



CITY OF SAN DIEGO - 1222 FIRST AVE., M.S. 501, SAN DIEGO, CA 92101

# PUBLIC NOTICE

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**Date:** March 15, 2019

**Subject:** Plan/Documents Hold in Plan Pick-Up - Policy Change

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**Effective April 15, 2019**, the Development Services Department will hold project documents, including plans, in the Plan Pick-Up area for a maximum of **30 calendar days**. Plan Pick-Up is located on the 3<sup>rd</sup> floor of the City Operations Building at 1222 First Avenue. Customer notifications will reflect this timeframe.

To ensure a smoother processing experience, please note the following reminders:

- **Contact Information:** Ensure customer contact information is up-to-date and not duplicative. Staff members involved with project processing can assist with any needed updates.
- **Email for contacts:** To ensure information is provided as quickly as possible, it is recommended that an email address be provided for each contact, and that the preferred method of communication be listed as "email." Staff members involved with project processing can assist with any needed updates.
- **Appropriate Point of Contact for your project:** This person will be the contact used for any notifications by the Development Services Department, and should be the appropriate person who can disseminate information to the applicant team, as well as act as the project representative. The Point of Contact can be changed during the course of the project based on the processing point, as determined by the applicant. Staff members involved with project processing can assist with any needed modifications.

Visit [www.sandiego.gov/DSD](http://www.sandiego.gov/DSD) for more information regarding the Development Services Department.