Appeal to Board of Supervisors

County of San Diego, Planning & Development Services

submittal requirements

INTRODUCTION

This portion of the guide lists the forms, fees, and deposits that are required to be submitted with each type of application. Please review this information and complete all forms, documents, and plans listed in **Part A** below before submittal. PDS is happy to assist you with this process, and we look forward to working with you throughout the permit process. **Please note that the submittal requirements apply to in-person submittals and online submittals must follow the *Email Option* process outlined below.**

For in-person submittals, please bring the completed checklist, all completed forms and application materials, and a check for the correct amount to the Building Services, Zoning Counter located at 5510 Overland Avenue, Suite 110 (First Floor). Applications can be submitted Monday – Friday from 8:00 a.m. to 11:45 a.m. and 12:30 p.m. to 4:00 p.m. (except county holidays).

To ensure a smooth intake and review process, please submit the required documents, plans and correct payment amount. Your application cannot be processed or assigned to a Planner unless the complete submittal package and payment have been received.

For any questions, please contact us at PDSZoningPermitCounter@sdcounty.ca.gov.

FEE AND DEPOSITS

PERMIT TYPE	FEE/DEPOSIT REQUIREMENTS
Site Plan: Time Extension	See Discretionary Fee Schedule PDS 375 (D/F)
(F) = Fee	
(D) = Deposit. Additional deposits may be required. *	

* 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.

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.

PPS STAFF: Send an electronic copy to the Director, Deputy Director (Mark Slovick) and the Planner.

Forms are available at: Discretionary Forms, or the links below.

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.

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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).

PART B:

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

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. GPA Threshold Decision appeals are made to the Board of Supervisors. Appeal request must be in writing and be accompanied by the appropriate fee.

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. **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).

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