

Variance: Standard		
EFFECTIVE 7/01/2025	FEES*	INITIAL DEPOSIT*
PDS PLANNING		\$5,057**
STORMWATER		
DEHQ	SEPTIC/WELL	***
	SEWER	
PDS TRAILS REVIEW		
VIOLATION FEE ( <i>not included in total</i> )	\$1,000	
<b>INITIAL DEPOSIT &amp; FEE TOTAL</b>		
<b>\$5,057</b>		

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 for setback reduction; do not collect environmental review fees. All others collect CEQA Exemption fee.

\*\*\* 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](https://www.sandiegocounty.gov/content/dam/sdc/deh/lwqd/lwqd_feeschedule.pdf)

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 completed and 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)

- Plot Plans: (see Note 2, 4).
- Storm Water Management Documents (see Notes 2, 3).
- [126 Acknowledgement of Filing Fees and Deposits](#): (see Note 1).
- [222 Variance Advisory](#):
- [305 Ownership Disclosure](#):
- [320 Evidence of Legal Parcel](#) (and any Deeds)
- [346 Discretionary Permit Application](#): (see Note 1).
- [346V Variance Supplemental Application](#):
- [396 DEHQ Pre-Screen](#)
- [514 Public Notice Certification](#):
- [581 Plan Check Pre-Application Notice](#):

**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 completed, printed on paper, and saved as an electronic PDF file saved on a USB Flash Drive.

- Public Notice Package (see [PDS-516](#) and [Note 8](#) 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.

- [090 Minimum Plot Plan Information](#)
- [209 Defense and Indemnification Agreement FAQs](#)
- [260 Variance Applicant’s Guide](#)
- [298 Supplemental Public Notice Procedure](#)
- [515 Public Notice Procedure](#)
- [516 Public Notice Applicant’s Guide](#)
- [906 Signature Requirements](#)
- [Policy G-3: Determination of Legal Parcel](#)

**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. Plot Plans are to be stapled together in sets and folded to 8½” x 11” with the lower right-hand corner exposed.
5. Project goes to local Community Planning Group and/or Design Review Board for recommendation.
6. If project is a violation, plans must have Code Compliance Officer’s stamp before accepting the application.
7. 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.
8. 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; <b>min. of 20 Property owners</b> )
• <b>Variance, incl. Time Extension</b>

9. 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.
10. **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).
11. If you have any additional questions about the application, please email us at:  
[PDSZoningPermitCounter@sdcounty.ca.gov](mailto:PDSZoningPermitCounter@sdcounty.ca.gov)