



# NOTICE

## DEVELOPMENT SERVICES DEPARTMENT

CITY OF SAN DIEGO - 1222 FIRST AVENUE, M.S. 501, SAN DIEGO, CALIFORNIA 92101

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**DATE:** September 14, 2015

**TO:** Distribution

**FROM:** Gregory P. Hopkins, Deputy Director; Development Services Department

**SUBJECT:** Curb to Property Service – Change in Business Procedure in 2016

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The Engineering Division of the Development Services Department will be implementing a new procedure to process requests for Curb to Property analysis beginning January 2016. The new request method utilizes a fillable form posted online as “Form DS-689” found on the DSD website.

The current services provided for Curb to Property requests will remain in place through the end of this calendar year. During this transition period, Curb to Property requests can be made through our current service or online via the DSD website. Below is a direct link to the form.

<http://www.sandiego.gov/development-services/pdf/industry/forms/ds689.pdf>

To ensure efficient processing of your online request, please complete this form and submit your email request. After submitting the form you will receive an email reply acknowledging the receipt of your request. Staff will respond within three business days from the date of requests. Emails sent over the weekend will be placed in line with the follow Monday requests.

We encourage you to try this online service during this time to become familiar with this update to our Curb to Property requests.

Effective January 4, 2016, all Curb to Property requests will be handled utilizing the fillable form available on the DSD website.

For questions regarding this notice, please contact Chester Dowling at [cdowling@sandiego.gov](mailto:cdowling@sandiego.gov)