

FORM

**DS-318**

July 2024

# Ownership Disclosure Statement

**Permit/Approval Type:** Check the appropriate box for permit/approval and type(s) requested (See [Project Submittal Manual](#)):

☐ **Development Permit:** \_\_\_\_\_

☐ **Subdivision Approval:** \_\_\_\_\_

☐ **Policy Approval:** \_\_\_\_\_

**Project Title:** \_\_\_\_\_ **Project No. For City Use Only:** \_\_\_\_\_

**Project Location/Address/Accessor's Parcel Number:** \_\_\_\_\_

## Specify Form of Ownership/Legal Status (please check):

☐ Individual    ☐ Partnership    ☐ Corporation    ☐ Limited Liability -or-    ☐ General – What State? \_\_\_\_\_

Corporate Identification No.: \_\_\_\_\_ ☐ Trust - Date of Trust: \_\_\_\_\_

☐ City of San Diego/Asset Management Department: \_\_\_\_\_

By signing the Ownership Disclosure Statement, the owner(s) acknowledge that an application for a permit, map or other matter will be filed with the City of San Diego on the subject property with the intent to record an encumbrance against the property. On the second page of this form, please list the owner(s), the applicant(s), and other financially interested persons of the above-referenced property. A financially interested party includes any individual, firm, co-partnership, joint venture, association, social club, fraternal organization, corporation, estate, trust, receiver or syndicate with a financial interest in the application, or:

## Important Instructions

1. If the applicant includes a corporation or partnership, include the names, titles, and addresses of all individuals owning more than 10% of the shares.
2. If it's a publicly owned corporation, include the names, titles, and addresses of the corporate officers.
3. If any person is a nonprofit organization or a trust, list the names and addresses of ANY person serving as an officer, director, trustee or beneficiary of the nonprofit organization.
4. The applicant is responsible for notifying the Project Manager of any changes in ownership during the time the application is being processed or considered. Changes in ownership are to be given to the Project Manager at least 30 days prior to any public hearing on the subject property. Failure to provide accurate and current ownership information could result in a delay in the hearing process.
5. A signature is required of at least one of the property owners.
6. Attach additional pages if needed.

**Property Owner/Authorized Agent****(Per [SDMC 5112.0102](#))**

☐ Owner ☐ Authorized Agent ☐ Member ☐ Trustee ☐ Tenant/Lessee ☐ Successor Agency  
☐ City of San Diego/Asset Management Department\*

Name of Individual:

On behalf of:

Street Address:

City:

State:

Zip:

Phone Number:

Email:

Signature:

Date:

Additional pages attached: ☐ Yes ☐ No*\*(Signature within this section not required for City of San Diego/Asset Management Department)***Applicant ☐ Check if Same as Property Owner/Authorized Agent****(Per [SDMC 5112.0102](#))**

☐ Owner ☐ Authorized Agent ☐ Member ☐ Trustee ☐ Tenant/Lessee ☐ Successor Agency

Name of Individual:

On behalf of:

Street Address:

City:

State:

Zip:

Phone Number:

Email:

Signature:

Date:

Additional pages attached: ☐ Yes ☐ No**Other Financially Interested Persons ☐ Check if N/A**

☐ Owner ☐ Authorized Agent ☐ Member ☐ Trustee ☐ Tenant/Lessee ☐ Successor Agency

Name of Individual:

On behalf of:

Street Address:

City:

State:

Zip:

Phone Number:

Email:

Signature:

Date:

Additional pages attached: ☐ Yes ☐ NoVisit our web site: [sandiego.gov/DSD](http://sandiego.gov/DSD).

Upon request, this information is available in alternative formats for persons with disabilities.

DS-318 (07-24)