



Land Development Manual

Volume I, Chapter 1

Project Submittal Requirements

Section 5

Subdivision Approvals

March 2009

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Appointments: (619) 446-5300
www.sandiego.gov/development-services

SECTION 5: SUBDIVISION APPROVALS

Introduction

Subdivision Approvals (mapping actions) are those that involve the subdivision or adjustment of real property, the associated design of public improvements, and the acquisition and vacation of public rights-of-way and public easements. Some approvals are ministerial in that they are approved if they meet the regulations. Mapping actions must meet the minimum lot width, depth, street frontage and area for the underlying zone in order to be processed as ministerial action. Mapping actions that do not meet these requirements must have an approved development permit (variance or PDP) prior to submitting for the ministerial map. Others are discretionary in that they require a public hearing where the decision maker must exercise some discretion in determining whether the proposal meets the applicable regulations, standards, and guidelines.

Land Development Manual Project Submittal Requirements	
Section 1	Guide to the Project Submittal Process
Section 2	Construction Permits – Structures
Section 2A	Single Dwelling Unit/Duplex and Accessory Structures
Section 3	Construction Permits – Grading and Public Right-of-Way
Section 4	Development Permits/Approvals
Section 5	Subdivision Approvals
Section 6	Policy Approvals

Submittal Requirements

The Submittal Matrix and the Minimum Submittal Requirements Checklist found in this section identify the forms, drawings and documents that must be submitted for subdivision approvals. The Submittal Matrix is an easy-to-use tool to help you quickly identify the number of items you need to submit to the City. The Submittal Requirements Checklist provides a detailed description of what the content of each of the required forms and documents must be. All items noted in the checklist must be provided unless not specifically required by the Submittal Matrix or the Checklist.

Completeness Review

It is necessary to evaluate all projects being submitted to ensure that the minimum submittal requirements are provided in order for staff to review the project. This is known as the completeness review. In some cases, the completeness review may be done while you wait. Once it is determined that your submittal documents are complete and the appropriate plan check fees and deposits are paid, your application is deemed complete and your project is distributed for review.

Those projects identified within the Matrix as “submitted completeness review required” will need to go through a Submitted Completeness Review. The Submitted Completeness Review allows staff more time to review the plans/documents for the required detail, customize the number of copies needed, and set up the project for review. If the Submittal Requirements matrix indicates that a Public Notice package is required, it will not be required as part of the Submitted Completeness Review but will be collected at full submittal. After the Submitted Completeness Review, staff will notify the applicant via e-mail, FAX, or US Mail whether the application is ready to be fully submitted or whether additional information or clarification is required. This review can take up to ten (10) working days.

Consolidated Review Policy

Development projects that require multiple related approvals (Grading Permit, Public Right-of-Way Permit, Encroachment Removal and Maintenance Agreement, map, easement, etc.) shall be submitted to the Development Services Department at the same time for a consolidated review with the following exceptions:

1. Minor public improvements that can be done on an 11” x 17” Construction Plan, as described on page 1 of the Project Submittal Requirements, Section 3.
2. Grading and improvement plans may be submitted separately when there are no dedications related to those improvements, and when (a) not proposing to replace the curb, or (b) grading is not encroaching into the right-of-way.
3. Major projects (e.g., multi-unit subdivisions) for which a phasing plan has been approved. (See Phased Development below).

Typically, ministerial mapping actions will not be approved until all required grading and right-of-way permits have been assured by permit and bond.

Consolidated review is the review of multiple ministerial approvals in a single project, being reviewed at the same time to allow City staff to conduct a comprehensive and coordinated review. This should help reduce unnecessary review cycles, help avoid project conflicts and reduce review turnaround times. For consolidated review of discretionary actions, see Project Submittal Requirements, Section 1.

Related Approvals are those approvals for which the design of one approval directly impacts the other. For example, the grading and improvement plans showing proposed streets are related approvals as they are directly related to the location of those streets shown on the final map.

If you need to submit multiple approvals separately, a presubmittal appointment is required to discuss the best way to coordinate your project’s review. Phone (619) 446-5300 to schedule a presubmittal appointment. The presubmittal meeting will help staff set your project up so that all staff reviewers are aware of the different approvals as they move through independent review cycles.

Phased Development

If you have a major project that has already been approved for a phased development, please submit a detailed phasing plan showing your proposal to submit the separate phases while still satisfying the conditions of the original Tentative Map or Development Permit. If a phasing plan has not been previously approved, please submit for a multi-discipline Preliminary Review (see Information Bulletin 513) to work out the details of your phased review prior to submission of the first unit or first phase.

Deferred Documents

There are circumstances when it may be appropriate to defer submittal of a required document. If you desire to do so, please make a pre-submittal appointment for staff to review your request and determine its impact on the review of your project. Approval by a specific review discipline and signing a deferred document agreement may be required.

Guaranteed Second Opinion

If for any reason you disagree with the results of your completeness review, want some confirmation or voice a concern, you may request a second opinion. We guarantee a second opinion upon request.



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Submittal Requirements Matrix Subdivision Approvals

APPROVAL TYPE	SUBMITTAL REQUIREMENTS (See legend at Bottom of Page)															
	1.0 General Application Package	2.0 Photographic Survey	3.0 Certificate of Correction	4.0 * Public Notice Package	5.0 Letter of Request	6.0 Prior Development Approval	7.0 Proposed Grant Deed	8.0 Proposed Legal Description	9.0 Map Reference Material	10.0 Title Report	11.0 Traverse	12.0 Drawing Package	13.0 Map Package	14.0 Development Plan Package	15.0 Other Technical Studies	16.0 Fee Schedule [504]
See Minimum Submittal Requirements Checklist, Subdivision Approvals for detailed submittal requirements. Note: Some documentation and plan information may be combined into single documents or shown on the same plans if the required information is clearly identified. The plan quantities indicated are estimated based upon approval type. To establish the exact number of copies needed prior to submittal, phone (619) 446-5300 to schedule a pre-submittal meeting. * Public Notice Package is not required for submitted completeness review																
CERTIFICATE OF COMPLIANCE (125.0210)	1					(1)			1	1	(1)				(1)	✓
CERTIFICATE OF CORRECTION (125.0141)	1		3						1		(1)					✓
DEDICATION (144.0233) Right-of-Way OR Easement	1					(4)	1	1	1	1	1	8				✓
EASEMENT ABANDONMENT (125.1001) (submitted completeness review required)	1			1	1			1	1	1	(1)	1		(1)		✓
FINAL MAP (125.0610) (submitted completeness review required)	1					1			1	1	1		1	(1)	(1)	✓
Self Certification (See Information Bulletin 518)	1					4			1	2	1		10		(2)	✓
PARCEL MAP (125.0501)																
To Create Lots/Units (submitted completeness review required)	1					(1)			1	1	1		1	(1)	(1)	✓
Lot Line Adjustments	1					(4)			1	2	1		7	(2)		✓
Lot Consolidation (125.0310)	1					(4)			1	2	1		7			✓
Self Certification (See Information Bulletin 518)	1					4			1	2	1		10		(2)	✓
LEGEND: 1 = Number of Copies Required (1) = Number of Copies Required if project meets the conditions as identified within the Minimum Submittal Requirements Checklist ✓ = Applies to all Plans Required (142.042) = Land Development Code Section Reference (000) = Information Bulletin Number																



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See Minimum Submittal Requirements Checklist, Subdivision Approvals for detailed submittal requirements. Note: Some documentation and plan information may be combined into single documents or shown on the same plans if the required information is clearly identified. The plan quantities indicated are estimated based upon approval type. To establish the exact number of copies needed prior to submittal, phone (619) 446-5300 to schedule a pre-submittal meeting. * Public Notice Package is not required for submitted completeness review																
AMENDED MAP (Final or Parcel)	1					(2)			1		(1)		2			✓
LOT LINE ADJUSTMENT PLAT (125.0310)	1						(1)	1	1	2	2		7	(2)		✓
LOT TIE AGREEMENT	1				1	(1)			1							✓
MAP WAIVER (125.0120)	See Section 4 – Development Permits/Approvals.															
PUBLIC RIGHT-OF-WAY VACATION (125.0010) (submitted completeness review required)	1	1		1	1	(1)		1	1		1	1		(1)		✓
REVERSION TO ACREAGE (125.0801)	1			1		(1)			1	1	1		6			✓
REVESTMENT OF ACCESS RIGHTS	1				2	(2)		1	1			2				
STREET NAME CHANGE (Council Policy 600-12)	1				6				1			6				✓
SUBDIVISION IMPROVEMENT AGREEMENT (129.0702)	See Section 3 – Construction Permits – Grading and Public Right-of-Way															
TENTATIVE MAP (125.0410)	See Section 4 – Development Permits/Approvals															
LEGEND:	1 = Number of Copies Required (1) = Number of Copies Required if project meets the conditions as identified within the Minimum Submittal Requirements Checklist ✓ = Applies to all Plans Required (142.042) = Land Development Code Section Reference (000) = Information Bulletin Number															



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**Minimum Submittal Requirements Checklist
 Subdivision Approvals**

This checklist must be used in conjunction with the Submittal Requirements Matrix. The Submittal Requirements Matrix establishes the documents/plans that are required and the minimum quantity that must be provided, based upon the approval you are applying for. Acceptance of projects for review by the City of San Diego depends upon the accuracy and completeness of the submitted plans and documents. This Minimum Submittal Requirements Checklist establishes the minimum details that must be included in all plans and documents required by the City. Staff will review your documents against this checklist. The design professional should use this checklist when preparing project packages for review. Plans or documents missing any of the required detail will not be deemed complete (accepted into plan check). Additional information or clarification may be requested during the review process or prior to permit issuance.

Where the word “**Conditional**” appears before the document and/or detail, this information will be required if the proposed project meets those conditions. Where the word “**Recommended**” appears before the document and/or detail, the information is provided as a suggestion for improving the review process and is not required to accept your project for review. However, these items may be a plan check correction item and required to be submitted for subsequent reviews. It is recommended that you provide the documents and information to reduce the number of review cycles. All other detail is required unless not applicable to your project.

Item No.	Requirements
1.0	GENERAL APPLICATION PACKAGE
1.1	General Application (DS-3032): See instructions on back of application form for more detail.
1.2	Deposit Account/Financially Responsible Party Form (DS-3242): See instructions on form for more details.
1.3	Conditional - Ownership Disclosure Statement (DS-318): Required for Right-of-Way Vacations and Easement Abandonments. The list must include the names and addresses of all individuals, corporate officers, and partners in a partnership who own fee title to the underlying property. This is required to ensure that a decision maker does not have a conflict of interest that may affect the decision.
1.4	Conditional – Affordable Housing Requirements Checklist (DS-530): Provide completed checklist for all maps creating two or more residential lots or units unless addressed in an approved Tentative Map Resolution.
1.5	Conditional - Concurrent Processing Agreement: If the ministerial project review is being concurrently processed with another policy or development permit/approval, provide a copy of the approved Concurrent Processing Agreement. Draft permits and/or Resolution Conditions <u>must</u> be prepared before your project is eligible. For more information, contact your Development Project Manager.
2.0	PHOTOGRAPHIC SURVEY
2.1	Photograph Content: Photographs must be taken of the proposed street vacation with on and off site views. The number of photographs will vary depending on the length of the street. The photo survey should include views for evaluating existing improvements, landscaping, topography, access, and environmental conditions. The photographs should be in color (minimum size 3"x 5" and maximum size of 8" x 10") and be placed in an envelope (not mounted). NOTE: In addition to the print photos, provide a CD-R containing digital photos submitted for the “Photographic Survey” requirement. The photos should be saved in the .jpg format, numbered consistent with the provided key map. Label CD-R “Photos” with Project Number.
2.2	Key Map: Include a map with key indicating the location and direction each photograph was taken.
3.0	CERTIFICATE OF CORRECTION: Provide a document to correct technical errors or omissions on recorded final map or parcel map as provided by the Subdivision Map Act. Include a copy of the document being corrected.

Item No.	Requirements
4.0	PUBLIC NOTICE PACKAGE: A public notice package is required for all actions requiring a Notice of Future Decision (Process 2) or a Notice of Public Hearing (Processes 3, 4 and 5). See Information Bulletin 512 for information on how to obtain public noticing information and formatting electronic address list on CD-R. Note: This package is not required for submitted completeness review.
4.1	CD-R: Provide a CD-R with owner/occupant information. Labeled “Public Noticing” with Project Number.
4.2	Assessors Map(s): Provide assessors map(s) with 300-foot noticing radius outlined.
4.3	Address lists: Provide paper copy of Excel Spreadsheet with owner/occupant information.
4.4	Conditional Supplemental Discretionary Application (DS-3035): Required for Process 5 approvals.
5.0	LETTER OF REQUEST: A letter requesting an Easement Abandonment, Street Name Change or Public Right-of-Way Vacation that outlines the reasons for the request.
5.1	<p>Letter Outline: Provide a letter that outlines all of the proposed actions in detail and that contains the following information, as applicable:</p> <ul style="list-style-type: none"> • All Requests – Identify the Public Benefit(s) of the proposal action(s). • All Requests - Provide information on any other concurrent or proposed actions with the City related to this request (e.g., tentative map, development permits, etc.). • Vacations/Abandonments - The existing and proposed use of the vacation and/or abandonment (e.g. vacate an improved area for a proposed building). • Vacations/Abandonments - If the proposed action is a partial vacation or abandonment, state why the entire easement or street is not feasible to be vacated. Note: It is desirable for an entire street or easement to be vacated within a block range if the street or easement is not needed. • Street Name Change - Provide a signed petition by property owners per Council Policy 600-12. • Street Name Change - The reason for the street name change. • Street Name Change - Note the name of the existing street, proposed street, and an alternate choice. If the proposed name is an unusual or foreign name, provide the meaning of that name. Include reference to how the street was originally named (e.g., map, deed, etc.). • Street Name Change Only – The signature of all adjacent property owners whether they are for or against the subject action.
6.0	Conditional - PRIOR DEVELOPMENT APPROVAL DOCUMENTATION: Required if the property has a related Tentative Map or Development Permit. Copies of resolutions, permit, and exhibits granting these permits may be obtained from the Development Services Center Records Section, located on the 2 nd floor. If a Tentative Map or Development Permit is currently being processed, an approved Concurrent Processing Agreement must be provided as part of the General Application Package (see item 1.5).
6.1	Permit/Resolution: Provide copies of the approved tentative map resolution and/or development permit.
6.2	Approved Exhibit: Provide a copy of all approved exhibits referenced in the permit/resolution
7.0	Recommended - PROPOSED GRANT DEED: Provide a written copy of the proposed deed granting the dedication or easement. Grant Deed must be in a form and format approved by the City Engineer.
8.0	PROPOSED LEGAL DESCRIPTION: Provide a written copy of the proposed legal description describing the dedication or easement.
9.0	MAP REFERENCE MATERIALS: Provide a package labeled “Map Reference Materials” folded to 8-1/2 x 11 inches containing the following information:
9.1	Property Deed: Provide a current Deed showing proof of ownership.
9.2	Assessor’s Parcel Map: Provide a copy of the County Tax Assessor’s Parcel Map page(s) identifying the project location.
9.3	Maps and Drawings: Provide all record information used in preparation of your project, including documents, maps and drawings as identified in your project’s Title Report and Procedure of Survey.
9.4	Conditional – Certificate of Compliance: For legal lot status, provide title history and any supporting documentation. For conditions of map waivers; provide all necessary evidence to prove compliance with ALL conditions of approval.
9.5	Conditional - For easement abandonments or right-of-way vacations, provide documentation on how the easement or street was dedicated (typically by subdivision map or deed).

Item No.	Requirements
10.0	TITLE REPORT
10.1	Address: The report is for the subject property.
10.2	Date: The report is dated within 3 months of project submittal.
11.0	Conditional – TRAVERSE: Required when new property, easement, right-of-way, boundary adjustment, or partial abandonment of an easement is proposed.
11.1	<p>Traverse Calculations: Traverses must meet City standards. Inverses are not acceptable. Traverse calculations must show the following:</p> <ul style="list-style-type: none"> • The mathematical closure of all proposed lots in the subdivision • The mathematical closure of all proposed easements • The mathematical closure of the boundary • The mathematical closure of the CCS 83 ties • Show all traverse calculations to two decimal places <u>only</u> - Recommended
12.0	DRAWING PACKAGE See Mapping & Land Title Document Preparation Manual.
12.1	Title Block: Provide a title block in the lower 4-inches of a ‘B’ sheet (11” x 17”) or the lower right-hand corner of a ‘C’ sheet (18” x 26”).
12.2	Vicinity Map: Provide a vicinity map indicating the location of the project.
12.3	Basis of Bearings: Based on the existing document or other source.
12.4	Assessor’s Parcel Map Number(s): Provide Assessor’s Parcel Number(s) for the subject property.
12.5	Legend: Provide a legend for all symbols not otherwise labeled on the drawing, as applicable.
12.6	North Arrow and Scale: Provide north arrow and scale on each sheet.
12.7	Drawing of Proposed Action: Provide a dimensioned drawing showing the limits of the proposed easement, right-of-way or easement vacation, or right-of-way dedication. Show all additional lots extending beyond the subject property, as necessary for clarity. Label the area to be vacated, dedicated, or abandoned with references to the original instrument of dedication. Do not show any site development, public improvement, or other physical features.
12.8	Professionally Prepared: All drawings must be prepared by a Professional Land Surveyor (PLS) or a registered Civil Engineer with a registration number of RCE 33965 or lower. Include the name, license number and expiration date on the drawing. This requirement may be deferred at initial submittal of easement abandonment or right-of-way vacation requests until the second review AND will be required prior to final approval.
13.0	MAP PACKAGE See Mapping & Land Title Document Preparation Manual.
13.1	Professionally Prepared: All maps must be prepared by a Professional Land Surveyor (PLS) or a registered Civil Engineer with a registration number of RCE 33965 or lower. Include the name, license number and expiration date on the map.
13.2	Sheet Size: All maps shall be 18” x 26” with a 1” perimeter border.
13.3	Vicinity Map: Provide a vicinity map indicating the location of the project.
13.4	Legal Description: Provide legal description on proposed map.
13.5	Property Lines: Show and label all boundary and lot lines, including distances, within proposed project boundaries.
13.6	Owner’s Name: Current owner
13.7	Public Right of Way (ROW): Indicate name, location and width of existing/proposed public rights of way adjacent to and within the project boundary. Indicate how the existing ROW was dedicated.
13.8	Basis of Bearings: Use California Coordinate System 1983 (CCS83 not required for lot line adjustment plats)
13.9	Legend: Provide a legend for all symbols not otherwise labeled on the map.
13.10	North Arrow and Scale: Provide north arrow and scale on each map sheet.
13.11	Recommended - Easements: Show all existing and proposed easements and identify type within the proposed project boundary.
13.12	Recommended - Monuments: Show and identify all monuments used to determine the project boundary and basis of bearings.

Item No.	Requirements
14.0	DEVELOPMENT PLAN PACKAGE
14.1	Conditional - Site Development Plan: Where existing buildings are to remain, including proposed structures under review or with issued permits, provide a site plan showing the building(s) and the distances to existing and proposed lot lines.
14.2	Conditional – Landscape Development Plans: Required for ALL Parcel Maps (PM) and Final Maps (FM) when a condition of a Tentative Map or Map Waiver resolution for residential condominium conversion. Street trees and street yard landscape shall be provided in accordance with LDC Section 142.0410. Plan must include an existing conditions landscape plan AND a proposed landscape plan. Each plan must have its own sheet to provide clarity with regard to what is proposed and what is existing to remain.
15.0	OTHER TECHNICAL STUDIES
15.1	<p>Conditional – Building Conditions Report: Required for all residential condominium conversion maps where the Tentative Map or Map Waiver Resolution required an evaluation of the existing conditions of the building prior to recordation of the final or parcel map. A Building Conditions Report shall be prepared in accordance with the Land Development Manual by a California registered architect, structural engineer, or other professional licensed by the State of California to perform these services. Provide the name and title of the design professional responsible for preparation of the report on the cover sheet. The following shall be included in the Building Conditions Report and submitted in accordance with the requirements of Section 144.0504(b).</p> <ul style="list-style-type: none"> • A discussion detailing the level of compliance of the building with current health and safety standards published in the prevailing edition of City adopted construction codes for the existing integral building components as well as paved areas, and storm water drainage facilities. Integral building components means those existing structural elements, materials, and systems necessary for the sustained functioning of a building for the health, fire-life-safety, and well being of building occupants as required by the building regulations. They include, but are not limited to; roof coverings, exterior wall and floor coverings and finishes needed to protect occupants and the building from weather exposure; building foundations, walls, and vertical and horizontal structural components needed for the building to resist imposed vertical and lateral loads; all electrical systems, plumbing systems, mechanical systems and utilities distribution systems. • An evaluation of the existing condition of and current development requirement for recreational facilities and parking; • A discussion of the actions taken to assure that plumbing, heating, electrical systems that are to remain are operating safely and efficiently; • A discussion detailing the level of compliance with energy efficiency standards applicable to heating and cooling appliances and the building envelope surrounding each dwelling unit and common occupied areas; • A discussion detailing the level of compliance with sound transmission control requirements of the California Office of Noise Control applicable to sound transmission between dwelling units and between dwelling units in common areas; • Scaled elevations that identify all proposed structural and cosmetic improvements of all building facades; • An analysis that identifies the components of the exterior building envelope as well as water heating systems and cooling and heating mechanical systems that are determined to have a remaining life of five years or less. Exterior building envelope components include roof coverings, exterior wall and floor coverings and finishes. • A description of the building’s current and proposed level of compliance with the accessibility standards in the prevailing edition of the California Building Code for disabled persons; and • A list of improvements intended to be made to the premises.
16.0	<p>FEES/DEPOSITS [See Information Bulletin 504] Checks must be made payable to the “City Treasurer” in the exact amount required, as the cashier cannot give change on checks written over the amount due. Fees can also be paid by Visa or MasterCard.</p>