



County of San Diego, Planning & Development Services  
**RULES AND REGULATIONS GOVERNING  
A CERTIFICATE OF COMPLIANCE**  
**ZONING DIVISION**

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1. A plat **must** be prepared and submitted with the application.
2. The plat **must** be drawn legibly and submitted on form [PDS-239](#) printed on 8½ x 14 legal sized paper, and completed in black ink. **Ballpoint pen is not acceptable.**
3. The plat **must** show and include the following information:
  - a. North arrow and scale. (**Must be Engineer's scale:** 1" = 100', 200', 400' etc.)
  - b. Small scale vicinity map. Show "**site**" of parcel(s).
  - c. Abbreviated legal description (for entire project site **only**).
  - d. All parcels alphabetically labeled "Parcel A", "Parcel B", etc.
  - e. Current Assessor's Parcel Number (APN) of each existing parcel.
  - f. Parcel owner's name.
  - g. Parcel boundary lines shown in **solid lines**.
  - h. Boundary dimensions of each parcel. (Bearings and curve data are **not** required **and** multiple dimensions may be grouped for curved or irregular boundaries.)
  - i. Location and **use** of all existing structures (e.g. **SFD, residence, barn, etc.**). Show setback distances of all structures from property lines and to centerline of all streets or easements.
  - j. Name, width and location of all existing and/or proposed street and road easements on or adjacent to site. Also, identify legal access to site.
  - k. Location of all dedicated open space and 100 year floodplain, if necessary.
  - l. Net area of each parcel. (Gross area not required.)
  - m. Current zoning and minimum parcel size. If more than one zone, identify each separated by dotted line.
  - n. Health Department Certification (only if property is not eligible, or not receiving service from sewer or water service agency).

**NOTE:** *If there is an existing septic system on any parcel(s) the plat shall include certification by the County Department of Environmental Health (DEH).*

**See additional items for Plat on reverse.**



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*Continued*

o. Names, addresses, telephone numbers and signatures of **all** owners. (If owner is a Trust, the trustee(s) must sign as trustee(s). If owner is a corporation, the President or other authorized official must sign.)\*

p. Name, address, telephone number and signature of the person who prepared the plat.\*

**q. Merger of parcels proposal will be shown as one parcel: Parcel A.**

**\*NOTE:** All signatures are to be **signed in ink**. Under each signature also print name in small letters.

**4. The following items (if applicable) must be submitted with the plat:**

a. Completed Discretionary Permit Application [PDS-346](#) (complete front side only).

b. Completed sewer and water availability letters, forms [PDS-399S](#) and/or [PDS-399W](#) if applicable.

c. **Legible** copy of the current owner's recorded deed.

d. Documentation of recorded access to subject property (unless abutting a public street), if not recorded with the current owner's deed.

e. Project Description form [PDS-715](#). The description should include the following: 1) the purpose of relocating the lot lines; 2) brief history of property if associated with previous discretionary projects; 3) total net acreage of subject parcels; 4) zoning regulations and 5) name of access road to each parcel. The description should adequately reflect the ultimate use of the site in terms of construction and development.

f. **Designated Remainder Parcel Only** (see [Permit Coversheet](#))

1. \$1,935 +

**5. Legal descriptions are not required at intake but must be submitted prior to final approval.** Legal Descriptions must bear the seal and signature of the Licensed Land Surveyor. They must be typed on plain white paper, 8-1/2" x 11", with one **(1)** inch margins. Label each description to correspond with parcels shown on plat (e.g. "**Parcel A**", "**Parcel B**", etc. **Exhibit "A"** at top of first page). Also, if more than 2 pages, paginate: **1 of 3, 2 of 3, etc.**

If you have any questions concerning the above information, please contact Planning & Development Services at (858) 565-5981. If you have any questions concerning Health Department certification, please contact the Department of Environmental Health at (858) 565-5173.