

Administrative Permit: Minor Deviation			
EFFECTIVE 7/01/2025		FEES*	INITIAL DEPOSIT*
PDS PLANNING		\$1,390	**
STORMWATER			***
DEHQ	SEPTIC/WELL	****	
	SEWER	****	
PDS TRAILS REVIEW			
VIOLATION FEE <i>(not included in total)</i>		\$500	
INITIAL DEPOSIT & FEE TOTAL			
\$1,390			

- * Use our [Discretionary Permit Cost Guide](#) to estimate the County portion of your project's cost.
- ** Do not collect at intake. Planner will determine if deposit/ fee payment is necessary.
- *** If the proposed project qualifies as a Priority Development Project per the criteria indicated in the County's Storm Water Intake Form, a PDP SWQMP must be prepared and submitted with the application. Additional deposits will be required for a PDP SWQMP, separate from the initial Minor Deviation Fee.
- **** Do not collect at intake. Fee will be collected by DEHQ per DEHQ fee ordinance after project submittal to the Zoning Counter.

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.

Email Option: Email PDSDiscretionaryPermitIntake@sdcounty.ca.gov all required documents below for an email submittal of the project. Please keep in mind that **ONLY 30 MB** can be sent via email. If your files exceed this, the full submittal must be completed in person. Please ensure that all files are properly labeled. Please [see note 2](#) for further information. An invoice will be provided once a complete submittal is verified. Please email receipt once invoice is paid.

NOTE: Processing of plans will not start until the submittal is deemed complete, and fees have been paid and verified.

PART A:

Each item below must be completed and saved as an electronic PDF file on a USB Flash Drive. 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. **(See Note 2)**

---- Plot Plan

[215 Minor Deviation Minimum Requirements Checklist:](#)

[346S Supplemental Application:](#)

[346 Discretionary Permit Application:](#)

[396 DEHQ Pre-Screen](#)

Storm Water Management Documents:

Step 1: [Storm Water Intake Form for All Permit Applications:](#) **(see Note 3).**

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

Or

[Priority Development \(PDP\) SWQMP](#): (see Note 3).

PART B:

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](#)

[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 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.
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. Provide Four (4) complete sets of plot plans.
5. If project is a violation, plans must have Code Compliance Officer's stamp before accepting the application.
6. Provide on Plot Plan a summary table and square footages of all existing and proposed structures/uses.
7. Provide a detailed description of proposed Minor Deviation.
8. **Complete the Cumulative Change Table on form PDS215** (see example below). Indicate proposed change in percentage (%). Any changes of 10% or less, requires approval of a Minor Deviation. Any changes of more than 10%, requires approval of a Modification of the approved discretionary permit.

Cumulative Change Table (example)

Project #	Approved Square Footage	Description	Percentage Change
P00-000	18,580	Retail Store	Baseline
P00-000M ¹	19,741	Retail Store & addition	Plus 6.25%
P00-000M ²	20,066	Retail Store, addition & storage area	Plus 1.75%

P00-000M ³	Proposed 20,345	Retail Store, addition & storage area addition	Plus 1.50%
Net Change	1,765	Retail Store, addition & storage area addition	Total 9.5%*
<i>*This project has brought the net change to <u>9.5%</u>. Any future changes may not exceed <u>0.5%</u> in order to qualify for a Minor Deviation. Any change beyond a cumulative 10% requires a Modification.</i>			

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. DEHQ fees collected will be in accordance with the current fiscal year fee schedule. DEHQ fees are assessed at the time of assignment to DEHQ.
11. **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).
12. If you have any additional questions about the application, please email us at:
PDSZoningPermitCounter@sdcounty.ca.gov