

Minor Use Permit: Tier 3 (Wireless Facility)

USE ONLY FOR EMAIL SUBMITTALS

EFFECTIVE 7/01/2024	FEES*	INITIAL DEPOSIT*
PDS PLANNING		\$6,612
STORMWATER		\$1,396
DEHQ	SEPTIC/WELL	\$1,153
	SEWER	\$1,153
PDS TRAILS REVIEW		
VIOLATION FEE (<i>not included in total</i>)	\$1,000	
INITIAL DEPOSIT & FEE TOTAL		
\$9,161		

* 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:

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.

Email all PDF files to each email listed below:

PatriciaE.Brockette1@sdcounty.ca.gov

Chloe.Hird@sdcounty.ca.gov

AJ.Aziz@sdcounty.ca.gov

- 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 15](#) below for specific requirements): **ONE (1)** copy.
- [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](#)
- [367 Application for an Environmental Initial Study \(AEIS\)](#)

- [399W Water Availability](#) (If Landscaping proposed)
- [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](#)
- [298 Supplemental Public Notice Procedure](#)
- [374 Resource Protection Study](#)
- [515 Public Notice Procedure](#)
- [516 Public Notice Applicant’s Guide](#)
- [565 Minor Use Permit 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
 Authorized Agent **may sign** form PDS-346 **ONLY IF ATTACHED** to a **Signed Letter of Authorization**.

- 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 plans 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 **PDS-565 Minor 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 THE PDS-346 FORM 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 (DEH) 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 \$1,078 fee for DEH must be collected.
13. If project is a violation, plans must have Code Compliance Officer's stamp before accepting the application.
14. 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.
15. 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 <https://www.sandiegocounty.gov/content/dam/sdc/pds/zoning/formfields/PDS-PLN-319.pdf> 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.

16. 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 on the next page for more details.

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

500' Min. Distribution Distance of Public Notices; Min. of 20 Property Owners	1000' Min. Distribution Distance of Public Notices; Min. of 50 Property Owners	1500' Min. Distribution Distance of Public Notices; Min. of 100 Property Owners
<ul style="list-style-type: none"> • Administrative Permits • Habitat Loss Permits • Minor Use Permits • Open Space Encroachment • Reclamation Plan • Site Plan (<10,000 sq ft.) • Tentative Parcel Map • Variance • Wireless Facilities • Appeals of above projects 	<ul style="list-style-type: none"> • Agricultural Preserve Establishment/ Disestablishment • Alcoholic Beverage License • Open Space Vacation • Tentative Map (<50 lots) • Site Plan (>10,000 sq ft) • Appeals of above projects 	<ul style="list-style-type: none"> • General Plan Amendment • Rezone • Specific Plan Amendment • Major Use Permit • Tentative Map (>50 lots) • Site Plan (>25,000 sq ft) • Appeals of above projects

17. 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).

18. If you have any additional questions about the application, please email us at:

PDSZoningPermitCounter@sdcounty.ca.gov