



Completeness Certification

Application for Third-Party
Completeness Certification

County of San Diego, Planning & Development Services | December 2023
Guaranteed Review Time Program

COUNTY OF SAN DIEGO PLANNING & DEVELOPMENT SERVICES APPLICATION FOR THIRD-PARTY COMPLETENESS CERTIFICATION

Applications for third-party completeness certification are accepted on an ongoing basis. Applications are batched for review and shall contain the following:

Applicant's name: _____
Applicant's phone: _____ Applicant's e-mail address: _____
Applicant's street address: _____

- The Third-Party Completeness Certification Application Fee of \$ 532
- One (1) USB drive containing PDF files of all application information noted above, including: a completed application form and responses to the Supplemental Questions.
- Responses to Supplemental Questions: Please provide a separate letter briefly describing your qualifications in the areas 1-4 noted below.

Supplemental Questions:

1. Please explain your experience submitting County of San Diego projects, both ministerial and discretionary. Please include information on the type and number of applications processed. (25 points)
2. Please explain your understanding of the California Environmental Quality Act or CEQA, including types of environmental documents and ensuring technical studies are complete and accurate. (25 points)
3. Please explain your education and/or experience in land development or a related field and processing permit applications (please specify the types of permit applications processed and type of education and/or experience). (25 points)
4. Please explain your knowledge of Federal/State/County laws, ordinances, regulations, & requirements that apply to Land Development and Planning (25 points) Please explain how you would ensure a complete application and submittal (please describe how you would ensure a complete application and project scope, ensure resubmittals address all corrections, proof subconsultant work, and ensure work is coordinated among subconsultants and not in conflict). (25 points).

Each of the four questions above is worth up to 25 points. Points will be based upon completeness of responses, amount of experience, number of applications processed, and complexity of applications processed. To be placed on the list, a candidate needs to receive a minimum score of 70. Please refer to the scoring criteria for more detailed information on how applications will be scored. Applications that do not include the items listed above or provide incomplete information will be returned until the required information is provided. Applicants may appeal their score under the same process as our CEQA consultant list. The appeal forms can be found here: [CEQA Consultant List Application Information \(sandiegocounty.gov\)](https://www.sandiegocounty.gov/ceqa/consultant-list-application-information) .

Submit all required items at the PDS Zoning Counter at 5510 Overland Avenue, Suite 110, San Diego, CA 92123 or via U.S. Mail to the:

Zoning Counter
County of San Diego,
Planning & Development Services
5510 Overland Avenue, Suite 110 San Diego, CA 92123

Please direct any inquiries about this process to Hani Baker at hani.baker@sdcounty.ca.gov.