



THE CITY OF SAN DIEGO

HOW TO OBTAIN

# Zone History Letter

CITY OF SAN DIEGO DEVELOPMENT SERVICES  
1222 FIRST AVENUE, MS 301 SAN DIEGO, CA 92101-4101  
CALL (619) 446-5300 FOR APPOINTMENTS AND (619) 446-5000 FOR INFORMATION

INFORMATION  
BULLETIN

# 157

DECEMBER 2009

This Information Bulletin is intended to provide direction for obtaining a Zone History Letter. A Zone History Letter is generally requested by lenders who anticipate financing a loan to purchase property. The letter provides confirmation on existing zoning and land use regulations that govern a specific property and outlines redevelopment rights in the event zoning and land use regulations change. Maintenance, repair, alteration or reconstruction of a previously conforming structure, or a change in use, is subject to the requirements of Chapter 12, Article 7, Division 1 of the Land Development Code. The Zone History Letter will apply this code section when outlining redevelopment rights for previously conforming uses and/or structures.

## I. HOW TO OBTAIN A ZONE HISTORY LETTER

1. Complete the Zone History Request portion of this bulletin. Note: Often a third party is requesting the letter. It needs to be clear as to whom the letter is to be addressed and to whom it is to be mailed.
2. Mail the request to: Development Services Department, Project Submittal, 1222 First

### Documents Referenced in this Information Bulletin

- San Diego Municipal Code, ([SDMC](#))

Avenue, MS. 302, San Diego, CA, 92101. Include a check payable to the "City Treasurer" for \$491. (Includes a \$10 mapping fee).

3. To facilitate, please provide a copy of all building permits or permit numbers. If building permit information is not available, provide a copy of the County Assessor's Residential or Commercial Building Record.
4. If the subject property is located in the Centre City Development Corporation (CCDC) planning area, please contact CCDC at (619) 235-2200 to process your request. To find out if the site is in the CCDC planning area, which includes most of the downtown San Diego area, call our general information number at (619) 446-5000, or CCDC.

*Allow 2-3 weeks to obtain the Zone History Letter.*

### ZONE HISTORY LETTER REQUEST

#### 1. Person/Firm requesting information

Name:	E-mail:
Telephone No.:	Fax Number:
Mailing Address:	
City:	State: Zip Code:

#### 2. Person/Firm to whom the zone history letter should be addressed

Name:	E-mail:
Telephone No.:	Fax Number:
Mailing Address:	
City:	State: Zip Code:

Printed on recycled paper. Visit our web site at [www.sandiego.gov/development-services](http://www.sandiego.gov/development-services).  
Upon request, this information is available in alternative formats for persons with disabilities.

Mail Zone History Letter to 1: \_\_\_\_\_ or 2. \_\_\_\_\_ (please check one)

**3. Property information (complete all requested information)**

Site Address:

Legal Description:

Assessor's Parcel Number:

Lot Size:

Year(s) Improvements Constructed:

Description of Improvements (e.g., 6-unit apartment):

**4. Specific information being requested (optional)**

**FOR STAFF USE ONLY**

Project Number:

Lambert Coordinates:

Previous Zoning:

Date:

Current Zoning:

Date:

Overlay Zones:

Discretionary Permits: