Major Use Permit: Minor Deviation

County of San Diego, Planning & Development Services

submittal requirements

INTRODUCTION

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 Minor Deviation	See Discretionary Fee Schedule PDS 375 (F)
(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.

** Do not collect at intake. **Planner will determine if deposit/ fee payment is necessary.**

*** If the proposed project qualifies as a Priority Development Project per the criteria indicated in the County's Storm Water Intake Form, a PDP SWQMP must be prepared and submitted with the application. Additional deposits will be required for a PDP SWQMP, separate from the initial Minor Deviation Fee.

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:

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)

---- Plot Plan (see Notes 2, 4).
---- Storm Water Management Documents (see Notes 2, 3).
215 Minor Deviation Minimum Requirements Checklist
346 Discretionary Permit Application (see Note 1).
346S Supplemental Application
396 DEHQ Pre-Screen

Storm Water Management Documents:

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

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

Standard Project SWQMP (see Notes 2, 3).

Or

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

PART B:

All items below are for your information. Please do not bring in these items.

090 Minimum Plot Plan Information
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
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. 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 on paper and as PDF files on the USB Flash Drive and have all required signatures.

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4. Plot Plans, Elevation Drawings, Floor Plans, etc. (must be at least 11" x 17") are to be stapled together in sets and folded to 8½" x 11" with the lower right-hand corner exposed.

5. Provide on Plot Plan a summary table and square footages of all existing and proposed structures/uses.

6. Provide a detailed description of proposed Minor Deviation.

7. If project is a violation, plans must have Code Compliance Officer's stamp before accepting the application.

8. **Complete the Cumulative Change Table on form PDS215 Table** (see example below). Indicate proposed change in percentage (%). Any changes of 10% or less, requires approval of a Minor Deviation. Any changes of more than 10%, requires approval of a Modification of the approved discretionary permit.

Cumulative Change Table (example)

Project #	Approved Square Footage	Description	Percentage Change
P00-000	18,580	Retail Store	Baseline
P00-000M[1]	19,741	Retail Store & addition	Plus 6.25%
P00-000M[2]	20,066	Retail Store, addition & storage area	Plus 1.75%
P00-000M[3]	Proposed 20,345	Retail Store, addition & storage area addition	Plus 1.50%
Net Change	1,765	Retail Store, addition & storage area addition	**Total 9.5%***

This project has brought the net change to 9.5%. Any future changes may not exceed 0.5% in order to qualify for a Minor Deviation.* ***Any change beyond a cumulative 10% requires a Modification.*

9. 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.

10. 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.

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