



PLANNING & DEVELOPMENT SERVICES

DOCUMENT LIBRARY USER GUIDE

STEP 1:

Visit the PDS Document Library at <http://www.sandiegocounty.gov/content/sdc/pds/doclibrary.html>.

STEP 2:

Input search criteria.

Find Specific Documents

Record ID:

Assessor Parcel Number:

Street Number: Street Name:

Document Category:

*Document Subcategory:

Document Date From: To:

**A maximum of 5 subcategories may be included in a single search.*

OR

Search Document Content

Keywords Search:

Tip: Record ID, Assessor Parcel Number and Street Name accept partial entries.

STEP 3:

Click the **Search** button.

Search Document Content

Keywords Search:

STEP 4:

Click the thumbnail file icon in the **View** column to open a document from the search results.

Find Specific Documents

Record ID:

Assessor Parcel Number:

Street Number: Street Name:

Document Category:

*Document Subcategory:

Document Date From: To:

**A maximum of 5 subcategories may be included in a single search.*

OR

Search Document Content

Keywords Search:

Showing 1 to 1 of 1 entries for Search Results Refine Search Results:

Previous Next

View	Record ID	Assessor Parcel Number	Document Category	Document Subcategory	Document Date
Click to Open	PDS2016-RESALT-000001		BLDG-STREET ADDRESS	BLDG-Notice Of Invalid Address	04-05-2016

Show entries

Previous Next

Tip: Sort search results alphanumerically by clicking the sorting arrows in the column headers.

STEP 5:

Click the **Reset** button to clear search criteria.

Search Document Content

Keywords Search:

Note: Submitting a new search clears search results.

Find Specific Documents Appendix

Searches submitted with criteria in the **Find Specific Documents** box only, return PDS documents with matching project and/or property information. Excepting combinations of Record ID and Assessor Parcel Number or Street Address, fields within the Find Specific Documents box can be combined to create more specific searches.

Find Specific Documents

Record ID: 1

Assessor Parcel Number: 2

Street Number: 3 Street Name: 4

Document Category: 5

*Document Subcategory: 6

Document Date From: 7 To:

***A maximum of 5 subcategories may be included in a single search.**

1. *Record ID* – Specify the project’s PDS Record ID in this field.
2. *Assessor Parcel Number* – Specify the property’s Assessor Parcel Number in this field.
3. *Street Number* – Specify the property’s Street or House Number in this field.
4. *Street Name* – Specify the property’s Street Name in this field. Exclude directional prefixes, street types or street type suffixes. For example, search “Mission” instead of “N. Mission Ave”.
5. *Document Category* – All categories of documents are searched by default. Refine searches by selecting a general kind of document from this drop down menu field.
6. *Document Subcategory* – All subcategories of documents are searched by default. If a Document Category is specified, searches can be further refined by selecting a specific kind of document from this dropdown menu field. Five subcategories can be included in a single search. Use the search box at the top of the dropdown to limit subcategory selections to those containing the specified text.
7. *Document Date* – Specify the date range during which a project occurred. Searches including only a From date will return documents created after that date. Searches including only a To date will return documents created before that date.

Search Document Content Appendix

Searches submitted with terms in the Search Document Content box return PDS documents that contain matching text in the document itself or its properties. Not all documents function with content searches.

Search Document Content

Keywords Search:

- Use specific search terms for best search performance.
- Please allow up to 10 minutes for content searches due the Document Library’s immense size.