



#### **WHAT IS A THIRD-PARTY COMPLETENESS CERTIFICATION?**

A Completeness Certification is a voluntary process that involves a third party certifying that a development project application package or resubmittal is complete. Projects that qualify for this process and submit a completeness certification will receive a guaranteed County review time of 30 business days for each submittal/resubmittal. The Completeness Certification process requires a third-party professional placed onto the County-approved completeness certification list to certify that a project application complies with the County's submittal requirements and is complete and that resubmittals address all corrections.

This process was implemented to reduce the overall review time and cost for housing projects.

#### **WHAT PROJECTS ARE ELIGIBLE FOR A GUARANTEED REVIEW TIME?**

To qualify for the completeness certification process and receive a guaranteed review time, the project must meet one of the following criteria:

- Deed restricted affordable housing projects (all units)
- Workforce housing
- Housing within a Vehicle Miles Traveled (VMT) efficient or infill area as identified in the County's Transportation Study Guide

#### **WHAT ARE THE PERMIT SUBMITTAL AND RESUBMITTAL REQUIREMENTS?**

The permit submittal requirements include the required forms, documents, and plans listed in the Planning & Development Services (PDS) application for the permit type(s) being requested. A list of permit applications can be found at the links below:

- Project Planning: [Discretionary Permits \(sandiegocounty.gov\)](https://www.sandiegocounty.gov)
- Land Development: [Land Development \(sandiegocounty.gov\)](https://www.sandiegocounty.gov)

In summary, a complete application must include:

1. **Initial Submittal:**
  - Completed forms, plans, and documents listed in the application
  - Payment of all fees and deposits listed in the application
  - A complete public notice package
  - All studies requested during the Major Pre-Application meeting process
  - Completeness certification
2. **Resubmittals:**
  - Complete and detailed response to all plan check comments to the last scoping/iteration letter from the County
  - Any environmental, architectural, or engineering studies/plans requested by the County
  - Completeness certification



### **THIRD-PARTY COMPLETENESS CERTIFICATION STATEMENT**

I hereby acknowledge and certify that:

- I am accountable for knowing and complying with all governing policies, regulations, ordinances, manuals, standards, and submittal requirements applicable to the project.
  - I have performed reasonable research to determine and understand the proposed project's required approvals and decision process.
  - I am on the County of San Diego's Third-Party Completeness Certified List.
  - I have reviewed the online Standard Corrections list application and certify that this submittal package meets all the minimum submittal requirements for the type of project.
  - All studies, applications, and notices are provided as detailed in the application and Major Pre-Application letter (for initial submittals) unless authorized in advance by County staff.
  - The resubmittal includes all documents and studies requested in the last County letter for my project (for resubmittals) unless authorized in advance by County staff.
  - The project description in all studies is consistent, complete, and includes all proposed work related to the project.
  - I understand that if it is found that the application or resubmittal is incomplete, the review may be delayed, and the project will not receive a guaranteed review time.
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• Type of project being submitted: \_\_\_\_\_ (for initial submittals)

• Date of scoping/iteration letter submittal is addressing: \_\_\_\_\_ (for resubmittals)

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

PDS is happy to assist you with this process, and we look forward to working with you throughout the permit process. For in-person submittals, please bring the completed checklist, all completed forms and application materials, and a check for the correct amount as indicated on the application to the Building Services, Zoning Counter located at 5510 Overland Avenue, Suite 110 (First Floor).

Applications can be submitted Monday – Friday from 8:00 a.m. to 11:45 a.m. and 12:30 p.m. to 4:00 p.m. (except County holidays). For any questions, please contact our Building Services Zoning Counter.



## SUBMITTAL PROCESS

1

To understand the zoning regulations that apply to your project, call us at 858-694-8985, visit our website, email us at [PDSZoningPermitCounter@sdcounty.ca.gov](mailto:PDSZoningPermitCounter@sdcounty.ca.gov) or visit our Building Services Zoning Counter at 5510 Overland Ave, San Diego, CA 92123.



2

Submit an application for an Initial Consultation meeting (optional), or a Major Pre-application meeting (if required by the application).

3

Complete all required forms, plans, and documents as required by the related application checklist.



4

Identify the applicable fee/deposit required for the application.

5

Submit the completed application and fee/deposit online or in person at the Zoning Counter located at 5510 Overland Ave.



6

A County Project Manager will be assigned to the project and will contact you once the review is complete.