



County of San Diego, Planning & Development Services  
**TENTATIVE PARCEL MAP FOR CONDO  
CONVERSION STAFF CHECK LIST**  
**ZONING DIVISION**

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(No additional units; additional units are Tentative Map Applications)

TPM Number \_\_\_\_\_ Accepted for filing \_\_\_\_\_ by \_\_\_\_\_  
Date Name

**YES NO**

**MORATORIA:** Check YES, if project is affected by a moratorium. Refer to moratorium book under name of area.

Check for flags

**ASSOCIATED DOCUMENTS AND REQUIRED INFORMATION**

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

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

Evidence of Legal Parcel (PDS-320).

Deed of current owner.

Two (2) copies of the Preliminary Title Report, not more than six months old.

Ownership information, if a corporation, partnership or trust.

Associated requests for Rezones, Major Use Permits, Variances, Administrative Permits, Boundary Adjustment, Certificate of Compliance being filed concurrently.

**Case number(s):** \_\_\_\_\_

Fire Letter (PDS-399F).

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

Sewer Letter (PDS-399S) or DEH Stamp on Map.

Water Letter (PDS-399W).

Acknowledgement of Filing Fees and Deposits (PDS-126).

Two (2) copies of a Stormwater Management Plan.

**PUBLIC NOTICE PACKAGE**

Assessor's Map(s) properly marked.

Typed list.

Gummed labels.



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*Continued*

**YES NO**

- One set of stamped and addressed envelopes (use only USPS "Forever" stamps).
- Completed PDS-277 with a vicinity map.
- Certification PDS-299 and PDS-514.
- Condominium Notification Requirements.
- 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.

**ENVIRONMENTAL DOCUMENTS**

- CEQA Exemption, collect CEQA Exemption Review Fee.

**RESOURCE PROTECTION STUDY (PDS-374)**

- Preliminary Flood Plain Evaluation (PDS-394).

**MAPS**

- Legible prints.
- Size of map: 1 sheet, 18" x 26".
- Copies: see coversheet of application;

**STATEMENTS ON THE MAP AND SEPIA**

- Name, address, telephone number and signature of all property owners and applicant. Title of signer if corporation, partnership or trust.
- Name, address, telephone number and signature of engineer, surveyor or other preparer.

**DISTRICTS**

- Sewer (or septic).
- Water (or wells).
- Fire.
- All school districts (elementary, junior and senior high).

**DESIGN**

- Numbering of condo units/buildings.
- Dimensions of all property lines.
- Gross and net area of project.
- Easements for other than road purposes, existing or proposed, and width.

**5510 OVERLAND AVE, SUITE 110, SAN DIEGO, CA 92123 • (858) 565-5981 • (888) 267-8770**

**<http://www.sdcountry.ca.gov/pds>**



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*Continued*

**YES    NO**

- Streets: approximate grades, widths, names, radii of curves, cross section, public or private.
- Topography shown and extending 100 feet outside property boundaries. Source of topography, including map number.
- Water courses, flow directions, storm drains, widths and areas subject to inundation, where appropriate, extending 100 feet outside property boundaries.
- Existing buildings, traveled ways and streets on 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.
- Circulation Element Road(s).

**ENTERED ON FILE COPY OF MAP**

Ownership Verification (OWN): Okay or see Deed(s)

Tax Rate Area (TRA)

Improvement Valuation (IMPS)