Boundary Adjustment with Certificate of Compliance			
EFFECTIVE 7/01/2019		FEES*	INITIAL DEPOSIT*
PDS PLANNING			$2,188 Plus $95 for each additional lot or part of a lot **(4 lot max)**
STORMWATER			
DEH	SEPTIC/WELL	**	
	SEWER		
PDS TRAILS REVIEW			
VIOLATION FEE *(not included in total)*		$1,000	
INITIAL DEPOSIT & FEE TOTAL $2,188 +			

* Use our Discretionary Permit Cost Guide to estimate the County portion of your project's cost.
** DEH reviews application and completes review **prior to** PDS submittal.
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.

- ---- Legal Description for proposed parcel: **ONE (1)** copy (see Note 4).
- 350 Merger of Parcels Request (CC): **ONE (1)** copy. **Wet signature(s) required.**
- 399S Sewer Availability: **ONE (1)** copy.
- 399W Water Availability: **ONE (1)** copy.
- 715 Project Description: **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.

- 126 Acknowledgement of Filing Fees and Deposits: **ONE (1)** copy (see Note 1).
- 239 Plat: **ONE (1)** copy (see Note 3).
- 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.

- 209 Defense and Indemnification Agreement FAQs
- 248 Rules and Regulations Governing Certificate of Compliance to determine Legal Lot Status (Not approved for Development)
- 906 Signature Requirements
- Policy G-3: Determination of Legal Parcel

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. If the parcel is on septic sanitation system and/or well potable water system then Health Department (DEH) Certification is required.
3. The Plat (Form 239) MUST be printed on Legal Size Paper which is 8.5"x14", or it WILL NOT be accepted.
4. Legal Description for proposed parcel(s) (typed on plain white paper 8½"x11", with one (1") inch margins, signed by a licensed land surveyor or a registered civil engineer, entitled "Parcel A", Parcel "B", etc., with "Exhibit A" at top center of page.
5. If project is a violation, plans must have Code Compliance Officer's stamp before accepting the application.
6. 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.
7. **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).