

Initial Consultation: Density Bonus Program (TO DETERMINE ALLOWED DENSITY AND ANY WAIVER OR REDUCTION OF DEVELOPMENT STANDARDS)		
EFFECTIVE 7/01/2025	FEES*	INITIAL DEPOSIT*
PDS PLANNING		\$238 (hourly rate)
ENVIRONMENTAL		
PDS REVIEW TEAMS		\$335 (hourly rate)
STORMWATER		
DEHQ	SEPTIC/WELL	**/**
	SEWER	
PDS TRAILS REVIEW		
VIOLATION FEE <i>(not included in total)</i>		
INITIAL DEPOSIT & FEE TOTAL (Average costs appr. \$600 - \$1,500)		

* This is not a Discretionary Permit Application.

** If DEH is requested, please collect the fee.

***Do not collect at intake. Fee will be collected by DEHQ per DEHQ fee ordinance after project submittal to the Zoning Counter.

https://www.sandiegocounty.gov/content/dam/sdc/deh/lwqd/lwqd_feeschedule.pdf

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)

- Plot Plan (see Note 2).
- A detailed project description (see Note 6).
- [126 Acknowledgement of Filing Fees and Deposits](#)
- [305 Ownership Disclosure](#)
- [320 Evidence of Legal Parcel](#) (and any Deeds):
- [336 Affordable Housing Priority Permit Process](#)
- [340 Pro forma for Density Bonus](#): (only required if applicant requests incentives)
- [346 Discretionary Permit Application](#): (see Note 1).
- [346DB Supplemental Application for Density Bonus Permit](#)
- [396 DEHQ Pre-Screen](#)
- [399F Fire Availability](#)
- [399S Sewer Availability](#)

[399SC School Availability](#)

[399W Water Availability](#)

PART B:

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

[090 Minimum Plot Plan Information](#)

[247 Fish and Wildlife Fees](#)

[338 Density Bonus FAQ's](#)

[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. 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. If project is a violation, plans must have Code Compliance Officer's stamp before accepting the application.
4. 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.
5. 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.
6. In order to ensure compliance with the density bonus and other incentives or concessions, the applicant shall provide the following:
Pursuant to Section 6355 of the Zoning Ordinance (Section 6355.a - d), please indicate what Density Bonus Program/Affordable Housing Program is proposed.
Additionally, the applicant shall provide the following:
 - A detailed project description,
 - Indicate the existing Zoning and General Plan designation,
 - Indicate the maximum allowed density per GP and/or Zoning,
 - Provide a table with the detailed Density Bonus Calculations,
 - Provide a detailed plot plan showing all existing/proposed structures, parking spaces, landscape areas, open space areas, adjacent streets and easements, setbacks, septic and leach lines, etc. to ensure that the proposed # of units is achievable.
7. **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)

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

