



Site Plans

County of San Diego, Planning & Development Services | July 6, 2022

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.

	PDS PLANNING *	DEHQ	STORMWATER	TOTAL (if on Septic/Well)	TOTAL (if on Sewer)
B Designator ***	\$8,457 (D)	\$572 (F)	\$1,142 (D)	\$10,577	\$10,005
B Designator *** Modification	\$4,402 (D)	\$572 (F)	\$1,142 (D)	\$6,319	\$5,747
D Designator	\$8,457 (D)	\$572 (F)	\$1,142 (D)	\$10,577	\$10,005
D Designator Modification	\$4,402 (D)	\$572 (F)	\$1,142 (D)	\$6,319	\$5,747
J Designator	\$8,457 (D)	\$572 (F)	\$1,142 (D)	\$10,577	\$10,005
J Designator Modification	\$4,402 (D)	\$572 (F)	\$1,142 (D)	\$6,319	\$5,747
Standard	\$11,196 (D)	\$572 (F)	\$1,142 (D)	\$13,316	\$12,744
Standard Modification	\$4,402 (D)	\$616 (F)	\$1,142 (D)	\$6,343	\$5,747
PDS TRAILS INITIAL REVIEW \$406					
PDS TRAILS SUBSEQUENT REVIEW (for Modifications) \$203					
VIOLATION FEE (not included in total)					\$1,000
(F) = Fee *					
(D) = Deposit. Amount listed is “intake deposit” only. Additional deposits may be required. *					

* Use our [Discretionary Permit Cost Guide](#) to estimate the County portion of your project’s cost.

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
5510 OVERLAND AVE, SUITE 110, SAN DIEGO, CA 92123 <http://www.sdcounty.ca.gov/pds>

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- ** If determined to be CEQA exempt, please deduct \$4,399 from the initial PDS 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.

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](#)).
- Storm Water Management Documents ([see Notes 2, 3](#)).
- [305 Ownership Disclosure](#) : **ONE (1)** copy.
- [346S Supplemental Application](#): **ONE (1)** copy.
- [367 Application for an Environmental Initial Study \(AEIS\)](#): **ONE (1)** copy.
- [514 Public Notice Certification](#): **ONE (1)** copy.
- [581 Plan Check Pre-Application Notice](#): **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.

- Site Plans: **TEN (10) PLUS** copies ([see Notes 4, 5](#)).
- Public Notice Package (see [PDS-516](#) and [Note 10](#) below for specific requirements): **ONE (1)** copy.
- [126 Acknowledgement of Filing Fees and Deposits](#): **ONE (1)** copy ([see Note 1](#)).
- [320 Evidence of Legal Parcel](#) (and any Deeds): **ONE (1)** copy.
- [346 Discretionary Permit Application](#): **ONE (1)** copy ([see Note 1](#)).
- [524 Notice To Property Owners](#): **ONE (1)** copy.

Storm Water Management Documents:

- Step 1:** [Storm Water Intake Form for All Permit Applications](#): **ONE (1)** copy ([see Notes 2, 3](#)).
- Step 2:** **As determined by the Intake Form above, complete the required SWQMP below.**
[Standard Project SWQMP](#): **ONE (1)** copy ([see Notes 2, 3](#)).
- Or**
[Priority Development \(PDP\) SWQMP](#): **ONE (1)** copy ([see Notes 2, 3](#)).

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](#)

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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. 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:
 - 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.

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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

11. **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).
12. If you have any additional questions about the application, please email us at:
PDSZoningPermitCounter@sdcounty.ca.gov

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