

## Landscape Documentation Package (Counter Submittal)

EFFECTIVE 7/01/2024	FEES*	INITIAL DEPOSIT*
PDS PLANNING	**	
STORMWATER		**
DEH	SEPTIC/WELL	Submit recycled water and graywater projects directly to DEH <b>(see Note 8)</b>
	SEWER	Submit recycled water and graywater projects directly to DEH <b>(see Note 8)</b>
PDS TRAILS REVIEW	\$223 INITIAL REVIEW \$223 SUBSEQUENT REVIEW	
VIOLATION FEE <i>(not included in total)</i>		
<b>INITIAL DEPOSIT &amp; FEE TOTAL</b> <b>\$2,540 or \$1,159 see below **</b>		

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

\*\* **COMMERCIAL, INDUSTRIAL, CIVIC, MULTI-FAMILY RESIDENTIAL**

**\$2,540** Fee

**Modifications:**

**\$1,159** Fee

\*\* **SINGLE FAMILY RESIDENTIAL**

(2,500 square feet or more) **\$2,540** Fee

**Modifications:**

(2,500 square feet or more) **\$1,159** Fee

**Payment Option:** Email [PatriciaE.Brockette1@sdcounty.ca.gov](mailto:PatriciaE.Brockette1@sdcounty.ca.gov) for an Invoice of required submittal fees. Include copy of PDS Form 346. Pay on-line instead of in-person with Cashier.

Provide a copy of the Receipt from the Cashier with the email submittal of all required electronic PDF files for the Landscape Documentation Package.

**NOTE:** Processing of plans will not start until fees have been paid and verified.

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.**

- Landscape Design Plan [\(see Note 2\)](#).
- Irrigation Design Plan [\(see Note 2\)](#).
- Grading Design Plan [\(see Note 2\)](#).
- Soil Management Report [\(see Note 2\)](#).
- Storm Water Management Documents [\(see Notes 2, 3, 4\)](#).
- [404c](#) [Landscape Documentation Package Checklist](#): **ONE (1)** copy.
- [405](#) [Water Efficient Landscape Worksheet](#): **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.

- Landscape Design Plan: **ONE (1)** complete (**rolled**) sets.
- Irrigation Design Plan: **ONE (1)** complete (**rolled**) sets.
- Grading Design Plan: **ONE (1)** complete (**rolled**) sets.
- Soil Management Report: **One (1)** copy.
- [346 Discretionary Permit Application](#): **ONE (1)** copy (see Note 1).

### Storm Water Management Documents:

- Step 1:** Provide a copy of the cover sheet to the Stormwater Quality Management Plan (SWQMP) that identifies the project as a Priority Development Project (PDP) or a Standard project.
- Standard SWQMP** – include digital copies of all vegetated source control and site design construction BMP's shown on the Construction Plans.
- PDP** - include a digital copy of the Drainage Management Area (DMA) Exhibit Map from the most current version of the projects' SWQMP. Include all applicable BMP details and specifications for each Compliance Option selected. (see Notes 3, 4).

## PART C:

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 each complete Landscape Design Plan, Irrigation Design Plan, Grading Design Plan, Soil Management Report and each Storm Water Management Document, 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**. Please name each PDF file on the USB Flash Drive based on the "Title" of document being submitted (examples: Landscape Design Plan, Irrigation Design Plan, Grading Design Plan, Soil Management Report, and Storm Water Management Documents. **Please note:** the USB Flash Drive will not be returned.
3. Page 1 of the Stormwater Quality Management Plan (SWQMP) for either a Standard Project or a Priority Development Project (PDP), which includes Project Information, Project Applicant, SWQMP Preparer, and the Preparer's signed and dated Certification.
4. Storm Water Management Documents are required of all landscape plan submittals, including Model Homes and Prescriptive Compliance Option Plans for non-residential projects. Storm Water Management Documents are not required for Prescriptive Compliance Option Plans for single-family residences.

5. **RESUBMITTAL OF LANDSCAPE PLANS** requires each of the following:
  - a. **ONE (1)** copies of the CORRECTED Landscape Design Plan (**rolled**)
  - b. **ONE (1)** copy of response to Plan-Check Letter
  - c. **ONE (1)** USB Flash Drive with a PDF file of the CORRECTED Landscape Documentation Package.
6. Any plans submitted are required to pay the standard review fee at intake.
7. **STAFF:** Make sure that customer provides the case number for the project to which the Landscape Plan will be linked (Discretionary permit no., Grading permit no., Building permit no. or other). **Make sure to link LP to underlying project.**
8. DEHQ must review projects utilizing recycled water and graywater **PRIOR** TO SUBMITTAL TO PDS.
9. If project is a violation, plans must have Code Compliance Officer's stamp before accepting the application.
10. 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.
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)