This Information Bulletin lists fees and deposits for grading and public right-of-way permits. Additional fees will be required for any associated building permits. For project submittal information, see Land Development Manual Project Submittal Requirements, Section 3.

I. DEPOSIT ACCOUNTS
The plan review and inspection for Grading Permits and most Public Right-of-Way Permits requires a deposit into a Trust Fund account. A Trust Fund account is established with an initial deposit (see Section III). This initial deposit is drawn against to pay for the review and inspection of your project. During project review, and inspection the Financially Responsible Party (as identified on the Deposit Account/Financially Responsible Party form, DS-3242) will receive a monthly deposit statement reflecting the charges made against the account.

The Financially Responsible Party may receive invoices for additional deposits for subsequent reviews or inspections of the project in order to maintain the minimum balance as shown in Section III. The payment of this invoice will be required in order to continue processing your project. At the end of the project, any remaining funds will be returned to the Financially Responsible Party.

II. PROJECT FEES
The following fees are paid at the time the project is submitted to the Development Services Department for plan review or at permit issuance, as indicated below. These fees are in addition to the fee or deposit required for the plan review and inspection of the project.

A. General Plan Maintenance Fee
This fee is charged for projects with plans and documents to be reviewed for compliance with the general plan or land development code provisions.
General Plan Maintenance Fee...............................$275

B. Mapping Fee
This fee is charged at project submittal when there are plans, drawings, maps or other geographical documents utilized for project review.
Mapping Fee .......................................................$10

C. Issuance Fee
This fee is charged for all projects at the time of issuance.
Issuance Fee (with mylar) ..................$137
Issuance Fee (no plan/other) ..................$39

D. Engineering Deposit Closeout Fee
This fee is charged for all deposit account projects at the time of permit submittal for bond release, termination of Subdivision Improvement Agreement, and project closeout after final inspection.
Closeout Fee ...........................................................$270

E. Records Fee
This fee is assessed for all projects at issuance for imaging and archiving the documents in Records.
Records Fee - Minor Improvements...........$20
Records Fee - Grading/Public Improvements....$90

F. Recordation Fee
This fee is charged at permit issuance for City staff time to record documents required as part of a project with the County Recorder.
Recordation Fee ..................................................$56

G. Long Term Monitoring Fee
This fee is collected at permit issuance for grading permit projects with a cost estimate of $100,000 or greater to monitor project compliance with storm water, environmental mitigation, slope revegetation, and other permit conditions on an on-going basis after projects have been completed and final inspection has occurred.
Long Term Monitoring Fee.............................$1,225

Documents Referenced in this Information Bulletin
- Land Development Manual
- Project Submittal Requirements
- Information Bulletin 165, How to Obtain a Right-of-Way Permit for Standard Public Improvements
- Information Bulletin 177, How to Obtain a Right-of-Way Permit for Traffic Control
- Information Bulletin 570, Grading & Public Right-of-Way Permits Self Certification
- Deposit Account/Financially Responsible Party, DS-3242
- Construction Cost Estimate Template
- Regional Standard Drawings
- Unit Prices for Checking Subdivisions and Permits
- Construction Cost Estimate Template

Upon request, this information is available in alternative formats for persons with disabilities.
III. PUBLIC RIGHT-OF-WAY AND GRADING PERMIT FEES

A. Minor Public Improvements
These fees apply to standard public right-of-way permits with existing established curblines, such as the installation, replacement or removal of driveways, sidewalks, curb, pedestrian ramps and sidewalk underdrains. Standard public right-of-way permits are constructed in accordance with the Regional Standard Drawings. For more information standard public improvements, see Information Bulletin 165, “How to Obtain a Public Right-of-Way Permit for Standard Public Improvements.”

The fees are per permit, not per item. The inspection fee includes one inspection for each type: mark-out, form, concrete pour, and final. Any inspections required beyond those listed will be charge the hourly inspection rate.

Table 502A - Minor Public Improvements

<table>
<thead>
<tr>
<th>Item</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plan Check without Encroachment</td>
<td>$300</td>
</tr>
<tr>
<td>Plan Check with Encroachment</td>
<td>$477</td>
</tr>
<tr>
<td>Encroachment only</td>
<td>$445</td>
</tr>
<tr>
<td>Inspection</td>
<td>$287</td>
</tr>
</tbody>
</table>

B. Plan Review Deposits
Table 502B identifies the initial deposit required for the plan review of Right-of-Way Permits that do not qualify as a minor improvement, and for all Grading Permits. These projects must be submitted on D-sheets, prepared and signed by a licensed engineer. Where multiple permits are requested (e.g., Grading Permit with a Public Right-of-Way Permit), the deposit amount for each permit is added together and that amount is required at the time of submittal.

Table 502B - Plan Review Deposit

<table>
<thead>
<tr>
<th>Permit/Approval</th>
<th>Initial Deposit</th>
<th>Subsequent Review and Minimum Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grading Permit</td>
<td>$6,200</td>
<td>$3,700</td>
</tr>
<tr>
<td>Grading &amp; Right-of-Way Permit</td>
<td>$6,200</td>
<td>$3,700</td>
</tr>
<tr>
<td>Reimbursement Agreement</td>
<td>$10,000</td>
<td>$5,000</td>
</tr>
<tr>
<td>Right-of-Way Permit, Non Standard Improvements</td>
<td>$2,500</td>
<td>$1,200</td>
</tr>
<tr>
<td>Right-of-Way Permit, No Existing Curbline</td>
<td>$6,200</td>
<td>$3,700</td>
</tr>
<tr>
<td>Technical Study Review⁴</td>
<td>$2,500</td>
<td>$1,200</td>
</tr>
</tbody>
</table>

⁴: This is an optional service for the review of a Traffic Report, Water Study or Sewer Study prior to submittal of the grading or public right-of-way permits.

C. Inspection Deposits
At permit issuance, an additional deposit per Table 502C will be required to cover the inspection of Public Right-of-Way and Grading Permits listed in Section III B. Upon completion of the project, any remaining funds in the deposit account will be returned to the Financially Responsible Party.

The inspection deposit is established from the approved Construction Cost Estimate of the public right-of-way improvement work, grading, landscape and irrigation and drainage improvements being done. The estimate must be prepared by a registered civil engineer using the most current Land Development Review Division - Unit Price List. In addition to the Unit Price List, a Construction Cost Estimate Template has been provided for the industry’s use. This template is a good resource to help reduce preparation and review costs for construction cost estimates.

D. Construction Change Fees/Deposits
Changes after final approval and permit issuance must be approved. If there is a deposit account for the plan check and inspection of the original permit, the construction change plan check will be billed against this deposit account. The existing deposit account must contain the “Subsequent Review and Minimum Balance” identified in Table 502B in order to accept any construction changes for review. If there is no deposit account, the plan check will be billed at the hourly rates.

E. Hourly Rates for Services Not Covered Above

<table>
<thead>
<tr>
<th>Service</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>DSD-Review Engineering</td>
<td>$148</td>
</tr>
<tr>
<td>DSD-Review Planning</td>
<td>$152</td>
</tr>
<tr>
<td>E&amp;Cp Engineering Inspection</td>
<td>$101</td>
</tr>
<tr>
<td>E&amp;Cp Materials Lab</td>
<td>$76</td>
</tr>
<tr>
<td>E&amp;Cp Surveys</td>
<td>$148</td>
</tr>
<tr>
<td>E&amp;Cp Supervisor</td>
<td>$134</td>
</tr>
<tr>
<td>E&amp;Cp Inspection-after Hours</td>
<td>$152</td>
</tr>
</tbody>
</table>
IV. PUBLIC RIGHT-OF-WAY PERMIT FEE FOR TRAFFIC CONTROL
A Traffic Control fee is charged to recover City costs for office and field review of construction traffic control plans. The fees for this approval are contained in Information Bulletin 177, “How to Obtain a Permit for Traffic Control.”

V. ENHANCED/OPTIONAL SERVICES
A. Project Management Services
In order to accommodate the needs of the industry, an Active Project Manager will be assigned to projects when an applicant requests a customized review or approval process; for public improvements and grading related to phased subdivisions; or when deemed necessary by management due to the project complexity or aggressive timelines. All requests shall be submitted and approved prior to acceptance of any construction documents. Applicants also have the option of requesting an Active Project Manager to be assigned to their project.

An Active Project Manager will be the point of contact for the applicant, but any member of the review team can be contacted directly concerning plan review on specific items such as building codes, planning or public improvement requirements. Active Project Managers are available to handle complex scheduling issues and coordination between the reviewers and to assist customers with the following:
1. Facilitating pre-submittal meetings and preliminary reviews.
2. Determining the submittal requirements, project fees and distribution.
3. Coordinating concurrent processing with Project Managers managing the discretionary project.
4. Managing the portion of the project schedule that relates to the Development Services Department review and approval process.
5. Conflict resolution.
6. Coordinating issuance of the ministerial permit.

To request an Active Project Manager, please contact Project Management Workload Manager at DSDMinisterialPM@sandiego.gov.

B. Express Plan Check
When available, a reduced review period can be accomplished by paying Express Plan Check fees, at $376 plus 1.5 times regular plan check fee or 1.5 times the hourly rate, when applicable.

Deposit accounts will require 1.5 times the initial deposit for new projects, or 1.5 times the subsequent review/minimum deposit for established projects.