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

Please follow all notes and instructions carefully to avoid delays in processing.

Please write Case Number of the existing RMP: ________________________________

Each item below must be printed on paper, completed and have all required signatures.

- Annual Report: ONE (1) copy.
- Acknowledgement of Filing Fees and Deposits: ONE (1) copy (see Note 1).
- Discretionary Permit Application: ONE (1) copy (see Note 1).

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