



County of San Diego, Planning & Development Services
**RULES AND REGULATIONS GOVERNING
A CERTIFICATE OF COMPLIANCE**
ZONING DIVISION

1. A plat **must** be prepared and submitted with the application.
2. The plat **must** be drawn legibly and submitted on form [PDS-239](#) printed on 8½ x 14 legal sized paper, and completed in black ink. **Ballpoint pen is not acceptable.**
3. The plat **must** show and include the following information:
 - a. North arrow and scale. (**Must be Engineer's scale:** 1" = 100', 200', 400' etc.)
 - b. Small scale vicinity map. Show "**site**" of parcel(s).
 - c. Abbreviated legal description (for entire project site **only**).
 - d. All parcels alphabetically labeled "Parcel A", "Parcel B", etc.
 - e. Current Assessor's Parcel Number (APN) of each existing parcel.
 - f. Parcel owner's name.
 - g. Parcel boundary lines shown in **solid lines**.
 - h. Boundary dimensions of each parcel. (Bearings and curve data are **not** required **and** multiple dimensions may be grouped for curved or irregular boundaries.)
 - i. Location and **use** of all existing structures (e.g. **SFD, residence, barn, etc.**). Show setback distances of all structures from property lines and to centerline of all streets or easements.
 - j. Name, width and location of all existing and/or proposed street and road easements on or adjacent to site. Also, identify legal access to site.
 - k. Location of all dedicated open space and 100 year floodplain, if necessary.
 - l. Net area of each parcel. (Gross area not required.)
 - m. Current zoning and minimum parcel size. If more than one zone, identify each separated by dotted line.
 - n. Health Department Certification (only if property is not eligible, or not receiving service from sewer or water service agency).

NOTE: *If there is an existing septic system on any parcel(s) the plat shall include certification by the County Department of Environmental Health (DEH).*



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Continued

See additional items for Plat on reverse.

- o. Names, addresses, telephone numbers and signatures of **all** owners. (If owner is a Trust, the trustee(s) must sign as trustee(s). If owner is a corporation, the President or other authorized official must sign.)*
- p. Name, address, telephone number and signature of the person who prepared the plat.*
- q. **Merger of parcels proposal will be shown as one parcel: Parcel A.**

***NOTE:** All signatures are to be **signed in ink**. Under each signature also print name in small letters.

4. The following items (if applicable) must be submitted with the plat:

- a. Completed Discretionary Permit Application [PDS-346](#) (complete front side only).
- b. Completed sewer and water availability letters, forms [PDS-399S](#) and/or [PDS-399W](#) if applicable.
- c. **Legible** copy of the current owner's recorded deed.
- d. Documentation of recorded access to subject property (unless abutting a public street), if not recorded with the current owner's deed.
- e. Project Description form [PDS-715](#). The description should include the following: 1) the purpose of relocating the lot lines; 2) brief history of property if associated with previous discretionary projects; 3) total net acreage of subject parcels; 4) zoning regulations and 5) name of access road to each parcel. The description should adequately reflect the ultimate use of the site in terms of construction and development.
- f. **Designated Remainder Parcel Only** (see [Permit Coversheet](#))

5. Legal descriptions are not required at intake but must be submitted prior to final approval. Legal Descriptions must bear the seal and signature of the Licensed Land Surveyor. They must be typed on plain white paper, 8-1/2" x 11", with one **(1)** inch margins. Label each description to correspond with parcels shown on plat (e.g. "**Parcel A**", "**Parcel B**", etc. **Exhibit "A"** at top of first page). Also, if more than 2 pages, paginate: **1 of 3, 2 of 3, etc.**

If you have any questions concerning the above information, please contact Planning & Development Services at PDSZoningPermitCounter@sdcounty.ca.gov. If you have any questions concerning Health Department certification, please contact the Department of Environmental Health at (858) 565-5173.