

Site Plan: Minor Deviation (Wireless Facilities)

USE ONLY FOR EMAIL SUBMITTALS

EFFECTIVE 7/01/2025		FEES*	INITIAL DEPOSIT*
PDS PLANNING		\$1,714	
STORMWATER			***\$1,475**
DEHQ	SEPTIC/WELL	**/****	
	SEWER		
PDS TRAILS REVIEW			
VIOLATION FEE <i>(not included in total)</i>		\$1,000	
INITIAL DEPOSIT & FEE TOTAL			
\$1,714			

- * Use our [Discretionary Permit Cost Guide](#) to estimate the County portion of your project's cost.
- ** Do not collect at intake. Planner will determine if deposit/ fee payment is necessary.
- *** If the proposed project qualifies as a Priority Development Project per the criteria indicated in the County's Storm Water Intake Form, a PDP SWQMP must be prepared and submitted with the application. Additional deposits will be required for a PDP SWQMP, separate from the initial Minor Deviation Fee.
- **** 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

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:

All forms/plans listed under **(PART A:)** must be completed, signed, scanned and saved as "pdf" files.

IMPORTANT: One (1) single complete PDF file must be created for each PDS form and also for each entire Study, Report, Set of Plot Plans, Set of Landscape Plans or Set of Maps etc.

You may have to compress the files, or send multiple emails for the same project if you have to send "large" attachments, images, plans, etc. **Do not "split-up" PDF files, they must be complete.**

Public notice package must be submitted in person at the Zoning Counter at 5510 Overland Ave once application package has been submitted via email. The application will not be considered complete until the public notice package is received.

NOTE: Processing of plans will not start until the submittal is deemed complete, and fees have been paid and verified.

Email Option: Email PDSDiscretionaryPermitIntake@sdcounty.ca.gov all required documents below for an email submittal of the project. Please keep in mind that **ONLY 30 MB** can be sent via email. If your files exceed this, the full submittal must be completed in person. Please ensure that all files are properly

labeled. Please see [note 2](#) for further information. An invoice will be provided once a complete submittal is verified. Please email receipt once the invoice is paid.

PART A:

- Plot Plan ([see Note 2, 4](#)).
- Storm Water Management Documents ([see Notes 2, 3](#)).
- [015 Applicant's Guidelines & Agreement for Online Submittals for Wireless Facilities](#)
- [215 Minor Deviation Minimum Requirements Checklist](#)
- [346 Discretionary Permit Application](#) ([see Note 1](#)).
- [346S Supplemental Application](#)
- [396 DEHQ Pre-Screen](#)

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](#)).

PART B:

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

- [090 Minimum Plot Plan Information](#)
- [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.
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. Printed Plot Plans, Elevation Drawings, Floor Plans, etc. (must be at least 11" x 17") are to be stapled together in sets and folded to 8½" x 11" with the lower right-hand corner exposed.
5. Provide on plot plan a summary table and square footages of all existing and proposed structures/uses.
6. Provide a detailed description of proposed Minor Deviation.
7. If project is a violation, plans must have Code Compliance Officer's stamp before accepting the application.

8. **Complete the Cumulative Change Table on form PDS215** (see example below). Indicate proposed change in percentage (%). Any changes of 10% or less, requires approval of a Minor Deviation. Any changes of more than 10%, requires approval of a Modification of the approved discretionary permit.

Cumulative Change Table (example)

Project #	Approved Square Footage	Description	Percentage Change
P00-000	18,580	Retail Store	Baseline
P00-000M ¹	19,741	Retail Store & addition	Plus 6.25%
P00-000M ²	20,066	Retail Store, addition & storage area	Plus 1.75%
P00-000M ³	Proposed 20,345	Retail Store, addition & storage area addition	Plus 1.50%
Net Change	1,765	Retail Store, addition & storage area addition	Total 9.5%*
*This project has brought the net change to <u>9.5%</u> . Any future changes may not exceed <u>0.5%</u> in order to qualify for a Minor Deviation. Any change beyond a cumulative 10% requires a Modification.			

9. **Cell Sites Adding Generators:** Existing approved projects that are adding generators require a modification to the existing permit. Also, do not accept **PDS Review Teams** money as they don't need to review. There is no distribution to **PDS Review Teams**. Put a note on the PDS-346 Form telling PPS not to distribute to **PDS Review Teams**.
10. **For any cabinets or generator additions, please print completed & signed "Noise Compliance Statement" on proposed plot plans (see below).**

NOISE COMPLIANCE STATEMENT

I, the owner/provider of the wireless telecommunications facility, understand that the facility proposed at _____ must comply with the Noise requirements of Zoning Ordinance of the San Diego County Code of Regulatory Ordinances, Section 1. Title 3, Division 6, Chapter 4. NOISE ABATEMENT AND CONTROL.

I, the owner/provider acknowledge that this project property is Zoned _____ and surrounding properties Zoned _____ and will be required to comply with the one-hour sound level limits of Chapter 4 as mentioned above. For this project property, the most stringent daytime hourly limit at any property line is _____ decibels (dBA) and for nighttime conditions this hourly limit is _____ decibels (dBA). As such, it is solely the responsibility of the owner/provider to ensure compliance with these standards. If the wireless telecommunications facility permitted and installed on the subject property exceed the noise limit requirements I understand that the County of San Diego will take enforcement action which may require the property owner to alter or remove the wireless telecommunications facility(s).

Signed,

Name (printed)

Signature

Date

11. 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.
12. 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.

13. 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).

14. If you have any additional questions about the application, please email us at:

PDSZoningPermitCounter@sdcounty.ca.gov