Boundary Adjustment with Certificate of Compliance

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
Boundary Adjustment with Certificate of Compliance	See Discretionary Fee Schedule PDS 375 (D)
(F) = Fee	
(D) = Deposit. Additional deposits may be required. *	

If you're submitting any additional studies or reports for review, you are required to add an extra $5,000 for each one. This helps us make sure all departments can keep working smoothly and finish the review on time.

* Use our Discretionary Permit Cost Guide to estimate the County portion of your project's cost.

** DEH reviews application and completes review **prior to** PDS submittal.

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 the 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: Revegetation Plan, Construction Drawings and Implementation Drawings). Please note: the USB Flash Drive will not be returned. (See Note 8)

----	Legal Description for proposed parcel (see Note 4).
126	Acknowledgement of Filing Fees and Deposits (see Note 1).
239	Plat (see Note 3).
320	Evidence of Legal Parcel: (and any Deeds)
346	Discretionary Permit Application (see Note 1).
349	Merger of Parcels:
399S	Sewer Availability
399W	Water Availability
715	Project Description

PART B:

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

209	Defense and Indemnification Agreement FAQs
248	Rules and Regulations Governing Certificate of Compliance to determine Legal Lot Status (Not approved for Development)
906	Signature Requirements
	Policy G-3: Determination of Legal Parcel

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. If the parcel is on septic sanitation system and/or well potable water system then Health Department (DEHQ) Certification is required.

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3. The Plat (Form 239) MUST be printed on Legal Size Paper which is 8.5"x14", or it WILL NOT be accepted.
4. Legal Description for proposed parcel(s) (typed on plain white paper 8½"x11", with one (1") inch margins, signed by a licensed land surveyor or a registered civil engineer, entitled "Parcel A", Parcel "B", etc., with "Exhibit A" at top center of page.
5. If project is a violation, plans must have Code Compliance Officer's stamp before accepting the application.
6. 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.
7. DEHQ fees collected will be in accordance with the current fiscal year fee schedule. DEHQ fees are assessed at the time of assignment to DEHQ.
8. 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.
9. **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).
10. If you have any additional questions about the application, please email us at:
    PDSZoningPermitCounter@sdcounty.ca.gov