Minor Use Permit: Modification Tier 3 (Wireless Facility)			
EFFECTIVE 9/15/2013		FEES*	INITIAL DEPOSIT*
PDS PLANNING			$2,245
ENVIRONMENTAL			$1,415
PDS REVIEW TEAMS			$1,425
STORMWATER			$2,255
DEH	SEPTIC/WELL	$644	
	SEWER	$644	
PDS TRAILS REVIEW			
VIOLATION FEE *(not included in total)*		$1,000	
INITIAL DEPOSIT & FEE TOTAL $7,984			

* 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).

---- 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: **EIGHT (8)** copies (see Note 4);

- If in the Alpine Community Planning Group area: **NINE (9)** copies.
- If in the (USDRIP) River Way Specific Plan area: **TEN (10)** copies.

---- Public Notice Package (see PDS-516 for specific requirements): **ONE (1)** copy.

---- Copy of Original AEIS (Application for an Environmental Initial Study): **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)** copy.

399F Fire Availability: (If Applicable) **ONE (1)** copy.

399W Water Availability: (If Applicable) **ONE (1)** copy.

514 Public Notice Certification: **ONE (1)** copy.

524 Notice To Property Owners: **ONE (1)** copy.

580 Hazardous Waste/ Substance Verification: **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: **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).

In addition to the above requirements, all wireless telecommunication projects are required to submit additional information listed under the Wireless Facilities Section in **PDS-565 Minor 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
298 Supplemental Public Notice Procedure
515 Public Notice Procedure
516 Public Notice Applicant's Guide
565 Minor Use Permit Applicant's Guide
906 Signature Requirements
Policy G-3: Determination of Legal Parcel
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 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. Six (6) EXTRA copies of the Plot Plan, Grading and Elevation renderings of structures are required if structures are proposed. 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. Give Applicant PDS-319 (Notice of Application).

7. Give Applicant PDS-383 (Flagging Procedure for Projects).

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

9. USB Flash Drive must contain all required documents, including Geographic Service Area (before and after), copy of Visual Impact Analysis (Photosims) and a written Narrative addressing the requirements listed in Section 6984 of the Zoning Ordinance (**See Note 2)**.

10. Zoning Staff, please note on the PDS-346 if project qualifies for Policy FP-2.

11. Cell Sites Adding Generators: Existing approved projects that are adding generators require a modification to the existing permit.

12. Verify and indicate legal status under "Comments" in ACCELA.

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

14. Show the following on the plot plans:

- Property owner's name and address.
- Vicinity Map.
- Assessor's parcel number for the property.
- North arrow and scale (Engineer's scale).
- Indicate all setbacks (front yard, exterior side yard, side yard and rear yard).
- Indicate the square footage and footprint of all existing and proposed buildings, including lease area for proposed cell site.
- Show distances of cell site structure to property lines and road centerlines.
- Identify use of all existing and proposed structures.
- Easements shown and labeled.
- Show proof of access to a publicly maintained road. Roads, access easements and driveways shown and labeled, list length and width.
- Indicate leach lines and septic system (indicate As-Built septic layout).
- Show how lot will drain and all Stormwater BMP's.
- Show the driveway(s) and all open parking areas, include paving material and slope.