Major Use Permit: Modification Tier 4 (Wireless Facility)

County of San Diego, Planning & Development Services

submittal requirements

INTRODUCTION

USE ONLY FOR EMAIL SUBMITTALS

This portion of the guide lists the forms, fees, and deposits that are required to be submitted with each type of application. Please review this information and complete all forms, documents, and plans listed in **Part A** below before submittal. PDS is happy to assist you with this process, and we look forward to working with you throughout the permit process. **Please note that the submittal requirements apply to in-person submittals and online submittals must follow the *Email Option* process outlined below.**

For in-person submittals, please bring the completed checklist, all completed forms and application materials, and a check for the correct amount to the Building Services, Zoning Counter located at 5510 Overland Avenue, Suite 110 (First Floor). Applications can be submitted Monday – Friday from 8:00 a.m. to 11:45 a.m. and 12:30 p.m. to 4:00 p.m. (except county holidays).

To ensure a smooth intake and review process, please submit the required documents, plans and correct payment amount. Your application cannot be processed or assigned to a Planner unless the complete submittal package and payment have been received.

For any questions, please contact us at PDSZoningPermitCounter@sdcounty.ca.gov.

FEE AND DEPOSITS

PERMIT TYPE	FEE/DEPOSIT REQUIREMENTS
Major Use Permit: Modification Tier 4 (Wireless Facility)	See Discretionary Fee Schedule PDS 375 (D)
(F) = Fee	
(D) = Deposit. Additional deposits may be required. *	

* Use our Discretionary Permit Cost Guide to estimate the County portion of your project's cost.

** **Planner will determine if additional PDS Review Team deposit is necessary.**

Forms are available at: Discretionary Forms, or the links below.

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.

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PART A:

All forms/plans listed under **(PART A:)** must be completed, signed, scanned and saved as "pdf" files. **IMPORTANT:** One (1) single complete PDF file must be created for each PDS form and also for each *entire* Study, Report, Set of Plot Plans, Set of Landscape Plans or Set of Maps etc.

You may have to compress the files, or send multiple emails for the same project if you have to send "large" attachments, images, plans, etc. **Do not "split-up" PDF files, they must be complete.**

Public notice package must be submitted in person at the Zoning Counter at 5510 Overland Ave once application package has been submitted via email. The application will not be considered complete until the public notice package is received.

---- Plot Plan (see Note 5).
---- If within ROW - Authorization from the County of San Diego, Real Estate Services
---- Geographic Service Area, Photosims & Narrative (see Note 6).
---- Public Notice Package (see PDS-516 and Note 17 below for specific requirements)
015 Applicant's Guidelines & Agreement for Online Submittals for Wireless Facilities
126 Acknowledgement of Filing Fees and Deposits (see Note 1).
299 Supplemental Public Notice Certification
305 Ownership Disclosure
320 Evidence of Legal Parcel (and any Deeds)
346 Discretionary Permit Application (see Note 1).
346S Supplemental Application
399W Water Availability (If Landscaping proposed)
367 Application for an Environmental Initial Study (AEIS)
396 DEHQ Pre-Screen
514 Public Notice Certification
524 Notice To Property Owners
580 Hazardous Waste/ Substance Verification
581 Plan Check Pre-Application Notice

Storm Water Management Documents:

Step 1: Storm Water Intake Form for All Permit Applications (see Notes 2, 3, 4).

Step 2: **As determined by the Intake Form above, complete the required SWQMP below.**

Standard Project SWQMP (see Notes 2, 3, 4).

Or

Priority Development (PDP) SWQMP (see Notes 2, 3, 4).

PART B:

All items listed below are for your information only. Please do not submit these forms.

090 Minimum Plot Plan Information
209 Defense and Indemnification Agreement FAQs
247 Fish and Wildlife Fees
298 Supplemental Public Notice Procedure
313 Major Use Permit Applicant's Guide
374 Resource Protection Study

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515 Public Notice Procedure
516 Public Notice Applicant's Guide
906 Signature Requirements
Policy FP-2: Fire Code Compliance for Cellular Facilities
Policy G-3: Determination of Legal Parcel

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

2. Files CANNOT have any security restrictions or passwords. Please name each PDF file based on the "Title or PDS Form Number" of document being submitted (examples: Plot Plan, PDS-015, PDS-215, PDS-346, Storm Water Intake Form, Standard SWQMP, or PDP SWQMP).

3. The Storm Water Intake Form determines whether a project requires a Standard SWQMP or Priority Development Project (PDP) SWQMP. These forms and documents must be submitted as PDF files on the USB Flash Drive and have all required signatures.

4. One (1) single complete PDF file must be created for each PDS Form and also for each entire Study, Report, Set of Plot Plans, Set of Landscape Plans or Set of Maps etc. Do not "split-up" files, they must be complete.

5. Plot plans, elevation drawings, etc. (must be at least 11" x 17"). Plot plan must be drawn in standard engineer scale.

6. In addition to the above requirements, all wireless telecommunication projects are required to submit additional information listed under the Wireless Facilities Section in the **PDS-313 Major Use Permit Applicant's Guide**. (For example: Geographic Service Area Maps, Alternative Site Analysis, Photo-simulation, etc.). Electronic submittal must contain all required documents and a written narrative addressing the requirements listed in Section 6984 of the Zoning Ordinance.

7. Staff, please note on the PDS-346 if project qualifies for Policy FP-2. If the project qualifies for Policy FP-2 (the building is less than 300 sq. ft. and the proposed facility is not going into or attached to an existing building, i.e., church; and the site is not located within four fire districts (North County FPD, Rincon Del Diablo (Escondido) MWD, San Marcos FPD, or Vista FPD) **THEN NOTE ON PDS-346 THAT PPS NEEDS TO DISTRIBUTE TO COUNTY FIRE**. Our Fire Personnel will be reviewing it to make sure the project meets all the requirements of Policy FP-2. If it is in one of the four fire districts noted above OR is proposed to be included in or attached to an existing building/structure, then **NOTE ON PDS-346 THAT PPS NEEDS TO DISTRIBUTE IT TO THE APPROPRIATE FIRE DISTRICT**. Policy FP-2 does not apply if applicant has a letter from the fire department.

8. **Cell Sites Adding Generators:** Existing approved projects that are adding generators require a modification to the existing permit. Also, do not accept **PDS Review Teams** money as they don't need to review. There is no distribution to **PDS Review Teams**. Put a note on the PDS-346 Form telling PPS not to distribute to **PDS Review Teams**.
9. Project goes to local Community Planning Group and/or Design Review Board for recommendation.
10. No Health Department (DEHQ) Fee if within Right of Way.
11. Cell Sites being accessed via private road easement must include proof of access to a publicly maintained road for the purpose of the cell facility.
12. Cell Sites being proposed on a parcel with an existing SFD or other structure being serviced by a septic system must provide a certified as-built Plan for the parcel. A $1,100 fee for DEH must be collected.
13. Applicant will receive PDS-319 (Notice of Application) and PDS-382 (Flagging Procedure for Projects) at submittal.
14. If project is a violation, plans must have Code Compliance Officer's stamp before accepting the application.
15. 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.
16. The applicant is responsible for the initial posting of the notice(s) and assuring that the notice(s) stays posted until the eleventh day after final action is taken on the permit application, at which time the applicant shall remove the notice(s). The Notice shall be posted within ten (10) days of payment of the application fees. Applicants shall use PDS-319 (Public Notice) which can be found at Notice of Permit Application or can be requested at the time of application submittal. Please see PDS-298 and PDS-515 for complete posting requirements. **The applicant must email the Planner photo(s) showing that the required Notice has been posted.**

    Failure to post or comply with the posting guidelines may delay processing of your project or delay the public hearing.

    On-Site Posting of PDS-319 is required for Major Use Permits, Major Use Permit Modifications, Minor Use Permits, Minor Use Permit Modifications, Specific Plans, Specific Plan Amendments, Tentative Maps, Tentative Parcel Maps, and Zone Reclassifications.
17. Notice of the application **shall be given to all property owners within 500' (feet) from the applicant's property and a minimum of 20 different owners**. For example, if 20 different property owners cannot be found within a 500' radius, the notice area shall be expanded until 20 property owners are available for notification. See table below for more details.

500' min. distribution distance of Public Notices; **min. of 20 Property owners)**
• **Wireless Facilities, incl. Time Extension**

18. 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.

19. 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.

20. **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).

21. If you have any additional questions about the application, please email us at:
PDSZoningPermitCounter@sdcounty.ca.gov