

FORM

**DS-375**

November 2022

## Preliminary Review Questionnaire

See [Information Bulletin 513](#), Preliminary Review, for more information.

### Review Type:

- Single Discipline Preliminary Review
- Multiple Discipline Preliminary Review
- Senate Bill (SB) 330 Preliminary Review – under the “Housing Crisis Act of 2019” (see Section G. below)

Below is typical information needed for preliminary review. Detailed and specific information provided will facilitate the project review process. It is **MANDATORY** to complete the following and, if not applicable, please indicate N/A. Incomplete information will delay the processing of your request. Please print legibly or type and attach additional sheets to provide more information, if necessary.

### A. Applicant Information

Name:

Company:

Address:

City:

State:

Zip Code:

Phone No.:

Fax Number:

Email Address:

### B. General Project Information

1. Project Address

2. Assessor’s Parcel Number(s) (APN):

3. Parcel Size:

4. Legal Description:

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<b>5. Proposed Use (check all that apply):</b>				
<input type="checkbox"/> Single Dwelling	<input type="checkbox"/> Multiple Dwelling	If Multiple Dwelling, Number of Units:		
<input type="checkbox"/> Commercial	<input type="checkbox"/> Industrial	<input type="checkbox"/> Scientific Research	<input type="checkbox"/> Office	<input type="checkbox"/> Other
<b>6. Project Description:</b>				
<b>7. Describe project background (what and when was the last development activity on the site):</b>				
<b>8. List all permits/approvals related to the project (e.g., board of appeals approvals, lot tie agreements, easement agreements, building restricted easements, development permits, policy approvals, subdivision approvals, or other special agreements with the city), if any:</b>				
<b>9. Does the project include new construction?</b>		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If Yes, what is the proposed height and number of stories?				
<b>10. Does the project include an interior remodel (tenant improvement)?</b>		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<b>11. List any requested permits, actions, or approvals:</b>				
<b>12. Are you requesting a determination on whether the site has potential historic resources?</b>		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<p><b>If this is your only request, you do not need to complete the rest of this form.</b>                  Stop here and provide the following:</p>				
<b>Building Record (Residential or Commercial)</b>				
<b>a.</b> Please call the County of San Diego Assessor’s Office at (858) 505-6262 to verify where your Building Record is located.				
<b>Notice of Completion</b>				
<b>b.</b> A Notice of Completion is normally found at the County Administration Center, 1600 Pacific Highway, Room 103, San Diego CA 92101. If a Notice of Completion cannot be located, add the following note on the Building Record: “Notice of Completion cannot be located.”				
<b>Photographic Survey</b>				
<b>c.</b> A photographic survey of the property should consist of color photographs of each elevation of each building on the site, a view of the front of the building or structure from the street and photographs of any additional				

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details relevant to the project. A photographic survey key should be included as well. These photographs should be provided printed in color AND digitally on a CD.

d. In lieu of 12. a. through 12.c above, a site-specific historic survey may be provided.

13. Are you requesting a "Will Serve" letter? Yes No

For which service: Water Wastewater

If the "Will Serve Letter" is your only request, you do not need to complete the rest of this questionnaire.

14. Are you requesting the cancellation of a Development Permit? If so, you must first determine that the project was built in conformance with all the use and development regulations that applied to the site at the time of approval [126.0110(b)(1)].

Once you have made this determination, please include with your application a letter from the applicant to the Development Services Department attesting to that fact. **If this is your only request, you do not need to complete the rest of this form.**

15. List specific policy questions, issues, or items needing clarification. Please include all supporting and necessary documents to enable staff to respond to your question (plans, calculations, reports, surveys, analysis, etc. See item F of this questionnaire for additional suggestions). **For multiple discipline reviews, please indicate the review discipline you want to answer each question. This information is required to distribute your review to your desired disciplines; your project may be delayed if you do not include it.** You may attach multiple sheets if necessary; for a list of several questions, this may be preferred.

### C. SINGLE DISCIPLINE PRELIMINARY REVIEWS ONLY: *Check which discipline(s) you want to review.*

A brief explanation of the Development Services Department and some Planning Department division's areas of plan review responsibility is provided below. Use this information to determine which discipline(s) you would like to answer your specific questions, issues or items needing clarification. Staff will distribute the review based upon the response to item B.15 and Part C. **Do not use this list to indicate distribution for multiple discipline preliminary reviews.** Multiple discipline preliminary reviews should have questions labeled per discipline as stated in item B.15 above.

**Combined Review:** Reviews projects for water and sewer requirements, energy conservation requirements for single-family residences and the California Residential Code compliance for room additions.

**Community Planning:** Reviews discretionary projects for consistency with policy documents (e.g., Community Plan, Local Coast Plan, General Plan, etc.) for process 3 Site Development Permit for Community Plan Implementation Overlay Area B and all Process 4 - 5 decisions.

**Downtown Planning Review:** Reviews projects for consistency with the Downtown Community Plan, Downtown Design Guidelines, and planned district ordinances.

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- Drainage & Grades:** Reviews ministerial grading and public right-of-way projects for conformance with policies and standards.
- Electrical:** Reviews construction permit projects for compliance with the California Electrical Code and the lighting requirements of the California Energy Efficiency Standards.
- Engineering Review:** Reviews all projects to determine public improvement and grading permit requirements including conformance with storm water and special flood hazard area regulations
- Environmental Analysis:** Provides interpretation on project related environmental issues based on the applicant's project description (note: it is usually not possible to determine the type of environmental document required during the preliminary review process); determines need for site-specific survey and location of potential historical resources.
- Facilities Financing:** Assesses permits for Facilities Benefit Assessments (FBA), Development Impact Fees (DIF), Housing Trust Fund Fees (HTF), and Regional Transportation Congestion Improvement Program Fees (RTCIP).
- Fire Alarm:** Reviews projects for fire alarm systems compliance with the California Building Code and California Fire Code and applicable National Fire Protection Association (NFPA) standards.
- Fire Plan Review:** Reviews project for fire department access roadways and hydrant design and locations compliance with the California Building Code and California Fire Code.
- Geology:** Reviews projects for geotechnical compliance with the California Building Code and Land Development Code.
- Hazardous Materials:** Reviews projects for occupancy classification, control areas, and for any special hazard when hazardous materials are used or stored in compliance with the California Building Code and California Fire Code.
- Historical Resources:** Applicants can seek early input from Historical Resources Board staff about whether the proposed modifications to designated or potentially historical sites are in compliance with the U.S. Secretary of the Interior's Standards for the treatment of Historic Properties. Submit information required in B.12 above, in addition to plans for the proposed modifications.
- Landscaping:** Reviews projects for compliance with the Land Development Code for Landscaping and Brush Management Requirements.
- Map Check:** Reviews Final Maps, Parcels maps, Lot Line Adjustments, Dedications, Easements, Certificates of Correction, Certificates of Compliance, and other record drawings. Reviews applications for public right-of-way vacations and easement abandonments.
- Mechanical:** Reviews projects for compliance with the California Mechanical Code and the California Energy Efficiency Standards.
- Multiple Species Conservation Program (MSCP):** Reviews projects for compliance with MSCP.
- Noise:** Reviews projects for compliance with the Land Development Code and Title 24 noise transmission control requirements.
- Open Space/Park Development:** Reviews all projects for open space dedication requirements and impacts to open space.
- Planning Review:** Reviews projects for compliance with zoning, land use and property development regulations of the Land Development Code, Planned Districts, and some overlay zones (excludes the Downtown Community Plan area).

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- Smoke Control:** Reviews projects for smoke control system compliance with the California Building Code.
- Street Lights/Traffic Safety:** Reviews ministerial projects for compliance with street lighting, traffic control and other traffic safety issues. Issues traffic control permits.
- Structural:** Reviews projects for compliance with the California Building Code (e.g., means of egress, disabled accessibility, occupancy classification, type of construction, allowable areas, fire resistive construction, structural systems, and design regulations).
- Suppression:** Reviews projects for fire sprinkler systems, special extinguishing systems, and kitchen hood systems compliance with the California Building Code and California Fire Code and applicable National Fire Protection Association (NFPA) standards.
- Telecom WCF (Wireless Communication Facility):** Reviews projects for compliance with land use and development regulations of the Land Development Code and for Spectrum Act Applications.
- Transportation Development:** Performs discretionary reviews and reviews traffic studies for parking and right-of-way requirements.
- Water/Wastewater:** Reviews discretionary projects for water and wastewater issues. Reviews ministerial grading and public right-of-way permits for impacts to water and wastewater facilities. Prepares Will-Serve letters. Reviews/approves Water and Sewer Studies.

#### D. Construction Permits Project Information

Respond to the following questions if your preliminary review will include issues involving construction permits, such as building, grading or public right-of-way permits.

1. Will the existing/proposed building be sprinkled?  Yes  No

2. Have you done a means of egress analysis? (If yes, provide plans.)  Yes  No

<b>3. Type of Construction (per CBC):</b>	Existing:	Proposed:
<b>4. Occupancy Classification (per CBC):</b>	Existing:	Proposed:
<b>5. Building Square Footage:</b>	Existing:	Proposed:

6. Has the site been previously graded?  Yes  No

7. Provide the earthwork quantities for proposed grading (cut, fill, import, export, in cubic yards):

8. List any proposed public improvements:

**E. Development Permit and Policy Approval Project Information**

Respond to the following questions if your preliminary review will include issues involving land use or property development regulations, such as subdivisions, use permits, land use plan amendments, etc.

- 1. In which Community Planning area is the project located?

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- 2. Will the request include a Community Plan Amendment?  Yes  No  
 If yes, please describe the amendment:

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- 3. What is the base zone of the project premise? (Include the name of the Planned District, if applicable.)

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- 4. Does the project site have any structures that are over forty-five years old?  Yes  No

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- 5. Could the premises be historically significant for any reason?  Yes  No  
 If yes, please explain:

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- 6. Is your project located in an area of sensitive biological resources, the City's Multiple Habitat Planning Area (MHPA), a wetland area, etc.?  Yes  No

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- 7. Will your project generate new storm water runoff?  Yes  No

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- 8. Will there be a request for Rezone?  Yes  No  
 If Yes, what zone is proposed?

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- 9. Proposed Parking Ratio:

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- 10. List any deviation or variance requests:

**F. Suggested Documents to Provide**

In addition to this completed questionnaire, the following materials may be necessary for distribution to the Preliminary Review Team.

- 1. A site analysis that includes the following information:

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- a. Conditions and land uses surrounding the site
  - b. Circulation system in the neighborhood
  - c. Topography of the site and of neighboring property
  - d. Drainage patterns
  - e. Soil types
  - f. Location and identification of existing vegetation
  - g. Existing use of the site and the location and size of any existing structures
  - h. Location of existing utilities (water, sewer, drainage)
  - i. View corridors to and from the site
  - j. Known easements on and adjacent to the property
2. A conceptual site plan of the proposed development on the site, with all property lines shown and dimensioned
  3. Preliminary elevations and sections, as needed, to explain the proposed development
  4. Existing and proposed contours
  5. Known issues unique to the site or the community
  6. Vicinity Map
  7. Structural Calculations
  8. Disabled Accessibility Plans
  9. Geotechnical Report/Soils Report

## G. Senate Bill (SB) 330 Checklist

The Housing Crisis Act of 2019 (SB 330) establishes a preliminary application process through which an applicant for a housing development project may obtain a vesting opportunity to allow for continued review under the ordinances, standards, and policies in effect when the preliminary application is deemed complete.

A housing development project is defined as any of the following:

- Residential units only (two or more units);
- Mixed-use developments consisting of residential and nonresidential uses with at least two-thirds of the square footage designated for residential use; or
- Transitional or supportive housing.

### Eligibility

To be eligible for this opportunity, specific information is required for a preliminary application to be deemed complete. In addition to a response and/or documents listed in Sections A through F above, a response to the following criteria is required. Please provide it, with responses numbered according to the criteria listed below, as a separate attachment to the Preliminary Review application:

1. The specific location, including parcel numbers, a legal description, and site address, if applicable.
2. The existing uses on the project site and identification of major physical alterations to the property on which the project is to be located.

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3. A site plan showing the location on the property, elevations showing design, color, and material, and the massing, height, and approximate square footage, of each building that is to be occupied.
4. The proposed land uses by number of units and square feet of residential and nonresidential development using the categories in the applicable zoning ordinance.
5. The proposed number of parking spaces.
6. Any proposed point sources of air or water pollutants.
7. Any species of special concern known to occur on the property.
8. Whether a portion of the property is located within any of the following:
  - a. A very high fire hazard severity zone, as determined by the Department of Forestry and Fire Protection pursuant to Section 51178.
  - b. Wetlands, as defined in the United States Fish and Wildlife Service Manual, Part 660 FW 2 (June 21, 1993).
  - c. A hazardous waste site that is listed pursuant to Section 65962.5 or a hazardous waste site designated by the Department of Toxic Substances Control pursuant to Section 25356 of the Health and Safety Code.
  - d. A special flood hazard area subject to inundation by the 1 percent annual chance flood (100-year flood) as determined by the Federal Emergency Management Agency in any official maps published by the Federal Emergency Management Agency.
  - e. A delineated earthquake fault zone as determined by the State Geologist in any official maps published by the State Geologist, unless the development complies with applicable seismic protection building code standards adopted by the California Building Standards Commission under the California Building Standards Law (Part 2.5 (commencing with Section 18901) of Division 13 of the Health and Safety Code), and by any local building department under Chapter 12.2 (commencing with Section 8875) of Division 1 of Title 2.
  - f. A stream or other resource that may be subject to a streambed alteration agreement pursuant to Chapter 6 (commencing with Section 1600) of Division 2 of the Fish and Game Code.
9. Any historic or cultural resources known to exist on the property.
10. The number of proposed below market rate units and their affordability levels.
11. The number of bonus units and any incentives, concessions, waivers, or parking reductions requested pursuant to Section 65915.
12. Whether any approvals under the Subdivision Map Act, including, but not limited to, a parcel map, a tentative map, or a condominium map, are being requested.
13. The applicant's contact information and, if the applicant does not own the property, consent from the property owner to submit the application.
14. For a housing development project proposed to be located within the coastal zone, whether any portion of the property contains any of the following:
  - a. Wetlands, as defined in subdivision (b) of Section 13577 of Title 14 of the California Code of Regulations.
  - b. Environmentally sensitive habitat areas, as defined in Section 30240 of the Public Resources Code.
  - c. A tsunami run-up zone.
  - d. Use of the site for public access to or along the coast.

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15. The number of existing residential units on the project site that will be demolished and whether each existing unit is occupied or unoccupied.
16. A site map showing a stream or other resource that may be subject to a streambed alteration agreement pursuant to Chapter 6 (commencing with Section 1600) of Division 2 of the Fish and Game Code and an aerial site photograph showing existing site conditions of environmental site features that would be subject to regulations by a public agency, including creeks and wetlands.
17. The location of any recorded public easement, such as easements for storm drains, water lines, and other public rights of way.

### Reference Table

- [Information Bulletin 513, Preliminary Review](#)
- San Diego Municipal Code, [§143.0910](#)
- Land Development Manual, [Project Submittal Requirements](#)
- Parcel Information, [DS-302](#)
- Affordable Housing Requirements Checklist, [DS-530](#)

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