



Site Plans

County of San Diego, Planning & Development Services | May 9, 2022

applicant user guide

submittal requirements

SUBMITTAL REQUIREMENTS INTRODUCTION

This portion of the guide lists the forms, fees, and deposits that are required to be submitted with each type of Site Plan application. Please review this information and complete the checklist in Part 3 below before submittal. PDS is happy to assist you with this process, and we look forward to working with you throughout the permit process.

Please note that these submittal requirements apply to in-person submittals. For online submittals, please click here: [Online submittal website](#)

For in-person submittals, please bring the completed checklist, all completed forms and application materials, and a check for the correct amount as indicated in part two 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](#).

PART 1: FORMS

This table indicates the required forms that must be submitted for each Site Plan application type. A link to these forms is included in part 3.

Application Type	PDS-305 & PDS-346 Application	PDS-126 Filing Fees and Deposits	PDS- 346S Project Description	PDS-215 Minor Deviation	Site Plan Checklist	Plot Plan	Preliminary Landscape & Grading Plan	Stormwater	Public Notice Package	Plan Check Notice
Site Plan (Minor and Major)	✓	✓	✓			✓	✓	✓	✓	✓
Site Plan Checklist	✓	✓	✓		✓	✓	✓			✓
Minor Deviation	✓		✓	✓		✓		✓		✓
Modification (Minor and Major)	✓	✓	✓			✓	✓	✓	✓	✓
Time Extension	✓	✓	✓			✓		✓	✓	✓

Please note that additional documents and studies may be requested after the first review of the application. A project manager will be assigned to your application and will contact you early in the process to discuss additional studies or documents that may be required, which will be requested in the initial scoping letter for the project. The scoping letter is a document that explains the permit process in detail, including estimated time and cost, potential project issues, and all applicable ordinances against which staff will review the proposal. Typical documents requested include environmental studies (for projects determined not to be exempt from the California Environmental Quality Act), photo simulations, and corrections to the submitted plans.



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PART 2: FEE AND DEPOSIT SCHEDULE

The deposit or fees required for each type of Site Plan application is determined based upon the special area designator and if a minor or major Site Plan is required. A copy of our complete fee ordinance can be found [here](#).

Special Area Designator	Application Type	Septic/Well	Sewer	Fee/Deposit
B	Site Plan (Minor – CEQA Exempt)	\$5,551	\$5,375	Deposit
B	Site Plan (Major)	\$10,189	\$9,617	Deposit
D	Site Plan (Minor – CEQA Exempt)	\$5,947	\$5,375	Deposit
D	Site Plan (Major)	\$10,189	\$9,617	Deposit
B	Site Plan Checklist	\$994	\$994	Fee
B, D and J	Modification (Minor and Major)	\$6,147	\$5,575	Deposit
J	Site Plan (Minor and Major)	\$6,084	\$5,512	Deposit
None	Standard (Minor and Major)	\$8,647	\$8,075	Deposit
None	Standard Modification	\$6,186	\$5,575	Deposit
All	Minor Deviation	\$1,426	\$1,426	Fee
All	Time Extension	\$1,863	\$1,252	Fee

- If the project is being submitted to address a Code Compliance case, the applicant must pay an additional \$1,000 deposit in addition to the deposits and fees listed above.
- Deposit accounts are charged based on the time staff spends reviewing the project. Depending upon the staff time needed to review the project, an additional deposit may be required.
- Fees are one time only payments to cover staff review of the application.
- Site Plans for single-family dwellings within the I-15 corridor are exempt from paying PDS Site Plan fees and deposits and are only required to pay fees for the Department of Environmental Health and Quality.
- New Site Plans within the Crosby Estates must pay a \$400 fee for Department of Public Works review.
- Notice of the application shall be given to all property owners within a radius (feet) from the applicant's property and a minimum number of different owners. For example, if 20 different property owners cannot be found within a 500' radius, the notice area shall be expanded until 20 property owners are available for notification. See below for more details:
 - Site Plan < 10,000 sq ft – 500' (feet) and minimum of 20 different owners.
 - Site Plan > 10,000 sq ft & < 25,000 sq ft – 1,000' (feet) and minimum of 50 different owners.
 - Site Plan > 25,000 sq ft – 1,500' (feet) and minimum of 100 different owners.

500' Min. Distribution Distance of Public Notices; Min. of 20 Property Owners	1000' Min. Distribution Distance of Public Notices; Min. of 50 Property Owners	1500' Min. Distribution Distance of Public Notices; Min. of 100 Property Owners
<ul style="list-style-type: none"> • Administrative Permits • Habitat Loss Permits • Minor Use Permits • Open Space Encroachment • Reclamation Plan • Site Plan (<10,000 sq ft.) • Tentative Parcel Map • Variance • Wireless Facilities • Appeals of above projects 	<ul style="list-style-type: none"> • Agricultural Preserve Establishment/ Disestablishment • Alcoholic Beverage License • Open Space Vacation • Tentative Map (<50 lots) • Site Plan (>10,000 sq ft) • Appeals of above projects 	<ul style="list-style-type: none"> • General Plan Amendment • Rezone • Specific Plan Amendment • Major Use Permit • Tentative Map (>50 lots) • Site Plan (>25,000 sq ft) • Appeals of above projects



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PART 3: SITE PLAN SUBMITTAL CHECKLIST

For an application to be accepted, the forms and documents listed in part one (forms) must be submitted along with the required deposit or fee listed in part 2 (fee and deposit schedule). **Please place a checkmark in each form being submitted and bring this page with you when you submit your application.**

Type of application being submitted: _____

- Plot plan, floor plan, and elevations* - Four complete copies
- Preliminary landscape and grading plan
- Application Deposit Acknowledgement and Agreement: [PDS-126](#)
- Minor Deviation Minimum Requirements Checklist: [PDS-215](#)
- Completed Application Forms: [PDS-305](#) & [PDS-346](#)
- Completed Plan Check Pre-Application Notice: [PDS-581](#)
- Project Description Form: [PDS-346S](#)
- Site Plan Checklist: A copy of the checklist for each community can be found [here](#).
- Stormwater Intake form and stormwater document (Standard or PDP SWQMP):
 - [Intake form](#)
 - [Standard Project SWQMP](#) or
 - [PDP SWQMP](#)
- Fee/Deposit: _____
- Public Notice*: [PDS-514](#) & [PDS-524](#)
- USB Drive Containing PDF of each document listed in this checklist

*Reference Forms

[PDS-090](#) – Minimum Plot Plan Requirements.

[PDS-209](#) – Defense and Indemnification Agreement FAQs

[PDS-515](#) – Public Notice Procedure

[PDS-516](#) – Applicants Guide – Preparation of Public Notice Package

[PDS-906](#) – Signature Requirements