



County of San Diego, Planning & Development Services
ZONING VERIFICATION PERMIT - ORGANIC MATERIALS PROCESSING
 ZONING DIVISION

This guide provides information on how to apply for a Zoning Verification Permit for an Organic Materials Processing use. Please be sure to read **ALL** of the information in this Guide and the application package forms.

If you have any additional questions, you could schedule an Initial Consultation Meeting (see link below) for relatively little money. This will afford you the opportunity to sit down with a planner and discuss the “ins and outs” of your project and receive general information of the feasibility of the project right up front before you make any major investment in time and money.

https://www.sandiegocounty.gov/content/dam/sdc/pds/zoning/formfields/PDS-PLN-ESUB_Initial_Consult_Meeting.pdf

Please submit all the forms, plans, and documents as shown on the Organic Materials Processing Zoning Verification Permit Coversheet.

Also, please submit information and photographs demonstrating where the Organic Materials Processing will occur on site, showing that the processing operation meets the requirements stated in Section 6977.

This form will be “speaking” for you, so it is very important that your project is described in complete detail. The information in the application should detail where processing operation is taking place, the materials being processed, the quantity being handled, hours of operation, sales of product, square footage, height, if any materials are coming from offsite and any other applicable information to describe the operation.

Assessor’s Parcel No.(s) (APN): _____

Property Owner’s Name: _____

Owner’s Phone: _____
(If different from owner)

Owner’s Address: _____
Number Street City State Zip

Owner’s email: _____

Operator/Contact Person (if different than above): _____

Applicant’s Phone: _____
(If different from owner)

Applicant’s Address: _____
Number Street City State Zip

Applicant’s email: _____

Operation Information

Project Name: _____

Project Address & Nearest Cross Street: _____

Please provide any other information you believe is relevant to the processing of your project.

ALL ITEMS LISTED BELOW MUST BE SHOWN TO SCALE, INCLUDED AS ATTACHMENTS OR PROPERLY NOTED ON THE PLANS. IF NOT SHOWN OR NOTED, PLANS MAY BE REJECTED.

- Complete set of plot plans, to scale (See [PDS # 090](#) for minimum plot plan requirements).
- Minimum sheet size for a Zoning Verification Permit is 18" x 24".
- Provide on a separate sheet(s) a project description and detailed operational information, including but not limited to the following:
 - Provide a detailed project description of the proposed organic materials processing operations (i.e., site location, intent, access, use of product, etc.). Describe if the operation is an existing (type, material, etc.) or proposing a new organic process;
 - Describe the operations eligibility for this ZVP pursuant to Organic Materials Processing Ordinance No. 6977;
 - Describe the type of organic materials process that will be used on-site, i.e., windrow, in-vessel, static, etc. (refer to FAQs for descriptions);
 - Describe the type and volume (cubic yds) of feedstock, such as green materials, vegetative food materials, etc.) (refer to FAQs for descriptions);
 - Explain if organic operations be accept organic material from off-site resources, anticipated volumes and if known source of materials;
 - Describe if the organic operations will sell/donate the compostable finished product or if the product will be incorporated back on-site. Explain times, anticipate volumes and methods of sale/donation; and
 - Explain if the organic materials processing is "only" chipping and grinding operation.
- In compliance with Organic Materials Processing, operations are subject to the volume and material limitations set forth in the Title 14 of California Code of Regulations (14 CCR) Division 7, Chapter 3.1 (CalRecycle).
- Submittal of plot plans with the Organic Materials Processing requirements.

The following must be shown/indicated on the plot plans:

Plan Notes and Tables

- Add the following compliance statement on the title sheet, signed under penalty of perjury by the person who prepared the plan that provides, "I am familiar with the requirements for Organic Materials Processing Ordinance No. 6977, the County Resource Protection Ordinance, in Title 8, Division 6, Chapter 6 and Groundwater Ordinance, Title 6, Division 7, Chapter 7 of the San Diego County Code of Regulatory Ordinances. I have prepared this plan in compliance with those regulations. I certify that the plan implements those regulations to provide adequate protection of County resources."
- Show all Assessor Parcel Number(s) and parcel size(s).
- Annotate and provide the total area being proposed or existing area to be converted for organic materials operations in acres or square feet.
- Annotate all existing property structures/uses/features/topographic elements, etc. and any proposed new structures or areas.
- Provide a note that states that all Organic Materials Operations must occur on-site, within a designated drainage area. Show locations of all drainages, floodways, etc. both on-site and immediately adjacent.
- Provide statement stating the type of machinery needed for organic operations and how this equipment will be stored and screened from public view.
- State the hours of organic materials operation per the Organic Materials Processing Ordinance No. 6977.

- Provide statements that Organic Materials Processing shall be conducted in a manner so as not to become a nuisance to surrounding properties.
- Provide statement that on-site sales operations shall comply with Section 6157(a) On-Site Agricultural and/or Horticultural Sales. Indicate whether organic materials will be sold or donated (bags or by the yard).
- Provide statement that the owner of the operation shall keep records of the total organic materials processed on site, track off site volumes received and from what location(s).

Zoning Ordinance (ZO) & Other County Regulations Compliance Link to: [Zoning Ordinance](#).

- Permitted zone: Pursuant to ZO sec 6977, specify use regulation zone the property is associated with.
- Note compliance with Noise Limits pursuant to ZO sec. 6310.
- Note compliance with Particulate Matter and Air Contaminants pursuant to ZO sec. 6316.
- Note compliance with Odors pursuant to ZO sec. 6318.
- Note compliance with Lighting standards pursuant to ZO sections 6322-6326.
- Note compliance with Grading, Clearing and Watercourse Ordinance.
- Note compliance with Groundwater Ordinance.
- Note compliance with Watershed Protection Ordinance (WPO).

Setbacks

- Show all applicable setbacks or buffers on plot plan. Setbacks shall comply with Section 4800 Setback Requirements for the applicable zone in which the use is located, whichever is more stringent.

Access and Parking

- If organic materials are to be sold or donated, provide explanation on how parking and pickup organic products will be handled on site. No off-site parking shall be permitted.
- If you have an existing farm/agricultural stand, explanation on how sale/donation of organic material product will be handled on-site.
- Show all access points (primary & secondary), ingress and egress on-site. Note on plot plans all adjacent roadways (private or public) that provide access to the property.
- Depending on the organic volume or operations additional requirements maybe required.

Building & Siting Requirements

- Any new accessory structure that is integral to the organic materials operation shall be subject to San Diego County building and fire codes. Unless exempt, by the SDCFA for structures with intermittent human occupancy (Section 321.1 General).
- All organic operations must be sited a minimum of 100 feet from any existing groundwater well and/or nearest surface water body.
- All operations must be sited a minimum of 50 feet from and state or federally protected wetlands and sensitive habitat.
- If onsite sales/donations are proposed, illustrate how parking, and pick up areas on-site are handled. Illustrate the required buffers and/or setbacks for this use.
- Confirm and provide along with the ZVP application the SDCFA operational permit allowing the proposed organic materials processing and that all conditions have been met.

THE AGREEMENT BELOW MUST BE SIGNED FOR THIS APPLICATION TO BE CONSIDERED COMPLETE:

I, the property owner, understand that the Organic Materials Processing Operation proposed at _____ must comply with the requirements of the County of San Diego Grading Ordinance, Watershed Protection Ordinance, Zoning Ordinance, and regulations related to Noise Abatement and Control of the San Diego County Code of Regulatory Ordinances.

If the Organic Materials Processing operation permitted and installed on my property at any time does not meet the requirements of these ordinances, I understand that the County of San Diego will take enforcement action to bring the Organic Materials Processing operation into compliance with current requirements.

Signed,

Signature

Printed Name

Date