

Administrative Permit: Fence Height, Tennis Court Fencing & Gate Superstructure

EFFECTIVE 7/01/2022	FEES	INITIAL DEPOSIT*
PDS PLANNING	\$1,999	
STORMWATER		
DEH	SEPTIC/WELL	
	SEWER	
PDS TRAILS REVIEW		
VIOLATION FEE <i>(not included in total)</i>	\$1,000	
INITIAL DEPOSIT & FEE TOTAL		
\$1,999		

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.

[220 Applicant's Guide to Administrative Permit for Gates, Fences and Walls](#)

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

[346S Supplemental Application](#): **ONE (1)** copy (see Note 3).

[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 and Elevations: **EIGHT (8)** copies (see Note 2).
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 7 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](#)

[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.

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 and Elevation Drawings are to be stapled together in sets and folded to 8½” x 11” with the lower right-hand corner exposed.
3. Be as detailed as possible in describing the proposed use on form PDS-346S. Include all aspects of your request. For example, if you intend to place lighting or decorative work on fence posts or the gate entry structure, please describe. Indicate if gates will be electrically or manually operated and in which direction they will open.
4. **DPW DEPOSIT:** Do not collect but advise applicant that the deposit may be necessary, after a field visit by the planner, if there is any access or safe sight distance issues.
5. **PDS-319 (Notice of Permit Application)** Give to applicant at intake for posting.
6. Project goes to local Community Planning Group and/or Design Review Board for recommendation.
7. **Notice To Property Owners** shall be given to all property owners (and in some instances residents) within a distance of 500’ (500 feet) from the parcel boundaries (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. **NOTE:** For gates proposed across a private road easement, the notice must also be sent to all property owners with access rights to the private road, even if their property is beyond the 500-foot noticing radius.

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

8. If project is a violation, plans must have Code Compliance Officer’s stamp before accepting the application.
9. 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.
10. **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).
11. If you have any additional questions about the application, please email us at:
PDSZoningPermitCounter@sdcounty.ca.gov