



THE CITY OF SAN DIEGO

Civic San Diego Development Permit Project Review Process

CITY OF SAN DIEGO DEVELOPMENT SERVICES
1222 FIRST AVENUE, MS 301 SAN DIEGO, CA 92101-4101

INFORMATION BULLETIN

630

OCTOBER 2014

Civic San Diego requires development applications within their permit jurisdiction to be reviewed by the specific disciplines listed below within the City of San Diego. The purpose of the City's review is to provide the applicant and Civic San Diego staff with project conditions, as well as to identify any project design feasibility issues. The permit conditions identified by City staff will ultimately be incorporated into the Civic San Diego development permit.

I. SUBMITTAL REQUIREMENTS

Applicants should submit for this Civic San Diego Development Permit Project Review after Civic San Diego has assigned a Project Planner. Appointments for submittal are recommended and can be made by calling (619) 446-5300. Walk-in services are also available. Check in at the Development Services Department, 3rd floor, 1222 First Avenue. At Project Submittal, you will be asked to provide the following:

- A. Provide ten (10) copies of the following:
 - 1. Civic San Diego Development Permit Project Review Questionnaire (attached).
 - 2. Plans submitted to Civic San Diego (minimum 36" x 24", folded into 8 1/2" x 11" packages, plus one additional copy for each additional discipline listed on the Civic San Diego Development Permit Project Review Questionnaire).
- B. Geotechnical Report (two copies).
- C. Deposit Account/Financially Responsible Party (DS-3242).
- D. Storm Water Requirements Applicability Check List (DS 560).
- E. Payment to cover the required fees and deposits listed in Section II.

II. FEES & DEPOSITS

A Trust Fund account is established with an initial deposit. This initial deposit is drawn against to pay for the review of your project. During project review, the Financially Responsible Party (as identified on Form DS-3242) will receive a monthly deposit statement reflecting the charges made against the account. At the end of the project, any remaining funds will be returned to the Financially Responsible Party.

Documents Referenced in this Information Bulletin

- [Information Bulletin 515](#), Development Permit and Grading Permit Geotechnical Study Requirements
- Storm Water Requirements Applicability Checklist, [DS-560](#)
- Deposit Account/Financially Responsible Party, [DS-3242](#)

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|---|---------|
| Initial Deposit | \$5,000 |
| Subsequent Reviews if needed | \$3,000 |
| Mapping Fee | \$10 |
| Records Fee: | |
| Records Fee-Single Family/Duplex | \$45 |
| Records Fee-Non-Residential/Multi Family... | \$60 |

III. REVIEWING DISCIPLINES

All Civic San Diego Development Permit Project Review applications will be distributed to the City's Multi-Disciplinary Team comprised of the following:

- A. Development Project Manager
- B. Civic San Diego Project Manager (copy of application only)
- C. Structural
- D. Environmental
- E. Fire
- F. Engineering
- G. Geology
- H. Transportation (street design and public improvements)
- I. Water/Sewer
- J. Historic



City of San Diego
Development Services
 1222 First Ave., MS-501
 San Diego, CA 92101
 (619) 446-5000

Civic San Diego Development Permit Project Review Questionnaire

DSD Project No.:

Please complete the questionnaire below. Incomplete information will delay processing. Please print legibly or type. Attach additional sheets if necessary. Please also indicate if you have submitted any other applications to the Development Services Department (DSD) for this project, and if so, please provide the DSD project number.

A. CIVIC SAN DIEGO INFORMATION *(to be completed by Civic San Diego Project Planner)*

Project Manager Name:

Telephone Number: E-mail Address:

Additional DSD Discipline(s) requested to review:

B. APPLICANT INFORMATION

Name:

Company:

Address:

City: State: Zip Code: Telephone Number:

Fax Number: E-mail Address:

C. GENERAL PROJECT INFORMATION

1. Project Address:

2. Assessor's Parcel Number(s) (APN):

3. Legal Description:

4. Existing Use:

5. Proposed Use (check all that apply) Single Dwelling Multiple Dwelling (no. of units _____)
 Commercial Industrial Scientific Research Office Other

Describe the Use:

6. Project Description:

D. SUPPLEMENTAL QUESTIONS

If you have questions or need clarification that can be provided by City staff during this process, please use the space below. List specific policy questions, issues, or items needing clarification (attach a separate sheet, if necessary). Please include all supporting and necessary documents to enable staff to respond to your question (plans, calculations, reports, surveys, analysis, etc.)
