County of San Diego, Planning & Development Services

APPLICANT'S GUIDELINES & AGREEMENT FOR ONLINE SUBMITTALS FOR WIRELESS FACILITIES

ZONING DIVISION

The Applicant's Guidelines & Agreement provides information on how to submit a discretionary permit for wireless facilities electronically through the "Electronic Permit Application Submittal" process (EPAS).

EPAS allows ONLY wireless customers to submit applications and other documents to PDS electronically. Interested customers must initiate the wireless EPAS process by signing this Agreement (below) before the EPAS process can begin.

A complete discretionary permit application package (EPAS) must be emailed to the following staff listed below *(Email all PDF files to each email listed below)*

- Lisa.Robles1@sdcounty.ca.gov
- Chloe.Hird@sdcounty.ca.gov
- AJ.Aziz@sdcounty.ca.gov

PDS will then review the submitted PDF files and determine if the application package is complete. All info/forms listed on the coversheet must be submitted for pre-intake review. Once the application package is determined complete, PDS will email an invoice with the case number to the customer. Also, an approval to submit the INITIAL DEPOSIT monies will be emailed to the customer. Additional monies may be required.

NOTE: A ½ hour to 1 hour pre-intake review charge will occur for each pre-intake review.

The customer is required to send the completed form, PDS-346 (with a "wet-signature"), a complete Public Notice Package (Public Notice Package is not required for Minor Deviations) and pay the INITIAL DEPOSIT monies via credit card or check *(made payable to: The County of San Diego).*
Mail to: Lisa Robles, Planning & Development Services, Zoning Division, 5510 Overland Ave, Suite 110, San Diego, CA 92123.

As soon as the INITIAL DEPOSIT monies, Public Notice Package, and PDS-346 have been received, PDS staff will then change the status of the project from "pre-intake" to "Intake."

Users can view the application information and status on-line. See PDS-318 for instructions.

I, _____, acknowledge reading the EPAS Guidelines & Agreement
Print Name
and understand a copy will be placed in my case file. My signature indicates that I understand and agree with its content and requirements.

Customer Signature: _____

Date: _____

Email Address: _____

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