



Public Project Assessment

City of San Diego
Development Services Department

INFORMATION
BULLETIN

510

July 2020

This Information Bulletin describes the optional service of a Public Project Assessment (PPA) offered by the Development Services Department (DSD). The goal is to give data needed to make informed decisions regarding the feasibility of a project and/or how to proceed with a formal submittal. This service helps public project applicants with a variety of services, namely:

CATEGORY	SERVICE	PPA OPTION
1	Determine if a project requires discretionary approval	Option A
2	Determine the appropriate approval level process for discretionary approvals (Process 2-5)	Option A
3	Determine consistency with an existing environmental determination	Option B
4	Prepare an environmental determination for projects where no discretionary approvals are required	Option B

The requirements for a discretionary permit are based upon the regulations set forth in the [Land Development Code](#) (SDMC Chapters 10-15). Typical discretionary permits include a Site Development Permit, Coastal Development Permit, etc. Internal departments are responsible for confirming conformance with SDMC requirements.

Environmental determinations are based upon the California Environmental Quality Act (CEQA), as described in [Information Bulletin 401](#).

I. PPA PROCESS

If you already know you need a discretionary permit or a substantial conformance review (SCR) for a previously-approved discretionary permit, do not submit a PPA application. Instead, complete and submit the appropriate application as identified in the [Project Submittal Manual](#). Please visit the [Public Projects Program](#) website for additional information or email DSDPublicProjects@sandiego.gov with any questions not addressed in this bulletin.

A Development Project Manager (DPM) from the DSD Public Projects Program will be assigned to the project after a complete PPA application is submitted. The submitted application will be distributed to the appropriate reviewing disciplines. When the review is completed, the DPM will coordinate written responses to the project-specific issues and forward them to the contact person identified on the application. As appropriate to the request, the response will generally include a Review Cycle Issues Report, identify whether a discretionary permit is required, and may provide a CEQA determination.

II. PPA OPTIONS

The PPA process can be used to assist with evaluating project feasibility by determining whether a discretionary permit is required, establishing consistency with existing environmental approvals, or providing a stand-alone environmental determination.

Option A: When a discretionary permit is required, the written response will describe how to complete a separate formal application for a discretionary permit and preparation of the

associated CEQA document. PPAs falling within Categories 1 or 2 in the table above would pursue Option A.

Option B: When a public project does not require a City discretionary permit, it can still be subject to CEQA. This review will include the requirements for the next submittal and any additional information or studies needed to prepare a required CEQA document. PPAs falling within Categories 3 or 4 in the table above would pursue Option B.

III. SUBMITTAL

City staff relies upon the information provided by the applicant when assessing the project. The PPA process should begin in conjunction with the preparation of the project’s budget/schedule. Please submit the “Public Project Assessment Application,” [DS-510](#). Include a complete project description and conceptual plans as outlined in the Project Submittal Manual. **Please do not submit final construction drawings; the plans should be conceptual only.**

All forms, documents and applications are now submitted electronically. Visit the Development Services Department website at sandiego.gov/DSD to create an account and begin the submittal process. A detailed [User Guide](#) is also available.

IV. PAYMENT

DSD staff will review the PPA and distribute as necessary to other City department discipline experts such as Planning, Water, and Wastewater. Prior to submittal, the applicant must ensure a deposit account, an Internal Order (SAP), or WBS account number and fund number, is opened to Development Services (1611), Planning (1619), Water (2000), and Wastewater (2000).

A [Deposit Account/Financially Responsible Party form](#), DS-3242, will be required to open a deposit account with an initial deposit of \$5,000, along with applicable closeout fees. Additional deposits may be required for the environmental review when an environmental determination is made and a document is prepared.

A. Mapping Fee

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

Mapping Fee \$10.00

B. Records Fee

1. This fee is assessed for imaging and archiving the documents in records. When applied to a PPA this fee will be consistent with preliminary review closeout for internal departments and charged up front for external public agencies as a flat rate.

Records Fee, Non-Residential \$63.78

2. When the PPA determines a discretionary permit is required per separate application, this fee is assessed at closeout of the required discretionary permit to recover the cost of imaging and archiving the documents in Records. These fees are described in [Information Bulletin 503](#).

C. [General Plan Maintenance Fee](#) for Substantial Conformance Review (SCR)

D. [CEQA Environmental Document Filing Fees](#) for CDFW and SD County

Filing Fees are due at the time a Notice of Determination is filed with the County Clerk’s office (local lead agency), or with the State Clearinghouse (state lead agency).

V. INFORMATION RESOURCES

Information regarding the Land Development Code and zoning can be located on the following websites: sandiego.gov/development-services or sangis.org. Information regarding zoning is available via the Zoning and Parcel Information Portal (ZAPP) at sandiego.gov/development-services/zoning.

References

- Public Project Assessment Application, [DS-510](#)
- Land Development Manual, [Project Submittal Manual](#)
- San Diego Municipal Code, (SDMC) [Land Development Code](#)
- [Information Bulletin 401](#), Overview of the State of California and Federal Environmental Review Process
- [Information Bulletin 500](#), Substantial Conformance Review
- [Information Bulletin 503](#), Fee/Deposit Schedule for Development & Policy Approvals/Permits
- Deposit Account/Financially Responsible Party, [DS-3242](#)