



**Professional Certification Process
Development Permit Completeness Review**
City of San Diego
Development Services Department

**INFORMATION
BULLETIN**
514
July 2020

This Information Bulletin describes the Professional Certification for Completeness Review process.

I. PURPOSE OF PROFESSIONAL CERTIFICATION

This program allows eligible certified professionals to certify that their discretionary development project application package meets the minimum submittal requirements. Project applications submitted by certified professionals will be automatically accepted for distribution and review with only a quantitative review by staff to assure the correct number of plans and fees/deposits have been submitted. This professional certification program applies to all discretionary actions pursuant to Land Development Manual, Volume 1, Chapter 1, Section 4, and Section 6 Rezones. For additional information on the Rezone Process, see Information Bulletin 517.

II. ELIGIBILITY

Professionals must attend a training class provided by City of San Diego staff. For class date and reservation information see the Development Services Department [Events Calendar](#). In addition to training, certified professionals must also provide the Certification Statement contained in Section V of this bulletin. This signed certification must appear on the first sheet of the development plans.

III. SUBMITTAL REQUIREMENTS

The forms, documents and plans that must be submitted for project review and approval are contained in the Land Development Manual, Volume 1, Chapter 1, Section 4, and Section 6 for Rezones. [Electronic submittals](#) are available. Note: For Affordable Housing/Sustainable Building Expedite Program projects, please see Information Bulletin 538 for special instructions. When submitting, the following is required:

- A.** Documents and plans per the Land Development Manual, Volume 1, Chapter 1, Section 4, and Section 6 for Rezones. Note the decision process (2, 3, 4 or 5) within the project description on the General Application.
- B.** Fees and deposits per Information Bulletin 503.
- C.** A completed noticing package per Information Bulletin 512 and Supplemental Discretionary Project Application Form DS-3035.
- D.** The scope of work must contain a statement that the application is made in accordance with the Professional Certification program.

IV. SUBMITTAL PROCESS

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. Once a cursory review of the submittal package demonstrates the stated items have been uploaded, an invoice will be issued for the entire deposit/fee amount. The project will be deemed complete when all documents and plans are submitted and all deposits/fees have been paid. If the invoice has not been paid prior to distribution, the applicant will be contacted and the project is subject to cancellation.

V. CERTIFICATION STATEMENT

The following certification statement must appear on the first sheet of the plans or as an attachment and must be signed by the individual who attended the Development Permit Completeness Review Professional Certification class.

I hereby acknowledge and certify that:

1. I am accountable for knowing and complying with the governing policies, regulations and submittal requirements applicable to this proposed development;
2. I have performed reasonable research to determine the required approvals and decision process for the proposed project, and that failure to accurately identify an approval or decision process could significantly delay the permitting process or result in a change in fee/ deposit requirements;
3. I have taken the Professional Certification for Development Permit Completeness Review training and am on the approved list for Professional Certification;
4. Maintaining my Professional Certification for Development Permit Completeness Review privilege requires accurate submittals on a consistent basis;
5. Submitting incomplete documents and plans on a consistent basis may result in the revocation of my Professional Certification for Development Permit Completeness Review;
6. If required documents or plan content is missing, project review will be delayed.
7. This submittal package meets all of the minimum submittal requirements contained in Land Development Manual, Volume 1, Chapter 1, Section 4, and/or Section 6 for Rezones; and
8. For the proposed project, I have determined the appropriate process and approval types to be as follows:

Project Process Level (2-5): _____ **Project Approval(s) Needed:** _____

Responsible Certified Professional Name: _____

Signature: _____

Date: _____

Table A/Additional Information

Projects meeting the following criteria require review for additional factors as noted. See the Project Submittal Manual for information required in these situations and provide the specified documents with your submittal.

CRITERIA	ADDITIONAL FACTOR
All Development Permit projects subject to the Inclusionary Affordable Housing Regulations or inclusionary zoning requirements contained in the North City Future Urbanizing Area Framework Plan, or requesting an Affordable Housing Density Bonus.	Affordable Housing
All Development Permit projects within an Airport Influence Area.	Airports
All Tentative Map or Development Permit projects with an open code enforcement case.	Code Violation
All Tentative Map, Map Waiver or Development Permit projects requiring a Geotechnical Study per Information Bulletin 515, or when one is provided.	Geology
All Tentative Map, Map Waiver or Development Permit projects on a site containing a designated historic resource, within a designated historic district, or proposing exterior alterations on a site containing structures over 45 years old.	Historic
All Tentative Map, Map Waiver or Development Permit projects within or adjacent to a Multiple Habitat Planning Area Boundary; or containing wetlands or vernal pools.	Multiple Habitat Planning Area (MHPA)
All Coastal Development Permit projects appealable to the State Coastal Commission.	State Coastal Commission
All Development Permit projects subject to Brush Management regulations.	Brush Management

References

- [San Diego Municipal Code, \(SDMC\)](#)
- [Land Development Manual](#)
- [Project Submittal Manual](#)
- [Information Bulletin 503](#), Fee Schedule for Development Approvals/Permits
- [Information Bulletin 512](#), Public Noticing Information
- [Information Bulletin 515](#), Development Permit and Grading Permit Geotechnical Study Requirements
- [Information Bulletin 517](#), Rezone Process
- [Information Bulletin 538](#), Expedite Program for Affordable/In-Fill Housing & Sustainable Buildings
- [Information Bulletin 580](#), Potential Historical Resource Review
- [Information Bulletin 581](#), Designated Historical Resource Review
- [Form DS-3035](#), Supplemental Discretionary Project Application

Visit our web site at www.sandiego.gov/development-services.
Upon request, this information is available in alternative formats for persons with disabilities.