

Tentative Map: Condo Conversion			
EFFECTIVE 7/01/2025		FEES*	INITIAL DEPOSIT*
PDS PLANNING			\$13,432
STORMWATER			\$3,896
DEHQ	SEPTIC/WELL	**	
	SEWER	**	
PDS TRAILS REVIEW			
VIOLATION FEE <i>(not included in total)</i>		None	
INITIAL DEPOSIT & FEE TOTAL			
\$17,328			

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.

If "B" or "D" Special Area Regulation; must comply with Site Plan regulations and submit a Site Plan concurrently with Condo Map.

** Do not collect at intake. Fee will be collected by DEHQ per DEHQ fee ordinance after project submittal to the Zoning Counter.

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. 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. **(See Note 2)**

---- Maps: **(see Note 2, 4).**

---- Storm Water Management Documents **(see Notes 2, 3).**

[126 Acknowledgement of Filing Fees and Deposits:](#) **(see Note 1).**

[299 Supplemental Public Notice Certification:](#)

[305 Ownership Disclosure:](#)

[319 Required Notice must be printed \(minimum size 24" x 36"\) and posted on-site](#) **(see Note 13).**

[320 Evidence of Legal Parcel](#) (and any Deeds)

[346 Discretionary Permit Application:](#) **(see Note 1).**

[394 Preliminary Floodplain Evaluation:](#)

[396 DEHQ Pre-Screen](#)

[399F Fire Availability:](#)

[399S Sewer Availability:](#)

[399SC School Availability:](#)

[399W Water Availability :](#)

[514 Public Notice Certification:](#)

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:

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

- Public Notice Package (see [PDS-516](#) and [Note 14](#) for Specific Requirements): **ONE (1)** copy.
- [514](#) Public Notice Certification: **ONE (1)** copy.
- [524](#) Notice To Property Owners: **ONE (1)** copy.

PART C:

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

- [209](#) Defense and Indemnification Agreement FAQs
- [298](#) Supplemental Public Notice Procedure
- [312](#) Condominium Conversion Applicant's Guide
- [372](#) Tentative Map Applicant's Guide
- [515](#) Public Notice Procedure
- [516](#) Public Notice Applicant's Guide
- [906](#) Signature Requirements
- [Policy G-3: Determination of Legal Parcel](#)
- [Policy I-49: Distribution of Notification of Land Use Hearings](#)

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. Maps are to be stapled together in sets and folded to 8½" x 11" (Size of map: 1 or 2 sheets 18"x26") with the lower right-hand corner exposed.
5. Conversions of existing structures with no additional dwelling units proposed may be categorically exempt from CEQA (Section 15301 (k) or 15282 (f)), therefore CEQA environmental exemption fees are required.
6. Ask whether the building has received final building inspection for occupancy.
7. **A Major Pre-Application Meeting is MANDATORY prior to the submittal of this application.**
8. At INTAKE, a copy of the Major Pre-Application letter from PDS or a copy of the form (PDS-328) waiving the Major Pre-Application Meeting **MUST** be submitted by the applicant. Techs: Check ACCELA to be sure the applicant has completed a Major Pre-Application Meeting. If not, we cannot accept the submittal.
9. Project goes to local Community Planning Group and/or Design Review Board for recommendation.
10. Use the same PROJECT # (not case #) as the Major Pre-Application when entering this application into ACCELA.

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. The applicant is responsible for the initial posting of the notice(s) and assuring that the notice(s) stays posted until the eleventh day after final action is taken on the permit application, at which time the applicant shall remove the notice(s). The Notice shall be posted within ten (10) days of payment of the application fees. Applicants shall use PDS-319 (Public Notice) which can be found at <https://www.sandiegocounty.gov/content/dam/sdc/pds/zoning/formfields/PDS-PLN-319.pdf> or can be requested at the time of application submittal. Please see PDS-298 and PDS-515 for complete posting requirements. **The applicant must email the Planner photo(s) showing that the required Notice has been posted.**

Failure to post or comply with the posting guidelines may delay processing of your project or delay the public hearing.

On-Site Posting of PDS-319 is required for Major Use Permits, Major Use Permit Modifications, Minor Use Permits, Minor Use Permit Modifications, Specific Plans, Specific Plan Amendments, Tentative Maps, Tentative Parcel Maps, and Zone Reclassifications.

14. 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 50 different property owners cannot be found within a 1000' radius, the notice area shall be expanded until 50 property owners are available for notification. See below for more details:
 - a. Tentative Map < 50 lots – 1,000' (feet) and minimum of 50 different owners.
 - b. Tentative Map > 50 lots – 1,500' (feet) and minimum of 100 different 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)
• Tentative Map (<50 lots), incl. Time Extension	• Tentative Map (>50 lots), incl. Time Extension

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