

Site Plan: B Designator Design Review Checklist Exemption*

EFFECTIVE 7/01/2022	FEES*	INITIAL DEPOSIT
PDS PLANNING	\$1,027	
STORMWATER		
DEH	SEPTIC/WELL	
	SEWER	
PDS TRAILS REVIEW		
VIOLATION FEE	**	
INITIAL DEPOSIT & FEE TOTAL		
\$1,027		

* The application fee is waived for a Site Plan application that is within the I-15 Corridor, and for review of a single dwelling or for structures accessory to such a dwelling (except DEH).

** Projects subject to a Code Compliance Violation do not qualify for a Site Plan Permit Design Review Checklist Exemption.

Forms are available at: <http://www.sdcounty.ca.gov/pds/zoning/ZoningNumeric.html>, or the links below.
Please follow all notes and instructions carefully to avoid delays in processing.

PART A:

Each item below must be completed and saved as an electronic PDF file on a USB Flash Drive.

- Site Plan sets (see Notes 2, 3, 4).
- Preliminary Grading Plan (**must be shown on separate sheet**) (see Notes 2, 3, 4).
- [305 Ownership Disclosure](#): **ONE (1)** copy.
- [346S Supplemental Application](#): **ONE (1)** copy.
- [581 Plan Check Pre-Application Notice](#): **ONE (1)** copy.

PART B:

Each item below must be completed, printed on paper, and saved as an electronic PDF file saved on a USB Flash Drive.

- Site Plan sets (see Notes 3 and 4).
- Preliminary Grading Plan (**must be shown on separate sheet**) (see Notes 3 and 4).
- Design Review Checklist (signed by Applicant and CPG/DRB Chair): **ONE (1)** copy.
- [126 Acknowledgement of Filing Fees and Deposits](#): **ONE (1)** copy (see Note 1).
- [320 Evidence of Legal Parcel](#) (and any Deeds): **ONE (1)** copy.
- [346 Discretionary Permit Application](#): **ONE (1)** copy (see Note 1).

PART C:

All items below are for your information. Please do not bring in these items.

- [Community Design Review Guidelines and Community Design Review Checklists](#)
- [090 Minimum Plot Plan Information](#)
- [209 Defense and Indemnification Agreement FAQs](#)
- [225 Summary of the "B" Community Design Review Area Regulations](#)
- [507 Site Plan Design Review Checklist Exemption Instructions](#)
- [906 Signature Requirements](#)
- [1008 Site Plan Permit Design Review Checklist Exemption - Staff Checklist](#)
- [1009 Site Plan Design Review Checklist Exemption - Applicant's Guide](#)

NOTES:

1. IMPORTANT:

A Registered Property Owner **MUST SUBMIT** a **Signed Letter of Authorization** for an Agent if; An Authorized Agent signs the PDS-346 form and is not the registered owner of the parcel.

Or, the parcel is owned by two or more registered owners.

Or, not all of the registered owners are signing the PDS-346 form.

Or, the Authorized Agent is not the Financially Responsible Party.

Or, the parcel is owned by a Corporation.

ADDITIONALLY:

Financially Responsible Party **MUST SIGN** form PDS-126.

Financially Responsible Party **INFORMATION MUST MATCH EXACTLY** on form PDS-126

Authorized Agent **may sign** form PDS-346 **ONLY IF ATTACHED** to a **Signed Letter of Authorization**.

2. The “B” Designator Design Review Checklist Exemption provides an alternative to the Community Design Review Site Plan Permit process and PDS staff will verify that the proposed project meets all the prerequisites listed. Projects not meeting all prerequisites will be required to obtain a discretionary Site Plan Permit.
3. Save each complete Study, Report, Plot Plan, Map, etc., as an electronic PDF file onto ONE (1) USB Flash Drive. Provide only ONE (1) USB Flash Drive. Submit only the requested files. Files CANNOT have any security restrictions or passwords. Please name each PDF file on the USB Flash Drive based on the “Title or Type” of document being submitted (examples: Plot Plan, Resource Protection Study, Grading Plan). Please note: the USB Flash Drive will not be returned.
4. **Site Plan sets shall consist of:** Plot Plan, Preliminary Grading Plan, Elevations and Concept Landscape Plan. Stapled together and folded to 8½” x 11” with the lower right-hand corner exposed.
5. The number of Site Plan sets will depend on the Community Design Review your project is in. You must submit a total of **Three (3)** sets **PLUS** an additional number of sets as follows:
 - a. For **ALPINE DRB: TWO (2)** additional sets – total number - **5**;
 - b. For **I-15 DRB: TWO (2)** additional sets – total number - **5**;
 - c. For **JULIAN DRB; TWO (2)** additional sets – total number - **5**;
 - d. For **LAKESIDE DRB: TWO (2)** additional sets – total number - **5**;
 - e. For **RAMONA DRB: FOUR (4)** additional sets – total number - **7**;
 - f. For **SWEETWATER DRB: TWO (2)** additional sets – total number - **5**;
 - g. For **VALLEY CENTER DRB: TWO (2)** additional sets – total number - **5**;
 - h. **If your project is in the I-15 CORRIDOR**, you may also be in the **FALLBROOK, BONSALL or VALLEY CENTER DESIGN REVIEW AREA** – in this instance you must submit enough sets for both areas. Site Plans for other than SFDs (commercial, industrial, multi-family) go to both I-15 DRB and the other appropriate DRB. The fee waiver for I-15 only applies to Site Plans for SFD, on single lot. Does not apply to multiple SFDs on multiple lots.
6. NO FEES REQUIRED for a Site Plan filed for review of a SINGLE-FAMILY DWELLING within the I-15 corridor per Section 7602(d)(9) of the Zoning Ordinance.
7. Project goes to local Community Planning Group and/or Design Review Board for recommendation.
8. If project is a violation, the project must complete the discretionary Site Plan Permit process.
9. Your application package must be complete when you bring it in for submittal. The submittal process begins at the main “Check-In” counter on the first floor.
10. **Office Location and Hours:**

5510 Overland Avenue, Suite 110 (First Floor), San Diego, CA 92123.

Monday - Friday: 8:00 a.m. to 11:45 a.m. and 12:30 p.m. to 4:00 p.m. (Except County Holidays).

11. If you have any additional questions about the application, please email us at:

PDSZoningPermitCounter@sdcounty.ca.gov