



County of San Diego, Planning & Development Services  
**FLASH DRIVE SUBMITTAL CHECKLIST**  
LAND DEVELOPMENT DIVISION

Project Name:

Record ID:

**Instructions:** Place a check mark next to the files included on the Flash Drive. The Flash Drive MUST include individual PDF files of all required documents, plans, and reports. ZIP files, encrypted or password protected are not allowed. The file name must follow the name in the File Naming Convention, unless otherwise noted. For questions, please contact your Land Development Project Manager, or the Land Development Counter at [ldpermitcounter@sdcounty.ca.gov](mailto:ldpermitcounter@sdcounty.ca.gov)

File Naming Convention	Description
PDS-LD-Permit Application	Completed Application Form scanned into one PDF file
PDS-LD-Financially Responsible Party	PDS-126 signed
PDS-LD-Pre-screen Checklist	Completed Pre-Screen Checklist
PDS-LD-EOW Cost Estimate	Engineer's Cost Estimate for work
PDS-LD-Centerline Review Application	Centerline Application
PDS-LD-Centerline Plans	Plans for Centerline project
PDS-LD-Final Map	Final Map
PDS-LD-Parcel Map	Parcel Map
PDS-LD-Redlines	Final/Parcel Map redlines from previous review
PDS-LD-Grading Plan	Major or Minor Grading Plans
PDS-LD-Grading Plan Redlines	Grading Plan redlines from previous review
PDS-LD-Improvement Plan	Major, Minor, or Public Improvement Plans
PDS-LD-Improvement Plan Redlines	Improvement Plan redlines from previous review
PDS-LD-Drainage Study	Hydrology/Hydraulic Study or Report
PDS-LD-Executable Files*	Special program files - HEC-RAS, WSPG, etc. <i>*These files do not have to follow the naming convention</i>
PDS-LD-SWQMP	Standard or Priority Development Project SWQMP Report
PDS-LD-Misc. Executable Files	Special program files -SDHM, SWMM, etc. <i>*These files do not have to follow the naming convention</i>
PDS-LD-Geotechnical Reports	Geotechnical Report
PDS-LD-Structural Reports	Structural Report
PDS-LD-Bio Study	Environmental
PDS-LD-Arch Study	Environmental
PDS-LD-MOU	Environmental
PDS-LD-Design Exception Study	Design Exception Request (DER) and supporting documents in one pdf file
PDS-LD-Misc. Document	Any other document not listed above. Include description below: