



# County of San Diego, Planning & Development Services

## Urban Agricultural Incentive Zones (UAIZ)

### ADVANCE PLANNING DIVISION

#### REFERENCE

Section 1, Section 88.20  
Administrative Code

#### TAX BENEFIT ESTIMATE

To discuss the valuation of the properties under the Urban Agricultural Incentive Zone Act, contact the Property Tax Services Division of the County of San Diego Auditor & Controller's Office at:

858-694-2901  
[proptax@sdcounty.ca.gov](mailto:proptax@sdcounty.ca.gov)

#### TAX BILL QUESTIONS

Contact the San Diego County Treasurer-Tax Collector's Office at:  
877-829-4732

[taxman@sdcounty.ca.gov](mailto:taxman@sdcounty.ca.gov)

#### TO SUBMIT YOUR APPLICATION

Direct questions concerning the UAIZ program or application process to:

**Tim Vertino**  
858-495-5468  
[timothy.vertino@sdcounty.ca.gov](mailto:timothy.vertino@sdcounty.ca.gov)

Contact Tim to arrange a meeting time at the 3<sup>rd</sup> Floor Planning Counter Monday through Friday.

#### Advance Planning Division

5510 Overland Avenue  
Ste. 310  
San Diego, CA 92123  
858-694-2960  
[SanDiegoCounty.gov](http://SanDiegoCounty.gov)

An Urban Agriculture Incentive Zone (UAIZ) Contract is a agreement between the County of San Diego and property owner of vacant, unimproved, or blighted property whereby the property owner agrees to keep the property in active agricultural use for a period of five years or more in exchange for a property tax benefit.

#### ELIGIBILITY

The property must meet all of the following criteria to be eligible for a UAIZ contract:

- **Size:** A minimum size of 0.10 Acres and maximum of 3.0 Acres.
- **Condition:** Land is blighted, unimproved, or vacant; or, was previously blighted, unimproved, or vacant and has been converted to an urban agriculture use.
- **Permissible Structures:** No dwellings are allowed. Only structures that are accessory to the urban agriculture activity, such as toolsheds, greenhouses, produce stands, and similar structures may be allowed subject to County code and State Building permit requirements.
- **Water Service:** The applicant must obtain confirmation from the appropriate water retailer that the property has a metered water service connection or an approved equivalent.
- **Readiness:** The property must (1) Not have code violations with a record of notice to the property owner of such violations; (2) Must be entirely and exclusively dedicated to Urban Agriculture Use as defined in the Code; (3) Complete any land use approvals, potentially including an Agricultural Clearing Permit, and/or building permits required for the Urban Agriculture Use to commence, prior to the submittal of a UAIZ application; (4) Commence the urban agriculture use within 90 days of execution of a UAIZ contract or the contract will be terminated.

Eligibility is subject to verification upon submittal of the application and required attachments.

#### COMMON QUESTIONS

***Do I need a health permit to sell produce or agricultural products?*** You will need to check with the San Diego County Department of Environmental Health for a permit if you plan to have limited food sales. Call 858-505-6700 for more information.

***Can I expect the same amount of property tax savings every year?*** No. State law mandates that the County Tax Assessor's office evaluate each property annually to determine the assessment.

***What happens if the County or I terminate the contract before five years pass?*** Contracts that are terminated prior to the five-year term will pay a cancellation fee equal to that of the tax revenue lost in all years of the contract plus interest. The fee is calculated by the County Tax Assessor's office and payable to the County Treasurer-Tax Collector.

***What happens if I sell the property?*** A UAIZ Contract is attached to the property. Subsequent owners are bound by the terms and conditions of the UAIZ contract, unless the new owner terminates the contract and pays the cancellation fee.

You must notify the County and San Diego County Assessor/ Recorder/ County Clerk of any transfer of ownership. Preliminary Change of Ownership Forms are available at the Assessor/ Recorder/ Clerk customer counter or it can be mailed to you upon request by calling (619) 238-8158. You are responsible for payment of applicable recording fees.



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#### APPROVAL PROCESS

**Step 1: Submit the Application Package.** Bring the completed application to the Planning & Development Services (PDS) Zoning Counter at located at 5510 Overland Avenue, first floor. Your application package will be checked for completeness with the submittal requirements. Acceptance of an application does not guarantee approval. Once accepted, arrange a meeting to discuss the application package and draft contract in person with County staff; contact:

**Tim Vertino**  
858-495-5468  
[timothy.vertino@sdcounty.ca.gov](mailto:timothy.vertino@sdcounty.ca.gov)

**Step 2: County Reviews Application and Evaluates Tax Benefit Limit.** The County will review the application for compliance with the eligibility criteria and may require further analyze, permitting or site inspections. Staff will determine that the approval of the contract will not result in the estimated combined cumulative tax revenue loss to the County and other recipients of ad valorem property taxes for all properties currently under contract of more than \$250,000. Applications will be processed in the order received.

**Step 3: Contract Execution.** If the review process determines that a contract may proceed:

- The County will draft and sign the contract,
- County will inform the property owner the signed contract is ready for pick up;
- The owner must sign and provide proof of notarization of the signed contract.

**Step 4:** Applicant records Contract and provides the County with a copy. The applicant must have the attested contract recorded by the San Diego Assessor/Recorder/ County Clerk. \*For properties to receive a property tax reduction in any year, the contract must be recorded by December 31 of the prior year. The applicant must deliver or mail a copy of the recorded contract to the County Planning & Development Services, postmarked by December 31, to:

**San Diego County Planning & Development Services, Advance Planning Division**  
5510 Overland Ave, Ste. 310  
San Diego, CA 92123  
Attn. Timothy Vertino

\*Only when a copy of the recorded contract is mailed back to PDS is the contract considered finalized.

**Step 5: Begin Agricultural Activity within 90 days.** If the property is not already used for urban agriculture, the applicant has 90 days from the date of recording to begin agricultural activity. Provide visual evidence that urban agricultural operations have commenced within 90 days. Upon reasonable notice PDS may inspect the site to verify requirements and compliance with the Urban Agriculture Plan as described. The County may annually inspect the site to confirm compliance with the contract. The County Assessor, County Agriculture Commissioner, and State Board of Equalization all may conduct periodic inspections of the property during the term of the contract to determine compliance with the contract and the law.

#### FEES

**Application Fee.** The San Diego County Board of Supervisors requires Planning & Development Services to charge fees to recover costs associated with programs and staff time. The UAIZ application fee is \$1,264 and is due at the time of submitting an application. The County may offer fee waivers to qualified applicants or adjust fees at any time. Waivers are not guaranteed and applications are processed in the order received.

**Recording Fee.** The County of San Diego Assessor/Recorder/County Clerk may also charge a recording fee.

#### UAIZ APPLICATION CHECKLIST

Your application must include all of the items:

- PDS-380 UAIZ Application
- [PDS-346 Discretionary Permit Application](#) (owner and applicant information)
- Letter of Authorization (if required)
- Urban Agriculture Plan (matching above)
- Plot plan or drawing
- Site Photos
- Utility Service Availability Letters



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**PROPERTY INFORMATION**

Assessor's Parcel Number (APN):		
Project Name (if any):		
Property Address:		
Property Location (if no address):		
Property Size (acres):		
Property Owner's Name:		
Applicant/Operator's Name:		
Letter of Authorization: (Required if Applicant/Operator is submitting application on owner's behalf)	<input type="checkbox"/> Yes	<input type="checkbox"/> No

**UTILITIES: WATER / WASTEWATER / ELECTRICITY**

If yes to any of the following, be sure each is indicated on the required plot plan/drawing.

Metered Water Service:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Water Service District:		
Approved Well Water (describe):		
Wastewater/Sewer Service:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Wastewater/Sewer District:		
Electrical Service	<input type="checkbox"/> Yes	<input type="checkbox"/> No

**SITE DESCRIPTION**

If yes to any of the following, be sure each is indicated on the required plot plan/drawing.

Access/Driveway	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Description of Access:		
Description of Parking:		
Existing Fencing	<input type="checkbox"/> Yes	<input type="checkbox"/> No

5510 OVERLAND AVE, SUITE 110, SAN DIEGO, CA 92123 • (858) 694-8985 • (888) 267-8770  
<http://www.sdcounty.ca.gov/pds>





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Description (existing):		
Planned Fencing	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Description (planned):		
Existing Buildings or Structures:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Description:		
Planned Buildings or Structures	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Description:		

**URBAN AGRICULTURE PLAN**

The following information at minimum is required; additional information can be provided as a separate attachments or exhibits and included by reference below.

Will the property be used for urban agriculture purposes for a minimum of five years?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Non-Profit?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Name of Non-Profit		
Non-Profit Tax Identification Number		
<b>Project Description:</b> describe the proposed urban agriculture uses (e.g., market garden, private community garden, aquaculture, agricultural products, orchards, row crops, etc.).		
<b>Improvements:</b> describe any planned alterations or improvements such as: driveways, parking areas, earth moving, clearing of vegetation, site preparation, tractor work, grading, construction of any facilities, structures, sheds, barns, greenhouses, aviaries, irrigation systems, planter boxes, shade canopies, nets, or fencing.		



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<p><b>Operations:</b> describe all existing and planned on-going operations including maintenance of any structures or facilities, reuse of any accessory buildings, refuse removal, composting, organic pesticide and fertilizer use.</p>	
<p><b>Hours:</b> describe the planned time the site will be occupied by those conducting urban agriculture.</p>	
<p><b>Noise:</b> describe any potential occurrences of noise beyond ambient level such as the use of small-engine equipment, power tools, tractors, chippers, or similar equipment.</p>	

<b>REQUIRED ATTACHMENTS:</b>	<b>DESCRIPTION:</b>
<a href="#">PDS-346 Discretionary Permit Application</a>	Owner and Applicant Information
Letter of Authorization	Required if Applicant is not the owner
Plot Plan or Drawing*	See: <a href="#">PDS-090 Minimum Plot Plan Information</a> See: <a href="#">PDS-040 Example Plot Plan Template</a>
Site Photos (before Urban Agriculture or UAIZ Contract)	4" x 6" or greater color photographs Printed or digital as JPEG or PDF with resolution >300dpi.
Utility Service Availability Letters (Water, Sewer, and Electricity if applicable)	<a href="#">PDS-399W</a> – Water Availability <a href="#">PDS-399F</a> – Fire Availability <a href="#">PDS-399S</a> – Sewer Availability

\*A formal Plot Plan is not required but is recommended; site drawings must be to scale and contain all utility locations, site features, structures, easements, access, and depictions of any improvements.