

Major Use Permit: Administrative Deviation from an Approved PRD Plot Plan

EFFECTIVE 7/01/2024	FEES*	INITIAL DEPOSIT*
PDS PLANNING	\$345	
STORMWATER		
DEH	SEPTIC/WELL	
	SEWER	
PDS TRAILS REVIEW		
VIOLATION FEE <i>(not included in total)</i>		
INITIAL DEPOSIT & FEE TOTAL		
\$345		

* 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.

PART A:

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

- Plot Plan [\(see Note 2\)](#).
- [299 Supplemental Public Notice Certification](#): **ONE (1)** copy.
- [346S Supplemental Application](#): **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.

- Plot Plans: **THREE (3)** copies [\(see Note 3\)](#).
- Recommendation from the appropriate Homeowner's Association: **ONE (1)** copy.
- Public Notice Package (see [PDS-516](#) and [Note 7](#) below for specific requirements): **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.

- [209 Defense and Indemnification Agreement FAQs](#)
- [275 Administrative Deviation from an Approved Planned Residential Development \(PRD\) Plot Plan](#)
- [298 Supplemental Public Notice Procedure](#)
- [515 Public Notice Procedure](#)
- [516 Public Notice Applicant's Guide](#)
- [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 the Plot Plan 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. Name the PDF file: Plot Plan. Please note: the USB Flash Drive will not be returned.
3. Printed Plot Plans are to be stapled together in sets and folded to 8½" x 11" with the lower right-hand corner exposed.
4. Put "AD" after permit number. For example: P82-051W²M²AD¹ (Do Not type "AD" when entering application in ACCELA, but still count the AD as another iteration).
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