

Administrative Permit: Family Day Care Home for Children (9-14)

EFFECTIVE 7/01/2022	FEES*	INITIAL DEPOSIT*
PDS PLANNING	Fees Waived	
STORMWATER		
DEH	Fees Waived	
SEPTIC/WELL		
SEWER		
PDS TRAILS REVIEW		
VIOLATION FEE		
INITIAL DEPOSIT & FEE TOTAL		
Fees Waived		

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.

- [305](#) [Ownership Disclosure](#): **ONE (1)** copy.
- [346S](#) [Supplemental Application](#): **ONE (1)** copy.
- [514](#) [Public Notice Certification](#): **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: **EIGHT (8)** copies (see Notes 2, 3);
If in the Alpine Community Planning Group area: **NINE (9)** copies.
If in the (USDRIP) River Way Specific Plan area: **TEN (10)** copies.
- Public Notice Package (see [PDS-516](#) and Note 5 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.

PART C:

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

- [090](#) [Minimum Plot Plan Information](#)
- [174](#) [Frequently Asked Questions](#)
- [209](#) [Defense and Indemnification Agreement FAQs](#)
- [515](#) [Public Notice Procedure](#)
- [516](#) [Public Notice Applicant's Guide](#)
- [591](#) [Large Family Day Care Home for Children – Definitions & Use Regulations](#)
- [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.

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. Plot plans are to be stapled together in sets and folded to 8½” x 11” with the lower right-hand corner exposed.
3. Zoning Planner needs to review plot plan for compliance with the ordinance requirements prior to acceptance of the project.
4. Project goes to local Community Planning Group and/or Design Review Board for recommendation.
5. 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.

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"> • Administrative Permits • Habitat Loss Permits • Minor Use Permits • Open Space Encroachment • Reclamation Plan • Site Plan (<10,000 sq ft.) • Tentative Parcel Map • Variance • Wireless Facilities • Appeals of above projects 	<ul style="list-style-type: none"> • Agricultural Preserve Establishment/ Disestablishment • Alcoholic Beverage License • Open Space Vacation • Tentative Map (<50 lots) • Site Plan (>10,000 sq ft) • Appeals of above projects 	<ul style="list-style-type: none"> • General Plan Amendment • Rezone • Specific Plan Amendment • Major Use Permit • Tentative Map (>50 lots) • Site Plan (>25,000 sq ft) • Appeals of above projects

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. **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).

9. If you have any additional questions about the application, please email us at:
PDSZoningPermitCounter@sdcounty.ca.gov