

## General Plan Amendment Initial Consultation Meeting

EFFECTIVE 7/01/2022	FEES*	INITIAL DEPOSIT*
PDS PLANNING	\$5,251	
STORMWATER		
DEH	SEPTIC/WELL	
	SEWER	
PDS TRAILS REVIEW		
VIOLATION FEE <i>(not included in total)</i>		
<b>INITIAL DEPOSIT &amp; FEE TOTAL</b>		
<b>\$5,251</b>		

\* Use our [Discretionary Permit Cost Guide](#) to estimate the County portion of your project's cost.

\*\* For applicants opting to pay the standard Initial Consultation meeting deposit in lieu of the General Plan Amendment Initial Consultation Meeting fixed fee.

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.

### PART A:

Each item below must be completed and saved as an electronic PDF file on a USB Flash Drive.

- Plot Plan [\(see Note 2\)](#).
- Conceptual Plot Plan [\(see Notes 2, 5\)](#).
- Project Description [\(see Notes 2, 5\)](#).
- [326](#) [General Plan Amendment Initial Consultation Meeting Request](#): **ONE (1)** copy.
- [346S](#) [Supplemental Application](#): **ONE (1)** copy.
- [514](#) [Public Notice Certification](#): **ONE (1)** copy.

### PART B:

Each item below must be completed, printed on paper, and saved as an electronic PDF file saved on a USB Flash Drive.

- Plot Plan: **FIVE (5)** copies [\(see Notes 3, 4, 5\)](#).
- Conceptual Plot Plan: **FIVE (5)** copies [\(see Notes 3, 4, 5\)](#).
- Project Description: **FIVE (5)** copies [\(see Notes 3, 4, 5\)](#).
- Public Notice Package (see [PDS-516](#) and [Note 8](#) below for specific requirements): **ONE (1)** copy.
- [126](#) [Acknowledgement of Filing Fees and Deposits](#): **ONE (1)** copy [\(see Note 1\)](#).
- [320](#) [Evidence of Legal Parcel](#) (and any Deeds): **ONE (1)** copy.
- [346](#) [Discretionary Permit Application](#): **ONE (1)** copy [\(see Note 1\)](#).
- [524](#) [Notice To Property Owners](#): **ONE (1)** copy.

### PART C:

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

- [090](#) [Minimum Plot Plan Information](#)
- [209](#) [Defense and Indemnification Agreement FAQs](#)
- [259](#) [General Plan Amendment Request Procedure](#)
- [515](#) [Public Notice Procedure](#)
- [516](#) [Public Notice Applicant's Guide](#)
- [906](#) [Signature Requirements](#)
- [Policy I-63: General Plan Amendment and Zoning Guidance Policy](#)

**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 Project Description, Plot Plan, Conceptual Plot Plan, 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. Please name each PDF file on the USB Flash Drive based on the "Title or Type" of document being submitted (examples: Project Description, Plot Plan, Conceptual Plot Plan). Please note: the USB Flash Drive will not be returned.
3. Plot Plans (must be at least 11" x 17") are to be stapled together in sets and folded to 8½" x 11" with the lower right-hand corner exposed.
4. Applicant must provide at least Five (5) printed copies of necessary plot plans for the General Plan Amendment Initial Consultation Meeting.
5. Detailed Project Description along with a Conceptual Plot Plan required.
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. **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).
9. If you have any additional questions about the application, please email us at:  
[PDSZoningPermitCounter@sdcounty.ca.gov](mailto:PDSZoningPermitCounter@sdcounty.ca.gov)