

Site Plan: B Designator			
EFFECTIVE 7/01/2022		FEES	INITIAL* DEPOSIT
PDS PLANNING			\$4,058 ** and ***
STORMWATER			\$1,142 **
DEH	SEPTIC/WELL	\$572	
	SEWER		
PDS TRAILS REVIEW		\$406 INITIAL REVIEW \$203 SUBSEQUENT REVIEW	
VIOLATION FEE <i>(not included in total)</i>		\$1,000	
INITIAL DEPOSIT & FEE TOTAL \$6,178 (CEQA Exempt and on Septic/Well) \$5,606 (CEQA Exempt and on Sewer) \$10,577 (AEIS and on Septic/Well) \$10,005 (AEIS and on Sewer)			

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

** If determined NOT to be CEQA exempt, collect \$4,399 additional deposit.

*** The application fee is waived for a Site Plan Application 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.

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](#)).
- 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

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.

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 (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
<ul style="list-style-type: none"> • Administrative Permits • Habitat Loss Permits • Minor Use Permits • Open Space Encroachment • Reclamation Plan • Site Plan (<10,000 sq ft.) • Tentative Parcel Map • Variance • Wireless Facilities • Appeals of above projects 	<ul style="list-style-type: none"> • Agricultural Preserve Establishment/ Disestablishment • Alcoholic Beverage License • Open Space Vacation • Tentative Map (<50 lots) • Site Plan (>10,000 sq ft) • Appeals of above projects 	<ul style="list-style-type: none"> • General Plan Amendment • Rezone • Specific Plan Amendment • Major Use Permit • Tentative Map (>50 lots) • Site Plan (>25,000 sq ft) • Appeals of above projects

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