



County of San Diego, Planning & Development Services
**APPLICANTS GUIDE TO MINOR
DEVIATIONS TO PLOT PLANS**
ZONING DIVISION

Intent: The intent of the Minor Deviation procedure is to provide an administrative process for obtaining minor amendments to approved plot plans for Use Permits, Site Plans, and Variances. Any changes to the approved building(s), changes to the building layout, increase in height or square footage, changes to the number of parking spaces, changes to the building design, or changes to the approved landscaping are subject to approval of a Minor Deviation or Modification of the approved discretionary permit. The maximum allowed change through the Minor Deviation process is an increase or decrease of 10%. Any changes of more than 10% require approval of a Modification of the approved discretionary permit. It is not the intent to allow changes to plot plans that would violate the intent or purpose of the original approved permit or to add a new use on the property. See Zoning Ordinance Section 7609 for additional details. (Note that conditions within a permit Decision of Approval cannot be changed by a Minor Deviation.)

Required Findings to approve a Minor Deviation:

1. The requested Deviation does not constitute a substantial change to the Use Permit, Site Plan, or Variance.
2. The requested Deviation will not adversely affect adjacent property or property owners.

Minimum Application Materials:

1. Application (PDS-346 & PDS-346S). Be sure to include the permit number and describe the intent of the Minor Deviation on PDS-346S.
2. Plot Plans. Provide four copies of plot plans. Plot plans must include the original approved plan, must identify/indicate all previously approved Minor Deviations and/or Modifications (if applicable), and clearly identify all currently proposed Minor Deviations. A tabulation table of all previously approved structures/uses and all proposed structures/uses shall be shown on the plot plan. Provide exterior elevations of buildings if building changes are proposed. Plot plans must show the information listed in the PDS Typical Plot Plan handout (PDS-090). (Plot plans must be folded to 8.5" x 11" in size with lower right-hand corner exposed.)
3. Two copies of Storm Water Quality Management Plan (SWQMP).
4. Applicable fees. Please refer to PDS Fee Schedule (PDS-369) for fees.
5. Homeowner's Association approval. Homeowners Association consent or authorization is required for Minor Deviations proposed within planned residential developments.

Procedure: Applicants are encouraged to confer with staff prior to submittal of a Minor Deviation. No appointment is necessary to file a Minor Deviation. Minor Deviation applications are reviewed by PDS staff and the Planning Director's decision on the Minor Deviation is final. There is a separate Deviation procedure for minor homeowner Deviations within planned developments (see Zoning Ordinance Section 7614).