

Initial Consultation Meeting			
EFFECTIVE 7/01/2025		FEES*	INITIAL DEPOSIT*
PDS PLANNING			\$3,236***
STORMWATER			
DEHQ	SEPTIC/WELL	** /****	
	SEWER	** /****	
PDS TRAILS REVIEW			
VIOLATION FEE ( <i>not included in total</i> )		None	
<b>INITIAL DEPOSIT &amp; FEE TOTAL</b> <b>\$3,236 + \$500 for each additional specialty request</b>			

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.

\*\* 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.

\*\*\*\* 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](https://www.sandiegocounty.gov/content/dam/sdc/deh/lwqd/lwqd_feeschedule.pdf)

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>

#### NOTE!

**Major Pre-application (MPA) meeting.** A MPA involves a thorough and detailed review of a proposed project **before** the formal application submission. Its primary goal is to identify and resolve significant issues that may affect the project's feasibility, ensuring a smoother overall application process. After the MPA review, PDS staff will provide a detailed letter that outlines any major concerns, guidance on required studies, the projected timeline, and an overall cost estimate for the County's expenses.

#### Benefits of MPA:

1. **Comprehensive Review:** The MPA process offers a more in-depth and detailed examination of the project, addressing potential challenges early on.
2. **Environmental Studies Review:** This process enables you to identify the necessary environmental studies and outline the key elements that should be analyzed. By taking a proactive approach, you can submit these studies with your application, potentially accelerating the overall review process. This approach can significantly reduce delays, ensure regulatory compliance, and streamline the overall timeline.

3. **Detailed Letter with Relevant Information:** The letter provides clear guidance on required studies, potential issues, and project timelines, offering valuable insights and helping to avoid surprises later.
4. **Cost Estimation:** Provides an overall cost estimate for the County's expenses, aiding in budget planning.

While the MPA process may cost more and take longer than an IC request, it offers a more comprehensive and detailed review, which can be highly beneficial for the review process, timeline, and overall success of your project.

**Initial Consultation (IC) meeting.** An IC meeting offers only a preliminary review of a conceptual project. It aims to identify potential issues and general regulatory constraints associated with the property. However, this review is only a cursory assessment and does not delve into extensive details.

By choosing a MPA, you'll gain a deeper understanding of your project's feasibility, how to meet regulatory requirements efficiently, and potentially save significant time and resources in the long run.

#### **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:](#) (see Note 1).
- [320 Evidence of Legal Parcel](#) (and any Deeds):
- [325 Initial Consultation Meeting Request](#)
- [346 Discretionary Permit Application:](#) (see Note 1)
- [346S Supplemental Application:](#)
- [396 DEHQ Pre-Screen](#)

#### **IN PERSON SUBMITTAL REQUIREMENTS:**

##### **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 Notes 2, 4, 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.**
- [346S Supplemental Application:](#) **ONE (1) copy.**
- [346 Discretionary Permit Application:](#) **ONE (1) copy** (see Note 1)

## PART B:

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