

Appeal to Planning Commission			
EFFECTIVE 7/01/2025		FEES	INITIAL DEPOSIT
PDS PLANNING		\$1,000*** or *	**\$1,000****
STORMWATER			
DEHQ	SEPTIC/WELL		
	SEWER		
PDS TRAILS REVIEW			
VIOLATION FEE <i>(not included in total)</i>		None	
INITIAL DEPOSIT & FEE TOTAL			
\$1,000			

- * 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.

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.

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 informational only and not to be submitted. Select one (1) of the following:

- 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](#)

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. 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.
4. **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).
5. If you have any additional questions about the application, please email us at:
PDSZoningPermitCounter@sdcounty.ca.gov