



County of San Diego, Planning & Development Services
**DMV FORM - PROPERTY USE
VERIFICATION FOR VEHICLE DEALER'S
LICENSE**
ZONING DIVISION

ZONING PROCEDURES

1. If the use regulation allows Automotive and Equipment: Sales/Rentals, Light Equipment, as defined by Section 1430(h) of the County Zoning Ordinance, and the site does not have any special area designators that require the preparation/approval of a Site Plan, then the form may be signed off. Complete and attach [PDS-213](#) to the California Department of Motor Vehicles (DMV) issued form.
2. If the use regulation allows the above use, but the subject parcel is subject to a Special Area Designators (B, D, S, etc), then a Site Plan is required. If the parcel has an existing use, a waiver of the Site Plan requirement may be requested pursuant to the following procedures:

A. **Applicant must submit a plot plan** (8½" x 11") showing the following:

- the complete lot, including measurements (drawn to scale)
- all customer parking spaces
- all display spaces
- footprint of structure/office (and any other existing structures/uses)
- existing and proposed landscaping
- sign(s) location and size/square footage

If the submitted plot plan does not correctly indicate the required information, the DMV application will be rejected. The plot plan information is essential and necessary for the review/approval process (*see sample plot plan on page 3*).

B. **Applicant must submit color photographs of the site** showing the following:

- taken from the Street
- showing the whole site; all signs, office(s) and display/parking spaces

C. **Applicant shall submit the above requirements to:**

Planning & Development Services, Zoning Division
5510 Overland Avenue, Suite 110, San Diego, CA 92123.

3. The County shall verify that any existing use is a legal use on the site.
4. If applicable, after all of the above is completed to the satisfaction of Planning & Development Services (PDS), the waiver request will be emailed to the appropriate community Design Review Board (DRB) or Community Planning Group (CPG) for review and consideration. Subsequent to the DRB's/CPG's consideration of the waiver request, the DRB/CPG will transmit their recommendation to PDS. If, however, a recommendation is not received from the DRB/CPG within 45 days from the date of the emailed transmittal, the Director may act on the applicant's waiver request without the DRB's/CPG's input.
5. If a recommendation is received from the DRB/CPG, the Director will make a final decision on the waiver request within 30 calendar days.



County of San Diego, PDS, Zoning Division
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Continued

6. If these waiver procedures are not followed, then a Site Plan application must be submitted and processed by PDS.

NOTE: This procedure does not apply to the following uses as defined by the DMV: Vehicle Auto-Broker (office and sign only, no retail sales) or Vehicle Dealer- Wholesale Only (no retail sales, if office is in an existing building). Although these uses may not require the preparation/approval of the Site Plan, they may qualify as a Home Occupation pursuant to Section 6156(m) of the County of San Diego Zoning Ordinance.

(Please see Sample Plot Plan on page 3)



County of San Diego, PDS, Zoning Division
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Sample Plot Plan (not to scale)

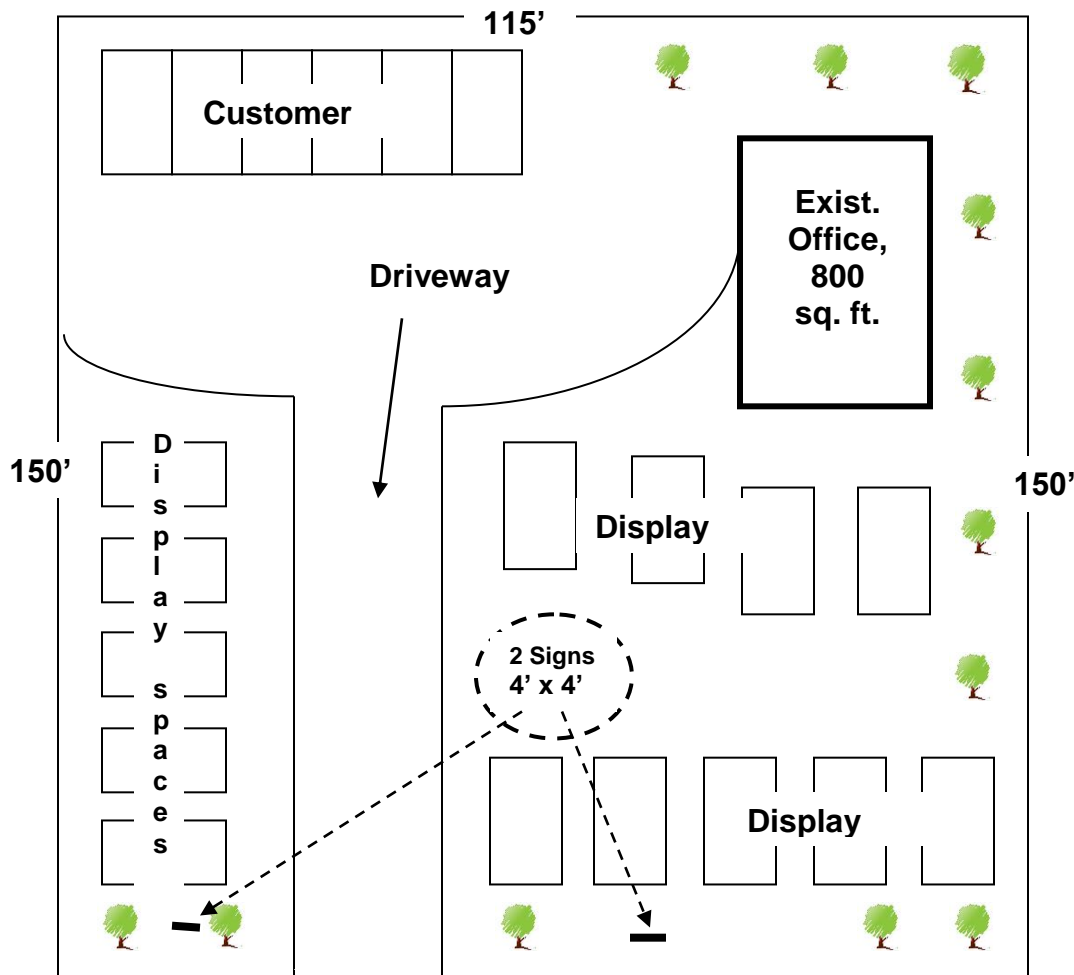
A. **Applicant must submit a plot plan** on (8½" x 11") paper showing the following:

- the complete lot, including measurements (drawn to scale)
- all customer parking spaces
- all display spaces
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----- 1234 Main Street -----