

Site Plan Modification: Tier 1 & 2 (Wireless Facilities)

USE ONLY FOR EMAIL SUBMITTALS

EFFECTIVE 9/15/2013	FEES*	INITIAL DEPOSIT*
PDS PLANNING		\$2,000
ENVIRONMENTAL		\$1,415
PDS REVIEW TEAMS		**
STORMWATER		\$695
DEH	SEPTIC/WELL	\$382
	SEWER	
PDS TRAILS REVIEW	\$170	
VIOLATION FEE <i>(not included in total)</i>	\$1,000	
INITIAL DEPOSIT & FEE TOTAL		
\$4,280 (Sewer)		
\$4,662 (Septic/Well)		

* 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 necessary 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).

---- 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).

[305 Ownership Disclosure](#)

[320 Evidence of Legal Parcel](#) (and any Deeds)

[346 Discretionary Permit Application](#) (see Note 1).

[346S Supplemental Application](#)

[367 Application for an Environmental Initial Study \(AEIS\)](#)

[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).

[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](#)

[506 Site Plan Applicant's Guide](#)

[906 Signature Requirements](#)

[Grading Plan Handout for Site Plans](#)

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. If the project is in a special area, those requirements must also be followed.
8. Do Not collect PDS Review Teams deposit unless determined by Project Manager.
9. Project goes to local Community Planning Group and/or Design Review Board for recommendation.
10. **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**.
11. If project is a violation, plans must have Code Compliance Officer's stamp before accepting the application.
12. 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.
13. **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).