

Site Plan: Time Extension		
EFFECTIVE 7/01/2022	FEES*	INITIAL DEPOSIT*
PDS PLANNING	\$1,288	
STORMWATER		
DEH	SEPTIC/WELL	\$611
	SEWER	
PDS TRAILS REVIEW		
VIOLATION FEE <i>(not included in total)</i>	None	
<b>INITIAL DEPOSIT &amp; FEE TOTAL</b>		
\$1,899 (if on Septic/Well)		
\$1,288 (if on Sewer)		

\* 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. **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.

- Storm Water Management Documents (see Notes 2, 3).
- [514](#) [Public Notice Certification](#): **ONE (1)** copy.

**PART B:**

Each item below must be printed on paper, completed, and have all required signatures.

- Written request stating reason for Time Extension
- Public Notice Package (see [PDS-516](#) and **Note 6** below for specific requirements): **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.

- [209](#) [Defense and Indemnification Agreement FAQs](#)
- [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. If project is a violation, plans must have Code Compliance Officer's stamp before accepting the application.
5. 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.
6. 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; <b>min. of 20 Property owners)</b>	1000' min. distribution distance of Public Notices; <b>min. of 50 Property owners)</b>	1500' min. distribution distance of Public Notices; <b>min. of 100 Property owners)</b>
• Site Plan (<10,000 sq ft), incl. Time Extension	• Site Plan (>10,000 sq ft), incl. Time Extension	• Site Plan (>25,000 sq ft), incl. Time Extension

**7. 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).

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

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