



HOW TO OBTAIN A Zone History Letter

City of San Diego
Development Services Department

INFORMATION
BULLETIN

157

July 2020

This Information Bulletin is intended to provide direction for obtaining a Zone History Request. A Zone History provides confirmation on past and current zoning and land use regulations that govern a specific property within the City of San Diego’s jurisdiction and outlines redevelopment rights in the event zoning and land use regulations change. Maintenance, repair, alteration, or reconstruction of a previously conforming structure, or a change in use, is subject to the requirements of Chapter 12, Article 7, Division 1 of the Land Development Code. A Zone History will apply this code section when outlining redevelopment rights for previously conforming uses and/or structures.

Previous entitlements may be identified as part of the Zone History research (a complete listing of all entitlements and other restrictions can be obtained through a Title Company as part of a Title Report. Other local and state agencies may have jurisdiction over the property (e.g., Civic San Diego, Port of San Diego). In order to confirm the jurisdiction, please refer to the [Official Zoning map](#).

I. SUBMITTAL REQUIREMENTS

A. Complete the Zone History Request portion of this bulletin. A separate form is required for each Assessor Parcel Number. An incomplete form will not be accepted.

II. OPTIONS FOR SERVICES

A. Electronic Submittal

Send the completed Zone History Letter Request form via electronic mail to: DSDZoneHistory@sandiego.gov Within two business days of the electronic submittal, the “Applicant” as listed on the Request Form will receive an invoice for payment. The invoice is based upon each parcel and can be paid online using our [Open DSD](#) online payment system. Once the invoice has been paid, the request will be processed. The Zone History response will be emailed to the Point of Contact within 15 business days.

B. In Person

Appointments are recommended and can be made by calling 619-446-5300. Walk-in service is also available at the Development Services Department located at 1222 First Avenue, 3rd Floor. Please visit the department’s website at www.sandiego.gov/development-services for a list of business hours.

Note: **Applications sent via courier (e.g., FedEx) or US Mail cannot be accepted.**

III. FEES

The following fees are required to be paid prior to review unless otherwise noted. For your convenience, DSD offers on-line payments through [Open DSD](#). Payment may also be made in person by cash, check, debit card, Visa or MasterCard. Checks shall be in the exact amount, drawn on US banks, and made payable to the “City Treasurer.”

Please note that plan check fees and other administrative fees are non-refundable. See Refund Policy noted within Refund Application Form DS-721 for additional refund information.

Zone History Request.....\$764.12

Documents Referenced in this Information Bulletin

- San Diego Municipal Code, ([SDMC](#))
- Refund Application Form, [DS-721](#)

ZONE HISTORY LETTER REQUEST

1. APPLICANT INFORMATION

Project #: _____

Name: _____ E-mail: _____

Telephone No.: _____ Fax Number: _____

Mailing Address: _____ City: _____ State: _____ Zip Code: _____

2. POINT OF CONTACT

Same as

Applicant

Name: _____ E-mail: _____

Telephone No.: _____ Fax Number: _____

Mailing Address: _____ City: _____ State: _____ Zip Code: _____

3. Property information *(complete all requested information. An incomplete application will not be accepted.)*

Legal Description: _____

Assessor's Parcel Number: _____

Site Address of all buildings and/or structures on the site *(if none, please indicate "Vacant")*.

