

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

* 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 all required documents below for an Invoice of required submittal fees. 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 emailed as an electronic PDF file.

- Landscape Design Plan *(see Notes 2, 11)*.
- 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)*.
- [404e Landscape Documentation Package Checklist](#): **ONE (1)** copy.
- [405 Water Efficient Landscape Worksheet](#): **ONE (1)** copy.
- [346 Discretionary Permit Application](#): *(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. Email each complete Landscape Design Plan, Irrigation Design Plan, Grading Design Plan, Soil Management Report and each Storm Water Management Document, as electronic PDF files to PatriciaE.Brockette1@sdcounty.ca.gov. Submit only the requested files. Landscape and Irrigation Plans shall include the following **note in bold lettering**: **NOT FOR CONSTRUCTION. Files CANNOT have any Security Restrictions or Passwords**. Please name each PDF file on the email 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. Maximum size for electronic PDF files is 35MB. Larger files will need to be submitted in multiple files as needed.
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:
- Email** electronic PDF file of the CORRECTED Landscape Documentation Package
 - Email** copy of response to Plan-Check Letter
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 submitted electronically must include the Code Compliance Officer's stamp before.
10. Your application package must be complete when submitted by email.
11. Upon email notification from the County Landscape Architect that plans are ready for approval, two sets of landscape and irrigation plans will be required to be submitted through the Zoning Counter in both hard copy and on a USB Flash Drive for final stamping. **These plans shall remove the note: NOT FOR CONSTRUCTION.** Turn-around time for stamping plans approved (for only those plans submitted through the email option) will be within two business days after hardcopies are submitted.
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).
Email submittals may occur throughout the day and will be processed in order of receipt.
Confirmation of receipt will be provided.
13. If you have any additional questions about the application, please email us at:
PDSZoningPermitCounter@sdcounty.ca.gov