

Site Plan: Tier 1 & 2 (Wireless Facilities)

USE ONLY FOR EMAIL SUBMITTALS

EFFECTIVE 7/01/2025		FEES*	INITIAL DEPOSIT*
PDS PLANNING			\$8,374
STORMWATER			\$1,475
DEHQ	SEPTIC/WELL	**	
	SEWER		
PDS TRAILS REVIEW		\$476 Initial \$238 Subsequent	
VIOLATION FEE <i>(not included in total)</i>		\$1,000	
INITIAL DEPOSIT & FEE TOTAL			\$9,849

If you're submitting any additional studies or reports for review, you are required to add an extra \$5,000 for each one. This helps us make sure all departments can keep working smoothly and finish the review on time.

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

Forms are available at: <http://www.sdcounty.ca.gov/pds/zoning/ZoningNumeric.html>, or the links below.

** 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

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 14** for further information. An invoice will be provided once a complete submittal is verified. Please email receipt once the invoice is paid.

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

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.

---- 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)

[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)
396	DEHQ Pre-Screen
514	Public Notice Certification
524	Notice To Property Owners
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**.

- 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).
- 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.
- 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.
- Plot plans, elevation drawings, etc. (must be at least 11" x 17"). Plot plan must be drawn in standard Engineer's 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. Collect **PDS Review Teams** deposit unless waived or lowered by Project Manager in **PDS Review Teams** prior to submittal.
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 PDS-346 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; min. of 20 Property owners)
• Wireless Facilities, incl. Time Extension

14. 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.
15. 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.
16. **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).
17. If you have any additional questions about the application, please email us at:
PDSZoningPermitCounter@sdcounty.ca.gov