Welcome to DSD’s WEBINAR: June 28, 2022
Spaces as Places

- As a courtesy:
  - Please mute your microphone and turn your camera off
  - Do use the chat feature to submit any questions during the program
  - Additional time for questions will be available at the end of the program
  - Use the Hand Raise feature to ask questions at the end

The program will begin promptly at 10 a.m.
Please submit any questions during the presentation through the Q&A window (if you wish you can send your question anonymously)

*Mande sus preguntas durante la presentación por medio de la sección de Q&A (Si quiere, puede mandarlas de manera anónima)*
Comments can be submitted through the chat window.

_Pueden escribir sus comentarios en la ventana del chat._
During the discussion, if you would like to speak over the audio, please raise your hand (otherwise questions and comments can be submitted through the Q&A window).

*Durante el debate, si desea participar de manera oral, por favor, levante la mano (de lo contrario, las preguntas y comentarios pueden presentarse a través de la ventana de preguntas y respuestas).*
Please select your language of choice (you must select one option)

Debe seleccionar el idioma de se preferencia (Tiene que escoger un idioma)
Development Services Department

Spaces As Places Webinar

Agenda

• Temporary Outdoor Operations (TOBO) and Spaces as Places History

• Menu of Options: Active Sidewalks, Dining on Private Property, Promenades, & Sidewalk Cafes

• Streetary
  • Requirements
  • Major Changes from TOBO
  • Resources to Plan and Design Your Project
  • July 13, 2022, Deadline to Apply
  • Required Submittal Documents
  • Online Application Process
  • Available Assistance
COVID-19 State and City State of Emergencies requiring social distancing has impacted San Diego’s small and medium size business community.

The City of San Diego identified ways to support the local economy, and safely provide access to goods and services.

Emergency ordinances that allow for Temporary Outdoor Business Operations for Retail, Eating and Drinking Establishments, and Personal and Commercial Services.

Emergency Ordinances Expire July 13th, 2022
Examples of the TOBO Four Outdoor Use Areas

Sidewalk Cafe

Pedestrian Plaza

Street Closure

Private Parking Lots
Temporary Outdoor Business Operations (TOBO)

One Year Extension of TOBO

Permanent Future Regulations
Spaces as Places

Spring 2020
Summer 2021
Fall 2021
Internal City Coordination

Multi-Discipline Internal Working Group Meetings since January 2021
Public Outreach for Spaces as Places

- Chamber of Commerce
- Bayside Community Center
- Downtown Partnership
- SD Economic Development Corporation
- California Restaurants Association
- City Heights CDC
- Hillcrest Business Association
- Business for Good
- Little Italy Association of San Diego
- Promise Zone Working Group
- Convoy District
- Climate Action Campaign
- Circulate San Diego
- Little Saigon
- Equity Stakeholders Committee
- PANA
- Casa Familiar
- Connect All – Jacobs Center
TIMELINE

PUBLIC OUTREACH
JUNE 2021

PUBLIC HEARING PROCESS
SUMMER 2021

COUNCIL APPROVAL
FALL 2021
How will *Spaces as Places* improve San Diego’s outdoor experience?

- Activated streets and thriving public spaces
- Facilitates the creation of wider sidewalks
- Allows for a variety of uses including outdoor dining
- Allows for the creation of pedestrian and bike friendly streets
- Ensures compatibility with surrounding land uses.
Menu of Options

STREETARIYES

ACTIVE SIDEWALKS

OUTDOOR DINING WITHIN PRIVATE PROPERTY

PROMENADE
Right-of-Way Permit for Active Sidewalk

Extension of the curb into the parking lane to facilitate a variety of activities, such as recreation, outdoor dining and enjoyable public interaction.
Building Permit for Outdoor Dining within Private Property

Outdoor Dining in parking lots of a permitted eating and drinking establishment within Transit Priority Areas.
Partial or complete street closure to vehicular traffic to facilitate active transportation uses such as walking, biking, recreation, outdoor dining and enjoyable public interaction.
Sidewalk Café
Building Permit or Right-of-Way Permit

This information bulletin describes the approval process and submittal requirements for Sidewalk Café.

I. WHAT IS A SIDEWALK CAFE?
A sidewalk café is an area for outdoor dining located in the public right-of-way that is adjacent to a street level eating and drinking establishment. The regulations for sidewalk cafés are identified in San Diego Municipal Code (SDMC) Section 141.0621.

Outdoors eating and drinking establishment areas located on private property are not subject to the sidewalk café regulations.

II. SIDEWALK CAFE MAINTENANCE AND REMOVAL AGREEMENT (AGREEMENT)
An agreement recorded against the property, along with the required permit is required for any sidewalk café constructed in the public right-of-way and maintained by the property owner. This agreement will be prepared by staff during project review.

III. WHAT APPROVALS ARE REQUIRED?
Sidewalk cafés are permitted as a limited use in most commercial zones subject to the regulations in Section141.0621, and may be approved as follows:

A. BUSINESS IMPROVEMENT DISTRICT (BID)
   If the site is located within a BID and there will be no alcohol sales or new construction within the sidewalk café, approval maybe obtained directly from the BID in accordance with the Public Right of Way Enhancement Program. Please contact the applicable BID for information.

B. RIGHT-OF-WAY PERMIT
   Sidewalk cafés consisting of only tables and chairs within 4 feet 6 inches of the building façade (no construction proposed within the right-of-way, and would not require building permit) will require a Right-of-Way Permit and Agreement.
Streetaries

Outdoor spaces created in areas formerly dedicated to parking spaces that serve as an extension of a restaurant or other establishment that sells food and drink.
Streetary

Platform or Deck in Street Parking Lane

Sometimes Called a Parklet or Pedestrian Plaza
Location Requirements:

- Curbs with on street parking
- Yellow or green curbs
- Unpainted curbs
- 20 feet from intersection curb point of return
Location Restrictions:

- Speed limit > 30 mph
- A Major street or greater
- Red, blue or white curbs
- Within an alley
- Not within existing or planned bike lane
Location Restrictions:

- Along bus lane, bus stops, existing or planned bike facility
- Along a proposed bike lane project
- Within 10’ of storm drain inlets or cleanouts
- Within 5’ radius of a fire hydrant
- Over utility access panels, covers, handholes, transformers, water meters or water valves.
Design Requirements:

- Maintain 5 feet clear path of travel
- Platform even with sidewalk
- No overhead structures
- Keep areas near intersections clear of structures
- Maintain clear sightlines and clear emergency access
- 8” X 6” clear gutter along the length of the Streetary
Operational Requirements:

- Public Right-Of-Way Permit
- Encroachment Maintenance and Removal Agreement
- 2 Year renewable permit
- Limited operational hours within 150 feet of residential use
- Live entertainment restrictions
- Comply with permitted noise levels
- No smoking or vaping
Fire Safety & Emergency Access

- A 3-foot wide horizontal and vertical emergency access gap for every 20 feet of structure length
- May include easily removable barrier for emergency personnel
- No overhead structures other than umbrellas
- Display address for each storefront on outside of enclosure

Credits: City of San Francisco
Fire Safety & Emergency Access

- No overhead structure
  (Umbrellas are permitted)
- Maintains sightlines & visibility above 42”
- No heaters below umbrellas
Fire Safety & Emergency Access

No overhead structures allowed
Accessibility

Platform is even with the sidewalk
Storm Water Compliance

Platform is even with the sidewalk

8” X 6 “ clear gutter
Development Services Department

**Major Changes for Streetaries**

<table>
<thead>
<tr>
<th>Insurance Requirements</th>
<th>Encroachment Agreement</th>
<th>Locational Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>Design Requirements</td>
<td>Fees</td>
<td>Eating and Drinking Establishments Only &amp; Valid for Two Years</td>
</tr>
</tbody>
</table>
Development Services Department

Insurance Requirements

- Commercial General Liability
- Umbrella
- Worker’s Compensation
- City Additional Insured
Development Services Department

Encroachment Agreement

- Property Owner Must Sign
- Recorded on Title
- Multiple Agreements Required if Encroaching in Front of Neighboring Property
Locational Criteria

- Separation Requirements from Poles and Equipment – 5 feet
- Distances from Intersections – 20’ from Curb Point of Return
- Bike Lanes Respected
- Sloped Streets Require Stepped Platforms for Access Every 10’
Design Requirements

- Designed by Architect or Engineer
- Constructed by Contractor
- No Roofs
- No Electrical
- ADA Access
- Historic Districts and Planned Districts
• Plan Check
• Inspection
• Development Impact – 1/15th
• Per Square feet Per Year - $10, $20, $30 – Doubled When Paying for Two Year Permit to $20, $40, $60
Streetaries – Exclusive Use Fee

- Fee for exclusive use of right-of-way
- Open to public during non-operational hours
Safe and Enjoyable Places Citywide

- Full cost recovery – enforcement/administration
- At least 50% of remaining funds to support and create outdoor dining areas within traditionally underserved neighborhoods
- Remaining revenue toward other Citywide public right-of-way improvements
Streetary Fees:

The listed fees are based on using an average street parking space for a Streetary.

Ave. Inspection & Permitting Fees $3,500

Exclusive Use Fee
(The fee varies depending on the location. Only one of these fees will apply.)

$20/s.f. ........................................ $3,400
or
$40/s.f. ........................................ $6,800
or
$60/s.f. ........................................ $10,200

Prorated Development Impact Fee
(Varies per community.)

Average ....................................... $197

20 ft. x 6.5 ft. = 170 sf.
Streetary Right-of-Way Permit

- Valid for Two Years
- Renewable Every Two Years
- Eating and Drinking Establishments Only
**Spaces as Places Ministerial Streetary Review Checklist**

This checklist provides guidance on preparing Streetary designs required to apply for permits and will be updated as needed.

Selecting "Yes" confirms that the design of the Streetary meets the requirement. A selection of "N/A" below means that this requirement is not applicable.

### A. General Requirements

<table>
<thead>
<tr>
<th>Yes</th>
<th>N/A</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td>The platform is flush with the sidewalk.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>The Streetary is located at minimum 20 feet away from the nearest intersection or street corner.</td>
</tr>
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<td>The Streetary is located at minimum 10 feet away from an alley.</td>
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<tr>
<td></td>
<td></td>
<td>The Streetary is located outside of any San Diego Metropolitan Transit System (MTS) stop.</td>
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<tr>
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<td></td>
<td>The Streetary is located outside an existing or proposed bicycle lane or bicycle facility.</td>
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<td></td>
<td>The Streetary provides a 5-feet wide entry for every 10 feet of the utilized curb line.</td>
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<tr>
<td></td>
<td></td>
<td>The Streetary has a minimum setback of 2 feet between its outer edge and the adjacent street travel lanes.</td>
</tr>
<tr>
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<td>The Streetary has a minimum setback of 4 feet from any adjacent parking spaces.</td>
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<tr>
<td></td>
<td></td>
<td>The Streetary is located outside an existing or projected bike lane or a bicycle facility.</td>
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</tbody>
</table>

[Streetary Checklist](https://www.sandiego.gov/sites/default/files/ds-355_spaces_as_places_questionare.pdf)
Spaces As Places Permits are NOT the same as Temporary Outdoor Business Operations (TOBO) permits. All TOBO permits expire on July 13, 2022. Business
Spaces as Places

Spaces as Places allows for the use of the public right of way and private property for outdoor dining and other uses through a menu of options, including Streeteries, Active Sidewalks, Outdoor Dining on Private Property, and Promenades.

I. Where are Spaces as Places allowed?

Streeteries, Active Sidewalks and Outdoor Dining on Private Property are permitted where the Use Regulation Tables identify as a Limited Use. Generally, Streeteries, Active sidewalks and Outdoor Dining on Private Property are allowed in most Commercial Zones and Mixed Zones.

To determine if Spaces as Places is a permitted use for your business, you must first determine the Zoning designation for your property and if the Use Regulations Table for your Zone allows Spaces as Places.

II. Planning Your Project

To determine if Spaces as Places is a permitted use for your business, you must first determine the Zoning designation for your property and if the Use Regulations Table for your Zone allows Spaces as Places. Before applying, verify that Spaces as Places is a permitted use by:

a. Verify the zoning designation for your business property using the Zoning and Parcel Information Portal (ZAPP) or the Zoning Address Look-Up.

b. Cross-check your zoning designation with the Use Regulations Table for your zone. Streeteries and Active Sidewalks are listed as Separately Regulated Commercial Services Uses in the Use Regulation Tables and are grouped as Sidewalk Cafes, Streeteries and Active Sidewalks. Outdoor Dining on Private Property is listed as Separately Regulated Institutional Use in the Use Regulations Tables.

c. Review SDMC Chapter 13, Article 1, Divisions 1 through 7 to determine if the Use Regulation Tables for the property's Zone allows Spaces as Places. Streeteries and Active Sidewalks are listed as Separately Regulated Commercial Services Uses in the Use Regulation Tables and are grouped as Sidewalk Cafes, Streeteries and Active Sidewalks. Outdoor Dining on Private Property is listed as Separately Regulated Institutional Use in the Use Regulations Tables.
https://www.sandiego.gov/sites/default/files/apply-for-a-permit-online-engineering.pdf
Now and On-Going

- Applications for Spaces as Places right of way permits being accepted by DSD.
- Applications for Traffic Control Permits being accepted to allow for verification that the right of way occupied by Temporary Outdoor Business Operations (TOBO) have been returned to original condition.
- TOBOs that conflict with Capital Improvement Projects, utility projects and 5G projects must allow for these other projects to move forward.
May 20, 2022

Subject: Notice of Expiration of Temporary Outdoor Business Operations (TOBO) Permit
**Action Required: Apply for Spaces as Places Permit to Continue Outdoor Operations.**

Dear Permit Holder,

Unless you received a Notice of Violation or Civil Penalty Notice, this letter supersedes any prior notification regarding your TOBO. On Wednesday, July 13, 2022, your TOBO Permit will expire.

All TOBO permitted operations must cease by this date, and all related structures, decks/platforms, and items in the street, sidewalk or parking lane(s) must be removed. The site must be restored to its original condition. You must have submitted for or have an approved Spaces as Places permit, as outlined below, to continue business operations outdoors.

What happens after July 13, 2022?
Continuation of TOBO operations beyond July 13, 2022, without submitting an application or having a valid Spaces as Places permit (information below) will be considered a violation of the City of San Diego Municipal Code and subject to Civil Penalties. In addition, the City may pursue legal remedies should you fail to act. Given the timeline for permit review, you are encouraged to apply as soon as possible to ensure you have a new permit issued in advance of July 13, 2022. Submittal of a Spaces as Places application, only available to
LETTER SENT TO TOBO BUSINESSES EXPLAINING SPACES AS PLACES OPTIONS
LETTER GAVE NOTICE TO START PERMIT PROCESS FOR SPACES AS PLACES OR REMOVE BY JULY 13TH
LETTER FUNCTIONED AS APPROX. 45-DAY NOTICE TO REMOVE
LETTER MADE BUSINESSES AWARE THAT A TRAFFIC CONTROL PERMIT IS REQUIRED TO DEMONSTRATE AREA HAS BEEN RETURNED TO ORIGINAL CONDITION
June 13, 2022

Subject: 30-Day Notice to Remove Temporary Outdoor Business Operations (TOBO)

**Action Required: Apply for Spaces as Places Permit to Continue Outdoor Operations.**

Dear Permit Holder,

Unless you received a Notice of Violation or Civil Penalty Notice, this letter supersedes any prior notification regarding your TOBO. On Wednesday, July 13, 2022, the emergency ordinance that allowed for TOBO will expire.

All TOBO permitted operations must cease by this date, and all related structures, decks/platforms, and items in the street, sidewalk, parking lane(s) or private parking lots must be removed. The site must be restored to its original condition. **You must have submitted for or have an approved Spaces as Places permit, as outlined below, to continue business operations outdoors.**

**What happens after July 13, 2022?**
Continuation of TOBO operations beyond July 13, 2022, without submitting an application or having a valid Spaces as Places permit (information below) will be considered a violation of the City of San Diego Municipal Code and subject to Civil Penalties. In addition, the City may pursue legal remedies should you fail to act.
SECOND LETTER SENT TO TOBO BUSINESSES EXPLAINING SPACES AS PLACES OPTIONS

LETTER GAVE NOTICE TO START PERMIT PROCESS FOR SPACES AS PLACES OR REMOVE BY JULY 13TH

LETTER FUNCTIONED AS 30-DAY NOTICE TO REMOVE
All TOBOs must be removed or application must be made for Spaces as Places permit

In the right-of-way a Traffic Control Permit must be obtained or application must be made for a Spaces as Places Right-of-Way Permit

Code Enforcement to begin on TOBOs that have not applied for a permit
Timing TBD

Coastal Commission must certify Spaces as Places regulations in the Coastal Zone

Until certification Spaces as Places right of way permits cannot be issued in the Coastal Zone

It is possible that a Coastal Development Permit will be required for Spaces as Places projects
After July 13, 2022

- Code enforcement for TOBO sites that have not obtained a traffic control permit to remove items or made application for spaces as places streetary right-of-way permits.

- Plan is to allow TOBOS to remain in place as long as application has been made for a spaces as places streetary right-of-way permit.

- Projects will need to continue the permit process in a timely manner.

- Sites located in the coastal overlay zone will not be able to obtain a spaces as places streetary right-of-way permit until a coastal development permit is obtained, but DSD will accept applications for sites located within the coastal overlay zone.

- TOBOS that conflict with capital improvement projects, utility projects and 5G projects must allow for these other projects to move forward.
Traffic Control Permit

Required if you do not want to continue with outdoor operations in the right-of-way

Required for Spaces as Places Right-of-Way Permits after permit issuance and prior to start of construction
Streetary Recommended Steps

1. Leave TOBO as is (Except Remove Roof Structure and Electrical Wires Now)
2. Compare TOBO to Streetary Checklist
3. Hire Design Professional (Architect or Engineer)
4. Apply for Right-of-Way Permit by July 13, 2022
5. Resubmit if Required
6. Permit Issued
7. Pay for Permit
8. Resubmit as Needed
9. Plan Check Occurs
10. Pay Invoice for Plan Check
11. Download Approved Construction Plans
12. Obtain Traffic Control Permit
13. Preconstruction Meeting with City Resident Engineer Inspector (RE)
14. Modify TOBO or Construct New Platform
15. Inspections by City Resident Engineer Inspector (RE)
16. Final Approval by City Resident Engineer Inspector (RE)
Development Services Department

Submittal Requirement:

Construction Plan DS-3179SAP or DS-3179SAPl

<table>
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<tr>
<th>WORK TO BE DONE</th>
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<tr>
<td>SPACES AS PLACES IMPROVEMENTS CONSIST OF THE FOLLOWING WORK TO BE DONE ACCORDING TO THESE PLANS AND THE SPECIFICATIONS AND STANDARD DRAWINGS OF THE CITY OF SAN DIEGO</td>
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</tr>
<tr>
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</tr>
<tr>
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<td>NAME AND TITLE:</td>
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<td>EMAIL:</td>
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| PREPARED BY: |
| NAME OF COMPANY: |
| ADDRESS: |
| NAME AND TITLE: |

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<td>DESCRIPTION</td>
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sandiego.gov
Stormwater Requirements Applicability Checklist

Project Address:  Project Number:

SECTION 1: Construction Stormwater Best Management Practices (BMP) Requirements

All construction sites are required to implement construction BMPs per the performance standards in the Stormwater Standards Manual. Some sites are also required to obtain coverage under the State Construction General Permit (CGP), administered by the California State Water Resources Control Board.

For all projects, complete Part A - If the project is required to submit a Stormwater Pollution Prevention Plan (SWPPP) or Water Pollution Control Plan (WPCP), continue to Part B.

PART A – Determine Construction Phase Stormwater Requirements

1. Is the project subject to California’s statewide General National Pollutant Discharge Elimination System (NPDES) permit for Stormwater Discharges Associated with Construction Activities, also known as the State Construction General Permit (CGP)? (Typically projects with land disturbance greater than or equal to 1 acre.)
   - Yes, SWPPP is required; skip questions 2-4.
   - No; proceed to the next question.

2. Does the project propose construction or demolition activity, including but not limited to, clearing, grading, grubbing, excavation, or any other activity resulting in ground disturbance and/or contact with stormwater?
   - Yes, WPCP is required; skip questions 3-4.
   - No; proceed to the next question.

3. Does the project propose routine maintenance to maintain the original line and grade, hydraulic capacity, or original purpose of the facility? (Projects such as pipeline/utility replacement)
   - Yes, WPCP is required; skip question 4.
   - No; proceed to the next question.

4. Does the project only include the following Permit types listed below?
   - Electrical Permit, Fire Alarm Permit, Fire Sprinkler Permit, Plumbing Permit, Sign Permit, Mechanical Permit, Spa Permit.
   - Individual Right of Way Permits that exclusively include only ONE of the following activities: water service, sewer lateral, or utility service.
   - Right of Way Permits with a project footprint less than 150 linear feet that exclusively include only ONE of the following...
Submittal Requirement:

Encroachment Agreement Signed by Owner

FORM
DS-435
April 2022

Streetery Encroachment, Maintenance, and Removal Agreement

PRJ Number

PMT Number

Agreement Number

In accordance with the provisions of Section 129.0715 of the San Diego Municipal Code (SDMC), this Encroachment, Maintenance, and Removal Agreement (EMRA) is made by and between the City of San Diego, a Municipal Corporation [City] and the owner [Property Owner] of real property [Property], located at:

Property Address

and more particularly described as

Legal Description

in the City of San Diego, County of San Diego, State of California.

In consideration of the grant of permission by the City of San Diego to construct and operate a streetery, in the Public Right of way for the use and benefit of the Property as shown on the plans on file with the City of San Diego and referenced by the Exhibit listed below, Property Owner covenants and agrees with the City of San Diego as follows:

1. The streetery shall be installed and maintained in a safe and sanitary condition at the sole cost, risk and responsibility of the Property Owner and their successors in interest.

2. With respect to any liability, including but not limited to claims asserted, demands, causes of action, costs, expenses, losses, attorney fees, damages, expenses or any utility providers whose facilities located within the public right-of-way or payments that the City may sustain or incur in any manner for damages or injuries, including those to any person (including disability, dismemberment, illness damages, or death) or property.
Streetary Right-of-Way Permit Online Application and Submittal Process
Step 1 - Streetary Right-of-Way Permit

- Log into your online permitting account.
- Enter your username and password.*

*If you are a new user, see the tutorial on how to register for an account.
Step 2 - Streetary Right-of-Way Permit

- Select “DSD Permits”
Step 3 - Streetary Right-of-Way Permit

- Select “Create an Application”
Development Services Department

Step 4 - Streetary Right-of-Way Permit

- Read and acknowledge the Disclaimer
- Click Continue Application
Step 5 - Streetary Right-of-Way Permit

Select a Record Type

- Select the permit type you would like to apply for and click Continue Application

Note: For PTS Permits, please refer to instructions in the OpenDSD User Guide to PTS Projects.

Select a Record Type

- PTS
  - PTS Electronic Submittal
- Simple No Plan Permits
  - No-Plan - Nonresidential/Multifamily - Electrical
  - No-Plan - Nonresidential/Multifamily - Mechanical
  - No-Plan - Nonresidential/Multifamily - Plumbing
  - No-Plan - Residential - Combination Mech/Elec/Plum
- Traffic & Transportation
  - Traffic Control Permit
  - Transportation Permit
- Grading, Right of Way, Mapping Applications
  - Deferred As Graded
  - Engineering Construction Change
  - Grading, ROW, Mapping - Associated Submittal
  - Grading, ROW, Mapping - Standalone
  - Right of Way - Dry Utilities
  - Right of Way - Minor - Rapid Review
- Miscellaneous Applications
  - Others
- Building Applications
  - Building Construction
  - Building Construction - CIP or Public Project
  - Building Construction - Master Plan Accessory Structure
  - Building Construction - Master Plan MDU
  - Building Construction - Master Plan SDU
  - Building Construction - Special Programs
  - Building Construction Change
  - Deferred Fire Submittal
  - Deferred Submittal
  - Demolition
  - Fire
  - Fire Construction Change
  - Photo-voltaic Construction Change
  - Photo-voltaic Residential Project
  - Plan - Mechanical/Electrical/Plumbing Standalone
  - Sign

Continue Application
Development Services Department

Step 5a - Streetary Right-of-Way Permit

Select a Record Type

- For new engineering or mapping submittals, elect “Grading, ROW, Mapping - Standalone”
- Click Continue Application

Note: For PTS Permits, please refer to instruction in the OpenDSD User Guide to PTS Projects.
Step 6 - Streetary Right-of-Way Permit

Submittal Validation

Answer the submittal validation questions.

If the answer is “Yes” to both questions you must submit a **Grading, ROW, Mapping- Associated** submittal to complete the permit application

Otherwise, click **Continue Application**
Step 7 - Streetary Right-of-Way Permit

Address Validation

- Indicate if there is an address for the Project Site
- Click Continue Application
Step 8 - Streetary Right-of-Way Permit

**Address or Parcel Entry**

- Enter Street No. and Street name only
- Click *Search* (the system will populate the parcel info)

*Tip: For numeric *Street Names* in single digits, add a zero (0). For example, for 1st Av use 01st.*
**Step 9 - Streetary Right-of-Way Permit**

**Code Validation**

Answer the Code enforcement Case question:

- If “no,” continue application:
- If “yes,” answer the additional questions

**CE CASE VALIDATION**

*Is there a code enforcement violation case on this site?:
- Yes
- No

**Code Enforcement Case Validation**

*Is there a code enforcement violation case on this site?:
- Yes
- No

Code Enforcement case number(s): 

Is this application related to the code violation?:
- Yes
- No

Will this application resolve the code violation?:
- Yes
- No

**Continue Application »**
Development Services Department

Step 10 - Streetary Right-of-Way Permit

**Project Information**

Provide the following:

1. Project scope
2. Processing timeline
3. Applicant type
4. Associated discretionary permit number(s), if applicable. If none, enter “N/A.”

- When complete, click *Continue Application*
Step 11 - Streetary Right-of-Way Permit

Permit Specific Requirements

- Select permit type and answer any additional questions
- Click Continue Application
Step 12 - Streetary Right-of-Way Permit

Upload Required Project Documents

Required documents will be listed

- Select ‘Choose File’ and drag/drop or search your files to attach them.
- You will not be able to continue if files have not been uploaded.

If you encounter Failed Scout Validation, use the Scout link and check your files.

Scout Validation Help
Additional Documents

Upload any Additional Documents you wish to include with your submittal

- Click Add
Step 14 - Streetary Right-of-Way Permit

- Select ‘Choose File’ and drag/drop or search your files to attach them
- Click ‘Type’ drop-down and select file type
- Provide a brief description of the document
- Click the Submit button
- Click Continue Application
Step 15 - Streetary Right-of-Way Permit

Review Application

Review the Application and return to previous steps by clicking on green and yellow steps tabs.
Step 16 - Streetary Right-of-Way Permit

- Acknowledge the final certification
- Click *Continue Application*
Step 17 - Streetary Right-of-Way Permit

Your record number will be created and displayed, and an email with further instructions will be sent.

Step 8: Submitted

Your application has been successfully submitted. Please print your record and retain a copy for your records.

Thank you for using our online services.

Your Record Number is PRJ-8001732.

You will need this number to check the status of your application or to schedule/check results of inspection fees have been assessed or permit issuance has been processed.

Choose “View Record Details” to Schedule Inspections, check status, or make other updates.

View Record Details »
You will receive a system generated email with your project number and what to expect next.

Hello DONNA D’ORSI,

Development Services has created your application.
Record ID: PRJ-8003236
Record Address: 1222 01st Av, San Diego, CA
Record Type: General

*Please do not reply to this email, this mailbox is not monitored.*

We received the documents you submitted and the current status of your project is *In Queue*.

Please allow 2-3 business days for your submittal to be processed. During *Pre-Screen* the documents will be reviewed by staff for completeness in accordance with the [Project Submittal Manual](https://www.sandiego.gov).

An email notification will be sent with the next steps to complete the submittal process.

*The progress of your application can be tracked through your* [Online Permitting Account](https://www.sandiego.gov).

*For questions about your user account or help uploading, contact DSDProjectInfo@sandiego.gov*

Thank you,
City of San Diego
Development Services Department
Completeness Check – Currently 12 Working Days

First Review – 20 Working Days

Second Review – 11 Working Days

Issuance - Currently 12 Working Days

Express Option

Applicant’s Designer Response Time
Online Virtual Appointments
Development Services Webpage

Small Business and Restaurant Assistance Program
Questions?