

### SB-9; Two-lot Tentative Parcel Map

EFFECTIVE 7/1/2025		FEES*	INITIAL DEPOSIT
PDS PLANNING		\$6,678	\$2,664 (OPTIONAL)*
STORMWATER			\$3,896 (OPTIONAL)*
DEHQ	SEPTIC/WELL		\$2,021
	SEWER		\$2,021
PDS HISTORIC REVIEW			
<b>DEPOSIT/FEE TOTAL</b>			
<b>\$8,699</b>			
<b>OPTIONAL DEPOSIT TOTAL*</b>			
<b>\$8,581</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.

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

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.**

**Email Option:** Email [PDSDiscretionaryPermitIntake@sdcounty.ca.gov](mailto:PDSDiscretionaryPermitIntake@sdcounty.ca.gov) all required documents below for an email submittal of the project. Please keep in mind that **ONLY 30 MB** can be sent via email. If your files exceed this, the full submittal must be completed in person. Please ensure that all files are properly labeled. Please see **note 5** for further information. An invoice will be provided once a complete submittal is verified. Please email receipt once the invoice is paid.

**NOTE:** Processing of plans will not start until the submittal is deemed complete, and fees have been paid and verified.

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 application.

**Please Note:** Applications will be processed within 60 days once the application is deemed complete and all required information has been submitted. An application will be considered incomplete if it lacks any of the essential elements required for a complete review and approval. Having all the required forms and pre-approvals is necessary, but the quality of these submissions is equally important. If any part of the application is found deficient, the application is still not considered complete.

Here are some common reasons why an application might be deemed incomplete:

- **Missing required forms:** If any of the mandated forms or documents are not submitted, the application is incomplete.
- **Insufficient information:** If the provided information is not sufficient or clear enough to assess the project's compliance with zoning regulations and other applicable land use standards, the application will be incomplete.
- **Incorrect or inconsistent data:** If the submitted data, such as maps, or calculations, contains

errors, inconsistencies, or discrepancies, the application may be incomplete.

- **Lack of necessary approvals:** If required approvals, such as approval from Fire, DEHQ, or LD, or authorizations from other agencies or departments, are missing, the application may be incomplete.

If you have submitted all the required forms, maps, pre-approvals, but for example the plot plan is not drawn to scale, or the setbacks are not shown correctly, or you don't show the building pad, or proposed lot lines correctly, the application is likely still incomplete.

These elements are crucial for evaluating the project's compliance with zoning regulations and other land use regulations, ensuring that it meets the requirements for development. Similarly, if the signature on the Letter of Authorization is incorrect or missing, the application may also be considered incomplete, as this document is essential for verifying the applicant's authority to proceed with the project.

**Please note:** The SB-9 Subdivision process starts with the submittal of the SB-9 TPM application; however, the complete SB-9 process comprises of multiple steps. The completion of the SB-9 subdivision requires all steps to be completed, which have been outlined below:

- **Step 1:** Submittal, review, and approval of SB-9 Tentative Parcel Map
- **Step 2:** Satisfaction of Conditions outlined in SB-9 Tentative Parcel Map Decision
- **Step 3:** Final Mapping through the Land Development Division, which requires a processing fee of **\$10,102**.

#### PART A:

Each item below must be completed & saved as an electronic PDF file on a USB Flash Drive (**See Note 5**, and [PDS-602](#) for details). 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.**

- Tentative Parcel Map: **One (1) electronic, well-drawn copy** (see [PDS-602A](#))
- Deed(s) & Preliminary Title Report (**not more than six months old**)
- [126 Acknowledgement of Filing Fees and Deposits](#): (**see Note 1**).
- [240 Land Division Statement](#) (see [PDS-249A](#) for details)
- [305 Ownership Disclosure](#)
- [320 Evidence of Legal Parcel](#) (and any Deeds)
- [399F Fire Availability](#)
- [399S Sewer Availability](#)
- [399W Water Availability](#)
- [601 SB-9 Affidavit](#)
- [602 SB-9 TPM Minimum Submittal Requirements](#) [606 SB-9 2-Lot Tentative Parcel Map Permit Form](#)
- [602B Completed Viability Assessment from Land Development](#)
- Approval letter or email from DEHQ (if project is on septic)
- Approval letter or exemption from Local Coastal Commission requirements (if project site contains an "R" Special Area Designator)
- Color-Coded map from Title Company (if access is through an easement)

#### PART B:

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

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

## PART C

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](#):

---- Slope Analysis/Map (**must be shown on separate sheet**): (see Note 4).

---- Resource Protection Study: (see Note 4).

### Storm Water Management Documents:

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

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

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

Or

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

## PART D:

Items below are for your information. Please do not submit these items/forms.

[209](#) [Defense and Indemnification Agreement FAQs](#)

[602A](#) [SB-9 TPM Processing Checklist](#)

[605](#) [SB-9 TPM Applicant's Guide](#)

[906](#) [Signature Requirements](#)

[Policy G-3: Determination of Legal Parcel 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, 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

2. Please organize and save each completed form, approval letter, study, or map listed above as individual PDF files on a single, unencrypted USB flash drive. Ensure that the files do not have any security restrictions or passwords.
3. If additional environmental information is requested, additional deposits for review are 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 may be required 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. 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.
6. Please carefully review the SB 9-TPM Guidelines, PDS-602, PDS-602A, PDS-605 and PDS-606. The guides provide specific information on meeting the requirements for the submittal and processing of your SB 9-TPM application.
7. If the parcel is on septic sanitation and/or well potable water system, then Health Department (DEHQ)

Certification is required.

8. Project goes to local Community Planning Group and/or Design Review Board as informational item.
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. **THIS ITEM IS HIGHLY RECOMMENDED, BUT NOT REQUIRED:** The applicant is responsible for initially posting the notice(s) and ensuring they remain posted until the eleventh day after final action on the permit application. At that time, the applicant must remove the notice(s). The notice must be posted within ten (10) days of paying the application fees. Applicants should use form PDS-319 (Public Notice), available at this link <https://www.sandiegocounty.gov/content/dam/sdc/pds/zoning/formfields/PDS-PLN-319.pdf> or upon request during application submission. For complete posting requirements, please refer to forms PDS-298 and PDS-515. **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 the processing of your project or 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.

12. Notice of the application will be prepared and distributed by the Department of Planning & Development Services. This notice of 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>Tentative Parcel Map, incl. Time Extension</b>

13. 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.
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](mailto:PDSZoningPermitCounter@sdcounty.ca.gov)