

Open Space: Vacation		
EFFECTIVE 7/01/2022	FEES*	INITIAL DEPOSIT*
PDS PLANNING		\$5,228
STORMWATER		
DEH	SEPTIC/WELL	
	SEWER	
PDS TRAILS REVIEW		
VIOLATION FEE ( <i>not included in total</i> )	\$1,000	
<b>INITIAL DEPOSIT &amp; FEE TOTAL</b>		
<b>\$5,228</b>		

\* 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](#)).
- [230](#) [Notice of Proposed Vacation](#): **ONE (1)** copy.
- [305](#) [Ownership Disclosure](#): **ONE (1)** copy.
- [366](#) [Environmental Review Update Application](#): **ONE (1)** copy.
- [394](#) [Preliminary Floodplain Evaluation](#): **ONE (1)** copy.
- [514](#) [Public Notice Certification](#): **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.

- Narrative explaining Vacation request: **ONE (1)** copy ([see Note 5](#)).
- Copy of original Application for Environmental Initial Study (AEIS): **ONE (1)** copy.
- Plot Plans: **EIGHT (8)** copies ([see Note 4](#));  
If in the Alpine Community Planning Group area: **NINE (9)** copies.  
If in the (USD RIP) River Way Specific Plan area: **TEN (10)** copies.
- Public Notice Package (see [PDS-516](#) and [Note 11](#) for specific requirements): **ONE (1)** copy.
- [126](#) [Acknowledgement of Filing Fees and Deposits](#): **ONE (1)** copy ([see Note 1](#)).
- [346](#) [Discretionary Permit Application](#): **ONE (1)** copy ([see Note 1](#)).
- [524](#) [Notice To Property Owners](#): **ONE (1)** copy.

**PART C:**

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](#)
- [247](#) [Fish and Wildlife Fees](#)
- [374](#) [Resource Protection Study](#)
- [515](#) [Public Notice Procedure](#)
- [516](#) [Public Notice Applicant's Guide](#)
- [906](#) [Signature Requirements](#)
- [Policy I-103: Open Space Easement Vacations](#)

**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. 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.
3. If you are interested in pursuing the Open Space Vacation, PDS strongly recommends you first contact the Zoning Division and arrange for an Initial Consultation Meeting. This will afford you the opportunity to meet with a planner, discuss the pros and cons of your proposed Open Space Vacation, and receive information regarding the feasibility of the project before you make any major investment in time and money.
4. Plot plans are to be stapled together in sets and folded to 8½" x 11" with the lower right-hand corner exposed. The detailed plot plan must clearly indicate the area to be vacated. Any improvements existing in Open Space area shall be shown.
5. Narrative explaining vacation request must indicate the following: what will be the use of the area to be vacated? Is other area proposed for dedication?
6. NOTE: Most Open Space Vacations have a previous E.R. Number. Use it and add a letter extension.
7. Collect Previous CEQA action fee if a subdivision map created the open space. Please check APN book.
8. Project goes to local Community Planning Group and/or Design Review Board for recommendation.
9. If project is a violation, plans must have Code Compliance Officer's stamp before accepting the application.
10. 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.
11. Notice of the application shall be given to all property owners within 1000' (feet) from the applicant's property and a minimum of 50 different owners. For example, if 50 different property owners cannot be found within a 1000' radius, the notice area shall be expanded until 50 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	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"> <li>• Administrative Permits</li> <li>• Habitat Loss Permits</li> <li>• Minor Use Permits</li> <li>• Open Space Encroachment</li> <li>• Reclamation Plan</li> <li>• Site Plan (&lt;10,000 sq ft.)</li> <li>• Tentative Parcel Map</li> <li>• Variance</li> <li>• Wireless Facilities</li> <li>• Appeals of above projects</li> </ul>	<ul style="list-style-type: none"> <li>• Agricultural Preserve Establishment/Disestablishment</li> <li>• Alcoholic Beverage License</li> <li>• Open Space Vacation</li> <li>• Tentative Map (&lt;50 lots)</li> <li>• Site Plan (&gt;10,000 sq ft)</li> <li>• Appeals of above projects</li> </ul>	<ul style="list-style-type: none"> <li>• General Plan Amendment</li> <li>• Rezone</li> <li>• Specific Plan Amendment</li> <li>• Major Use Permit</li> <li>• Tentative Map (&gt;50 lots)</li> <li>• Site Plan (&gt;25,000 sq ft)</li> <li>• Appeals of above projects</li> </ul>

12. **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).

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

[PDSZoningPermitCounter@sdcounty.ca.gov](mailto:PDSZoningPermitCounter@sdcounty.ca.gov)