



Site Plans

County of San Diego, Planning & Development Services | July 1, 2025

applicant user guide

submittal requirements

SUBMITTAL REQUIREMENTS INTRODUCTION

This portion of the guide lists the forms, fees, and deposits that are required to be submitted with each type of the Site Plan application. Please review this information and complete all forms 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 these submittal requirements apply to in-person submittals.

For in-person submittals, please bring the completed checklist, all completed forms and application materials, and a check for the correct amount as indicated below 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).

For any questions, please contact our Building Services [Zoning Counter](#).

FEE AND DEPOSITS

To ensure a smooth intake and review process, please submit the required documents, plans and correct payment as shown below. Your application cannot be processed or assigned to a Planner unless the complete submittal package and payment have been received.

*Totals identified on this table are not inclusive of DEHQ fees. Fee will be collected by DEHQ per DEHQ fee ordinance after project submittal to the Zoning Counter.

	PDS PLANNING *	DEHQ	STORMWATER	TOTAL TO PDS
B Designator ***	\$4,936 (D)	*	\$1,475 (D)	\$6,411
B Designator *** Modification **	\$5,432 (D)	*	\$1,475 (D)	\$6,907
D Designator	\$4,936(D)	*	\$1,475 (D)	\$6,411
D Designator Modification **	\$5,432 (D)	*	\$1,475 (D)	\$6,907
J Designator	\$4,936 (D)	*	\$1,475 (D)	\$6,411
J Designator Modification **	\$5,432 (D)	*	\$1,475 (D)	\$6,907
Standard	\$8,374 (D)	*	\$1,475 (D)	\$9,849
Standard Modification **	\$5,432 (D)	*	\$1,475 (D)	\$6,907
PDS TRAILS INITIAL REVIEW \$476				
PDS TRAILS SUBSEQUENT REVIEW (for Modifications) \$238				
VIOLATION FEE (not included in total)				\$1,000
(F) = Fee *				
(D) = Deposit. Amount listed is "intake deposit" only. Additional deposits may be required. *				

Please click [here for Zoning Information](#) if your property is within the unincorporated area of the County of San Diego. If you have any additional zoning questions, email us at PDSZoningPermitCounter@sdcounty.ca.gov
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If you're submitting any additional studies or reports for review, you are required to add an extra \$5,000 for each one. This helps us make sure all departments can keep working smoothly and finish the review on time.

- * Use our [Discretionary Permit Cost Guide](#) to estimate the County portion of your project's cost.
- ** If determined NOT to be CEQA exempt, please collect \$4,708 additional deposit
- *** The application fee is waived for a STP that is within the I-15 Corridor, and for review of a single dwelling or for structures accessory to such a dwelling (except DEH and Trails fees).

Forms are available at: <http://www.sdcounty.ca.gov/pds/zoning/ZoningNumeric.html>, or the links below.

**** Do not collect at intake. Fee will be collected by DEHQ per DEHQ fee ordinance after project submittal to the Zoning Counter. https://www.sandiegocounty.gov/content/dam/sdc/deh/lwqd/lwqd_feeschedule.pdf

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 Note 2](#)).
- Storm Water Management Documents ([see Notes 2, 3](#)).
- Site Plans: ([see Note 5](#)).
- [126 Acknowledgement of Filing Fees and Deposits](#): ([see Note 1](#)).
- [305 Ownership Disclosure](#): copy.
- [320 Evidence of Legal Parcel](#) (and any Deeds):
- [346S Supplemental Application](#):
- [346 Discretionary Permit Application](#): ([see Note 1](#)).
- [367 Application for an Environmental Initial Study \(AEIS\)](#):
- [396 DEHQ Pre-Screen](#)
- [399F Fire Availability](#):
- [399S Sewer Availability](#):
- [399SC School Availability](#):
- [399W Water Availability](#):
- [514 Public Notice Certification](#):
- [581 Plan Check Pre-Application Notice](#):

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](#)).

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PART B:

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

- Public Notice Package (see [PDS-516](#) and **Note 10** below for specific requirements): **ONE (1)** copy.
- [514](#) [Public Notice Certification](#):
- [524](#) [Notice To Property Owners](#): **ONE (1)** copy.

PART C:

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

- [Community Design Review Guidelines](#)
- [090](#) [Minimum Plot Plan Information](#)
- [209](#) [Defense and Indemnification Agreement FAQs](#)
- [225](#) [Summary of the "B" Community Design Review Area Regulations](#)
- [506](#) [Site Plan Applicant's Guide](#)
- [515](#) [Public Notice Procedure](#)
- [516](#) [Public Notice Applicant's Guide](#)
- [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.
- 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.
- 4. The number of Site Plan set copies will depend on the Community Design Review your project is in. You must submit a total of **Ten (10)** sets **PLUS** an additional number of sets as follows:

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- a. For **ALPINE DRB: TWO (2)** additional sets – total number - **12**;
 - b. For **I-15 DRB: TWO (2)** additional sets – total number - **12**;
 - c. For **JULIAN DRB: TWO (2)** additional sets – total number - **12**;
 - d. For **LAKESIDE DRB: TWO (2)** additional sets – total number - **12**;
 - e. For **RAMONA DRB: FOUR (4)** additional sets – total number - **14**;
 - f. For **SWEETWATER DRB: TWO (2)** additional sets – total number - **12**;
 - g. For **VALLEY CENTER DRB: TWO (2)** additional sets – total number - **12**;
 - h. **IF your project is in the I-15 CORRIDOR**, you may also be in the **FALLBROOK, BONSALL or VALLEY CENTER DESIGN REVIEW AREA** – in this instance you must submit enough sets for both areas. Site Plans for other than SFDs (commercial, industrial, multi-family) go to both I-15 DRB and the other appropriate DRB. The fee waiver for I-15 only applies to Site Plans for SFD, on single lot. Does not apply to multiple SFDs on multiple lots.
5. Site Plan sets shall consist of: Plot Plan, Elevations and Concept Landscape Plan. Stapled together and folded to 8½" x 11" with the lower right-hand corner exposed.
 6. NO FEES REQUIRED for a Site Plan filed for review of a Single-Family Dwelling (SFD) within the I-15 Corridor per Section 7602(d)(9) of the Zoning Ordinance.
 7. Project goes to local Community Planning Group and/or Design Review Board for recommendation.
 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. Notice of the application **shall be given to all property owners within a radius as shown in table below (feet) from the applicant's property and a minimum number of 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 below for more details:
 - a. Site Plan < 10,000 sq ft – 500' (feet) and minimum of 20 different owners.
 - b. Site Plan > 10,000 sq ft & < 25,000 sq ft – 1,000' (feet) and minimum of 50 different owners.
 - c. Site Plan > 25,000 sq ft – 1,500' (feet) and minimum of 100 different owners.

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)
• Site Plan (<10,000 sq ft), incl. Time Extension	• Site Plan (>10,000 sq ft), incl. Time Extension	• Site Plan (>25,000 sq ft), incl. Time Extension

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11. 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.
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:
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