



County of San Diego, Planning & Development Services
MAJOR PRE-APPLICATION MEETING REQUEST
ZONING DIVISION

A Major Pre-application meeting consists of a detailed review of a proposed project prior to formal application submittal and is intended to identify and resolve major issues that may affect project feasibility. Major Pre-Apps are required for the project types listed below. In certain instances where a project may be considered minor and non-controversial a waiver of the mandatory Major Pre-App may be approved by Planning & Development Services (PDS). A waiver request [PDS-328](#) must be submitted to the PDS Zoning Counter for consideration. A determination on the waiver will be provided within five days of the waiver request. *Please note: This form is only required for submittals made in person. The online submittal application will be accepted in lieu of this form.*

Major Pre-Apps are mandatory for projects that will be approved by the Planning Commission or Board of Supervisors:

- Tentative Maps
- Revised Tentative Maps
- Major Use Permits
- Major Use Permit Modifications (non-cell sites)
- Rezones
- Specific Plans/Specific Plan Amendments
- General Plan/General Plan Amendments
- Reclamation Plan
- optional for other projects

A [Major Pre-Application Meeting](#) is not to review or submit an application for a discretionary permit. For information on submitting an application for a [Discretionary Permit](#), contact the Planning & Development Services (PDS) Zoning Counter to schedule a submittal appointment, email PDSZoningPermitCounter@sdcounty.ca.gov.

Requestor's Name: _____ Phone: _____

Mailing Address: _____

Fax: _____ Email Address: _____

Are you an Attorney or are you bringing an Attorney to the Major Pre-Application Meeting? Yes No

Are you an Attorney or are you bringing an Attorney and will legal issues be discussed? Yes No

Be aware that PDS Policy requires that County Counsel attend meetings where an outside attorney is present and legal issues will be discussed. Deputy County Counsel will charge at the hourly rate shown in the table on page 2. If you check the "Yes" box, above, change your mind and fail to notify PDS that you will not bring an attorney, County Counsel charges for preparation and travel (generally 1-2 hours) will still be applied.

MEETING ATTENDEES AND COST

A PDS Project Manager will be assigned the Major Pre-application. Refer to the table on the following page for typical pre-application meeting attendees, deposit estimates (please see Major-Pre-App cover sheet for deposit info). The initial deposit is collected to cover the initial review; however the total cost may exceed initial deposits depending on the complexity of project issues. The cost of the Major Pre-application meeting is based on staff time, but not limited to, completing background research, reviewing application materials, studies, responding to phone inquiries, preparation of correspondence, meeting preparation and attendance, and follow up. If the actual cost exceeds the initial deposit, then an additional deposit must be paid by the financially responsible person to cover the difference.

----- PDS STAFF USE ONLY -----

Record ID: _____

Student Intern: _____

Project Manager: _____

Planning Manager: _____

----- 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>





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Continued

Major Pre-app Staffing	Issues Covered	Cost Estimate	Hourly Rate	Approximate Staff Hours
PDS Planning	Planning, Ordinance Compliance, Environmental Issues	\$5,627 - \$9,395 (D)	\$189 - \$227/hr	30 - 55 hours
PDS Land Development	Access, Road Improvements, Drainage, Stormwater,	\$1,590 (D)	\$189 - \$227/hr	9 hours
PDS Trails Coordinator	Trails	\$170 (F)	n/a	2 hours
Department of Environmental Health	Wells/Septic Systems	\$692 (F)	n/a	4 hours
Department of Parks and Recreation (optional)	Parkland Dedication Ordinance	hourly	\$72 – \$116/hr	varies
County Counsel (optional)	Legal Issues/Interpretation	hourly	\$214/hr	varies

MEETING REQUEST SUBMITTAL

Return this completed form, [PDS-126](#), [PDS-330 Supplemental Questionnaire for Major Project Pre-Application Meeting Request](#), and any other attachments to: Planning & Development Services, Zoning, Attn: Lisa Robles, 5510 Overland Avenue, Suite 110, San Diego, California 92123, or via e-mail to: Lisa.Robles1@sdcounty.ca.gov. Zoning counter staff will review the forms provided and notify you of the deposit amount required to initiate the meeting request. Checks shall be made payable to the “County of San Diego.” Two party checks are not acceptable. Visa and MasterCard are also accepted. A planner will not be assigned until payment is received. **Major Pre-application Meetings generally take place within 4 weeks from receipt of payment.** The lead planner to whom the pre-app is assigned will contact the requestor within 10 working days of receipt of the required deposit to schedule the meeting.

MEETING PURPOSE/PROJECT DESCRIPTION

Explain the purpose of the meeting request with a written description of the proposal, a conceptual plot plan or map that identifies the general location of the proposed land uses, densities, and access points, and list of specific questions that you would like answered. If technical studies are available they may also be submitted to assist staff with their review. **PLEASE PROVIDE AS MANY DETAILS REGARDING THE PROJECT AND SITE AS POSSIBLE TO ALLOW FOR MORE DETAILED AND CONSTRUCTIVE FEEDBACK. PLEASE PROVIDE AT LEAST FIVE (5) COPIES OF ANY ATTACHMENTS.**

COMMUNITY OR SUBREGIONAL PLAN: _____

PROPERTY ADDRESS: _____

LIST APPLICABLE ASSESSOR’S PARCEL NUMBERS

DESCRIPTION OF THE REQUEST

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