



REQUIREMENTS FOR
**Public Project Site Reconnaissance
 and Testing**

CITY OF SAN DIEGO DEVELOPMENT SERVICES

INFORMATION
 BULLETIN
511

July 2020

This information bulletin describes the review process and minimum submittal requirements for a ministerial approval (Process One) for reconnaissance and testing on a site that contains environmentally sensitive lands. Direct impacts to wetlands and recorded archaeological sites resulting from the proposed activity will not qualify for a ministerial approval. If the proposal cannot be modified to avoid such impacts, then a Site Development Permit (SDP) would be required.

The approval shall expire and become void 24 months from the date of approval.

Impacts to wetlands, including vernal pools, shall be avoided pursuant to the Environmentally Sensitive Lands (ESL) regulations. See Land Development Code Section 143.0101. A Process One staff approval via a grading permit can be granted, provided the applicant restores any disturbed biological resources in accordance with the City's biological guidelines and ESL regulations.

The Historical Resources Regulations (LDC Section 143.0201) apply to all proposed development within the City of San Diego when historical resources are present on the premises. Depending on site conditions, a Native American / Tribal Consultation per AB-52/Public Resources Code (dated 09/25/14, https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=201320140AB52)

and Archeological monitoring may also be required. The applicant must provide documentation ensuring that no recorded archaeological sites will be impacted with this activity. The ESL and Historical Resources regulations also require both on-site biological monitoring and historical resource monitoring while testing is performed to avoid or minimize effects on resources.

To find out if your project contains environmentally sensitive lands and to research zoning and property information visit the [Zoning and Parcel Information Portal \(ZAPP\)](#). This online service helps users conveniently access real-time information from their computer or mobile device 24 hours a day, seven days a week.

Information regarding the location of archaeological sites is not available to the public and can only be obtained by an archaeological consultant or by contacting qualified City staff in the Environmental Analysis Section of Development Services Department.

**Documents referenced in this
 Information Bulletin**

- [Land Development Code](#)
- [Information Bulletin 177, How to Obtain a Right-of-Way Permit for Traffic Control](#)
- [General Application \(DS-3032\)](#)

A traffic control permit may also be required if any work or staging occurs in the Public Right-of-Way. Please refer to Information Bulletin 177, "How to Obtain a Right-of-Way Permit for Traffic Control."

I. WHAT IS SITE RECONNAISSANCE AND TESTING?

In order to prepare geological technical studies, an applicant must conduct site reconnaissance for the purpose of basic data collection, research, or resource evaluation. The information collected is used for site design and to prepare required environmental studies, geotechnical reports, and historic resource site surveys.

II. SUBMITTAL INSTRUCTIONS

The following application package and plans are required to be submitted along with a Job Order Number open to Development Services Department No. 1611.

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.

A. Application Package

Provide the following documents:

1. Cover Memo
2. General Application (DS-3032).

The project description must include Public Project Boring and Trenching for Geologic Reconnaissance for [Project Name, Address, Site Location].

3. Photos: provide site photos (4" x 6" or larger) that show the existing vegetation on site. Include photos of any proposed route of access.
4. Biological Resources Survey Letter (if applicable). The biological resource survey letter must include a site plan showing MHPA boundaries, vegetation types, access route (s), testing methods and locations, site photos and any restricted areas requiring staking, flagging and/or fencing.
5. Historical Resources Survey Letter (if applicable). The Historical Resources Letter must include documentation verifying that no recorded archaeological sites would be impacted by this activity, and include a site plan showing access route (s), testing locations and any restricted areas requiring staking, flagging and/or fencing. Archaeological site information must be submitted as a Confidential Appendix, under separate cover.
6. grading for all work including access route (s) and staging areas. Including accurate topographic information.
7. Show proposed cut/fill slopes associated with all access roads, to daylight.
8. Identify future development boundaries.
9. Show and identify exact locations of boring and trench.
10. Centerline stationing of temporary construction access roads does not need to be provided on the plans.
11. Show and identify the location and widths of all access roads, even where grading is not thought to be required.
12. Note on the plan the type of equipment to be used and the method.
13. Show existing structures, topography and vegetation on site and within 100 feet from the property line. Include MHPA boundary lines on all plan view sheets.
14. Provide planting and irrigation information consistent with the Land Development Manual Project Submittal Requirements, Section 3 (if applicable). Information may be provided on a separate Land Revegetation Plan or may be included with the Boring and Trenching Plan, provided the information is clear. Differentiate between hydroseed and container plantings. Provide notes on plans for inspections, letters of verification, establishment and maintenance.
15. Show and identify existing and proposed vegetation. Note habitat types.
16. Show any wetlands, including vernal pools, that exist on the site.
17. Provide vegetation type information on an orthophoto plan which includes the locations of borings, trenches, access roads and any restricted/sensitive areas requiring staking, flagging and/or fencing.

B. Plans

Title Sheet – Provide the following information on the first sheet of the plans:

1. A bullet point narrative that details the project's complete scope of work, including all items of work to be done with clear and complete symbols and unique hatch patterns for each type of associated work or sensitive resource.
2. Show the Project Team-List names and phone numbers.
3. Vicinity Map.
4. Grading Quantities information must be provided.
5. Typical temporary construction access road cross section (if applicable).
6. A key map showing the shaded areas and construction access road (existing and proposed) to each boring/trenching location on the key map.
7. Show the limit of disturbance and limit of

III. Payment

Each project must have one billable job order account number that is open to DSD No. 1611. You are responsible for ensuring that the project job order account number is open prior to your submittal appointment; if it is not open, you will not be able to submit.