



County of San Diego, Planning & Development Services
SITE PLAN PERMIT DESIGN REVIEW CHECKLIST
EXEMPTION - STAFF CHECKLIST
ZONING DIVISION

PART I: DOCUMENTS

- | YES | NO | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | APPLICATION (PDS-346) - Is the front filled out correctly? Be sure to fill out the back. |
| <input type="checkbox"/> | <input type="checkbox"/> | SUPPLEMENTAL APPLICATION (PDS-346S) - Do the answers to the three questions on the back sufficiently explain the project? |
| <input type="checkbox"/> | <input type="checkbox"/> | EVIDENCE OF LEGAL PARCEL (PDS-320) - Verify with DPW that the Covenants of Improvements of PM have been released/recorded. |
| <input type="checkbox"/> | <input type="checkbox"/> | OWNERSHIP DISCLOSURE STATEMENT (PDS-305) |
| <input type="checkbox"/> | <input type="checkbox"/> | AGENT AUTHORIZATION - Is it applicable? |
| <input type="checkbox"/> | <input type="checkbox"/> | "D" DESIGN DESIGNATOR - Include copy of ordinance which applies the "D" to the property. Write down the ordinance number. |
| <input type="checkbox"/> | <input type="checkbox"/> | Acknowledgment of Filing Fees and Deposits (PDS-126). |

PART II: PLOT PLAN

- | YES | NO | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | LEGIBILITY - Prints difficult to read or reproduce clearly are not acceptable. |
| <input type="checkbox"/> | <input type="checkbox"/> | NUMBER OF COPIES - see coversheet of application;
Multiple sheet plot plans must be stapled together into a set and folded to 8 x 1/2" x 11" with the lower right hand corner exposed. (One additional plot plan in addition to those required above for Wireless facilities) |

ADDITIONAL REQUIREMENTS FOR "B" DESIGNATOR SITE PLAN

- | YES | NO | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | PHOTOGRAPHS - Show project site conditions. Include any buildings within 400 feet on properties adjacent to the project site. Photographs should be taken looking from the site as well as into the site. On an attached plot plan indicate the location where these photographs were taken and the direction of the view. |

- | YES | NO | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | APPLICABLE FEES |
| <input type="checkbox"/> | | The project has been deemed complete pursuant to the California Government Code Section 65943, however, pursuant to California Government Code Section 65944, the County may, in the course of processing the application, request the applicant to clarify, amplify, correct or otherwise supplement the information required for the application. |

I understand that it is the applicant's responsibility to bring color samples of all finish materials to the Design Review Board Hearing. These items will not be collected at application intake.

Print Name

Date

Signature

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

5510 OVERLAND AVE, SUITE 110, SAN DIEGO, CA 92123

For any questions, please email us at: PDSZoningPermitCounter@sdcounty.ca.gov

<http://www.sdcounty.ca.gov/pds>

