

Mills Act Application		
EFFECTIVE 7/01/2025	FEES*	INITIAL DEPOSIT*
PDS PLANNING	\$1,670	
STORMWATER		
DEHQ	SEPTIC/WELL	
	SEWER	
PDS TRAILS REVIEW		
VIOLATION FEE <i>(not included in total)</i>	None	
INITIAL DEPOSIT & FEE TOTAL		
\$1,670		

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

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 the 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)

- [Application](#) for Historic Designation/ Mills Act Contract.
- CA Department of Parks and Recreation Form [DPR 523 A.](#)
- CA Department of Parks and Recreation Form [DPR 523 B.](#)
- CA Department of Parks and Recreation Form [DPR 523 J.](#)
- CA Department of Parks and Recreation Form [DPR 523 L.](#)
- Photographs.
- Historical/ Architectural Study/ Supporting Documents.
- [126 Acknowledgement of Filing Fees and Deposits.](#) (see Note 1).
- [346 Discretionary Permit Application.](#) (see Note 1).

PART B:

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 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. All documentation goes to PDS Project Processing for distribution.
4. Direct questions to Donna Beddow at (858) 694-3656 or Donna.Beddow@sdcounty.ca.gov.
5. If project is a violation, plans must have Code Compliance Officer's stamp before accepting the application.
6. 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.
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