

Administrative Permit: Mobile Finance Business Office

EFFECTIVE 7/01/2022	FEES*	INITIAL DEPOSIT*
PDS PLANNING	\$3,682	
STORMWATER		\$1,142
DEH	\$778**	
SEPTIC/WELL		
SEWER		
PDS TRAILS REVIEW		
VIOLATION FEE <i>(not included in total)</i>	\$1,000	
INITIAL DEPOSIT & FEE TOTAL		
\$5,602 (if on Septic/Well)		
\$4,824 (if on Sewer)		

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

** Do not collect if applying for a Meteorological Testing Facility.

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](#)).
- 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.

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.

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 Planning & Development Services may require submittal of a Parking Study, prepared by a qualified traffic or parking consultant, to assist in determining the appropriate shared parking reduction.

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 on the next page for more details.
7. Project goes to local Community Planning/Sponsor Group for recommendation.
8. If project is a violation, plans must have Code Compliance Officer's stamp before accepting the application.

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

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