Minor Use Permit: Minor Deviation (Wireless Facilities) *USE ONLY FOR EMAIL SUBMITTALS*			
EFFECTIVE 7/01/2019		FEES*	INITIAL DEPOSIT*
PDS PLANNING		$1,825	
STORMWATER			**$1,088***
DEH	SEPTIC/WELL		
	SEWER		
PDS TRAILS REVIEW			
VIOLATION FEE *(not included in total)*			
INITIAL DEPOSIT & FEE TOTAL **$1,825**			

* Use our Discretionary Permit Cost Guide to estimate the County portion of your project's cost.

** Do not collect at intake. Planner will determine if deposit/ fee payment is necessary.

*** If the proposed project qualifies as a Priority Development Project per the criteria indicated in the County's Storm Water Intake Form, a PDP SWQMP must be prepared and submitted with the application. Additional deposits will be required for a PDP SWQMP, separate from the initial Minor Deviation Fee.

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:

All forms/plans listed under **(PART A:)** must be completed, signed, scanned and saved as "pdf" files. **IMPORTANT:** One (1) single complete PDF file must be created for each PDS form and also for each *entire* Study, Report, Set of Plot Plans, Set of Landscape Plans or Set of Maps etc.

You may have to compress the files, or send multiple emails for the same project if you have to send "large" attachments, images, plans, etc. **Do not "split-up" PDF files, they must be complete.**

Email all PDF files to each email listed below:

Dag.Bunnemeyer@sdcounty.ca.gov

Lisa.Robles1@sdcounty.ca.gov

---- Plot Plan (see Note 5).

015 Applicant's Guidelines & Agreement for Online Submittals for Wireless Facilities

215 Minor Deviation Minimum Requirements Checklist

346 Discretionary Permit Application (see Note 1).

346S Supplemental Application

Storm Water Management Documents:

Step 1: Storm Water Intake Form for All Permit Applications (see Notes 2, 3, 4).

Step 2: **As determined by the Intake Form above, complete the required SWQMP below.**

Standard Project SWQMP (see Notes 2, 3, 4).

Or

Priority Development (PDP) SWQMP (see Notes 2, 3, 4).

PART B:

PDS will then review the submitted PDF files and determine if the emailed application package is complete. *Once the application package is determined complete, all PDS forms listed under* ***(PART B) must be filled-in, printed, "wet" signed and mailed*** *or delivered as "Hardcopies", along with the Initial Deposit.*

$$$ A Check written for the correct dollar amount (as determined by the PDS Project Manager).

346 Discretionary Permit Application **(with "Wet" signature): ONE (1)** copy (see Note 1).

PART C:

All items listed below are for your information only. Please do not submit these forms.

090 Minimum Plot Plan Information

209 Defense and Indemnification Agreement FAQs

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. Files CANNOT have any security restrictions or passwords. Please name each PDF file based on the "Title or PDS Form Number" of document being submitted (examples: Plot Plan, PDS-015, PDS-215, PDS-346, Storm Water Intake Form, Standard SWQMP, or PDP SWQMP).

3. The Storm Water Intake Form determines whether a project requires a Standard SWQMP or Priority Development Project (PDP) SWQMP. These forms and documents must be submitted as PDF files on the USB Flash Drive and have all required signatures.

4. One (1) single complete PDF file must be created for each PDS Form and also for each entire Study, Report, Set of Plot Plans, Set of Landscape Plans or Set of Maps etc. Do not "split-up" files, they must be complete.

5. Plot Plans, Elevation Drawings, etc. (must be at least 11" x 17"). Plot plans must be drawn in standard engineer scale.

6. Provide on the plot plans a summary table and square footages of all existing and proposed structures/uses.

7. Provide a detailed description of proposed Minor Deviation.

8. If project is a violation, plans must have Code Compliance Officer's stamp before accepting the application.

9. **Create and Print on the Plot Plans a Cumulative Change Table** (see example below). Indicate proposed change in percentage (%). Any changes of 10% or less, requires approval of a Minor Deviation. Any changes of more than 10%, requires approval of a Modification of the approved discretionary permit.

Cumulative Change Table (example)

Project #	Approved Square Footage	Description	Percentage Change
P00-000	18,580	Retail Store	Baseline
P00-000M[1]	19,741	Retail Store & addition	Plus 6.25%
P00-000M[2]	20,066	Retail Store, addition & storage area	Plus 1.75%
P00-000M[3]	Proposed 20,345	Retail Store, addition & storage area addition	Plus 1.50%
Net Change	1,765	Retail Store, addition & storage area addition	**Total 9.5%***
This project has brought the net change to 9.5%. Any future changes may not exceed 0.5% in order to qualify for a Minor Deviation.* ***Any change beyond a cumulative 10% requires a Modification.*			

10. **Cell Sites Adding Generators:** Existing approved projects that are adding generators require a modification to the existing permit. Also, do not accept **PDS REVIEW TEAMS** money as they don't need to review. There is no distribution to **PDS REVIEW TEAMS**. Put a note on PDS-346 telling PPS not to distribute to **PDS REVIEW TEAMS**.

11. **For any cabinets or generator additions, please print completed & signed "Noise Compliance Statement" on proposed plot plans (see below).**

NOISE COMPLIANCE STATEMENT

I, the owner/provider of the wireless telecommunications facility, understand that the facility proposed at _____ must comply with the Noise requirements of Zoning Ordinance of the San Diego County Code of Regulatory Ordinances, Section 1. Title 3, Division 6, Chapter 4. NOISE ABATEMENT AND CONTROL .

I, the owner/provider acknowledge that this project property is Zoned _____ and surrounding properties Zoned _____ and will be required to comply with the one-hour sound level limits of Chapter 4 as mentioned above. For this project property, the most stringent daytime hourly limit at any property line is _____ decibels (dBA) and for nighttime conditions this hourly limit is _____ decibels (dBA). As such, it is solely the responsibility of the owner/provider to ensure compliance with these standards. If the wireless telecommunications facility permitted and installed on the subject property exceed the noise limit requirements I understand that the County of San Diego will take enforcement action which may require the property owner to alter or remove the wireless telecommunications facility(s).

Signed,_____ _____ _____

Signature Name (printed) Date

12. 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.

13. **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).