



THE CITY OF SAN DIEGO

# REQUIREMENTS FOR Site Reconnaissance and Testing IN ENVIRONMENTALLY SENSITIVE LANDS

CITY OF SAN DIEGO DEVELOPMENT SERVICES  
1222 FIRST AVENUE, MS 501 SAN DIEGO, CA 92101-4101  
CALL (619) 446-5300 FOR APPOINTMENTS AND (619) 446-5000 FOR INFORMATION

INFORMATION  
BULLETIN

**560**

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This information bulletin describes the permitting process and minimum submittal requirements for a ministerial grading permit (Process One) for reconnaissance and testing on a site that contains environmentally sensitive lands. Direct impacts to wetlands and recorded archaeological sites resulting from the proposed activity will not qualify for a ministerial grading permit. If the proposal cannot be modified to avoid impacts, then a Site Development Permit (SDP) would be required.

A grading permit shall expire by limitation and become void 24 months after the date of permit issuance, unless an exception is granted. See Land Development Code (LDC) Section 129.0650.

Impacts to wetlands, including vernal pools, shall be avoided pursuant to the Environmentally Sensitive Lands (ESL) regulations. See LDC Section 143.0101. A Process One grading permit can be granted, provided the applicant restores any disturbed biological resources in accordance with the City's biological guidelines and ESL regulations. Additionally, an engineering bond will be required to ensure re-vegetation of any disturbed areas and required replacement of disturbed areas pursuant to the Biology Guidelines (see LDC Section 129.0119).

The Historical Resources Regulations (LDC Section 143.0201) apply to all proposed development within the City of San Diego when historical resources are present on the premises. Depending on site conditions, a Native American observer may also be required. The applicant must provide documentation ensuring that no recorded archaeological sites will be impacted with this activity. The ESL and Historical Resources regulations also require both on-site biological monitoring and historical resource monitoring while testing is performed to avoid or minimize effects on resources.

To find out if your project contains environmentally sensitive lands call our general information number at (619) 446-5000 or visit Development Permit Information at the Development Services Department, 3rd Floor. Information regarding the location of archaeological sites is not available to the public and can only be obtained by an archaeological consultant or by contacting qualified City staff in the Environmental Analysis Section of Development Services Department. A traffic control permit may also be required if any work or staging occurs in the Public Right-of-Way.

Please refer to Information Bulletin 177, "How to Obtain a Right-of-Way Permit for Traffic Control."

## Documents referenced in this Information Bulletin

- San Diego Municipal Code, ([SDMC](#))
- [Project Submittal Manual, Section 3](#)
- [Information Bulletin 177, How to Obtain a Right-of-Way Permit for Traffic Control](#)
- [Information Bulletin 502, Fee Schedule, Construction Permits - Grading and Public Right-of-Way](#)
- [General Application, DS-3032](#)
- [Deposit Account/Financially Responsible Party, DS-3242](#)

## I. WHAT IS SITE RECONNAISSANCE AND TESTING?

In order to prepare geological technical studies, an applicant must conduct site reconnaissance for the purpose of basic data collection, research, or resource evaluation. The information collected is used for site design and to prepare required environmental studies, geotechnical reports, and historic resource site surveys.

## II. SUBMITTAL REQUIREMENTS

The following plans and documents are required to be submitted along with the appropriate fees and deposits. Appointments for submittal are recommended, and can be made by phoning (619) 446-5300.

### A. Application Package

Provide one copy of the following documents:

1. General Application (DS-3032). The project description must include "Boring and Trenching for Geologic Reconnaissance".
2. Deposit Account/Financially Responsible Party (DS-3242).
3. Photographic Survey. Provide site photos (4" x 6" or larger) that show the existing vegetation on site and any proposed route of access. Include a key map indicating the location and direction each photograph was taken.
4. Biological Resources Survey Letter (if applicable). The biological resource survey letter must include a site plan showing MHPA boundaries, vegetation types, access route(s), testing methods and locations, site photos and any restricted areas requiring staking, flagging and/or fencing.

5. Cost Estimate. Provide a cost estimate for the grading and any restoration/erosion control work. Include any measures needed to comply with the Biological Guidelines. The estimate must be prepared by a registered civil engineer in consultation with the qualified biologist and/or qualified revegetation specialist using the most current Land Development Review Division-Unit Price List, available on the City web site at: [www.sandiego.gov/development-services/industry/pdf/pricelist.pdf](http://www.sandiego.gov/development-services/industry/pdf/pricelist.pdf) or at the Development Services Department, 5th floor. In addition to the Unit Price List, a spreadsheet has been provided for the industry's use and is available at: [www.sandiego.gov/development-services/industry/zip/constcostest.zip](http://www.sandiego.gov/development-services/industry/zip/constcostest.zip), and is a good resource to help reduce preparation and review costs for construction cost estimates. The final cost estimate will be used to calculate the construction bond (bonded at 100% with a 20% contingency). Please include a line item for each of the following, as applicable:
  - a. Excavation/Fill
  - b. Revegetation/Erosion Control
  - c. Hydroseeding and/or Planting & Irrigation (as required)
  - d. Traffic Control
  - e. Habitat restoration and replacement required pursuant to the Biology Guidelines
  - f. Biological monitor on-site
  - g. Establishment period, 5-year monitoring and any anticipated remedial measures

**B. Plans** - Provide three (3) copies

Plans shall be submitted on a 24" x 36" sheet. These plans will not be required to be signed by the City Engineer. Construction Storm Water BMP requirements must be in compliance with the San Diego Municipal Storm Water Permit (California Regional Water Quality Control Board- San Diego Region, Order No. 2001-01). Plans must include the following:

**Title Sheet** - Provide the following information on the first sheet of the plans:

1. A bullet point narrative that details the project's complete scope of work, including all items of work to be done with clear and complete symbols and unique hatch patterns for each type of associated work or sensitive resource.
2. Show the Project Team - List name and phone number of all consultants including engineers, designers and contractors.
3. Show legal description and Assessor Parcel Number(s) for the property that the development is proposed on.
4. Developer and owner's information must be provided.

5. Grading quantities information must be provided.
6. Vicinity Map.
7. Topography source company and date of preparation.
8. Typical temporary construction access road cross section (if applicable).
9. Geotechnical Engineer's Company and License information.
10. Engineer of Work signature block with company's name and completed address and phone/fax number, stamp, and wet signature.
11. A key map showing the shaded area for the proposed grading and construction access roadways (existing and proposed) to each boring/trenching location on the key map.
12. Sign and stamp a Declaration of Responsible Charge as follows:

**Declaration of Responsible Charge:**

I hereby declare that I am the Engineer of work for this project, that I have exercised responsible charge over the design of the project as defined in section 6703 of the business and professions code, and the design is consistent with current standards. I understand that the check of project drawings and specifications by the City of San Diego is confined to a review only and does not relieve me, as Engineer of work, of my responsibilities for project design.

**Signature/Stamp/Expiration Date**

13. Include the following note: All work shall be done in accordance with this plan, the Standard Specifications for Public Works Construction, the City of San Diego Regional Standard Drawings, as last amended, relevant sections of the Land Development Code and Land Development Manual
14. Provide space on the plans for the following information:
  - a. Job Order Number
  - b. Project Number
  - c. Approval Number
15. There will be additional notes required on the plans. Please visit our Web Site at: [www.sandiego.gov/development-services/industry/standtemp.shtml](http://www.sandiego.gov/development-services/industry/standtemp.shtml)

**Boring and Trenching Plan**

1. Show the limit of disturbance and limit of grading for all work including access route(s) and staging areas. Include accurate topographic information.
2. Show proposed cut/fill slopes associated with all access roads, to daylight.
3. Identify future development boundaries.
4. Show and identify exact locations of each boring and trench. Example: Horizontal alignment (N,E) coordinates.

5. Label on-site and off-site properties by legal description, APN, etc.
6. Letter of permission is required if there is off-site grading proposed and/or any temporary construction access roadway is crossing adjacent properties.
7. Centerline stationing of temporary construction access roads does not need to be provided on the plans.
8. Show and identify the location and widths of all access roads, even where grading is not thought to be required.
9. Note on the plan, the type of equipment to be used and the method.
10. Show existing structures, topography and vegetation on site and within 100 feet from the property line. Include MHPA boundary lines on all plan view sheets.
11. Provide planting and irrigation information consistent with the Land Development Manual Project Submittal Requirements, Section 3. Information may be provided on a separate Landscape Revegetation Plan or may be included with the Boring and Trenching Plan, provided the information is clear.
12. Show and identify existing and proposed vegetation. Note habitat types.
13. Show any wetlands, including vernal pools, that exist on the site.
14. Differentiate between hydroseed and container plantings.
15. Provide notes on plans for inspections, letters of verification, establishment and maintenance.
16. Provide vegetation type information on an orthophoto plan which includes the locations of borings, trenches, access roads and any restricted/sensitive areas requiring staking, flagging and/or fencing.

### III. PERMIT ISSUANCE

At your permit issuance appointment you will need to bring in the following:

- A. Provide (4) sets of final construction plans. Mylars are not required.
- B. Provide an approved cost estimate
- C. Provide a Performance Bond in accordance with the approved cost estimate.

### IV. CONSTRUCTION/INSPECTION

Prior to beginning any work and for activities associated with restoration of any disturbances:

- A. The Owner/Permittee is responsible for scheduling the required pre-construction meeting with the Mitigation Monitoring Coordination (MMC) Section.
- B. The MMC Section must be contacted to coordinate compliance with the exploration plan

as well as biological and historical resource conditions, including the need for Native American monitoring.

MMC will notify the Resident Engineer (R.E.) when work is complete. The R.E. will then notify the bond release coordinator that the bond may be released.

### V. FEE/DEPOSIT

Applicable fees/deposits must be paid at the time of submittal. Refer to Information Bulletin 502, "Fee/Deposit Schedule for Construction Permits Grading and Public Right-of-Way."