

Administrative Permit: Off-Premise Sign		
EFFECTIVE 7/01/2019	FEES*	INITIAL DEPOSIT*
PDS PLANNING	\$823	
STORMWATER		
DEH	SEPTIC/WELL	
	SEWER	
PDS TRAILS REVIEW		
VIOLATION FEE <i>(not included in total)</i>	\$500	
<b>INITIAL DEPOSIT &amp; FEE TOTAL</b>		
<b>\$823</b>		

\* Use our [Discretionary Permit Cost Guide](#) to estimate the County portion of your project's cost. 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.

- Plot Plan [\(see Note 2\)](#).
- [346S Supplemental Application](#): **ONE (1)** copy.
- [514 Public Notice Certification](#): **ONE (1)** copy.
- [915 Administrative Permit Checklist](#): **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.

- Plot Plans: **FIVE (5)** copies [\(see Note 3\)](#);  
If in the Alpine Community Planning Group area: **SIX (6)** copies.  
If in the (USDRIP) River Way Specific Plan area: **SEVEN (7)** copies.
- Public Notice Package (see [PDS-516](#) for specific requirements): **ONE (1)** copy.
- Owner's Authorization Letter (if Applicable): **ONE (1)** copy [\(see Note 4\)](#).
- [346 Discretionary Permit Application](#): **ONE (1)** copy [\(see Note 1\)](#).
- [524 Notice To Property Owners](#): **ONE (1)** copy.

**PART C:**

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

- [090 Minimum Plot Plan Information](#)
- [209 Defense and Indemnification Agreement FAQs](#)
- [515 Public Notice Procedure](#)
- [516 Public Notice Applicant's Guide](#)
- [906 Signature Requirements](#)

**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. 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.
3. Plot plans and Elevations showing all existing and proposed signs on site are to be stapled together in sets and folded to 8½" x 11" with the lower right-hand corner exposed.
4. Owner's Authorization Letter; (If Applicable) a letter signed by the owner authorizing the applicant to apply for the permit.
5. Project goes to local Community Planning Group and/or Design Review Board for recommendation.
6. Notice of the Administrative Permit application shall be given to all property owners within a distance of 300' (feet) from the applicant's property and a minimum of 20 different owners.
7. If project is a violation, plans must have Code Compliance Officer's stamp before accepting the application.
8. 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.
9. **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).