

SB-9; Two-lot Tentative Parcel Map

EFFECTIVE 7/1/2022	FEES*	INITIAL DEPOSIT
PDS PLANNING	\$5,385	\$2,664 (OPTIONAL)*
STORMWATER		\$3,020 (OPTIONAL)*
DEH	SEPTIC/WELL	\$1,685
	SEWER	\$616**
PDS HISTORIC REVIEW		
DEPOSIT/FEE TOTAL \$6,001 (if on Sewer) \$7,070 (if on Septic) OPTIONAL DEPOSIT TOTAL* \$5,684		

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

** Flat Fee is good for one year.

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.

In order to check if your property potentially qualifies for a SB-9 2-lot subdivision, please use the following link ([SB 9 Checklist](#)) before proceeding with the 2-lot subdivision application.

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 Title Report (**not more than six months old**): (see Note 2).
- Deeds: (see Note 2).
- [240 Land Division Statement](#) (see [PDS-249A](#) for details): **ONE (1)** copy.
- [305 Ownership Disclosure](#): **ONE (1)** copy.
- [399F Fire Availability](#): **ONE (1)** copy.
- [399S Sewer Availability](#): **ONE (1)** copy.
- [399W Water Availability](#): **ONE (1)** copy.
- [718 Sub-Divider Certification Regarding Remainder Parcel](#): **ONE (1)** copy.
- [600 SB-9 Checklist](#)
- [601 SB-9 Affidavit](#)
- [606 SB-9 2-Lot Tentative Parcel Map Permit Form](#)

PART B:

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

- Tentative Parcel Map: **TWO (2)** copies (see Note 4).
- Preliminary Title Report (**not more than six months old**): **TWO (2)** copies.
- [126 Acknowledgement of Filing Fees and Deposits](#): **ONE (1)** copy (see Note 1).
- [320 Evidence of Legal Parcel](#) (and any Deeds): **ONE (1)** copy.
- [600 SB-9 Checklist](#): **ONE (1)** copy
- [601 SB-9 Affidavit](#): **ONE (1)** copy.
- [606 SB-9 2-Lot Tentative Parcel Map Permit Form](#): **ONE (1)** copy

PART C:

All items below are **OPTIONAL** but require an **additional deposit** for additional information (see Note 3).

- Preliminary Grading Plan (**must be shown on separate sheet**): (see Note 2).
- [394 Preliminary Floodplain Evaluation](#): **ONE (1)** copy.
- Slope Analysis/Map (**must be shown on separate sheet**): **TWO (2)** copies (see Note 4).
- Resource Protection Study: (see Note 4).

Storm Water Management Documents:

Step 1: [Storm Water Intake Form for All Permit Applications](#): **TWO (2)** copies (see Notes 2, 4).

Step 2: **As determined by the Intake Form above, complete the required SWQMP below.**

[Standard Project SWQMP](#): **TWO (2)** copies (see Notes 2, 4).

Or

[Priority Development \(PDP\) SWQMP](#): **TWO (2)** copies (see Notes 2, 4).

PART D:

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

- [209 Defense and Indemnification Agreement FAQs](#)
- [607 SB-9 2-Lot Tentative Parcel Map Applicant's Guide](#)
- [906 Signature Requirements](#)
- [Policy G-3: Determination of Legal Parcel](#)
- [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-291 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-291 **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, Grading Plan). Please note: the USB Flash Drive will not be returned.
3. If additional environmental information is requested, additional deposits for review is required. In addition, a new ER number will be assigned.
4. The Storm Water Intake Form determines whether a project requires a Standard SWQMP or Priority Development Project (PDP) SWQMP. These forms and documents are optional if additional environmental information is requested and if submitted, must be submitted on paper and as PDF files on the USB Flash Drive and have all required signatures.
5. 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.
6. Please carefully review the SB-9 2-Lot Tentative Parcel Map Applicant's Guide (PDS-607). The guide provides specific information on meeting the requirements for the submittal of your application.
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 as informational.
9. Refer to the County of San Diego Residential Subdivision Design Guidelines for additional guidance on residential subdivision design.
10. 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.
11. **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).
12. If you have any additional questions about the application, please email us at:
PDSZoningPermitCounter@sdcounty.ca.gov