Minor Use Permit: Minor Deviation (For Temporary Cell Sites Only)			
EFFECTIVE 9/15/2013		FEES*	INITIAL DEPOSIT*
PDS PLANNING		$595	
ENVIRONMENTAL			
PDS REVIEW TEAMS			**
STORMWATER			***
DEH	SEPTIC/WELL		
	SEWER		
PDS TRAILS REVIEW			
VIOLATION FEE *(not included in total)*		$595	
INITIAL DEPOSIT & FEE TOTAL $595			

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

** Do Not collect PDS Review Teams deposit at intake. Planner will determine if deposit is necessary.

*** If the proposed project qualifies as a Priority Development Project per the criteria indicated in the County's Storm Water Intake Form, a PDP SWQMP must be prepared and submitted with the application. Additional deposits will be required for a PDP SWQMP, separate from the initial Minor Deviation 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.

---- Plot Plan (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: **FOUR (4)** copies (see Note 4).

215 Minor Deviation Minimum Requirements Checklist: **ONE (1)** copy.

346 Discretionary Permit Application: **ONE (1)** copy (see Note 1).

346S Supplemental Application: **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

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 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. 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. Provide Four (4) complete sets of Plot Plans.

5. Provide on plot plan a summary table and square footages of all existing and proposed structures/uses.

6. Provide a detailed description of proposed Minor Deviation.

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

8. **Create and Print on the Plot Plans a Cumulative Change Table** (see example below). Indicate proposed change in percentage (%). Any changes of 10% or less, requires approval of a Minor Deviation. Any changes of more than 10%, requires approval of a Modification of the approved discretionary permit.

Cumulative Change Table (example)

Project #	Approved Square Footage	Description	Percentage Change
P00-000	18,580	Retail Store	Baseline
P00-000M[1]	19,741	Retail Store & addition	Plus 6.25%
P00-000M[2]	20,066	Retail Store, addition & storage area	Plus 1.75%
P00-000M[3]	Proposed 20,345	Retail Store, addition & storage area addition	Plus 1.50%
Net Change	1,765	Retail Store, addition & storage area addition	**Total 9.5%***
This project has brought the net change to 9.5%. Any future changes may not exceed 0.5% in order to qualify for a Minor Deviation.* ***Any change beyond a cumulative 10% requires a Modification.*			

9. **For any cabinets or generator additions, please print completed & signed "Noise Compliance Statement" on proposed plot plans (see below).**

NOISE COMPLIANCE STATEMENT

I, the owner/provider of the wireless telecommunications facility, understand that the facility proposed at _____ must comply with the Noise requirements of Zoning Ordinance of the San Diego County Code of Regulatory Ordinances, Section 1. Title 3, Division 6, Chapter 4. NOISE ABATEMENT AND CONTROL .

I, the owner/provider acknowledge that this project property is Zoned _____ and surrounding properties Zoned _____ and will be required to comply with the one-hour sound level limits of Chapter 4 as mentioned above. For this project property, the most stringent daytime hourly limit at any property line is _____ decibels (dBA) and for nighttime conditions this hourly limit is _____ decibels (dBA). As such, it is solely the responsibility of the owner/provider to ensure compliance with these standards. If the wireless telecommunications facility permitted and installed on the subject property exceed the noise limit requirements I understand that the County of San Diego will take enforcement action which may require the property owner to alter or remove the wireless telecommunications facility(s).

Signed,

_____	_____	_____
Name (printed)	Signature	Date

10. **Provide notarized copy of the Performance Bond (see below).**

PERMIT PERFORMANCE BOND

KNOW ALL BY THESE PRESENTS, That we, _____as Principal, and the _____, a _____ corporation, as Surety, are held and firmly bound unto _____County of San Diego, State of California,____as Obligee, in the sum of _____Ten Thousand and 00/100 ($10,000) for which sum, well and truly to be paid, we bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

Signed and sealed this _____ day of_____, _____.

THE CONDITION OF THIS OBLIGATION IS SUCH, That WHEREAS, the Principal has been or is about to be granted a ____Major/Minor Use Permit Minor Deviation___ to allow the construction of a temporary wireless telecommunication facility by the Obligee.

NOW, Therefore, if the Principal well and truly comply with the terms and conditions of the said permit regarding removal of the temporary telecommunication facility and with applicable local ordinances, conduct business in conformity therewith, and shall indemnify and save harmless the County of San Diego, its officers, agents and employees, then this obligation to be void; otherwise to remain in full force and effect.

As part of the obligation secured hereby and in addition to the full amount specified therefore, there shall be included costs and reasonable expenses and fees, including reasonable attorney's fees incurred by Obligee in successfully enforcing such obligation, all to be taxed as costs and included in any judgment rendered.

This bond shall become effective: _____

_____
Principal

By _____

_____
Surety

By _____

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).