## Administrative Permit: Time Extension

<table>
<thead>
<tr>
<th></th>
<th>FEES*</th>
<th>INITIAL DEPOSIT*</th>
</tr>
</thead>
<tbody>
<tr>
<td>PDS PLANNING</td>
<td>$1,190</td>
<td></td>
</tr>
<tr>
<td>STORMWATER</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DEH SEPTIC/WELL</td>
<td>$611</td>
<td></td>
</tr>
<tr>
<td>DEH SEWER</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PDS TRAILS REVIEW</td>
<td></td>
<td></td>
</tr>
<tr>
<td>VIOLATION FEE (not included in total)</td>
<td>None</td>
<td></td>
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</tbody>
</table>

### INITIAL DEPOSIT & FEE TOTAL
- $1,801 (if on Septic/Well)
- $1,190 (if on Sewer)

* Use our [Discretionary Permit Cost Guide](http://www.sdcounty.ca.gov/pds/zoning/ZoningNumeric.html) to estimate the County portion of your project’s cost. Forms are available at: [http://www.sdcounty.ca.gov/pds/zoning/ZoningNumeric.html](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 printed on paper, completed and have all required signatures.

- **346** Discretionary Permit Application: ONE (1) copy (see Note 1).
- **915** Administrative Permit Checklist: ONE (1) copy.
- **514** Public Notice Certification: ONE (1) copy.

### Storm Water Management Documents:

**Step 1:** Storm Water Intake Form for All Permit Applications: ONE (1) copy (see Note 2).

**Step 2:** As determined by the Intake Form above, complete the required SWQMP below.

- **Standard Project SWQMP:** ONE (1) copy (see Note 2).
- **Or**
  - **Priority Development (PDP) SWQMP:** ONE (1) copy (see Note 2).

### PART B: All items below are for your information. Please do not bring in these items.

- **209** Defense and Indemnification Agreement FAQs
- **906** Signature Requirements
- **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

### 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.

Rev. 7/31/2022
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. 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 and have all required signatures.

3. Project goes to local Community Planning Group and/or Design Review Board for recommendation.

4. If project is a violation, plans must have Code Compliance Officer’s stamp before accepting the application.

5. 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.

6. Notice of the application **shall be given to all property owners within 500’ or 1000’ (for Open Space Vacation) from the applicant’s property and a minimum of 20 or 50 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.

<table>
<thead>
<tr>
<th>500’ min. distribution distance of Public Notices; <strong>min. of 20 Property owners</strong></th>
<th>1000’ min. distribution distance of Public Notices; <strong>min. of 50 Property owners</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>• Administrative Permit, incl. Time Extension</td>
<td>• Open Space Vacation, incl. Time Extension</td>
</tr>
<tr>
<td>• Open Space Encroachment, incl. Time Extension</td>
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</tbody>
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7. **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).

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