

Tentative Map: Condo Conversion

EFFECTIVE 9/15/2013	FEES*	INITIAL DEPOSIT*
PDS PLANNING		\$2,570
ENVIRONMENTAL	\$629	
PDS REVIEW TEAMS		\$12,790
STORMWATER		\$2,255
DEH	SEPTIC/WELL	\$1,088
	SEWER	\$1,088
PDS TRAILS REVIEW		
VIOLATION FEE (<i>not included in total</i>)	None	
INITIAL DEPOSIT & FEE TOTAL		
\$19,332		

* Use our [Discretionary Permit Cost Guide](#) to estimate the County portion of your project's cost. If "B" or "D" Special Area Regulation; must comply with Site Plan regulations and submit a Site Plan concurrently with Condo Map. 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.

- Maps ([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.

- Maps: **ELEVEN (11)** copies ([see Note 4](#)).
- Public Notice Package (see [PDS-516](#) for Specific Requirements): **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](#)).
- [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.

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.

- [209 Defense and Indemnification Agreement FAQs](#)
- [298 Supplemental Public Notice Procedure](#)
- [312 Condominium Conversion Applicant's Guide](#)
- [372 Tentative Map Applicant's Guide](#)
- [515 Public Notice Procedure](#)
- [516 Public Notice 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. Maps are to be stapled together in sets and folded to 8½" x 11" (Size of map: 1 or 2 sheets 18"x26") with the lower right-hand corner exposed.
5. Conversions of existing structures with no additional dwelling units proposed may be categorically exempt from CEQA (Section 15301 (k) or 15282 (f), therefore CEQA environmental exemption fees are required.
6. Ask whether the building has received final building inspection for occupancy.
7. **A Major Pre-Application Meeting is MANDATORY prior to the submittal of this application.**
8. At INTAKE, a copy of the Major Pre-Application letter from PDS or a copy of the form (PDS-328) waiving the Major Pre-Application Meeting **MUST** be submitted by the applicant. Techs: Check ACCELA to be sure the applicant has completed a Major Pre-Application Meeting. If not, we cannot accept the submittal.
9. Project goes to local Community Planning Group and/or Design Review Board for recommendation.

10. Use the same PROJECT # (not case #) as the Major Pre-Application when entering this application into ACCELA.
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).