



County of San Diego, Planning & Development Services  
**CHECKLIST OF FILING REQUIREMENTS  
FOR TENTATIVE PARCEL MAP TIME  
EXTENSIONS, REVISED MAPS AND  
SUCCESSORS IN INTEREST**  
*ZONING DIVISION*

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**REVISED MAP**

- Applicant's letter requesting revision and describing changes, if any.
- Discretionary Permit Application (PDS-346).
- Ownership Disclosure Form (PDS-305).
- New Project Service Availability Letters – Sewer (if applicable, include Water, Fire, Schools PDS-399, W, F, SC) if service letters are older than 1 yr.
- New Health Department Certification (DEH) if on septic and/or wells.
- ENVIRONMENTAL REVIEW:**
  - Request to review prior environmental documents (PDS-366)

**AND**

  - Four copies of previous AEIS (PDS-367)

**OR**

  - Two copies of a letter requesting review of the previous EIR for the project.
- PUBLIC NOTICE PACKAGE:**
  - Current assessor's maps covering site and within 300', with a minimum of 20 different property owners.
- Typed list of all affected property owners by assessor's parcel number with name and address.
- One set of gummed labels on 8 ½" x 11" sheet with names and addresses of affected property owners.
- One set of stamped, (use **ONLY** USPS "Forever" stamps), business size envelopes, addressed with names and addresses of affected property owners.
- Notice of Proposed Subdivision Activity with vicinity map (PDS-277).
- Public Notice Certification (PDS-514).
- Supplemental Public Notice Certification (PDS-299).
- Copies of the map:  
See coversheet for the number of copies required. Fold to 8 ½"x11" with lower right corner exposed.
- Resource Protection Study (PDS-374, PDS-394).
- Acknowledgement of Filing Fees and Deposits (PDS-126).
- Two copies of a Stormwater Management Plan.
- Applicable Fees.

**REPLACEMENT MAP**

- Discretionary Permit Application (PDS-346).  
Only if additional deposits are required by scoping letter.
- Copies of the map:  
20 legible prints folded to 8 ½" x 11",  
with lower right corner exposed.





County of San Diego, PDS, Zoning Division  
**CHECKLIST OF FILING REQUIREMENTS FOR TENTATIVE PARCEL MAP TIME  
EXTENSIONS, REVISED MAPS AND SUCCESSORS IN INTEREST**

*Continued*

**TIME EXTENSION**

- |   |  |
|---|--|
| <input type="checkbox"/> Applicant's letter requesting Time Extension   | <input type="checkbox"/> <b>ENVIRONMENTAL REVIEW:</b>  |
| <input type="checkbox"/> Discretionary Permit Application (PDS-346)   | <input type="checkbox"/> Request to review prior environmental documents (PDS-366)                     |
| <input type="checkbox"/> Ownership Disclosure Form (PDS-305)  | <b>AND</b>   |
| <input type="checkbox"/> New Project Service Availability Letters – Sewer<br><i>(if applicable, include Water, Fire, Schools PDS-399, W, F, SC) if service letters are older than 1 yr.</i> | <input type="checkbox"/> Four copies of previous AEIS (PDS-367)  |
| <input type="checkbox"/> New Health Department Certification (DEH) if on septic and/or wells.   | <b>OR</b>  |
| <input type="checkbox"/> Acknowledgement of Filing Fees and Deposits (PDS-126)  | <input type="checkbox"/> Two copies of a letter requesting review of the previous EIR for the project. |
|   | <input type="checkbox"/> Two copies of a Stormwater Management Plan                                    |
|   | <input type="checkbox"/> Applicable Fees   |