



County of San Diego, Planning & Development Services
TENTATIVE MAPS FOR CONDO
CONVERSION STAFF CHECKLIST
ZONING DIVISION

Tentative Map Number _____ Accepted for filing _____ by _____
Date *Name*

YES **NO**

MORATORIA (Check yes if the project is affected by a moratorium. Refer to moratorium book under the name of area.)

 Check for flags.

ASSOCIATED DOCUMENTS AND INFORMATION REQUIRED

 Discretionary Permit Application (PDS-346). Make sure applicant has filled out and signed the front.

 Acknowledgment of Filing Fees and Deposits (PDS-126). If case involves a deposit (new major subdivision, etc.), have applicant sign the back of PDS-126.

 Signed Affidavit stating that the 60-day prior notification has been accomplished.

 ENVIRONMENTAL REVIEW

a. CEQA Exemption: collect CEQA Exemption Review Fee.

 Preliminary Flood Plain Evaluation (PDS-394).

 Evidence of Legal Parcel (PDS-320) See PDS-219. (Verify with DPW that the Covenants of Improvements of PM have been released/recorded)

 Two (2) copies of the Preliminary Title Report not more the 6 months old.

 Disclosure Statement (PDS-305).

 Associated requests for Rezones, Major Use Permits, Variances, Specific Plans being filed concurrently. Planned Development Projects must be filed concurrently.

 School Letters (PDS-399SC). Letter from each applicable school district.

 Sewer Letter (PDS-399S).

 Water Letter (PDS-399W).

 Fire Letter (PDS-399F).

 Additional Services Letters.

YES **NO**

PUBLIC NOTICE PACKAGE:

 Assessor's Map(s) properly marked.

 Typed list.





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Continued

YES **NO**

PUBLIC NOTICE PACKAGE (continued):

- One (1) set of stamped and addressed envelopes.
- One (1) set of Labels.
- Public Notice Certification (PDS-514 and PDS-299).

YES **NO**

Vicinity Map/Project Summary (PDS-524) Must show proposed lots and roads. If it is a rezone, then contiguous zones must be shown on the map.

- One (1) set of stamped and addressed envelopes to current tenants for each apartment unit.
- Typed list of the tenants living in the development at the time of application.

 Two (2) copies of a Stormwater Management Plan.

MAP

- Legible prints.
- Size of map no larger than 36" x 48".
- Copies - see coversheet of application.

STATEMENTS ON THE MAP

- Name, Address, Telephone number and Signature of Property Owner(s).
- Name, Address, Telephone number and Signature of Subdivider(s).
- Name, Address, Telephone number and Signature of Engineer or Surveyor.

DISTRICTS

- Sewer or septic.
- Water or wells.
- Fire.
- All schools - elementary, junior, and high.
- Street lighting.
- Other.

DESIGN

- Numbering of condo units.
- Dimensions of all property lines of the subdivision and the lots/parcels.
- Easements for other than road purposes, existing or proposed width.



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Continued

DESIGN (continued)

YES NO

Streets approximate grades, widths, names, radii of curves, cross sections, private vs. public.

Existing buildings, traveled ways and streets on a subject property and within 100 feet. Show and label building(s) to remain and to be removed. Show distances between buildings (existing and proposed) and property and easement lines.

Adjacent subdivisions and parcel maps; show map number.