

Appeal of Administrative Decision			
EFFECTIVE 7/01/2025		FEES	INITIAL DEPOSIT
PDS PLANNING		\$2,321*** or *	**\$2,321****
STORMWATER			
DEHQ	SEPTIC/WELL		
	SEWER		
PDS TRAILS REVIEW			
VIOLATION FEE <i>(not included in total)</i>		None	
INITIAL DEPOSIT & FEE TOTAL			
\$2,321			

- * Fees are waived for appeals filed by a recognized Community Planning/Sponsor Group or Design Review Board.
- ** However, appeals on projects, filed by the applicant shall be subject to full cost recovery; all related costs shall be charged to the applicants project account. The cost of the appeal will be taken in as a deposit if the applicant files the appeal.
- *** For non-applicant filed appeals, the amount is taken in as a fee.
- **** Administrative appeals (AA) filed shall be subject to full cost recovery (except for recognized Community Planning Groups, Community Sponsor Groups and Design Review Boards).

ZONING STAFF: Enter into Case Book, enter the appropriate activity in the comment field in Accela; enter who filed the appeal; hand deliver to PPS.

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. **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)**

125 [Appeal Application](#). Make sure this form is filled out correctly to include **WHAT** is being appealed (condition number, etc.) and **WHY** it is being appealed.

126 [Acknowledgement of Filing Fees and Deposits](#): (see Note 1).

346 [Discretionary Permit Application](#): (see Note 1).

PART B:

Each item below must be completed, printed on paper, and saved as an electronic PDF file saved on a USB Flash Drive.

---- Public Notice Package (see [PDS-516](#) and **Note 5** below for specific requirements): **ONE (1)** copy.

PART C:

All items below are for your information. Please do not bring in these items.

157 [Appeal Procedure for Administrative Decision and Administrative Permits](#)

158 [Appeal Procedure for Major Subdivisions](#)

159 [Appeal Procedure for Boundary Adjustments, Certificates of Compliance, Minor Subdivisions and Subdivision Ordinance Enforcement and Penalty Actions of the Director](#)

160 [Appeal Procedure for use Permits and Variances](#)

163 [Appeal Procedure for Site Plans](#)

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. Project goes to local Community Planning Group and/or Design Review Board for recommendation.
4. 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.
5. 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 below for more details.

500' min. distribution distance of Public Notices; min. of 20 Property owners)
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- | |
|---|
| <ul style="list-style-type: none">• Administrative Permit, incl. Time Extension |
|---|

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

6. 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).

7. If you have any additional questions about the application, please email us at:

PDSZoningPermitCounter@sdcounty.ca.gov