



FEE/DEPOSIT SCHEDULE FOR GRADING/RIGHT-OF-WAY PERMITS & MAPPING ACTIONS

CITY OF SAN DIEGO DEVELOPMENT SERVICES
1222 First Avenue, MS 401, San Diego, CA 92101-4101

INFORMATION BULLETIN

502

JULY 2020

This Information Bulletin lists fees and deposits for Grading Permits, Public Right-of-way Permits, and mapping actions. For project submittal information, see Land Development Manual Project Submittal Requirements, Sections 3 and 5.

I. WHEN FEES ARE PAID

The fees associated with Grading/Right of Way Permits and Mapping actions may be collected during different points of the permitting process: at project submittal, during review, at permit issuance, and during inspection. There are also enhanced/optional services for which fees are collected. The following sections of this fee bulletin describe what fees are collected and when in the process they are collected.

For your convenience, DSD offers on-line payments through OpenDSD. Payment may also be made in person by cash, check, debit card, Visa or MasterCard credit cards. Checks shall be in the exact amount, drawn on US banks, and made payable to the "City Treasurer." Please review the system generated invoice for actual values prior to issuing any payment to DSD.

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

II. PLAN REVIEW FEES

A. Minor Public Right-of-Way Permits

These fees apply to minor Public Right-of-Way Permits reviewed over-the-counter per Information Bulletin 165, "How to Obtain a Public Right-of-Way Permit for Minor Public Improvements." The fees are per permit (up to 500 linear feet of excavations in the right-of-way), not per item, and are due at permit issuance.

Right of Way Permit/Minor, with or without Encroachment Agreement (Plan Check).....\$664.22
Encroachment Agreement (only).....\$624.00

Documents Referenced in this Information Bulletin

- [Project Submittal Manual](#)
- [Deposit Account/Financially Responsible Party, DS-3242](#)
- [Information Bulletin 165, How to Obtain a Public Right-of-Way Permit for Minor Public Improvements](#)
- [Information Bulletin 177, How to Obtain a Permit for Traffic Control](#)
- [Regional Standard Drawings](#)
- [Construction Cost Estimate Template](#)
- [Application for an Extension of Time for Grading/Right-of-Way Permits, DS-340](#)
- [Application Extension Requests for Grading/Right-of-Way and Mapping Projects, DS-4100](#)
- [Minor Water Pollution Control Plan, DS-570](#)
- [Refund Application, DS-721](#)

B. Grading Permit and/or Right-of-Way Permit and Mapping Actions

Fee Table 502A lists the plan check fees for Grading and Right of Way Permits (other than minor); Table 502B lists the plan check fees for Mapping Actions. Plan check fees are due at time of project submittal and are calculated based upon the type of approval(s) being requested. The fees are verified during project review and updated as appropriate. Project changes made during staff review may result in additional plan check fees requiring payment prior to subsequent reviews or project approval.

III. INSPECTION FEES/DEPOSITS

Inspections of Public Right of Way Permits and most Grading Permits are performed by the Public Works Department. Inspection fees/deposits are collected at the time of permit issuance on behalf of the Public Works Department.

A. Inspection Fees

An inspection fee may be charged in lieu of an inspection deposit for standard public improvements constructed in accordance with the Regional Standard Drawings and shown on a construction plan, such as the installation, replacement, or removal of driveways, sidewalks, curb, pedestrian ramps, excavations, and sidewalk under-drains. This fee includes one inspection for each type: mark-out, excavations, form, concrete pour, and final. Any inspections required beyond those listed will be charge the hourly inspection rate.

Right of Way Permit Inspection, Minor\$818

B. Inspection Deposits

Table 502C identifies the inspection deposit amount that is required at permit issuance. The inspection deposit is established from the approved Construction Cost Estimate of the public right-of-way improvement work, grading, landscape and irrigation and drainage improvements being done. The estimate must be prepared by a registered civil engineer using the most current Development Services Department - Unit Price List. In addition to the Unit Price List, a Construction Cost Estimate Template is provided for the industry's use.

Inspection deposits are placed into a Trust Fund account, which is drawn against to pay for the inspection of your project. The Financially Responsible Party (as identified on the Deposit Account/Financially Responsible Party form, DS-3242) will receive a monthly deposit statement reflecting the charges made against the account. The Financially Responsible Party may receive invoices for additional deposits in order to maintain the subsequent minimum balance. The payment of this invoice will be required in order to continue inspections of your project. At the end of the project, any remaining funds will be returned to the Financially Responsible Party.

C. After Hours Inspections

After hours inspections may be required considering the location of the project site. If re-

quired, inspections may take place before 7:00 a.m. or after 4:00 p.m., Monday through Friday and, in certain cases, during the weekends. An approved Traffic Control Permit will provide the specific dates and times authorized for after hours construction. Customers should provide 48 hours advance notice when requesting an after hours inspection. The City will respond within 24 hours or sooner to all requests.

All fees must be paid prior to scheduling an after hours inspection. Should customers have questions regarding the scheduling of after hour inspections, contact the Public Works Department at (858) 627-3200.

After Hours Inspection (per day).....\$697

IV. ADMINISTRATIVE FEES

The following fees are paid at the time of project submittal or at permit issuance, as indicated below. These fees are in addition to the fees or deposits required for the plan review and inspection of the project.

A. General Plan Maintenance Fee

This fee is charged at project submittal for all projects that include a Right-of-Way Permit. The General Plan Maintenance Fee provides funding for the maintenance of the City's General Plan and is collected on behalf of the Planning Department. It is non-refundable and is collected once per project. Projects that do not require plan review are not subject to the fee.

General Plan Maintenance Fee.....\$450.00

B. Mapping Fee

This fee is charged at project submittal when there are plans, drawings, maps or other geographical documents utilized for project review.

Mapping Fee.....\$10

C. Fee Collection - Other Agencies/Departments

This fee is charged at permit issuance for fees collected by the Development Services Department for other departments/agencies (e.g., Planning Department General Plan Maintenance Fee, Public Works Inspection Fees).

Fee Collection - Other Agency/Department.....12.20

D. Records Fee

This fee is charged at permit issuance for all projects at permit issuance for imaging and archiving the documents in Records.

Minor Improvements.....	\$20
Grading and/or Public Improvement Projects.....	\$90
Subdivisions: Single Family/Duplex.....	\$45
Non-Residential/Multi-Family.....	\$60

E. Recording Fee for Mapping/Subdivision

This fee is charged upon submittal of final mapping documents for recordation with the County Recorder.

Recordation Fee for Mapping/Subdivisions.....\$514

F. County Recording Fees

These fees are charged at permit issuance to cover the cost charged by the County at the time of recordation. The County Recorder/County Clerk Fee Schedule is available at: <https://arcc.sdcounty.ca.gov/documents/feesched.pdf>

G. Long Term Monitoring Fee

This fee is charged at permit issuance for grading permit projects with a cost estimate of \$100,000 or greater to monitor project compliance with storm water, environmental mitigation, slope revegetation, and other permit conditions on an ongoing basis after projects have been completed and final inspection has occurred.

Cost Estimate \$100,000 to \$500,000.....\$2,393.54

Cost Estimate over \$500,000.....\$4,788.38

H. Express Plan Check

When available, a reduced review period can be accomplished by paying an Express Plan Check Administration Fee of \$696.66 plus 1.5 times regular plan check fee (or 1.5 times the hourly rate, when applicable).

I. Street Damage Fee

A Street Damage Fee may be assessed to partially recover the increased repaving and reconstruction costs incurred by the City attributed to the impact of an excavation in the public right-of-way. This fee is collected pursuant to Municipal Code Section 62.1215 and is calculated by the reviewer during project review. The fees

are calculated with consideration of the limits of proposed excavation as detailed in the Street Preservation Ordinance. The fees are calculated on a project by project basis and dependent on the means and methods proposed with the project design. These fees are collected at permit issuance.

J. Naming or Renaming of Public Streets or Other Public Rights of Way

Approval from the City Engineer is required for any request to name or rename public streets and other rights-of-way, which includes private streets, private driveways, non-dedicated roads on City property, and alleys. A separate fee will be assessed for this service. Note: Street name changes that do not qualify as a Process 1 approval per Municipal Code Section 125.1120 will require City Council approval and shall be submitted as a discretionary action requiring a deposit account.

New Street or Driveway Name.....\$245.19

Street Name Change

Process 1.....\$659.04

Process 5.....Deposit Required*

*See Information Bulletin 503

K. Deviations from Standard

During the course of ministerial reviews, if it is determined that the proposed improvements cannot meet standards, a Deviation from Standards approval shall be obtained. This may be requested by completing the Deviations from Standard form and paying the non-refundable fee.

Deviations from Standard (per form).....\$912.01

V. OTHER FEES

A. Application Extension of Time Request

Applications for Grading/Right-of-Way Permits or Process One mapping actions expire two (2) years from the date the application is deemed complete. A non-refundable fee is collected when applicants are requesting an extension of time on an application. To request an extension of time on an application, complete, Application Extension Request for Grading/Right of Way and Mapping Projects.

Extension of Time-Application.....\$289.30

B. Permit Extension of Time Request

A non-refundable fee is collected when applicants are requesting an extension of time on an issued Grading and/or Right-of-Way Permit. To request an extension of time, complete an Application for an Extension of Time for Grading/Right-of-Way Permits (Form DS-340).

Permit Extension.....\$245.19

C. Partial Bond Release

This non-refundable fee is collected when applicants are requesting a partial bond release.

Partial Bond Release.....\$293.19

D. Construction Change Fees

Changes to approved and permitted plans will be reviewed at the hourly rates for each discipline reviewing the change. Fees will be due prior to permit issuance.

E. Traffic Control Permit

A separate Public Right-of-way Permit for Traffic Control is required. With the exception of traffic control provided as part of D-sheets, the plan check and inspection fees for this approval are contained in Information Bulletin 177, "How to Obtain a Permit for Traffic Control."

F. Hourly Rates for Services Not Covered Above

Development Services:

DSD-Review Engineering.....\$267.24
DSD-Review Planning.....\$199.80
DSD-Mapping.....\$267.24
DSD-Traffic.....\$267.24

Public Works:

PW Inspection.....\$116
PW Inspection-after Hours.....\$174
PW Materials Lab.....\$88
PW Surveys.....\$148
PW Supervisor.....\$134

Table 502A - Construction Permit Plan Check

Drawing Type	Increment	Base Rate	Increment Rate
Grading & Right-of-Way Permit, D-Sheet	Up to 5 sheets	\$7512.72	
	per sheet between 6-10		\$459.25
	per sheet between 11-20		\$368.44
	per sheet over 20		\$325.62
Grading Permit, D-Sheet	Up to 5 sheets	\$5335.84	
	per sheet between 6-10		\$407.36
	per sheet between 11-20		\$278.91
	per sheet over 20		\$263.36
Grading Permit, Construction Plan, Large Format Only for: 1) Site Reconnaissance 2) Revegetation / Site Restoration	Up to 5 sheets	\$4024.26	
	per sheet between 6-10		\$215.35
	per sheet between 11-20		\$54.48
	per sheet over 20		\$29.84
Right-of-Way Permit, Construction Plan, Large Format	Up to 5 sheets	\$4,840.27	
	per sheet between 6-10		\$260.76
	per sheet between 11-20		\$238.70
	per sheet over 20		\$177.73
Right-of-Way Permit, Construction Plan, Small Format	Up to 2 sheets	\$494.28	
	each add'l sheet		\$172.53
Right-of-Way Permit, D-Sheet	Up to 5 sheets	\$5220.37	
	per sheet between 6-10		\$752.43
	per sheet between 11-20		\$356.75
	per sheet over 20		\$351.57
Specialty Items - When the right of way plans include any of the items below, an additional fee will be assessed.			
Agreement, Deferred Improvement	Each	\$1,621.64	
Agreement, Subdivision Improvement	Each	\$3169.33	
Bridge	Up to 5 sheets	\$1,596.99	
	per sheet between 6-10		\$116.76
	per sheet between 11-20		\$111.56
	per sheet between 21-40		\$75.24
Traffic Control (on a D-Sheet)	Up to 3 sheets	\$1,257.09	
	each add'l sheet		\$386.60
Traffic Signal, Simple ¹	per intersection		\$579.90
Traffic Signal, Standard ²	per intersection		\$1739.69
Traffic Signal, Complex ³	per intersection		\$3094.08

Table 502A - Construction Permit Plan Check

Technical Reports	Increment	Base Rate	Increment Rate
Drainage Study for Commercial/Industrial/MDU	Each	\$1,739.69	
Drainage Study for Single Family Residence	Each	\$1161.09	
Drainage Study for Subdivision	Each	\$2,900.78	
Geotechnical Study	Each	\$1161.09	
Lighting Study	Each	\$1161.09	
Sewer Study	Up to 25 pages	\$1,843.48	
	per page over 25		\$22.06
Storm Water Pollution Prevention Plan (SWPPP)	Each	\$675.90	
Storm Water Quality Management Plan - Priority Dev	Each	\$3942.52	
Storm Water Quality Management Plan, Standard Dev	Each	\$2210.62	
Water Pollution Control Plan, Minor per Form DS-570	Each	\$386.60	
Water Pollution Control Plan	Each	\$579.90	
Water Study	Up to 25 pages	\$1,843.48	
	per page over 25		\$22.06

Footnote to Table 502A

At the time of initial project submittal, projects that include only modifications to existing traffic signals will be charged the "simple" fee; installation of new traffic signals will be charged the "standard" fee at the time of project submittal. Confirmation of the definition of simple, standard or complex below will be made during review and the fees will be adjusted accordingly.

Traffic Signal Plan - Simple: A simple traffic signal plan check involves minor modifications to an existing traffic signal such as replacing signal heads (vehicle or pedestrian), replacing or relocating a pedestrian push button, replacing or relocating traffic signal loops, installing or replacing EVPE(s), changing luminaries, etc.; no changes to traffic signal phasing or changes to the number of existing conduits are proposed; additional issues, conflicts, or concerns as determined by the reviewer following initial review may determine traffic signal review requires standard or complex review.

Traffic Signal Plan - Standard: A standard traffic signal plan check involves the installation of a new traffic signal or modification to an existing traffic signal where the roadways intersect nearly perpendicularly to each other or a new traffic signal installation as part of a new subdivision where the proposed design is not confined by existing conditions and has no more than 4 approaches and curb to right-of-way width of at least 10-feet; proposed location has existing sidewalk, curb, and gutter; changes to traffic signal phasing, conductor schedule, equipment schedule, and/or detector assignments; Standard traffic signal plan check must not require coordination with other jurisdictions such as Caltrans, MTS, Airport Authority, neighboring cities, etc.; additional issues, conflicts, or concerns as determined by the reviewer following initial review may determine traffic signal review requires complex review.

Traffic Signal Plan - Complex: A complex traffic signal plan check requires the coordination with other jurisdictions such as Caltrans, MTS, Airport Authority, neighboring cities, etc.; has more than 4 approaches or skewed/offset approaches; involves impacts to transit (rail, including trolley, Amtrak/Coaster, or cargo trains; busses); there are visibility issues due to horizontal/vertical curvature; changes to pole numbering; replacement or relocation of conduits; storm drain inlet conflicts at curb ramps; requires easements at private driveways; proposes to relocate existing traffic signal facilities from raised medians; requires the installation of new sidewalk, curb, and gutter; has less than 10-feet of curb (edge of pavement) to right-of-way width or requires right-of-way acquisition; traffic signal facilities are in conflict with existing utilities; other issues, conflicts, or concerns as determined by the reviewer following initial review not covered within this description.

Table 502B - Mapping Action Fees

Service Name	Fee Description	Base Fee	Each Add'l Fee
Certificate of Compliance	Each	\$1,273.96	\$1,273.96
Certificate of Correction (Maximum fee calculated at 10 additional sheets)	1-2 sheets	\$579.90	\$96.01
Easement Covenant Of	Per Deed	\$2070.51	\$565.63
Easement Dedication - Single Type	1-3 sheets	\$2147.06	\$640.87
Easement Dedication - Each Additional Type	1-3 sheets	\$1831.81	\$640.87
Easement Dedication - Each Additional Ownership	Each	\$513.03	\$513.03
Final Map	1-3 sheets	\$3,986.64	\$624.00
Final Map with Improvements	1-3 sheets	\$4176.05	\$1063.79
Lot Line Adjustment PLAT (with structures)	1-3 sheets	\$4449.78	\$847.15
Lot Line Adjustment PLAT (without structures)	1-3 sheets	\$3275.71	\$723.90
Lot Tie Agreement	Each	\$971.69	\$971.69
Monumentation Fee	Each	\$867.91	\$867.91
Parcel Map—LLA / LC (with structures)	1-3 sheets	\$3705.11	\$749.85
Parcel Map—LLA / LC (without structures)	1-3 sheets	\$2512.89	\$626.61
Parcel Map - Subdivision (without improvements)	1-3 sheets	\$3,676.58	\$819.91
Parcel Map - Subdivision (with improvements)	1-3 sheets	\$3,864.69	\$1063.79
Public Right-of-Way Dedication	First sheet	\$2269.00	\$517.62
Reversion to Acreage	1-3 sheets	\$2,826.83	\$828.98

Table 502C - Inspection Deposit

Construction Cost Estimate	Initial Deposit	Increment	Minimum Balance Required
\$0 to \$15,000	\$1,500	-	\$700
\$15,001 to \$35,000	\$2,700	-	\$1,000
\$35,001 to \$50,000	\$3,700	-	\$1,500
\$50,001 to \$100,000	\$4,800	2% of amount over \$50,000	\$1,800
\$100,001 and over	\$6,000	1% of amount over \$100,000	\$2,100