

Resource Management Plan: RMP		
EFFECTIVE 7/01/2024	FEES*	INITIAL DEPOSIT*
PDS PLANNING		\$3,228
STORMWATER		
DEH	SEPTIC/WELL	
	SEWER	
PDS TRAILS REVIEW		
VIOLATION FEE <i>(not included in total)</i>	None	
<b>INITIAL DEPOSIT &amp; FEE TOTAL</b>		
<b>\$3,228</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.

- Resource Management Plan [\(see Note 2\)](#).
- Property Analysis Report [\(see Note 2\)](#).

**PART B:**

Each item below must be completed, printed on paper, and saved as an electronic PDF file saved on a USB Flash Drive.

- Resource Management Plan: **ONE (1)** copy [\(see Note 3\)](#).
- Property Analysis Report: **ONE (1)** copy [\(see Note 4\)](#).
- Copy of the entire Conditional Approval or Resolution of Approval: **ONE (1)** copy.
- [346 Discretionary Permit Application](#): **ONE (1)** copy [\(see Note 1\)](#).

**PART C:**

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

- [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  
 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. One (1) copy of the Resource Management Plan (previously known as a Habitat Management Plan).
4. One (1) copy of the Property Analysis Report (PAR) or similar cost analysis.
5. Assign RMP number (previously HMP).
6. Storm Water Quality Management Plan (SWQMP) is not required.
7. FYI: When the RMP is approved, evidence of endowment or other funding deposit (10% of endowment amount) will be required. This cash deposit is assigned an ACCELA project number and is for monitoring the project for a five-year period.
8. If project is a violation, plans must have Code Compliance Officer's stamp before accepting the application.
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. 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).
11. If you have any additional questions about the application, please email us at:  
[PDSZoningPermitCounter@sdcounty.ca.gov](mailto:PDSZoningPermitCounter@sdcounty.ca.gov)