



County of San Diego, Planning & Development Services **ADMINISTRATIVE PERMIT APPLICANT'S GUIDE – CANNABIS FACILITY**

ZONING DIVISION

This guide provides information on how to apply for an Administrative Permit for a Cannabis Facility. Please use this guide to determine whether your application is complete before you bring it in for filing.

OPTIONAL: Contact Planning & Development Services (PDS) to set up an [Initial Consultation Meeting](#) to determine the processing requirements and to discuss project specifics with various departments prior to formally submitting an application. To schedule an Initial Consultation Meeting, contact the PDS Zoning Division Counter at (858) 565-5981. NOTE: There is a deposit for an Initial Consultation Meeting.

PART A- FORMS AND DOCUMENTS

The following forms must be completed and submitted with the application:

- ☐ **Phase I PDS Code Compliance Licensing Application.** Prior to permit submittal, it is required that you submit and complete Phase 1 of your cannabis business license application with PDS Code Compliance. Additionally, until October 2029, only applicants that are verified Social Equity applicants through the Office of Equity and Racial Justice's Social Equity Program can apply for a cannabis facility.
- ☐ **Acknowledgement of Filing Fees and Deposits ([PDS-126](#)).** This form must be signed by the Financially Responsible Party and acknowledges that a monetary deposit is required for review of your permit application and that additional monies may be required if the original cost estimate does not cover all costs associated with application processing.
- ☐ **Evidence of Legal Parcel ([PDS-320](#))** (refer to [Policy G-3](#)). Top half must be completed and signed.
- ☐ **Ownership Disclosure ([PDS-305](#)).** Must be completed, signed and dated.
- ☐ **Agent Authorization, if applicable.** A signed letter authorizing the applicant to apply for the permit if not the owner(s). (See Section 7354 of the Zoning Ordinance.)
- ☐ **Discretionary Permit Application ([PDS-346](#)).** Complete and sign this form. The back will be completed by staff at the time of submittal.
- ☐ **Cannabis Supplemental Application ([PDS-346C](#)).** The purpose of this supplemental application is to provide a thorough description of the proposed use. This part of the application is very important because it provides information which is used in the analysis of

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the project and preparation of recommendations and conditions of the permit. All aspects of the project should be described including the purpose, capacity, hours of operation, number and area of buildings, parking (number of spaces), signs, phasing and access. If the application requests Variances you should list those Variances with reasons. Please use extra sheets if necessary.

If this application is a modification of an existing permit, you should describe the existing operation, the modification and give reasons for the modification.

- ☐ **Project Facility Availability Letters.** You should complete the top portion of these forms and the agencies must complete the bottoms. If you are uncertain, please contact the Zoning Information Counter for further information (PDSZoningPermitCounter@sdcounty.ca.gov).
- ☐ Fire Service Letter ([PDS-399F](#)). Must be completed and signed by the district or public agency which would provide fire protection service for the project.
- ☐ Sewer Service Letter ([PDS-399S](#)). Must be completed and signed by the district or public agency which would provide sewer service for the project.
- ☐ Water Service Letter ([PDS-399W](#)). Must be completed and signed by the district or public agency which would provide water service for the project.
- ☐ **Climate Action Plan (CAP) Consistency Review Checklist.** You must complete the CAP checklist sections for Privately Initiated Projects to demonstrate if your project would be consistent with the CAP. The CAP Checklist can be found here: [CAP Checklist](#)
- ☐ **Storm Water Quality Management Plan.** You must prepare/complete the [Storm Water Intake Form for All Permit Applications](#). This form must be completed in its entirety and accompany applications for any of the discretionary or ministerial permits and approvals referenced in Sections 67.809 and 67.811 of the County of San Diego Watershed Protection, Stormwater Management and Discharge Control Ordinance (WPO). The purpose of this form is to establish the Stormwater Quality Management Plan (SWQMP) requirements applicable to the project. 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

Public Noticing

- ☐ **Public Notice** (See [PDS-514](#), [515](#), and [516](#) for detailed instructions). PDS must notify all owners of property within 500 feet of the subject property and a minimum of twenty different property owners. To complete the notification, the following must be submitted with the application (refer to PDS-516 for detailed instructions):
- ☐ **Maps.** Separate sheets (11" x 17") of the County Assessor's Map(s) showing the entire property outlined in red with a green line encircling a distance of 500 feet from the property line. Each parcel lying wholly or in part within the 500 feet shall have its number colored yellow with a "highlighter" pen or a colored pencil. Assessor's Map(s) must **not** be reduced.

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- ☐ **List of Owners.** A typed list of all affected property owners parcel highlighted in yellow above, by Assessor's Parcel Number with name and address. A minimum of twenty different property owners. The addressee must be the property owner and not a leaser or renter
- ☐ **Stamped Envelopes.** One set of stamped (**only use USPS "Forever" stamps**) and addressed (typed) plain (no letterhead) envelopes (4¼" x 9½" "business" size) for each property owner on the list. If a property owner has several parcels, you only need to submit one envelope. No enclosed business cards are allowed. PDS will provide the return address at intake.
- ☐ **Labels.** One set of gummed labels on 8½" x 11" sheets containing the names, addresses and the Assessor's Parcel Numbers of all property owners on the typed list. The labels are necessary for a possible appeal.
- ☐ **Complete Public Notice Certification ([PDS-514](#)).** This form, signed by the applicant, certifies the names and addresses submitted with the Public Notice. Packages are from the latest adopted Assessor's Tax Roll. You should be aware that if any of this information is incorrect, the processing may be delayed.
- ☐ **Vicinity Map and Project Summary ([PDS-524](#)).** Must be completed and a vicinity map prepared according to the instructions on the form.
- ☐ **Posting of Notice ([PDS-298](#)).** Follow the instructions. Failure to post or comply with the guidelines may delay the processing of the project.
- ☐ Notice to applicants for Site Plans, Variances, Administrative Permits and Use Permits ([PDS-581](#))

PART B – PLOT PLANS AND ELEVATIONS

- ☐ **Plot Plan.** All plot plans should contain sufficient information to describe the project. PDS-346C contains a list of features and plan notes that must be shown on the plot plan. Based on the type of cannabis facility you are proposing, different features may need to be shown.
- ☐ **Elevations.** Show complete elevations (side views) for all existing and/or proposed structures. Indicate heights and dimensions.
- ☐ **Floor Plans.** Include floor area calculation for any proposed structures.
- ☐ **Grading** – A preliminary grading plan must be filed with an Administrative Permit conforming to all requirements of Section 87.203 of the San Diego County Code of Regulatory Ordinances, except that it shall not be required to show the estimated grading starting and completion dates. The level of detail required may be less than would be required for actual construction, but shall be sufficient to permit analysis of all on-site and off-site environmental impacts and mitigation measures. The preliminary grading plan shall be on a separate sheet and cannot be incorporated into the plot plan for the project.

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