



County of San Diego, Planning & Development Services
SITE PLAN PERMIT DESIGN REVIEW CHECKLIST
EXEMPTION - STAFF CHECKLIST
ZONING DIVISION

PART I: DOCUMENTS

YES NO

- | | | |
|--------------------------|--------------------------|--|
| ☐ | ☐ | APPLICATION (PDS-346) - Is the front filled out correctly? Be sure to fill out the back. |
| ☐ | ☐ | SUPPLEMENTAL APPLICATION (PDS-346S) - Do the answers to the three questions on the back sufficiently explain the project? |
| ☐ | ☐ | EVIDENCE OF LEGAL PARCEL (PDS-320) - Verify with DPW that the Covenants of Improvements of PM have been released/recorded. |
| ☐ | ☐ | OWNERSHIP DISCLOSURE STATEMENT (PDS-305) |
| ☐ | ☐ | AGENT AUTHORIZATION - Is it applicable? |
| ☐ | ☐ | "D" DESIGN DESIGNATOR - Include copy of ordinance which applies the "D" to the property. Write down the ordinance number. |
| ☐ | ☐ | Acknowledgment of Filing Fees and Deposits (PDS-126). |

PART II: PLOT PLAN

YES NO

- | | | |
|--------------------------|--------------------------|--|
| ☐ | ☐ | LEGIBILITY - Prints difficult to read or reproduce clearly are not acceptable. |
| ☐ | ☐ | NUMBER OF COPIES - see coversheet of application;
Multiple sheet plot plans must be stapled together into a set and folded to 8 x 1/2" x 11" with the lower right hand corner exposed. (One additional plot plan in addition to those required above for Wireless facilities) |

ADDITIONAL REQUIREMENTS FOR "B" DESIGNATOR SITE PLAN

YES NO

- | | | |
|--------------------------|--------------------------|--|
| ☐ | ☐ | PHOTOGRAPHS - Show project site conditions. Include any buildings within 400 feet on properties adjacent to the project site. Photographs should be taken looking from the site as well as into the site. On an attached plot plan indicate the location where these photographs were taken and the direction of the view. |
|--------------------------|--------------------------|--|

YES NO

- | | | |
|--------------------------|--------------------------|---|
| ☐ | ☐ | APPLICABLE FEES |
| ☐ | | The project has been deemed complete pursuant to the California Government Code Section 65943, however, pursuant to California Government Code Section 65944, the County may, in the course of processing the application, request the applicant to clarify, amplify, correct or otherwise supplement the information required for the application. |

I understand that it is the applicant's responsibility to bring color samples of all finish materials to the Design Review Board Hearing. These items will not be collected at application intake.

Print Name

Date

Signature

----- OFFICIAL USE ONLY -----

