

Initial Consultation Meeting		
EFFECTIVE 7/01/2024	FEES*	INITIAL DEPOSIT*
PDS PLANNING		\$3,035***
STORMWATER		
DEHQ	SEPTIC/WELL	\$443**
	SEWER	\$443**
PDS TRAILS REVIEW		
VIOLATION FEE ( <i>not included in total</i> )	None	
<b>INITIAL DEPOSIT &amp; FEE TOTAL</b> <b>\$3,035 + \$500 for each additional specialty request</b>		

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

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

\*\*\* + \$500 for each additional specialty requested

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.

Submit application for Initial Consultation Meeting online here:

<https://publicservices.sandiegocounty.gov/CitizenAccess/Cap/CapApplyDisclaimer.aspx?CapType=LUEG-PDS/Planning/Pre-Application/Initial%20Consultation&Module=LUEG-PDS>

#### ONLINE SUBMITTAL REQUIREMENTS:

Each item below (and all supplemental items) must be completed and saved in one zip file and uploaded online with the application.

---- Plot Plan ([see Note 2](#)).

---- Project Description ([see Notes 2, 5](#)).

[126 Acknowledgement of Filing Fees and Deposits](#): **ONE (1)** copy ([see Note 1](#)).

[320 Evidence of Legal Parcel](#) (and any Deeds): **ONE (1)** copy.

[325 Initial Consultation Meeting Request](#): **ONE (1)** copy. ([see Note 10](#)).

[346 Discretionary Permit Application](#): **ONE (1)** copy ([see Note 1](#)).

[346S Supplemental Application](#): **ONE (1)** copy.

#### IN PERSON SUBMITTAL REQUIREMENTS:

##### **PART A:**

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

---- Plot Plan ([see Notes 2, 5](#)).

---- Project Description ([see Notes 2, 5](#)).

[126 Acknowledgement of Filing Fees and Deposits](#): **ONE (1)** copy ([see Note 1](#)).

[320 Evidence of Legal Parcel](#) (and any Deeds): **ONE (1)** copy.

[325 Initial Consultation Meeting Request](#): **ONE (1)** copy. ([see Note 10](#)).

[346S Supplemental Application](#): **ONE (1)** copy.

[346 Discretionary Permit Application](#): **ONE (1)** copy ([see Note 1](#)).

## 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 Plans: **FIVE (5)** copies (see Note 4);
- [126 Acknowledgement of Filing Fees and Deposits](#): **ONE (1)** copy (see Notes 1 and 10).
- [320 Evidence of Legal Parcel](#) (and any Deeds): **ONE (1)** copy.
- [346 Discretionary Permit Application](#): **ONE (1)** copy (see Note 1).

## 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](#)
- [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 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. 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.
3. The purpose of a Major Pre-Application Meeting is to identify major design issues early in the process and does not replace the detailed project scoping that occurs at application submittal.
4. Please submit additional materials (at least FIVE (5) copies of any conceptual plans), such as plot plans, maps, floor plans, grading and elevation renderings necessary for the Major Project Pre-Application Meeting. Plans are to be stapled together in sets and folded to 8½" x 11" with the lower right-hand corner exposed.
5. For proposed use permits – submit a detailed project description (hours of operation, activity types, equipment type, number of users, etc.) along with FIVE (5) copies of conceptual plot plans for submittals made in person. Online submittals will require a digital file and description to be entered.
6. General Plan Amendment applicants must provide written acknowledgement of their decision to bypass a [General Plan Amendment - Initial Consultation Meeting](#), if applicable.
7. If project is a violation, plans must have Code Compliance Officer's stamp before accepting the application.
8. A Major Project Pre-Application Meeting is **MANDATORY** (unless formally waived) for the following projects:
  - General Plan / General Plan Amendment
  - Major Use Permit / Modifications (except cell sites)
  - Rezone
  - Reclamation Plan
  - Specific Plan/Specific Plan Amendment
  - Tentative Map

9. 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 for submittals made in person.
10. This item is only required for submittals made in person. The online submittal application will be accepted in lieu of the applicable form.
- 11. 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).
12. If you have any additional questions about the application, please email us at:  
[PDSZoningPermitCounter@sdcounty.ca.gov](mailto:PDSZoningPermitCounter@sdcounty.ca.gov)