



Administrative Permit

applicant user guide

County of San Diego, Planning & Development Services | July 1, 2024

submittal requirements

SUBMITTAL REQUIREMENTS INTRODUCTION

This portion of the guide lists the forms, fees, and deposits that are required to be submitted with each type of the Administrative Permit application. Please review this information and complete all forms, documents, and plans listed in **Part A & Part B** below before submittal. PDS is happy to assist you with this process, and we look forward to working with you throughout the permit process. Please note that these submittal requirements apply to in-person submittals.

For in-person submittals, please bring the completed checklist, all completed forms and application materials, and a check for the correct amount as indicated below to the Building Services, Zoning Counter located at 5510 Overland Avenue, Suite 110 (First Floor). Applications can be submitted Monday – Friday from 8:00 a.m. to 11:45 a.m. and 12:30 p.m. to 4:00 p.m. (except county holidays).

For any questions, please contact our Building Services [Zoning Counter](#).

FEE AND DEPOSITS

To ensure a smooth intake and review process, please submit the required documents, plans and correct payment as shown below. Your application cannot be processed or assigned to a Planner unless the complete submittal package and payment have been received.

	PDS PLANNING *	DEHQ	STORMWATER	TOTAL (if on Septic/Well)	TOTAL (if on Sewer)
Additional Story	\$2,463 (F)			\$2,463	\$2,463
Agricultural Clearing	\$2,425 (D)		\$1,396 (D)	\$3,821	\$3,821
Animal Raising Project	\$0	\$1,250 (F)	\$0	\$1,250 (F)	\$0
Brushing/Clearing	\$3,867 (D)		\$1,396 (D)	\$5,263	\$5,263
Density Bonus for Affordable Senior Housing (see Note #13)	\$5,678 (D)	\$1,250 (F)***	\$1,396 (D)***	\$8,324	\$7,074
Family Day Care	\$ waived	\$ waived	\$ waived	\$ waived	\$ waived
Fence Height	\$2,282 (F)			\$2,282	\$2,282
Host Home	\$3,883 (F)	\$1,250 (F)	\$1,396 (D)	\$6,529	\$5,279
Meteorological Testing facility	\$4,145 (D)	\$1,250 (F)	\$1,396 (D)	\$6,791	\$5,541
Mobile Financial Business Office	\$4,147 (F)	\$1,250 (F)	\$1,396 (D)	\$6,793	\$5,543
Modification	\$4,577 (D)	\$1,250 (F)	\$1,396 (D)	\$7,223	\$5,973
Open Space Encroachment ****	\$5,116 (D)			\$5,116	\$5,116

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Open Space Vacation ****	\$5,899 (D)			\$5,899	\$5,899
Oversized Accessory Structure	\$3,905 (F)	\$1,250 (F)	\$1,396 (D)	\$6,405	\$5,301
Recycling Collection Facility (small)	\$4,145 (D)	\$1,250 (F)	\$1,396 (D)	\$6,791	\$5,541
Small Winery	\$4,145 (D)	\$1,250 (F)	\$1,396 (D)	\$6,791	\$5,396
Standard (see Note #8 for list of AD's)	\$5,678 (D)	\$1,250 (F)***	\$1,396 (D)***	\$8,324	\$7,074
PDS TRAILS REVIEW					
VIOLATION FEE (not included in total)					\$1,000
(F) = Fee					
(D) = Deposit. Amount listed is "intake deposit" only. Additional deposits may be required. *					

* Use our [Discretionary Permit Cost Guide](#) to estimate the County portion of your project's cost.

** Additional PDS Environmental deposit may be collected if CEQA Exemption does not apply.

*** Do not collect if applying for Lot Size Averaging.

**** Must include PDS-366, Environmental Review Update Application (see Note 12)

Forms are available at: <http://www.sdcounty.ca.gov/pds/zoning/ZoningNumeric.html>, or links below.

PART A:

Each item below must be completed and saved as an electronic PDF file on a USB Flash Drive.

---- Plot Plan (see Note 2).

---- Storm Water Management Documents (see Notes 2, 3).

[305 Ownership Disclosure](#): **ONE (1)** copy.

[346S Supplemental Application](#): **ONE (1)** copy.

[399F Fire Availability](#): **ONE (1)** copy (except for Shared Parking).

[399S Sewer Availability](#): **ONE (1)** copy (except for Shared Parking).

[399W Water Availability](#): **ONE (1)** copy (except for Shared Parking).

[514 Public Notice Certification](#): **ONE (1)** copy.

[581 Plan Check Pre-Application Notice](#): **ONE (1)** copy.

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applicant user guide

submittal requirements

PART B:

Each item below must be completed, printed on paper, and saved as an electronic PDF file saved on a USB Flash Drive.

- Plot Plans: **EIGHT (8)** copies (see Note 4).
- Public Notice Package (see [PDS-516](#) and Note 7 below for specific requirements): **ONE (1)** copy.
- Shared Parking Agreement: **ONE (1)** copy (if applying for Shared Parking) (see Note 5, 6).
- [126 Acknowledgement of Filing Fees and Deposits](#): **ONE (1)** copy (see Note 1).
- [320 Evidence of Legal Parcel](#) (and any Deeds): **ONE (1)** copy.
- [346 Discretionary Permit Application](#): **ONE (1)** copy (see Note 1).
- [524 Notice To Property Owners](#): **ONE (1)** copy.

Storm Water Management Documents:

Step 1: [Storm Water Intake Form for All Permit Applications](#): **ONE (1)** copy (see Notes 2, 3).

Step 2: As determined by the Intake Form above, complete the required SWQMP below.
[Standard Project SWQMP](#): **ONE (1)** copy (see Notes 2, 3).

Or

[Priority Development \(PDP\) SWQMP](#): **ONE (1)** copy (see Notes 2, 3).

PART C:

All items below are for your information. Please do not bring in these items.

- [090 Minimum Plot Plan Information](#)
- [209 Defense and Indemnification Agreement FAQs](#)
- [515 Public Notice Procedure](#)
- [516 Public Notice Applicant's Guide](#)
- [906 Signature Requirements](#)
- [Policy G-3: Determination of Legal Parcel](#)

NOTES:

1. IMPORTANT:

A Registered Property Owner **MUST SUBMIT** a **Signed Letter of Authorization** for an Agent if;
An Authorized Agent signs the PDS-346 form and is not the registered owner of the parcel.

Or, the parcel is owned by two or more registered owners.

Or, not all of the registered owners are signing the PDS-346 form.

Or, the Authorized Agent is not the Financially Responsible Party.

Or, the parcel is owned by a Corporation.

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Rev. 09/03/2024



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applicant user guide

submittal requirements

ADDITIONALLY:

Financially Responsible Party **MUST SIGN** form PDS-126.

Financially Responsible Party **INFORMATION MUST MATCH EXACTLY** on form PDS-126

Authorized Agent **may sign** form PDS-346 **ONLY IF ATTACHED** to a **Signed Letter of Authorization**.

2. Save each complete Study, Report, Plot Plan, Map, etc., as an electronic PDF file onto ONE (1) USB Flash Drive. Provide only ONE (1) USB Flash Drive. Submit only the requested files. Files CANNOT have any security restrictions or passwords. Please name each PDF file on the USB Flash Drive based on the "Title or Type" of document being submitted (examples: Plot Plan, Resource Protection Study, Grading Plan). Please note: the USB Flash Drive will not be returned.
3. The Storm Water Intake Form determines whether a project requires a Standard SWQMP or Priority Development Project (PDP) SWQMP. These forms and documents must be submitted on paper and as PDF files on the USB Flash Drive and have all required signatures.
4. Plot plans, elevation drawings, floor plans, etc. (must be at least 11" x 17") are to be stapled together in sets and folded to 8½" x 11" with the lower right-hand corner exposed.
5. The Shared Parking Agreement must be signed by the applicant and all other property owner(s) providing off-street parking spaces that are subject to the Shared Parking Agreement.
6. The Director of PDS may require submittal of a Parking Study, prepared by a qualified traffic or parking consultant, to assist in determining the appropriate shared parking reduction.
7. Notice of the application **shall be given to all property owners within 500' or 1000' (for Open Space Vacation) from the applicant's property and a minimum of 20 or 50 different owners**. For example, if 20 different property owners cannot be found within a 500' radius, the notice area shall be expanded until 20 property owners are available for notification. See table on the next page for more details.

500' min. distribution distance of Public Notices; min. of 20 Property owners)	1000' min. distribution distance of Public Notices; min. of 50 Property owners)
• Administrative Permit, incl. Time Extension	• Open Space Vacation, incl. Time Extension
• Open Space Encroachment, incl. Time Extension	

8. **Use "Standard" AD Permit application for the following AD types:** Borrow Pit; Greenhouse; Brewery/ Microbrewery with Eating & Drinking Establishment; Density Bonus for Senior Housing; Guest Living Quarters; Lot Size Averaging; Sidewalk Café within ROW; Horse Stable; Large AG Store; Large Microbrewery/Micro-Distillery; Photovoltaic Solar Energy System (less than 10 acres); General Packing & Processing; Shared Parking; and Wind Turbine, Small.

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9. Project goes to local Community Planning/Sponsor Group for recommendation.
10. If project is a violation, plans must have Code Compliance Officer's stamp before accepting the application.
11. Your application package must be complete when you bring it in for submittal. The submittal process begins at the main "Check-In" counter on the first floor.
12. Open Space vacation and Open Space encroachment must include PDS-366, Environmental Review Update Application (see link below)
<https://www.sandiegocounty.gov/content/dam/sdc/pds/zoning/formfields/PDS-PLN-366.pdf>
13. Please include form PDS-346DB and PDS-340 for Density bonus applications (see link below)
<https://www.sandiegocounty.gov/content/dam/sdc/pds/zoning/formfields/PDS-PLN-346DB.pdf>
<https://www.sandiegocounty.gov/pds/zoning/formfields/PDS-PLN-340.pdf>
14. **Office Location and Hours:**
5510 Overland Avenue, Suite 110 (First Floor), San Diego, CA 92123. Monday - Friday: 8:00 a.m. to 11:45 a.m. and 12:30 p.m. to 4:00 p.m. (Except County Holidays).
15. If you have any additional questions about the application, please email us at:
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