

## Administrative Permit: Agricultural Clearing

EFFECTIVE 7/01/2022	FEES*	INITIAL DEPOSIT*
PDS PLANNING		\$2,197**
STORMWATER		\$1,142
DEH	SEPTIC/WELL	
	SEWER	
PDS TRAILS REVIEW		
VIOLATION FEE ( <i>not included in total</i> )	\$1,000	
<b>INITIAL DEPOSIT &amp; FEE TOTAL</b>		
<b>\$3,339</b>		

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

\*\* Collect at intake. Planner will determine if additional deposit/ fee payment is necessary.

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

Please follow all notes and instructions carefully to avoid delays in processing.

### 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](#)).
- Photos of the area to be cleared ([see Note 2](#)).
- Storm Water Management Documents ([see Notes 2, 3](#)).
- [346S](#) Supplemental Application: **ONE (1)** copy.
- [514](#) Public Notice Certification: **ONE (1)** copy.
- [579](#) Environmental Review Questionnaire for Ag Related Clearing Permits: **ONE (1)** copy.

### 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: **THREE (3)** copies ([see Note 4](#)).
- Public Notice Package (see [PDS-516](#) and [Note 8](#) below for specific requirements): **ONE (1)** copy.
- [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

**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.

**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 the Plot Plan and Photos as PDF files onto ONE (1) USB Flash Drive. Files CANNOT have any security restrictions or passwords. Name the files Plot Plan, Photos and Storm Water Management Documents (based on the title, see Note 3 below). 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. The printed Plot Plans (showing area to be cleared) are to be stapled together in sets and folded to 8½" x 11" with the lower right-hand corner exposed.
5. **STAFF:** Put Neon-Orange "Agricultural Clearing Expedite" card on top and hand deliver to PPS.
6. If project is a violation, plans must have Code Compliance Officer's stamp before accepting the application.
7. 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.
8. Notice of the application shall be given to all property owners within 500' (feet) from the applicant's property and a minimum of 20 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 below for more details. See table below 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	1500' Min. Distribution Distance of Public Notices; Min. of 100 Property Owners
<ul style="list-style-type: none"> <li>• Administrative Permits</li> <li>• Habitat Loss Permits</li> <li>• Minor Use Permits</li> <li>• Open Space Encroachment</li> <li>• Reclamation Plan</li> <li>• Site Plan (&lt;10,000 sq ft.)</li> <li>• Tentative Parcel Map</li> <li>• Variance</li> <li>• Wireless Facilities</li> <li>• Appeals of above projects</li> </ul>	<ul style="list-style-type: none"> <li>• Agricultural Preserve Establishment/ Disestablishment</li> <li>• Alcoholic Beverage License</li> <li>• Open Space Vacation</li> <li>• Tentative Map (&lt;50 lots)</li> <li>• Site Plan (&gt;10,000 sq ft)</li> <li>• Appeals of above projects</li> </ul>	<ul style="list-style-type: none"> <li>• General Plan Amendment</li> <li>• Rezone</li> <li>• Specific Plan Amendment</li> <li>• Major Use Permit</li> <li>• Tentative Map (&gt;50 lots)</li> <li>• Site Plan (&gt;25,000 sq ft)</li> <li>• Appeals of above projects</li> </ul>

**9. 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).

10. If you have any additional questions about the application, please email us at:  
[PDSZoningPermitCounter@sdcounty.ca.gov](mailto:PDSZoningPermitCounter@sdcounty.ca.gov)