



THE CITY OF SAN DIEGO

DEVELOPMENT PERMITS SUBMITTED COMPLETENESS REVIEW

Self-Certification

CITY OF SAN DIEGO DEVELOPMENT SERVICES
1222 FIRST AVENUE, MS 302, SAN DIEGO, CA 92101
CALL (619) 446-5210 FOR APPOINTMENTS

INFORMATION
BULLETIN

518

OCTOBER 2006

This Information Bulletin describes the procedures for obtaining a self-certification for Submitted Completeness Review.

I. WHY SELF-CERTIFICATION FOR SUBMITTED COMPLETENESS REVIEW?

This program allows applicants to choose to submit a Map Waiver (MW), Tentative Map (TM), Parcel Map (PM) or Final Map (FM) (see part III) for distribution without being reviewed for completeness by submittal staff. It also expects to improve overall review time by 5-10 working days.

II. CONDITIONS OF APPROVAL

1. The Applicant must attend a class given by City of San Diego Staff. For class date and reservation information see our website at: www.sandiego.gov/development-services/news/events.shtml.
2. An Engineer/Land Surveyor must sign a statement for completeness review self-certification acknowledging that they will abide by the published submittal requirements. See part VI.
3. Applicants will be removed from the submitted completeness review self-certification list if a submittal is not made within a 1 year period.
4. Self-Certification will be revoked after three incorrect submittals within a 1 year period. Applicants must wait 1 year to re-certify.

III. CRITERIA

Projects that meet the following criteria are eligible for Self-Certification.

1. Projects requiring a MW or TM for condominium conversion/creation that does not include another development approval for any proposed construction.
2. Projects requiring a PM or FM for condominium conversion/creation with no public improvement or grading plan approval.

IV. SUBMITTAL REQUIREMENTS

The forms, documents and plans that must be submitted for project review and approval are contained in the Land Development Manual, Volume 1, Chapter 1, Section 4 and 5 (see our website for the most current version). A submittal appointment is required and can be made by phoning (619) 446-5210 Project Management Reception. Please inform the receptionist that you would like to schedule an appointment for Self-Certification for Completeness Review.

V. SUBMITTED COMPLETENESS REVIEW SELF-CERTIFICATION PROCESS

At your appointment, the following will be required.

1. Documents and plans with correct quantity
2. Correct fees and deposits
3. Public notice package with correct number of labels. (TM and MW only).

Once it is found that your submittal package is complete, an invoice will be issued for the entire deposit/fee amount and must be paid on the same date. The project will be deemed complete when all documents and plans are submitted and all deposits/fees have been paid. The distribution for project review will be by the end of next business day. If the invoice has not been paid prior to distribution, the applicant will be contacted by phone and the plans will be routed to plan pick up. The Development Project Manager or staff assigned will verify the approvals and evaluate the submittal package. The review process may be stopped if the submittal package is missing required documents, plans or incorrect approvals are requested.

VI. ADDITIONAL REQUIREMENTS

The following certification must appear on the title sheet, map or exhibit. This certification is in addition to all other standard notes currently in use. All certifications must be signed by the appropriate parties.

A. Certification and Declaration of Responsible Change

1. I hereby declare that I am the Engineer/Land Surveyor for this project, that I have exercised responsible charge over this submittal as defined in Section 6703 of the Business and Professions Code.
2. I certify that I have performed reasonable research to determine the required approvals for the proposed project.
3. As the Engineer/Land Surveyor, I have taken the self certification class and have been placed on the approved list for completeness review self-certification. With this submittal, I confirm that plans and documents submitted for review and approval meet all submittal requirements per Section 4 or 5 of the submittal manual. I understand if required documents or plan content is missing, project review will be delayed.

Engineer of Work:

Name of Company: _____

Address: _____

Telephone: _____

Name of Engineer: _____

Registration #, Expiration Date: _____

Signature and Date: _____