Guide**. (For example: Geographic Service Area Maps, Alternative Site Analysis, Photo-simulation, etc.)

## PART C:

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

[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](#)

[404 Landscape Documentation Package Checklist](#)

[515 Public Notice Procedure](#)

[516 Public Notice Applicant's Guide](#)

[906 Signature Requirements](#)

[Policy I-49: Distribution of Notification of Land Use Hearings](#)

[Grading Plan Handout for Site Plans/ Major Use Permits](#)

## 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**.

- 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.
- 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.
- Plot plans, elevation drawings, floor plans, etc. (must be at least 11" x 17") are to be stapled together in sets and folded to 8½" x 11" with the lower right-hand corner exposed.

5. If the parcel is on septic sanitation system and/or well potable system then Health Department (DEH) Certification is required.
6. **A Major Pre-Application Meeting is MANDATORY prior to the submittal of this application.**
7. At INTAKE, a copy of the Major Pre-Application letter from PDS or a copy of the form waiving the Major Pre-Application Meeting MUST be submitted by the applicant.
8. Project goes to local Community Planning Group and/or Design Review Board for recommendation.
9. Use the same PROJECT # (not case #) as the Major Pre-Application when entering this application into ACCELA.
10. If project is a violation, plans must have Code Compliance Officer's stamp before accepting the application.
11. 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.
12. **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).