

Certificate of Compliance without BA (for Legal Lot determination, or Remainder Parcel)			
EFFECTIVE 7/01/2025		FEES*	INITIAL DEPOSIT*
PDS PLANNING		\$2,909 plus \$250 for each additional Increment of 1 Lot or Part thereof (up to 4 lots)	
STORMWATER			
DEHQ	SEPTIC/WELL		
	SEWER		
PDS TRAILS REVIEW			
VIOLATION FEE (<i>not included in total</i>)		\$1000	
INITIAL DEPOSIT & FEE TOTAL			
\$2,909 +			

* 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.

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 6](#) 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 for in person submittals. 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 6)

- Legal Description for proposed parcel (see Note 4).
- [239 Plat](#) (see Note 3).
- [320 Evidence of Legal Parcel:](#) (and any Deeds)
- [346 Discretionary Permit Application](#) (see Note 1).
- [350 Merger of Parcels Request \(CC\)](#)
- [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:

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 (DEH) Certification is required.
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. 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.
7. 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.
8. 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.
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