

Site Plan: Standard (Scenic, CAP)			
EFFECTIVE 7/01/2022		FEES*	INITIAL DEPOSIT*
PDS PLANNING			\$6,797 **
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	
<b>INITIAL DEPOSIT &amp; FEE TOTAL (see Note #5)</b> <b>\$8,917</b> (if on Septic/Well) <b>\$8,345</b> (if 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.

Forms are available at: <http://www.sdcountry.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 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 printed on paper, completed, and have all required signatures.

- Plot Plans: **TEN (10)** copies ([see Note 4](#)).
- Public Notice Package (see [PDS-516](#) and [Note 11](#) 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.

<a href="#">090</a>	<a href="#">Minimum Plot Plan Information</a>
<a href="#">209</a>	<a href="#">Defense and Indemnification Agreement FAQs</a>
<a href="#">506</a>	<a href="#">Site Plan Applicant's Guide</a>
<a href="#">515</a>	<a href="#">Public Notice Procedure</a> (For CAP Applications)
<a href="#">516</a>	<a href="#">Applicant's Guide – Preparation of Public Notice Package</a> (For CAP Applications)
<a href="#">906</a>	<a href="#">Signature Requirements</a>
	<a href="#">Grading Plan Handout for Site Plans</a>

## 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**.

- 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.
- 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.
- Ten (10) copies of the Plot Plan, Elevations and Concept Landscape Plan. Stapled together and folded to 8½" x 11" with the lower right-hand corner exposed.
- CROSBY ESTATE:**  
Check ACCELA and see if there is any flag on the lot. If yes, customer needs to pay \$400 to DPW prior to the appointment.  
Always use previous environmental (ER 95-08-21). Collect PDS-366 and deposit for previous CEQA action.
- Assume that CEQA review will need to occur for intake purposes, collect environmental deposit for standard AEIS.
- Project goes to local Community Planning Group and/or Design Review Board for recommendation.
- If project is a violation, plans must have Code Compliance Officer's stamp before accepting the application.
- Applications for Community Signs & Banners located in the Road Right of Way (ROW) should obtain approval from DPW/Traffic before submittal of Site Plan application package.

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

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:  
[PDSZoningPermitCounter@sdcounty.ca.gov](mailto:PDSZoningPermitCounter@sdcounty.ca.gov)