

## Site Plan Modification: Tier 1 & 2 (Wireless Facilities)

### USE ONLY FOR EMAIL SUBMITTALS

EFFECTIVE 7/01/2024	FEES*	INITIAL DEPOSIT*
PDS PLANNING		\$5,090**
STORMWATER		\$1,396
DEHQ	SEPTIC/WELL	\$1,032
	SEWER	
PDS TRAILS REVIEW	\$223 Initial \$23 Subsequent	
VIOLATION FEE ( <i>not included in total</i> )	\$1,000	
<b>INITIAL DEPOSIT &amp; FEE TOTAL</b>		
<b>\$7,741</b> (if on Septic/Well)		
<b>\$6,709</b> (if on Sewer)		

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

\*\* Planner will determine if additional PDS Review Team deposit is necessary.

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.

#### **Email all PDF files to each email listed below:**

[patriciae.brockette1@sdcounty.ca.gov](mailto:patriciae.brockette1@sdcounty.ca.gov)

[Chloe.Hird@sdcounty.ca.gov](mailto:Chloe.Hird@sdcounty.ca.gov)

[AJ.Aziz@sdcounty.ca.gov](mailto:AJ.Aziz@sdcounty.ca.gov)

- Plot Plan (see Note 5).
- Geographic Service Area, Photosims & Narrative (see Note 6).
- Public Notice Package (see [PDS-516](#) and Note 13 below for specific requirements): **ONE (1)** copy.
- [015 Applicant's Guidelines & Agreement for Online Submittals for Wireless Facilities](#)
- [126 Acknowledgement of Filing Fees and Deposits](#) (see Note 1).
- [305 Ownership Disclosure](#)
- [320 Evidence of Legal Parcel](#) (and any Deeds)
- [346 Discretionary Permit Application](#) (see Note 1).
- [346S Supplemental Application](#)
- [367 Application for an Environmental Initial Study \(AEIS\)](#)
- [514 Public Notice Certification](#): **ONE (1)** copy.

- [524](#) [Notice To Property Owners: ONE \(1\) copy.](#)
- [581](#) [Plan Check Pre-Application Notice](#)

**Storm Water Management Documents:**

- Step 1:** [Storm Water Intake Form for All Permit Applications](#) (see Notes 2, 3, 4).
- Step 2:** **As determined by the Intake Form above, complete the required SWQMP below.**  
[Standard Project SWQMP](#) (see Notes 2, 3, 4).  
**Or**  
[Priority Development \(PDP\) SWQMP](#) (see Notes 2, 3, 4).

**PART B:**

All items listed below are for your information only. Please do not submit these forms.

- [090](#) [Minimum Plot Plan Information](#)
- [209](#) [Defense and Indemnification Agreement FAQs](#)
- [506](#) [Site Plan Applicant's Guide](#)
- [515](#) [Public Notice Procedure](#)
- [516](#) [Public Notice Applicant's Guide](#)
- [906](#) [Signature Requirements](#)
- [Grading Plan Handout for Site Plans](#)

**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. Files CANNOT have any security restrictions or passwords. Please name each PDF file based on the "Title or PDS Form Number" of document being submitted (examples: Plot Plan, PDS-015, PDS-215, PDS-346, Storm Water Intake Form, Standard SWQMP, or PDP SWQMP).
- 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 as PDF files on the USB Flash Drive and have all required signatures.
- 4. 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. Do not "split-up" files, they must be complete.
- 5. Plot plans, elevation drawings, etc. (must be at least 11" x 17"). Plot plan must be drawn in standard engineer scale.
- 6. In addition to the above requirements, all wireless telecommunication projects are required to submit additional information listed under the Wireless Facilities Section in the **PDS-313 Major Use Permit Applicant's Guide**. (For example: Geographic Service Area Maps, Alternative Site Analysis, Photo-simulation, etc.). Electronic submittal must contain all required documents and a written narrative addressing the requirements listed in Section 6984 of the Zoning Ordinance.
- 7. If the project is in a special area, those requirements must also be followed.
- 8. Do Not collect PDS Review Teams deposit unless determined by Project Manager.

9. Project goes to local Community Planning Group and/or Design Review Board for recommendation.
10. **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**.
11. If project is a violation, plans must have Code Compliance Officer's stamp before accepting the application.
12. 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.
13. Notice of the application **shall be given to all property owners within 500' (feet) from the applicant's property and a minimum of 20 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 table on the next page for more details.

500' min. distribution distance of Public Notices; <b>min. of 20 Property owners</b> )
• <b>Wireless Facilities, incl. Time Extension</b>

<b>500' Min. Distribution Distance of Public Notices; Min. of 20 Property Owners</b>	<b>1000' Min. Distribution Distance of Public Notices; Min. of 50 Property Owners</b>	<b>1500' Min. Distribution Distance of Public Notices; Min. of 100 Property Owners</b>
<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>

14. **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).
15. If you have any additional questions about the application, please email us at:  
[PDSZoningPermitCounter@sdcounty.ca.gov](mailto:PDSZoningPermitCounter@sdcounty.ca.gov)