



County of San Diego, Planning & Development Services
**STAFF CHECK LIST MAJOR USE
PERMITS/ MODIFICATIONS**
ZONING DIVISION

- Discretionary Permit Application** (PDS-346). Be sure all lines are filled in. However, most use permits do not involve an engineer. Add the Tax Rate Area from the computer. Be sure the applicant has signed the front.
- Supplemental Application** (PDS-346S). Check the back page for completeness; be sure to ask the applicant if any waivers or exceptions are needed.
- Environmental Documents.**
 - Four (4) copies of AEIS. Make sure applicant has provided all information and documents required on cover sheet.
OR
 - Five (5) copies of a draft Environmental Impact Report (EIR) **and** Two (2) copies of letters requesting a waiver of an AEIS.
OR
 - A letter requesting a determination that the previously certifies ND or EIR adequately covers the project (See PDS-366).
OR
 - Check CEQA Guidelines Categorical Exemptions. If project is categorically exempt from environmental review, no environmental documentation is needed.
- Resource Protection Ordinance** (PDS-374). Check slope analysis for adequate information.
- Preliminary Flood Plain Evaluation** (PDS-394). Make sure that the top half of the form is filled out.
- Evidence of Legal Parcel** (PDS-320). Verify with DPW that the Covenants of Improvements of PM have been released/recorded.
- Disclosure Statement** (PDS-305).
- Agent Authorization**, if applicable.
- Project Facility Availability Forms**
 - School service only if new residences are proposed (PDS-399SC).
 - Sewer service (PDS-399S).
 - Water service (PDS-399W).
 - Fire service (PDS-399F).





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- Public Notice Package.**
 - Assessor map(s) properly marked.
 - Typed list of affected property owners.
 - One (1) set of gummed labels.
 - One (1) set of stamped and addressed envelopes (**use only USPS “Forever” stamps**). PDS will provide return Address.
- Complete Public Notice Certification** (PDS-514).
- Supplemental Public Notice Certification** (PDS-299).
- Vicinity Map and Project Summary** (PDS-524). If this is a planned residential development the vicinity map must show all proposed lots and roads.
- Posting of Notices** (PDS-298). Give the applicant copies of PDS-319 to be posted within 10 days of acceptance of application.
- Acknowledgment of Filing Fees and Deposits** (PDS-126).
- Two (2) copies of a Stormwater Management Plan.**
- Notice to Applicants for Site Plans, Variances, Administrative Permits and Use Permits** (PDS-581).
- Plot Plan.**
- Number of Copies:** See the specific Permit Coversheet for the number of plot plans and elevations required. **Must be folded to 8½” x 11” maximum with the lower right hand corner exposed. Multiple sheet plot plans must be stapled together into sets.** (One (1) additional plot plan in addition to those required above for Wireless facilities)
- Legibility - The plot plan must be legible. Faded or excessively dark prints that are difficult to read are not acceptable.
- Grading – A preliminary grading plan must be filed with a Major Use Permit conforming to all requirements of Section 87.203 of the San Diego County Code of Regulatory Ordinances, except that it shall not be required to show the estimated grading starting and completion dates. The level of detail required may be less than would be required for actual construction, but shall be sufficient to permit analysis of all on-site and off-site environmental impacts and mitigation measures.
- The preliminary grading plan shall be on a separate sheet and cannot be incorporated into the plot plan for the project.



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- The project has been deemed complete pursuant to the California Government Code Section 65943, however, pursuant to California Government Code Section 65944, the County may, in the course of processing the application, request the applicant to clarify, amplify, correct or otherwise supplement the information required for the application.

WIRELESS APPLICATIONS

- PLOT PLAN – One (1) additional plot plan. In addition to the requirements for Major Use Permits, all plot plans shall show:
- The height of the facility with evidence that the proposed facility is designed to the minimum height required. If the tower will exceed the maximum permitted height limit as measured from grade, include a discussion in the required report of the physical constraints (topographic features, etc.) making the additional height necessary.
- The lease area of the proposed facility clearly identified.
- If the facility frequency is 1,200 megahertz or less, a copy of the Federal Communications Commission Licensing Application Form 601, Main Form, Pages 1 through 4, Schedule A, Page 1, Schedule D, Page 1 and Schedule H, Pages 1 through 3. N/A for Generator addition only: If not present in previous file, applicant may have to provide.
- Three (3) copies of a Geographic Service Area map identifying the geographic service area for the subject installation and the applicant's existing sites in the local service network associated with the gap the facility is meant to close and a description of how this service area fits into and is necessary for the company's service network. N/A for Generator addition only: If not present in previous file, applicant may have to provide.
- Three (3) copies of a Visual Impact Analysis showing the maximum silhouette, viewshed analysis, color and finish palette and proposed screening, photo simulations and a map depicting where the photos were taken.
- Three (3) copies of a Concept Landscape Plan showing all proposed landscaping, screening and proposed irrigation with a discussion of how the chosen material at maturity will screen the site.
- If applicable (see Sections 6986.A and B of the Zoning Ordinance); If the proposed facility is not in a preferred zone and is not in a preferred location the applicant shall provide an Alternate Site Analysis for all preferred sites that could potentially serve the same area as the proposed site. This Alternate Site Analysis must include a discussion regarding the approved cell sites within the area to demonstrate why collocation was not a feasible option for the proposed project. Furthermore, it must also include a discussion of preferred zones and preferred locations. Preferred zones shall include all commercial and industrial zoned properties within the search ring and properties within an approved Wireless Community Master Plan.



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- If located in a County Park, a letter of concurrence with the application from the Director, Department of Parks and Recreation.
- A letter stating the applicant's willingness to allow other carriers to co-locate wherever technologically and economically feasible and aesthetically desirable. N/A for Generator addition only.
- Three (3) copies of a report containing the following:**
 - Description of anticipated maintenance and monitoring program.
 - Manufacturer's specifications for all noise generating equipment and a depiction of the equipment location in relation to adjoining properties.
 - If not in a preferred zone or preferred location as identified in Section 6986, provide a map of the geographical area and a discussion of preferred sites that could serve the same area as the proposed site and a description of why each preferred site is not technologically or legally feasible. N/A for Generator addition only.
 - Listing of hazardous materials to be used on-site.
 - If high visibility facility, the value of the proposed facility.
 - Proof of access (cell sites accessed via private road easement).
 - Certified As-Built plans (cell sites being proposed on parcels with an existing SFD or other structure being serviced by a septic system).