



County of San Diego, Planning & Development Services
NOTICE TO PROPERTY OWNERS
ZONING DIVISION

A request for a discretionary permit has been filed with the County of San Diego, Department of Planning & Development Services (PDS). State law and County code require that adjacent property owners (and in certain instances residents) be notified of certain types of permits submitted to PDS for approval. You have received this notice because County records show you are within the public notice boundary for this permit. Interested parties can contact the assigned PDS Project Planner (listed below) to request additional information and/or to submit written comments within 30 days of the "Date Received" on this notice. **NOTE: All correspondence MUST reference the Record ID below.**

---- For County Use Only ----

<i>Record ID & Date Received</i>

Planner's Name:
 Planner's Phone:
 Planner's email:
 CPG/DRB/CSG:

Project Name & Brief Description: _____

Number of lots proposed: _____

You can also contact the local Community Planning Group, Design Review Board or Community Sponsor Group (CPG/DRB/CSG) for further information and to make comments. If the property is within the boundaries of a County recognized (CPG/DRB/CSG), contact information for that group will be printed on the back of this notice.

Zoning: _____ General Plan: _____ Acre(s): _____

Owner/Applicant: _____ Engineer: _____

Project Site Address: _____ APN#(s): _____

See sample of vicinity map on page 3.
Please complete everything shown in red!

Vicinity map instructions are on the reverse page.

Vicinity map must be clear and legible in black and white for the public.

Please attach map within this border.

You must include the location of the property, scale, and north arrow.

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>



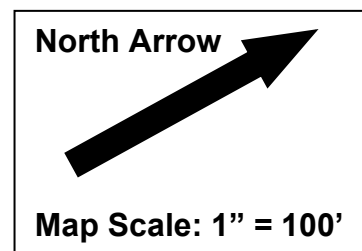
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OWNER/APPLICANT: Please follow these instructions carefully to avoid delays in the processing of your application.

State law and County Code require that adjacent property owners be notified of certain types of Development projects submitted for approval to Planning & Development Services (PDS). It is the applicant's responsibility to prepare and submit a vicinity map and a completed project application. The information will be reviewed for accuracy by the PDS Zoning staff. Incorrect information or a non-standard format may result in the application being rejected.

Listed below are instructions for properly completing these requirements. The required template for the NOTICE TO PROPERTY OWNERS is on the back of this form. You must complete and print the back of this form. This instruction page is not required to be submitted at intake.

1. Owner/Applicant **must complete** the "Notice To Property Owners" page (on the front of this form), **except for:** Record ID(s), Date Received, Project Planner contact info & Planning Group contact info.
2. The purpose of the vicinity map is to show the **exact location of the project site** relative to adjacent property, streets, and highways. It will also be used to indicate the lot sizes and patterns of surrounding property. The scale should be such that the project site makes up only the center portion of the vicinity map, with approximately one quarter mile shown around the site.
3. Maps may be copies of a County Base Map, a Thomas Guide Map, a Parcel Map or hand drawn in black ink. **MAPS MUST BE CLEAR AND LEGIBLE WHEN REPRODUCED AS BLACK AND WHITE COPIES.**
4. **Draw the project boundaries on the Vicinity Map in bold black ink and give the exterior dimensions.**
5. Tentative Map applications shall show the proposed street layouts and lot designs.
6. At intake, submit One (1) copy of this completed Notice with the Vicinity Map attached.
7. You **MUST** include the **Map Scale** (see example). Your scale measurements may be different than the example given.
8. You **MUST** include the **North Arrow** showing North on the map (see example).
9. Indicate the Project Name and Brief Description of the **proposed** project.
10. Indicate the subject property/area.





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Planner's Name:
 Planner's Phone:
 Planner's email:
 CPG/DRB/CSG:

Completed by PDS staff

Record ID & Date Received
Completed by PDS staff

Project Name & Brief Description: **Sample Site Plan, for proposed 3 story, 11,000 sq. ft. office building**

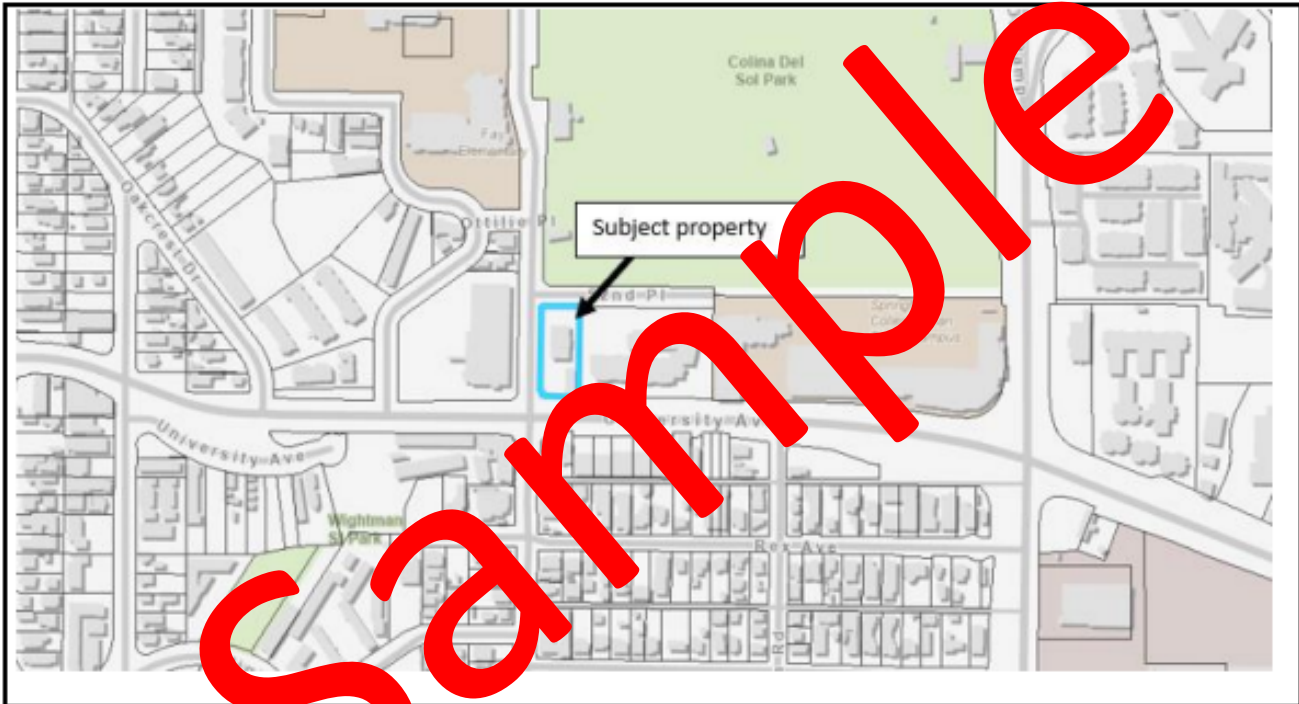
Number of lots proposed: **N/A**

You can also contact the local Community Planning Group, Design Review Board or Community Sponsor Group (CPG/DRB/CSG) for further information and to make comments. If the property is within the boundaries of a County recognized (CPG/DRB/CSG), contact information for that group will be printed on the back of this notice.

Zoning: **C36 (General Commercial)** General Plan: **General Commercial** Acre(s): **0.33**

Owner/Applicant: **Mr. Applicant** Engineer: **Mr. Engineer**

Project Site Address: **5202 University Ave. San Diego, CA 92105** APN#(s): **111-000-00-00**



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