



# HOW TO ESTABLISH AND PERMIT MASTER PLAN RESIDENTIAL PHASED DEVELOPMENT FOR SINGLE DWELLING/DUPLEX UNITS

CITY OF SAN DIEGO DEVELOPMENT SERVICES DEPARTMENT

INFORMATION  
BULLETIN

# 114

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This information bulletin describes the process to establish master plans for phased development of single dwelling/duplex units on single lots. For information on establishing master plans for miscellaneous structures, such as swimming pools and stairs, see Information Bulletin 114a, How to Establish Master Plans for Miscellaneous Structures.

## I. WHAT IS MASTER PLAN RESIDENTIAL PHASED DEVELOPMENT

“Master Plan Residential Phased Development” allows for the review and approval of construction documents for different plan types, with or without options, for single dwelling/duplex units under the following two process types:

### A. One Step Process – Master Plan Residential Phased Development

The One Step Process allows Master Plan Establishment, Models, Temporary Sales Office, and Master Plan Production Unit (s) to be reviewed and approved in one set of construction documents with an approved phasing plan. The phasing plan will show lot lines, the footprint of each unit on each lot, streets, and the boundaries of each construction phase. The phasing plan will allow the applicant to obtain construction permits at different times utilizing the approved phasing plan. The One Step Process is the most efficient process for projects which meet the prerequisites identified in Table A - Prerequisites for Project Submittal and Table B - Prerequisites for Permit Issuance.

### B. Multiple Step Process – Master Plan Establishment, Model, Temporary Sales Office, and Master Plan Production Unit (s)

This is an alternate process which involves multiple steps. The first step would be a Master Plan Establishment Project submittal. This allows for the review and approval of construction documents for

### Documents Referenced in this Information Bulletin

- California Building Code, (CBC)
- [Project Submittal Manual, Section 2A](#)
- [Information Bulletin 501, Fee Schedule, for Construction Permit-Structures](#)
- [Information Bulletin 122, How to Prepare a Site Plan and Vicinity Map](#)
- [Water Meter Data Card, DS-16](#)
- [Supplemental Water Meter Data Card, DS-16A](#)
- [Affordable Housing Requirements Checklist, DS-530](#)
- [Storm Water Requirements Applicability Checklist, DS-560](#)
- [Supplemental General Application, DS-3032A](#)
- [Schedule for Water & Sewer Fees](#)
- [Confirmation of As-Built Options, DS-4101](#)
- [Information Bulletin 114a, How to Establish](#)

different plan types, with or without options, for single dwelling/duplex units. After the Master Plan Establishment Project is approved and issued, the applicant may submit the architectural site plan to obtain construction permits for the models and/or Production Phase Units. The model homes may be submitted with the establishment of the master plan in the first step or submitted once the master plan establishment is approved.

## II. SELECTING YOUR PREFERRED PROCESS

Which is the best process for your project? Each project is unique. Depending on the project’s goal and timeline, an applicant may decide to select the One Step Process or Multiple Step Process. TABLE A - Prerequisites for Project Submittal and TABLE B - Prerequisites for Permit Issuance are intended to guide you in selecting the process which best suits your project needs.

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

Table A - Prerequisites for Project Submittal				
	One Step Process	Multiple Step Process		
Prerequisites	Phased Development (Master Plan Establishment & Production in One)	Master Plan Establishment	Models <sup>1</sup>	Master Plan Production (s)
Phasing Plan	R	NR	NR	NR
Table for Valuation/Chargeable Square Footage for School Fee & Building Permit (see sample on page 5)	R	R	NR	NR
Table for Lot Specific Conditions (see sample on page 5)	R	R	NR	NR
Table for Floor Area Ratio (see sample on page 6)	R	NR	R	R
Individual Lot Specific Site Plan Drawing	R	NR	R	R
Application Expiration	All Permits must be obtained within one year of the application date or a 180-day Application Extension of Time (if approved)	Master Plan will expire with the City's adoption of a new California Building Code	All Master Plan Production Units must be obtained prior to the expiration of the Master Plan.	

Legend: R = Required, N/R = Not Required.

<sup>1</sup>Models may be submitted at the same time when establishing Master Plan.

Table B - Prerequisites for Permit Issuance				
	One Step Process	Multiple Step Process		
Prerequisites	Phased Development (Master Plan Establishment & Production in One)	Master Plan Establishment	Models <sup>1</sup>	Master Plan Production (s)
Final Map Recorded	R	NR	NR	R
Grading Permit Issued	R	NR	R	R
Foundation Design Identified	R	R	R	R
Lots with Brush Management Alternative Compliance Identified	R	R	R	R
Has an Approved Master Plan	NR	NR	R	R

Legend: R = Required, N/R = Not Required.

<sup>1</sup>May be submitted at the same time when establishing master plan.

<sup>2</sup>If Final Map is not recorded, model homes may be constructed with a recorded Consent of Judgment Agreement.

### III. SUBMITTAL REQUIREMENTS

To begin the submittal process, obtain a project number by emailing the Master Plan Coordinator at

[DSDMasterPlanCoord@SanDiego.gov](mailto:DSDMasterPlanCoord@SanDiego.gov)

All forms, documents and applications must be submitted electronically once a project number is given. Visit the Development Services Department website at [sandiego.gov/DSD](http://sandiego.gov/DSD) to begin the submittal process. Additional information, including a detailed [User Guide](#), is also available. Provide the following forms/documents:

#### A. Plans and Documents

The Submittal Requirement Matrix below identifies the forms, documents, and plans that are required.

#### B. Temporary Sales Office

The conversion of a portion of the single dwelling unit (typically the garage) into a temporary sales office may be permitted during the establishment of the master plan and requires:

1. A floor plan showing the temporary sales office as well as a floor plan for conversion back to the permanent use (e.g., garage use).
2. Identification as to which unit will include the temporary sales office.
3. Fire sprinkler plans for the temporary sales office.
4. A site plan showing accessible parking space(s) and accessible path of travel from such parking space(s) to the sales office, in compliance with the accessibility provisions of CBC, Chapter 11B, as applicable. Show clear width, length, slope (running and cross), surface type, passing spaces, handrail, and landings for the accessible route of travel.
5. A plan indicating at least one accessible unisex toilet facility serving the sales office in compliance with CBC. The required accessible unisex toilet facility can be provided by one of the following:
  - a. Providing an accessible pre-

manufactured portable unisex toilet facility.

- b. Constructing a temporary accessible unisex toilet facility in the garage.
  - c. One of the bathrooms in the permanent house is an accessible unisex toilet facility and on an accessible route from the sales office.
6. Landscape plans for temporary Vehicular Use Area per San Diego Municipal Code 142.0408.

As a condition of final inspection of the dwelling, the temporary sales office will be required to be removed and the space converted to its permanent use as identified on the approved plans.

**Table C - Submittal Requirement Matrix**

	One Step Process	Multiple Step Process		
	Phased Development (Master Plan Establishment & Production in One)	Master Plan Establishment	Models <sup>3</sup>	Master Plan Production(s)
General Application (DS-3032 and DS-3032A) <sup>1</sup>	R	R	R	R
Water Meter Data Card (DS-16 and DS- 16A) <sup>1</sup>	R	R	R	R
Storm Water Checklist (DS-560) <sup>1</sup>	R	NR	R	R
Affordable Housing Checklist (DS-530) <sup>1</sup>	R	NR	R	R
Site Plan Package <sup>1</sup>	R	R	R	R
Architectural Package <sup>1</sup>	R	R	NR	NR
Structural Package <sup>1</sup>	R	R	NR	NR
Landscape Construction Package <sup>1</sup>	R	R	R	R
Brush Management Plan <sup>1</sup>	R	R	R	R
Title 24 Energy Documentation <sup>1</sup>	R	R	NR	NR
Structural calculations <sup>1</sup>	R	R	NR	NR
Truss Plans and Calculations <sup>1</sup>	R	R	NR	NR
Residential Fire Sprinkler System <sup>2</sup>	R	R	NR	NR
Geotechnical Investigation Report <sup>1</sup>	R	R	R	R
Other Technical Studies <sup>1</sup>	R	R	NR	NR
Reference Materials - Provide a copy of the recorded Final Map or Tentative Map, the approved grading plans, public improvement plans and prior discretionary approval documentation if applicable in <i>.pdf format</i> .	R	R	R	R
Phasing Plan. The phasing plan is a geographic representation of the limits of work for each construction phase (including private streets) and may be included with the architectural site plan.	R	NR	NR	NR

<sup>1</sup> See Section 2A of the Land Development Manual, Project Submittal Requirements for a detailed description of the required content.

<sup>2</sup> For a detailed description of the content of each of the required forms, documents and plans, see Information Bulletin 124, "How to Obtain a Permit for Residential Fire Sprinklers." Fire Sprinkler plans may be deferred to the second plan check submittal.

<sup>3</sup> May be submitted at the same time when establishing Master Plan.

Legend: R = Required, N/R = Not Required.

SAMPLE - VALUATION/CHARGEABLE SQUARE FOOTAGE FOR SCHOOL FEE							
Master Plan # 123456	Building Valuation Square Footage					Chargeable Square Footage	
	1 <sup>st</sup> Floor	2 <sup>nd</sup> Floor	Garage	Patio Cover	Deck	School Fee <sup>1</sup>	Building Permit <sup>2</sup>
<b>PLAN TYPE 1</b> (base only, no options)	1200	900	600	150	100	2100	2950
A: Opt. Office in lieu of 3 Car Garage	200		-200			+200	+0
B: Opt. Detached Guest Quarter	500					+500	+500
C: Opt. Deck Extension					200	+0	+200
<b>PLAN TYPE 2</b> (base only, no options)	1300	1100	700	200	150	2400	3450
A: Opt. Pantry in lieu of 3 Car Garage	150		-150			+150	+0
B: Opt. Patio Cover Extension				100		0	+100
<b>PLAN TYPE 3</b> (base only, no options)	1400	800	700	200	100	2200	3200
A: Opt. Bedrm 4 in lieu of 3 Car Garage	200					+200	+0

<sup>1</sup>“Assessable space” is subject to school fees. The California Government Code defines the “assessable space” as all of the square footage within the perimeter of a residential structure, not including any carport, walkway, garage, overhang, patio, enclosed patio, detached accessory structure or similar area. See Information Bulletin 146 for details.

<sup>2</sup>Total square footage of building footprint which is included in the permit and subject for inspection

**C. Valuation/Chargeable Square Footage for School Fee Table**

This table is required on the One Step Process or the Master Plan Establishment (Multiple Step Process). Do not include this table on Model or Master Plan Production Phase (s) in the Multiple Step Process.

**D. Lot Specific Conditions Table**

Each lot included in the master plan has conditions that are unique to that lot, such as foundation type due to different soils conditions. In addition, the lot may have encroachments into brush zones that may have been approved during the

discretionary permit using alternative compliance measures. The Lot Specific Conditions Table must be provided on the cover sheet of the phasing plan (One Step Process) and on the Master Plan Establishment submittal (Multiple Step Process). This table should not be provided on the model and/or production phase plans in the Multiple Step Process. The main purpose of the Lot Specific Conditions Table is to assist contractors and inspectors in identifying those lots that have a unique construction requirement.

SAMPLE - LOT SPECIFIC CONDITIONS TABLE							
Phase	Lot No.	Project Address	Foundation Type <sup>1</sup>	Geo. Req. <sup>2</sup>	Brush Mgmt. Plans - Alt. Compliance <sup>3</sup>		Very High Fire Hazard Severity Zone
					Windows	Walls	
1	55	1234 K. St.	I	Required			
1	56	1235 K St.	II		Per Sheet A-25	Per Sheet A-40	Per Sheet A-25, A-40
1	57	1236 K St.	I		Per Sheet A-25		Per Sheet A-25, A-40
2	58	1237 K St.	III	Required			
2	59	1239 K St.	II		Per Sheet A-25		Per Sheet A-25, A-40

<sup>1</sup> A number or letter matching recommended foundation requirements per soil conditions determined during structural review.

<sup>2</sup> Indicates lots requiring an as-graded geotechnical report prepared in accordance with the City's "Guidelines for Geotechnical Reports" that specifically addresses implementation of measures to avoid or mitigate geologic hazards on or adjacent to the subject lot(s). This report shall be submitted for review of production phase units.

<sup>3</sup> Indicates location of special construction details required for those lots with alternative brush management or for lots located within the Very High Fire Hazard Severity Zone.

SAMPLE - FLOOR AREA RATIO FOR ZONING/PLANNING PURPOSES			
LOT	PLAN TYPE	LOT SIZE (square feet)	Proposed Floor Area Ratio <sup>1</sup>
55	1	5800	63.93%
56	2	5500	65.45%
57	1	5800	62.93%
60	2	5500	65.45%

<sup>1</sup> Where proposed FAR is based upon a cumulative average for all lots within a subdivision and not on an individual lot basis per an approved development permit, provide a foot note to this effect.

**E. Floor Area Ratio Table**

The Floor Area Ratio Table is required on the cover sheet of the Phasing Plan (One Step Process) and on the Model and Production Phase plans (Multiple Step Process). The table should not be provided on the master plan establishment plans (Multiple Step Process). This table is used to identify the plan type being proposed on each lot at the time of building permit and includes the lot size and floor area ratio as defined in Land Development Code Section 113.0103. It is not necessary to note the selection of approved options at this time. The selection of approved options will be documented at the end of the project using the Confirmation of As-Built Units (Form DS-4101). See Section IX for more information.

however, the applicant may obtain building permits for each phase at different times utilizing the approved phasing plan. To obtain the first phase building permit(s), please submit:

- A.** Complete final versions of building construction plans which had been reviewed and approved by required review discipline (s).
- B.** General Application (DS-3032) and Supplemental General Application (DS-3032A).
- C.** Approved Water Meter Data Card (DS-16), and Supplemental Water Meter Data Card (DS-16A), one per plan type.
- D.** Waste Management Form, one per lot.
- E.** Certificates of Compliance from the school district. One Certificate per lot.

**IV. REVIEW PROCESS**

As each reviewing discipline completes a review, they will email an Issues Report (if not approved) to the Point of Contact. The Issues Report will contain the reviewer's comments and instructions for resubmittal. Notify Project Manager for any project's scope changes.

To obtain building permits for subsequent phases, the applicant will need to submit:

- A.** General Application (DS-3032) and Supplemental General Application (DS-3032A).
- B.** Waste Management Form, one per lot.
- C.** Certificates of Compliance from the school district. One Certificate per lot.

**V. PERMIT ISSUANCE PROCESS FOR MASTER PLAN RESIDENTIAL PHASED DEVELOPMENT (ONE STEP PROCESS)**

To streamline the issuance process, a pre-permit issuance appointment is required three business days prior to permit issuance. Pre-permit issuance will allow time for Project Manager to identify and resolve issues, perform all the necessary data entries, and prepare packages for permit issuance. Applicant will be given an invoice of the fees and will also be notified if there are missing items or remaining issues to be resolved prior to permit issuance. Each phase shown on the approved set will require building permit(s),

#### VI. PERMIT ISSUANCE PROCESS FOR MASTER PLAN ESTABLISHMENT (MULTIPLE STEP PROCESS)

To streamline the issuance process, a pre-permit issuance request to the assigned Project Manager is required three business days prior to permit issuance. Pre-permit issuance will allow time for Project Manager to identify and resolve issues, perform all the necessary data entries, and prepare documents for permit issuance. Applicant will be given an invoice of the fees and will also be notified if there are missing items or remaining issues to be resolved prior to permit issuance.

Please submit:

- A. Complete final versions of building construction plans which have been reviewed and approved by required review discipline (s).
- B. General Application (DS-3032) and Supplemental General Application (DS-3032A).
- C. Approved Water Meter Data Card (DS-16) and Supplemental Water Meter Data Card (DS-16A).

#### VII. PERMIT ISSUANCE PROCESS FOR MODEL/ MASTER PLAN PRODUCTION PHASE (MULTIPLE STEP PROCESS)

To streamline the issuance process, a pre-permit issuance request to the assigned Project Manager is required three business days prior to permit issuance. Pre-permit issuance will allow time for Project Manager to identify and resolve issues, perform all the necessary data entries, and prepare documents for permit issuance. Applicant will be given an invoice of the fees and will also be notified if there are missing items or remaining issues to be resolved prior to permit issuance.

Please submit:

- A. Complete final versions of building construction plans which have been reviewed and approved by required review discipline (s).
- B. County Assessor set (site plan and floor plan sheets only).
- C. General Application (DS-3032) and Supplemental General Application (DS-3032A).

D. Approved Water Meter Data Card (DS-16) and Supplemental Water Meter Data Card (DS-16A), one per plan type.

E. Waste Management Form, one per lot.

F. Certificates of Compliance from the school district. One Certificate per lot.

#### VIII. CONSTRUCTION CHANGES TO AN ESTABLISHED MASTER PLAN

Construction changes must be approved prior to scheduling final inspection on any permits under the one step process or prior to submitting for additional production phase building permits (multiple step process). The review of the construction change will be charged at the reviewers' hourly rate.

**Prior to implementing the changes**, all construction changes must be submitted to the City Structural Field Engineer at the Field Inspection office for review and approval process except for the following changes which must be submitted through the assigned Project Manager:

A. Change of Plan Type.

B. Change in building footprint.

C. Permanent BMP's.

D. Brush Management Alternative Compliance details.

E. Changes which impact energy requirements such as fenestration type and size, water hearer, HVAC.

F. Changes to fire sprinkler spacing and types.

See Information Bulletin 118 "How to Process Construction Changes to Approved Plans" for submittal requirements. Additionally, a tabulated detailed description of construction changes, the affected sheet, and the regulations must be included with all construction changes for obtaining approval for changes to construction plans that have already been approved.

SAMPLE - DELTA 3 CONSTRUCTION CHANGES		
Brief Description of Changes	Affected Sheet(s)	Affected Requirements
A window size in the master bedroom south wall changed from 2'-0"x4'0" to 3'0"x4'0"	A 2.1.0	Title 24
Post & beam connection detail at the north east corner of the living room	S 3.1.1	CRC
Wood pattern of garage door	A 4.2.2	N/A
Archway added to rear porch	A 4.2.3	N/A
Change plan type on lot 42	A 1.1.0	Land Development Code
Provide Alternative brush management on lot 6	A 1.3.1	Land Development Code

**IX. CONFIRMATION OF AS-BUILT UNITS**

Most master plan projects include approved optional floor plan layouts for the buyers to select. These options may be selected after permit issuance. Master Plan projects that include options will require a completed Confirmation of As-Built Units (Form DS-4101) to be submitted to the City Project Manager assigned to your project prior to final inspection. This form is necessary to document which options, if any, were constructed per the permitted Master Plan.

Most selected options will not trigger a review. When selected options are not identified at the time of permit issuance, and those options involve changes to the building footprint, additional structures (e.g., detached guest house), or additional square footage (e.g., extended deck), a construction change process will be required.

indicated below. Inspection fees are due at permit issuance. See Information Bulletin 501, Fee Schedule for Construction Permits, for other submittal and issuance fees applicable to construction permits.

For your convenience, DSD offers online payments through [OpenDSD](#). Payment drop-off in a touchless drop safe can also be made in the first-floor lobby of the Development Services Center, located at 1222 First Avenue in Downtown San Diego. This safe is checked daily, and payments processed the following business day. All payments must be in the exact amount, drawn on US banks, and be made out to "City Treasurer." Please include in the memo of the check the invoice number or Project number, or attach the invoice to the check. Cash payments are only accepted by appointment; email [DSDCashiers@sandiego.gov](mailto:DSDCashiers@sandiego.gov) to schedule an appointment.

**X. FEES**

The following plan check fees are required to be paid prior to review unless otherwise

Master Plan Single Dwelling/Duplex Unit Fees						
Approval Type	Base Sq. Ft. <sup>1</sup>	Plan Check		Inspection		Increment Sq. Ft.
		Base Rate	Increment Rate	Base Rate	Increment Rate	
Master Plan Establishment	1	\$ 5,164.43	\$ -	N/A	N/A	-
	3,000	\$ 5,164.43	\$ 0.54	N/A	N/A	3,000
	5,000	\$ 6,244.43	\$ 0.25	N/A	N/A	5,000
	10,000	\$ 7,494.43	\$ 0.25	N/A	N/A	10,000
Master Plan Production	1	\$2,380.24 for the first unit; \$201.33 each additional unit		\$ 2,131.20	\$ -	-
	3,000			\$ 2,131.20	\$ 0.17	3,000
	5,000			\$ 2,4271.20	\$ 0.04	5,000
	10,000			\$ 2,671.20	\$ 0.04	10,000

<sup>1</sup> For square footages between base square footages, multiply increment rate by square footage over increment square footage and add to base rate. For example for a 3800 square foot dwelling unit, the Master Plan Establishment plan check fee would be calculated as: 800 x \$0.53 + \$5,058.21 = \$5,482.21