

INFORMATION  
BULLETIN

510

October 2022

## Public Project Assessment

This Information Bulletin (IB) describes the optional service of a Public Project Assessment (PPA) offered by the Development Services Department (DSD). The goal is to give the data needed to make informed decisions regarding the feasibility of a project and/or how to proceed with a formal submittal. This service helps public project applicants with a variety of services, namely:

| Category | Service  | PPA Option |
|----------|--|------------|
| 1        | Determine if a project requires development permits/ approvals.                                      | Option A   |
| 2        | Determine the decision level process for development permits/approvals (Process 2-5).                | Option A   |
| 3        | Determine consistency with a final environmental document.   | Option B   |
| 4        | Prepare an environmental document for projects where no development permits/ approvals are required. | Option B   |

The requirements for a development permit/approval are based upon the regulations outlined in the [San Diego Municipal Code \(SDMC\) Chapters 10-15](#). Typical development permits/approvals include a Site Development Permit, Coastal Development Permit, etc. Internal departments are responsible for confirming conformance with SDMC requirements.

Environmental determinations are based upon the [California Environmental Quality Act \(CEQA\)](#), as described in [IB-401](#).

### I. PPA Process

If you already know you need a development permit/approval or a substantial conformance review (SCR) for a previously-approved development permit/approval, do not submit a PPA application. Instead, complete and submit the appropriate application identified in the [Project Submittal Manual](#). Please visit the [Public Projects Program website](#) for additional information or email [DSDPublicProjects@SanDiego.gov](mailto:DSDPublicProjects@SanDiego.gov) with any questions not addressed in this bulletin.

A Development Project Manager (DPM) from the DSD Public Projects Program will be assigned to the project after a complete PPA application is submitted. The submitted application will be distributed to the appropriate reviewing disciplines. When the review is completed, the DPM will coordinate written responses to the project-specific issues and forward them to the contact person identified on the application. As appropriate to the request, the response will generally include a Review Cycle Issues Report, determine whether a development permit/approval is required and may provide an environmental determination.

### II. PPA Options

The PPA process can assist with evaluating project feasibility by determining whether a development permit/approval is required, establishing consistency with final environmental documents or providing a stand-alone environmental determination.

- A. Option A: When a development permit/approval is required, the written response will describe how to complete a separate formal application for a development permit/approval and preparation of the associated environmental document. PPAs falling within Categories one or two in the table above would pursue Option A.

Visit our website: [sandiego.gov/dsd](http://sandiego.gov/dsd).

Upon request, this information is available in alternative formats for persons with disabilities.

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- B. Option B: When a public project does not require a City development permit/approval, it can still be subject to environmental review. This review will include the requirements for the next submittal and any additional information or studies needed to prepare a required environmental document. PPAs falling within Categories three or four in the table above would pursue Option B.

**III. Submittal**

All PPA applications must be submitted online. Visit the [Online Services](#) webpage to create an account, and the [Permits and Approvals](#) webpage to begin the application process. Detailed [User Guides](#) are also available. Include a complete project description and conceptual plans as outlined in the [Project Submittal Manual](#). Please do not submit final construction drawings; the plans should be conceptual only.

Each document will be uploaded individually; do not combine documents. The applicant should email [DSDPublicProjects@SanDiego.gov](mailto:DSDPublicProjects@SanDiego.gov) confirming all documents have been submitted and the portal closed for uploading. DSD staff will review the uploaded documents to see if they meet the minimum submittal requirements and are ready for distribution to the specified discipline reviews.

**IV. Payment**

Before the PPA application is distributed for review, the applicant must ensure a deposit account, an Internal Order (SAP), or WBS account number and fund number is opened to Development Services (1611), Planning (1619), Water (2000) and Wastewater (2000).

A Deposit Account/Financially Responsible Party form, [DS-3242](#), will be required to open a deposit account with an initial deposit of \$5,000, along with applicable closeout fees. Additional deposits may be required for the environmental review when an environmental determination is made, and an environmental document is prepared.

- A. Mapping Fee  
This fee is charged at submittal when there are plans, drawings, maps or other geographical documents utilized for project review.

Mapping Fee.....\$10.00

- B. Records Fee
  - 1. This fee is assessed for imaging and archiving the documents in records. When applied to a PPA, this fee will be consistent with preliminary review closeout for internal departments and charged upfront for external public agencies as a flat rate.

Records Fee, Non-Residential.....\$63.78

- 2. When the PPA determines a development permit/approval is required per a separate application, this fee is assessed at the closeout of the required discretionary permit to recover the imaging cost and archive the documents in Records. These fees are described in [IB-503](#).

- C. [CEQA Environmental Document Filing Fees](#) for CDFW and SD County Filing Fees are due when a Notice of Determination is filed with the County Clerk’s office (local lead agency) or with the State Clearinghouse (state lead agency).

**V. Information Resources**

Information regarding the Land Development Code and zoning can be located on the following website at [sandiego.gov/development-services](http://sandiego.gov/development-services) or [sangis.org](http://sangis.org). Zoning information is available via the Zoning and Parcel Information Portal (ZAPP) at [sandiego.gov/developmentservices/zoning](http://sandiego.gov/developmentservices/zoning).

## Reference Table

[San Diego Municipal Code \(SDMC\)](#)  
[California Environmental Quality Act \(CEQA\)](#)  
[Environmental Review Process \(IB-401\)](#)  
[Project Submittal Manual](#)  
[Permits and Approvals](#)  
[Public Projects Program](#)  
[Public Project Assessment Application \(DS-510\)](#)  
[User Guide](#)  
[Deposit Account/Financially Responsible Party \(DS-3242\)](#)  
[Fee Deposit/Schedules for Development and Policy Approvals/Permits \(IB-503\)](#)  
[CEQA Environmental Document Filing Fees](#)

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