Environmental Review: AEIS-Large

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
Environmental Review: AEIS-Large	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.

** **See Note 4 below.**

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: Photo view from the North, Photo view from the South, Photo view from the East, Photo view from the West. Please note: the USB Flash Drive will not be returned. (See Note 2)

---- Photos showing the parcel from the North, South, East, and West (see Note 2).

---- USGS map with the project site delineated.

126 Acknowledgement of Filing Fees and Deposits (see Note 1).

346 Discretionary Permit Application (see Note 1).

367 Application for an Environmental Initial Study (AEIS)

PART B:

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

209 Defense and Indemnification Agreement FAQs

906 Signature Requirements

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 the Photos as electronic PDF files 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. If no environmental log number exists, then assign an EAD number from the logbook located at the Zoning Counter.

4. If this is required to correct a grading violation, collect $500 Violation Fee.

5. Collect environmental review for AEIS – LARGE.

6. If project is a violation, plans must have Code Compliance Officer's stamp before accepting the application.

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