

Agricultural Preserves: Establishment/Disestablishment of a Preserve/Contracts		
EFFECTIVE 7/01/2024	FEES*	INITIAL DEPOSIT*
PDS PLANNING		\$7,271 \$5,669 (for contracts/amendments)
STORMWATER		
DEH	SEPTIC/WELL	
	SEWER	
PDS TRAILS REVIEW		
VIOLATION FEE (<i>not included in total</i>)		
INITIAL DEPOSIT & FEE TOTAL		
\$7,271 (for establishment/disestablishment)		
\$5,669 (for contracts/amendments)		

* Use our [Discretionary Permit Cost Guide](#) to estimate the County portion of your project's cost. 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 printed on paper, completed, and have all required signatures.

- Assessor Base Map outlining parcels: **ONE (1)** copy.
- Title Report: **ONE (1)** copy.
- Plot Plans: **THREE (3)** copies ([see Note 2](#)).
- Public Notice Package (see [PDS-516](#) and [Note 9](#) for specific requirements): **ONE (1)** copy.
- [126 Acknowledgement of Filing Fees and Deposits](#): **ONE (1)** copy ([see Note 1](#)).
- [263 Agricultural Preserve Application](#): **ONE (1)** copy.
- [305 Ownership Disclosure](#): **ONE (1)** copy.
- [346 Discretionary Permit Application](#): **ONE (1)** copy ([see Note 1](#)).
- [367 Application for an Environmental Initial Study \(AEIS\)](#): **ONE (1)** copy.
- [514 Public Notice Certification](#): **ONE (1)** copy.
- [524 Notice To Property Owners](#): **ONE (1)** copy.

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](#)
- [515 Public Notice Procedure](#)
- [516 Public Notice Applicant's Guide](#)
- [906 Signature Requirements](#)
- [Policy I-38: Board Policy on Agricultural Preserves](#)

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. Notice of Non-Renewal → No charge.
4. If a Notice of Non-Renewal → **Zoning Staff must contact PDS Deputy Director of Project Planning**.
5. Remember to delete DPW fees from activity list.
6. Cannot apply for disestablishment if still under contract. Must file notice of non-renewal and wait 10 years.
7. If project is a violation, plans must have Code Compliance Officer's stamp before accepting the application.
8. 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.
9. Notice of the application **shall be given to all property owners within 1000' (feet) from the applicant's property and a minimum of 50 different owners**. For example, if 50 different property owners cannot be found within a 1000' radius, the notice area shall be expanded until 50 property owners are available for notification. See table below for more details.

1000' min. distribution distance of Public Notices; min. of 50 Property owners)
• Agricultural Preserve Establishment/ Disestablishment

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

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