



PERMIT PROCEDURES FOR
SHARED MOBILITY DEVICES

City of San Diego
Development Services Department

INFORMATION
BULLETIN

555

JULY 2021

This Information Bulletin describes the procedures for obtaining a permit to operate a Shared Mobility Device within the public right of way in the City of San Diego.

I. PERMIT REQUIRED

A. Shared Mobility Device Permit (SMD Permit)

A Shared Mobility Device Permit is required to operate any Shared Mobility Device within the City of San Diego. ([SDMC §83.0304](#))

B. Decision Process Level

An application for a Shared Mobility Device Permit shall be processed in accordance with Process One. A Public Hearing will not be held and a Process One decision may not be appealed. ([SDMC §112.0502](#)).

II. PERMIT APPLICATION

A. Application Restrictions

1. Applications for Shared Mobility Device Permits are only accepted within the months of January and July. ([SDMC §83.0305\(a\)](#))

B. Appointment Required

Shared Mobility Device Permits applications are accepted and issued by appointment only. To schedule an application or issuance appointment, contact SharedMobilityDevice@saniego.gov

C. Application Requirements

1. Forms

- a. Shared Mobility Device Application ([DS-801](#))
- b. Shared Mobility Device Insurance Requirements Form ([DS-802](#))
- c. Shared Mobility Device Indemnification Agreement ([DS-803](#)) - (Notarized)
- d. Shared Mobility Device Performance Bond Form ([DS-804](#))
- e. Shared Mobility Device Operator Verification ([DS-805](#))
- f. Shared Mobility Device Fleet Information ([DS-806](#))
- f. Shared Mobility Device Fee Worksheet (See Appendix A)

2. Additional Documents

- a. Business License Tax Certificate
- b. Letter of Application Program Interfaces (API) Compliance
 - 1. Applicants must obtain a Letter of API Compliance by contacting the Performance & Analytics Department at pandatech@saniego.gov prior to filing their application for a Shared Mobility Device Permit.
- c. Proof of Insurance (POI)
- d. Equity Program (optional)
Operators interested in qualifying for the Equity Program are required to provide

evidence of their program which explains how they will provide increased ridership opportunities to low income individuals including acceptable programs such as discounts, equitable distribution, methods to unlock shared mobility devices without a credit card or handheld mobile device.

3. Fees Paid

- a. Permit Application Fee - (See Appendix A)

III. PERMIT ISSUANCE

A. Issuance Restrictions

1. Shared Mobility Device Permits are only issued within the months of January and July. (SDMC §83.0305(a))

B. Issuance Requirements

1. **See Section II B - Forms, Documents, and Fees**

2. Fees Paid

- a. Permit Issuance Fees (See Appendix A)

IV. FEES & OTHER OPERATING COSTS

A. Shared Mobility Device Permit Fee - \$5,141.00

Charged for application, review, issuance, and administrative services related to Shared Mobility Device Permits. This is a flat-rate fee and is charged at Permit Application. This fee is non-refundable.

B. Shared Mobility Device Fee - \$75.00 (based on \$150.00 per year)

Charged for each Shared Mobility Device within an Operator's Fleet. This is a per device fee and is charged before Permit Issuance. This fee is non-refundable.

C. Equity Program Shared Mobility Device Fee - \$67.50 (based on \$135.00 per year)

Charged for any qualifying Shared Mobility Device within an Operator's Fleet. This reduced fee rate is only applicable to Shared Mobility Devices participating in an approved Equity Program. This is a per device fee and is charged at Permit Issuance. This fee is non-refundable.

D. Temporary Shared Mobility Device Fee - \$15.00 Per Device, Per Day, 10-Day Maximum

Charged for a temporary Shared Mobility Device within an Operator's Fleet. Temporary Shared Mobility Devices may supplement an Operator's Fleet for a maximum of ten (10) days each calendar year, up to 20% of the Operator's permitted fleet. Operators must declare temporary Shared Mobility Devices needs at the time of Permit application. This is a per device, per day fee, and is charged at Permit Issuance. This fee is non-refundable.

E. Impounded Shared Mobility Device - \$65.00 Per Device

Charged for an impounded Shared Mobility Device within an Operator's Fleet. This is a per device fee. This fee is non-refundable.

F. Impounded Shared Mobility Device Storage - \$1.00 Per Device, Per Day

Charged for an impounded Shared Mobility Device within an Operator's Fleet. This is a per device, per day fee. This fee is non-refundable.

G. Fees Collected for Other Agency / Department - \$13.24

Charged for fees collected by the Development Services Department on behalf of other departments/agencies. This is a flat-rate fee and is charged at Permit Issuance. This fee is non-refundable.

H. Records Fee - \$21.71

Charged to recover the cost of imaging and archiving documents in Records. This is a flat-rate fee and is charged at Permit Issuance. This fee is non-refundable.

I. Performance Bond - \$65.00 Per Device

Charged based on the number of Shared Mobility Devices within an Operator's Fleet. Performance Bond guarantees Operators will remove all its shared mobility devices from the City if the Operator's permit is terminated or expires.

V. OPERATIONAL ENFORCEMENT**A. Permit Enforcement****1. Field Enforcement**

- a. The City of San Diego will conduct field inspections of an Operator's SMD Fleet to ensure compliance with the SMD Permit.
- b. If an Operator is contacted by the City of San Diego regarding a specific Shared Mobility Device, the Operator must retrieve the specified Shared Mobility Device within 3 hours of being contacted. If an Operator fails to do so, the City of San Diego may impound the specified Shared Mobility Device. (SDMC §83.0311(a),(b)(1))
- c. The City of San Diego may impound any Shared Mobility Device at any time if it poses an imminent life safety hazard. (SDMC §83.0311(b)(2))

3. Impounded Shared Mobility Devices

- a. Impounded Shared Mobility Devices can be retrieved by contacting the Environmental Services Department at trash@sanidiego.gov.
- b. Prior to retrieving an impounded Shared Mobility Device, an Operator must demonstrate proof of ownership and all impound fees must be paid by check or cash (in the exact amount). (SDMC §83.0311(d))

4. Permit Revocation

- a. The City Manager may revoke a Shared Mobility Device Permit if the Operator violates provisions of the Shared Mobility Device ordinance or fails to comply with the Permit. (SDMC §83.0312)
- b. Operators with revoked Permits must wait six (6) months from the date of revocation before they may reapply. (SDMC §83.0312)

5. Fleet Removal

- a. Operators shall retrieve all deployed and impounded Shared Mobility Devices within ten (10) business days of a permit's expiration, cancellation, or revocation. (SDMC §83.0313)

- b. At the Operator's cost, the City may remove and dispose of Shared Mobility Devices remaining after the ten (10) day retrieval period. SDMC §83.0313

VI. OPERATING RESTRICTIONS

A. Emergency Situations

The City Manager may require Operators to prevent the use of Shared Mobility Devices in specific geographic areas during emergency situations when necessary to maintain public health and safety. (SDMC §83.0308(e))

B. Special Events

The City Manager may require Operators to prevent the use of Shared Mobility Devices within the perimeter of a permitted Special Event when necessary to maintain public health and safety. (SDMC §83.0308(e))

C. Speed Restrictions for Motorized Scooters & Motorized Bicycles

1. Maximum 3 mph in these areas (SDMC §83.0308(c))
 - a. Martin Luther King Promenade
 - b. North and South Embarcadero Pedestrian Walks
 - c. Piazza della Famiglia
2. Maximum 8 mph in these areas (SDMC §83.0308(a),(b))
 - a. Balboa Park
 - b. Liberty Station NTC Park
 - c. Spanish Landing Park and Trail
 - d. Ocean Front Walk
 - e. Bayside Walk
 - f. South Shores Boat Launch and Park
 - g. La Jolla Shores Boardwalk and Park
 - h. Petco Ballpark Zone

D. Parking Restrictions for Shared Mobility Devices

1. Motorized scooters and motorized bikes are prohibited from being locked, parked, or ending within these areas. (SDMC §83.0308(b),(c))
 - a. Martin Luther King Promenade
 - b. North and South Embarcadero Pedestrian Walks
 - c. Piazza della Famiglia
 - d. Ocean Front Walk
 - e. Bayside Walk
 - f. South Shores Boat Launch and Park
 - g. La Jolla Shores Boardwalk and Park
 - h. Petco Ballpark Zone
2. On any City block where a designated parking location for Shared Mobility Devices exists, parking a Shared Mobility Device outside of the designated location is prohibited. (SDMC 83.0310(a)(4))
3. Within the Downtown Community Plan Area, Shared Mobility Devices are only permitted to park within the designated parking locations for Shared Mobility Devices (SDMC 83.0310(a)(3))

4. Designated parking locations for Shared Mobility Devices are delineated within the public right-of-way as a rectangular area containing Shared Mobility Device icons.
5. Within the Beach Impact Area of the Parking Impact Overlay Zone ([SDMC §132.0802](#)), Shared Mobility Devices are prohibited from parking within 40-feet of another Shared Mobility Device. ([SDMC §83.0310\(a\)\(2\)](#))
6. Within the Beach Impact Area of the Parking Impact Overlay Zone ([SDMC §132.0802](#)), up to four Shared Mobility Devices may park adjacent to one another, if they are parked within one foot of one another. ([SDMC §83.0310\(a\)\(2\)](#))
7. Shared Mobility Devices are prohibited from parking within Disabled Persons Parking Zones. ([SDMC §83.0310\(a\)\(5\)](#))
8. Shared Mobility Devices are prohibited from parking within 500 feet of a hospital. ([SDMC §83.0310\(a\)\(6\)](#))
9. Shared Mobility Devices are prohibited from parking within 500 feet of Kindergarten through Grade 12 educational facilities. ([SDMC §83.0310\(a\)\(7\)](#))
10. Shared Mobility Devices are prohibited from parking within 6 feet of any bus stop sign, trolley stop sign, transit shelter, transit bench, or transit information kiosk. ([SDMC §83.0310\(a\)\(8\)](#))

VII. DEFINITIONS

The following definitions apply to the regulation and enforcement of Shared Mobility Devices. These terms are defined within ([SDMC §83.0302](#)), and are separate and distinct from other definitions found within the Land Development Code.

A. Shared Mobility Device

Any Electric Bicycle, Motorized Bicycle, or Motorized Scooter by which a natural person can be propelled or moved, that is displayed, offered, or made available for rent to the public.

B. Fleet

All Shared Mobility Devices within the City owned by a specific Operator.

C. Electric Bicycle

As defined by Vehicle Code Section [312.5](#).

D. Motorized Bicycle

As defined by Vehicle Code Section [406](#).

E. Motorized Scooter

As defined by Vehicle Code Section [407.5](#).

F. Operator

A person who manages, owns, or operates a Shared Mobility Device business.

G. Geofencing

The creation of a virtual geographic boundary, defined by Global Positioning System (GPS), radio-frequency identification (RFID), or other technology, that enables an Operator to regulate speed, issue notifications, and take other actions, when a Shared Mobility Device in its Fleet enters or leaves an area.

**Documents referenced in this
Information Bulletin****References:**

- San Diego Municipal Code ([SDMC](#)), [Chapter 8, Article 3, Division 3](#)
- San Diego Municipal Code ([SDMC](#)), [Chapter 11, Article 2](#)
- Vehicle Code Section [312.5](#)
- Vehicle Code Section [406](#)
- Vehicle Code Section [407.5](#)

Documents:

- Shared Mobility Device Application, [DS-801](#)
- Shared Mobility Device Insurance Requirements, [DS-802](#)
- Shared Mobility Device Indemnification Agreement, [DS-803](#)
- Shared Mobility Device Performance Bond, [DS-804](#)
- Shared Mobility Device Operator Verification, [DS-805](#)
- Shared Mobility Device Fleet Information, [DS-806](#)

**APPENDIX A
SHARED MOBILITY DEVICE FEE WORKSHEET**

Permit Application Fee		
Shared Mobility Device Permit		\$ 5,141.00
Total Fees Due at Permit Application:		\$ 5,141.00

Permit Issuance Fees	Devices:	Per Device:	Devices:	Number of Days	Fees
Shared Mobility Device Fee		x \$75.00			=
Shared Mobility Device Fee (Equity Program)		x \$67.50			=
Shared Mobility Device Fee (Temporary)		x \$15.00			=
Records Fee					\$ 20.00
Fee Collection Other Agency / Department					\$ 12.20

Total Fees Due at Permit Issuance:	\$
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Please make checks payable to 'City Treasurer'