

Tentative Parcel Map: 2-lot TPM		
EFFECTIVE 7/01/2024	FEES*	INITIAL DEPOSIT*
PDS PLANNING	\$19,044	
STORMWATER		\$3,690
DEHQ	SEPTIC/WELL	\$1,940
	SEWER	\$1,940
PDS TRAILS REVIEW	\$223 INITIAL REVIEW \$223 SUBSEQUENT REVIEW	
VIOLATION FEE (<i>not included in total</i>)	None	
INITIAL DEPOSIT & FEE TOTAL		
\$24,897		

* 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.

- Tentative Parcel Map: (see Note 2).
- Preliminary Grading Plan (**must be shown on separate sheet**): (see Note 2).
- Slope Analysis/Map (**must be shown on separate sheet**): (see Note 2).
- Resource Protection Study: (see Note 2).
- Preliminary Title Report (**not more than six months old**): (see Note 2).
- Deeds: (see Note 2).
- Storm Water Management Documents (see Notes 2, 3).
- [240 Land Division Statement](#) (see [PDS-249A](#) for details): **ONE (1)** copy.
- [299 Supplemental Public Notice Certification](#): **ONE (1)** copy.
- [305 Ownership Disclosure](#): **ONE (1)** copy.
- [314 Application for Urban Subdivision Environmental Review Exemption](#): **ONE (1)** copy.
- [319 Required Notice must be printed \(minimum size 24" x 36"\) and posted on-site](#) (see Note 12).
- [346S Supplemental Application](#): **ONE (1)** copy.
- [367 Application for an Environmental Initial Study \(AEIS\)](#): **ONE (1)** copy (see Note 6).
- [394 Preliminary Floodplain Evaluation](#): **ONE (1)** copy.
- [399F Fire Availability](#): **ONE (1)** copy.
- [399S Sewer Availability](#): **ONE (1)** copy.
- [399SC School Availability](#): **ONE (1)** copy.
- [399W Water Availability](#): **ONE (1)** copy.
- [524 Notice To Property Owners](#): **ONE (1)** copy.
- [718 Sub-Divider Certification Regarding Remainder Parcel](#): **ONE (1)** copy.

PART B:

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

- Tentative Parcel Map: **ELEVEN (11)** copies (see Note 4).
- Preliminary Grading Plan (**must be shown on separate sheet**): **TWO (2)** copies (see Note 4).
- Slope Analysis/Map (**must be shown on separate sheet**): **TWO (2)** copies (see Note 4).
- Resource Protection Study: **ONE (1)** copy.
- Preliminary Title Report (**not more than six months old**): **TWO (2)** copies.
- Public Notice Package (see [PDS-516](#) and **Note 13** 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).
- [514](#) Public Notice Certification: **ONE (1)** copy.

Storm Water Management Documents:

- Step 1:** [Storm Water Intake Form for All Permit Applications](#): **TWO (2)** copies (see Notes 2, 3).
- Step 2:** **As determined by the Intake Form above, complete the required SWQMP below.**
[Standard Project SWQMP](#): **TWO (2)** copies (see Notes 2, 3).
Or
[Priority Development \(PDP\) SWQMP](#): **TWO (2)** copies (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
- [247](#) Fish and Wildlife Fees
- [249A](#) Tentative Parcel Map Applicant's Guide
- [298](#) Supplemental Public Notice Procedure
- [374](#) Resource Protection Study
- [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](#)
- [Policy I-73: Hillside Development Policy](#)
- [Policy S-1: Slopes/ Density Analysis](#)

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. Maps are to be stapled together in sets and folded to 8½" x 11" (size of map: 1 or 2 sheets 18" x 26") with the lower right-hand corner exposed.

5. If the parcel was part of a previous subdivision DO NOT take in under “previous environmental document (PDS-366)”. It is a new project under CEQA and must do the AEIS (PDS-367) and get a new EIR number.
6. Please carefully review the [Tentative Parcel Map Applicant’s Guide \(PDS-249A\)](#). The section on page two, titled “Environmental Documents”, provides specific information on meeting the requirements for the submittal of your application. See also Note 5 above.
7. If the parcel is on septic sanitation and/or well potable water system then Health Department (DEH) Certification is required.
8. Project goes to local Community Planning Group and/or Design Review Board for recommendation.
9. Refer to the County of San Diego Residential Subdivision Design Guidelines for additional guidance on residential subdivision design.
10. If project is a violation, plans must have Code Compliance Officer’s stamp before accepting the application.
11. 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.
12. 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.

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 below for more details:

500’ min. distribution distance of Public Notices; min. of 20 Property owners)
• Tentative Parcel Map, incl. Time Extension

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