



Development  
Services

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## **LAND DEVELOPMENT MANUAL**

Volume I, Chapter 1

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# **Project Submittal Requirements**

## **Section 5 Subdivision Approvals**

**[DEVELOPMENT SERVICES DEPARTMENT](#)**

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# Section 5

## Subdivision Approvals

### Introduction

Subdivision Approvals (mapping actions) are those that involve the subdivision or adjustment of real property, the associated design of public improvements, and the acquisition and vacation of public rights-of-way and public easements. Some approvals are ministerial in that they are approved if they meet the regulations. Mapping actions must meet the minimum lot width, depth, street frontage, and area for the underlying zone in order to be processed as ministerial action. Mapping actions that do not meet these requirements must have an approved Development Permit prior to submitting for the ministerial map. Others are discretionary in that they require a public hearing where the decision maker must exercise some discretion in determining whether the proposal meets the applicable regulations, standards, and guidelines.

### Submittal Requirements

The Submittal Matrix and the Minimum Submittal Requirements Checklist found in this section identify the forms, drawings, and documents that must be submitted for subdivision approvals. The Submittal Matrix is an easy-to-use tool to help you quickly identify the items you need to submit to the City. The Submittal Requirements Checklist provides a detailed description of what the content of each of the required forms and documents must be. All items noted in the checklist must be provided unless not specifically required by the Submittal Matrix or the Checklist.

#### LAND DEVELOPMENT MANUAL PROJECT SUBMITTAL PROCESS

<a href="#">Section 1</a>	Guide to the Project Submittal Process
<a href="#">Section 2</a>	Construction Permits – Structures
<a href="#">Section 2A</a>	Single Dwelling Unit/Duplex/Townhomes and Accessory Structures
<a href="#">Section 3</a>	Construction Permits - Grading and Public Right-of-Way
<a href="#">Section 4</a>	Development Permits/Approvals
<a href="#">Section 5</a>	Subdivision Approvals
<a href="#">Section 6</a>	Policy Approvals

### Project Prescreen

It is necessary to evaluate all projects being submitted to ensure that the minimum submittal requirements are provided for staff to review the project. This is known as prescreen. Once it is determined that your submittal documents are complete and the appropriate plan check fees paid, your application is deemed complete and your project is accepted into plan check.

### Submitted Completeness Review

Those projects identified within the Matrix as “submitted completeness review required” will need to go through a Submitted Completeness Review. The Submitted Completeness Review allows staff more time to review the plans/documents for the required detail and to request additional information or clarification, if necessary. The completeness review will require submittal of all plans/documents and public noticing package identified in the matrix for the permit(s) requested. The discretionary closeout and mapping fees will be required to be paid before the

## **PROJECT SUBMITTAL REQUIREMENTS**

start of the completeness review. Once it is determined that your submittal documents are complete and all required plan check fees and/or deposit paid, your application is deemed complete and your project is accepted into plan check. The completeness review can take up to thirty (30) calendar days but averages 10 working days.

### **Guaranteed Second Opinion**

If for any reason you disagree with the results of your completeness review, plan review comments, want some confirmation or to voice a concern, just ask for a second opinion. We guarantee a second opinion upon request.

### **Active Project Management**

An Active Project Manager will be assigned to all discretionary projects or when an applicant requests a customized review or approval process; for phased subdivisions and related public improvements; or when deemed necessary by management due to the project complexity or aggressive timelines. Applicants also have the option of requesting an Active Project Manager to be assigned to their project.

Assigning an Active Project Manager will not guarantee the request will be allowed to proceed.



# Submittal Requirements Matrix Subdivision Approvals

## APPROVAL TYPE

## SUBMITTAL REQUIREMENTS (See legend at Bottom of Page)

	1.0 General Application Package	2.0 Photographic Survey	3.0 Certificate of Correction	4.0 * Public Notice Package	5.0 Letter of Request	6.0 Prior Development Approval	7.0 Proposed Legal Description	8.0 Map Reference Material	9.0 Title Report	10.0 Traverse	11.0 Drawing Package	12.0 Map Package	13.0 Development Plan Package	14.0 Fee Schedule
See Minimum Submittal Requirements Checklist, Subdivision Approvals for detailed submittal requirements. Note: Some documentation and plan information may be combined into single documents or shown on the same plans if the required information is clearly identified.  * Public Notice Package is required for submitted completeness review.														
<b>AMENDED MAP (Final or Parcel)</b>	✓					⊗		✓		⊗		✓		✓
<b>CERTIFICATE OF COMPLIANCE (125.0210)</b>	✓					⊗		✓	✓	⊗				✓
<b>CERTIFICATE OF CORRECTION (125.0141)</b>	✓		✓					✓		⊗				✓
<b>DEDICATION (144.0233) Right-of-Way OR Easement</b>	✓					⊗	✓	✓	✓	✓	✓			✓
<b>EASEMENT VACATION (125.1001) (submitted completeness review required)</b>	✓			✓	✓		✓	✓	✓	⊗	✓		⊗	✓
<b>FINAL MAP (125.0610)</b>	✓					✓		✓	✓	✓		✓	⊗	✓
<b>PARCEL MAP (125.0501)</b>														
<b>To Create Lots/Units</b>	✓					⊗		✓	✓	✓		✓	⊗	✓
<b>Lot Line Adjustments (125.0310)</b>	✓					⊗		✓	✓	✓		✓	⊗	✓
<b>Lot Consolidation (144.0330)</b>	✓					⊗		✓	✓	✓		✓	⊗	✓
<b>LOT LINE ADJUSTMENT PLAT (125.0310)</b>	✓						✓	✓	✓	✓		✓	⊗	✓

LEGEND: ✓ = Required  
⊗ = Required if project meets the conditions as identified within the Minimum Submittal Requirements Checklist



# Submittal Requirements Matrix Subdivision Approvals

## APPROVAL TYPE

## SUBMITTAL REQUIREMENTS (See legend at Bottom of Page)

	1.0	2.0	3.0	4.0	5.0	6.0	7.0	8.0	9.0	10.0	11.0	12.0	13.0	14.0
	General Application Package	Photographic Survey	Certificate of Correction	* Public Notice Package	Letter of Request	Prior Development Approval	Proposed Legal Description	Map Reference Material	Title Report	Traverse	Drawing Package	Map Package	Development Plan Package	Fee Schedule
See Minimum Submittal Requirements Checklist, Subdivision Approvals for detailed submittal requirements. Note: Some documentation and plan information may be combined into single documents or shown on the same plans if the required information is clearly identified.  * Public Notice Package is required for submitted completeness review.														
<b>MAP WAIVER</b> (125.0120) <i>(submitted completeness review required)</i>	See <a href="#">Section 4 Project Submittal Requirements</a> – Development Permits/Approvals.													
<b>PUBLIC RIGHT-OF-WAY VACATION</b> (125.0910) <i>(submitted completeness review required)</i>	✓	✓		✓	✓	(✓)	✓	✓		✓	✓		(✓)	✓
<b>REVERSION TO ACREAGE</b> (125.0801) <i>(submitted completeness review required)</i>	✓			✓		(✓)		✓	✓	✓		✓		✓
<b>REVESTMENT OF ACCESS RIGHTS</b>	✓				✓	(✓)		✓			✓			
<b>STREET NAME CHANGE</b> (Process 1) (125.1110)	✓				✓						✓			✓
<b>STREET NAME CHANGE</b> (Process 5) (125.1110) <i>(submitted completeness review required)</i>	✓			(✓)	✓						✓			✓
<b>SUBDIVISION IMPROVEMENT AGREEMENT</b> (129.0702)	See <a href="#">Section 3 Project Submittal Requirements</a> – Construction Permits – Grading and Public Right-of-Way													
<b>TENTATIVE MAP</b> (125.0410) <i>(submitted completeness review required)</i>	See <a href="#">Section 4 Project Submittal Requirements</a> – Development Permits/Approvals													
LEGEND: ✓ = Required (✓) = Required if project meets the conditions as identified within the Minimum Submittal Requirements Checklist														



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## Minimum Submittal Requirements Checklist Subdivision Approvals

This checklist must be used in conjunction with the Submittal Requirements Matrix. The Submittal Requirements Matrix establishes the documents/plans that are required based upon the approval you are applying for. Acceptance of projects for review by the City of San Diego depends upon the accuracy and completeness of the submitted plans and documents. This Minimum Submittal Requirements Checklist establishes the minimum details that must be included in all plans and documents required by the City. Staff will review your documents against this checklist. The design professional should use this checklist when preparing project packages for review. Plans or documents missing any of the required detail will not be deemed complete (accepted into plan check). Additional information or clarification may be requested during the review process or prior to permit issuance.

Where the word “**Conditional**” appears before the document and/or detail, this information will be required if the proposed project meets those conditions. Where the word “**Recommended**” appears before the document and/or detail, the information is provided as a suggestion for improving the review process and is not required to accept your project for review. However, these items may be a plan check correction item and required to be submitted for subsequent reviews. It is recommended that you provide the documents and information to reduce the number of re-checks cycles. All other detail is required unless not applicable to your project.

Item No.	Requirements
<b>1.0</b>	<b>GENERAL APPLICATION PACKAGE</b>
1.1	<b>General Application (<a href="#">DS-3032</a>)</b>
1.2	<b>Conditional: Deposit Account/Financially Responsible Party Form (<a href="#">DS-3242</a>):</b> Must be completed for all projects requiring a deposit account for processing per Information Bulletin 503.
1.3	<b>Conditional - Ownership Disclosure Statement (<a href="#">DS-318</a>):</b> Required for Right-of-Way and Easement Vacations. The list must include the names and addresses of all individuals, corporate officers, and partners in a partnership who own fee title to the underlying property. This is required to ensure that a decision maker does not have a conflict of interest that may affect the decision.
1.4	<b><a href="#">CAP Consistency Checklist</a>:</b> Required for all discretionary actions.
1.5	<b>Conditional - Affordable Housing Requirements Checklist (<a href="#">DS-530</a>):</b> Required for all residential projects proposing 10 or more dwelling units and to all condominium conversion development of 2 or more dwelling units.
1.6	<b>Conditional - Condominium Conversions Development Regulations Affidavit (<a href="#">DS-6001</a>):</b> Provide completed affidavit for all mapping actions for condominium conversions.
1.7	<b>Conditional - Concurrent Processing Agreement:</b> If the ministerial project review is being concurrently processed with another policy or development permit/approval, provide a copy of the approved Concurrent Processing Agreement. Draft permits and/or Resolution Conditions <u>must</u> be prepared before your project is eligible. For more information, contact your Development Project Manager.
<b>2.0</b>	<b>PHOTOGRAPHIC SURVEY</b>
2.1	<b>Photograph Content:</b> Photographs must be in color and taken of on and off-site views of the proposed street vacation. The number of photographs will vary depending on the length of the street. The photo

**PROJECT SUBMITTAL REQUIREMENTS**

Item No.	Requirements
	survey should include views for evaluating existing improvements, landscaping, topography, access, and environmental conditions.
2.2	<b>Key Map:</b> Include a map with key indicating the location and direction each photograph was taken.
3.0	<b>CERTIFICATE OF CORRECTION:</b> This is a document which corrects technical errors or omissions on a recorded final map or parcel map as provided by the Subdivision Map Act. Include a copy of the document being corrected.
4.0	<b>PUBLIC NOTICE PACKAGE:</b> A public notice package is required for all actions requiring a Notice of Future Decision (Process 2) or a Notice of Public Hearing (Processes 3, 4 and 5). See <a href="#">Information Bulletin 512</a> for information on how to obtain public noticing information and formatting. Note: This package is required for submitted completeness review.
4.1	<b>Assessors Map(s):</b> Provide assessors map(s) with 300-foot noticing radius outlined.
4.2	<b>Address lists:</b> Provide owner/occupant information.
4.3	<b>Conditional Supplemental Discretionary Application (DS-3035):</b> Required for Process 5 approvals.
5.0	<b>LETTER OF REQUEST:</b> A letter requesting an Easement Vacation, Street Name Change or Public Right-of-Way Vacation that outlines the reasons for the request.
5.1	<p><b>Letter Outline:</b> Provide a letter that outlines all of the proposed actions in detail and that contains the following information, as applicable:</p> <ul style="list-style-type: none"> <li>• <b>All Requests</b> – Identify the Public Benefit(s) of the proposed action(s).</li> <li>• <b>All Requests</b> - Provide information on any other concurrent or proposed actions with the City related to this request (e.g., tentative map, development permits, etc.).</li> <li>• <b>Vacations</b> - The existing and proposed use of the vacation and (e.g. vacate an improved area for a proposed building).</li> <li>• <b>Vacations</b> - If the proposed action is a partial, state why the entire easement or street is not feasible to be vacated. Note: It is desirable for an entire street or easement to be vacated within a block range if the street or easement is not needed.</li> <li>• <b>Street Name Change</b> - The reason for the street name change.</li> <li>• <b>Street Name Change</b> – Note the name of the existing street, proposed street, and an alternate choice. If the proposed name is unusual or foreign name, provide the meaning of that name. Include reference to how the street was originally named (e.g., map, deed, etc.).</li> </ul>
5.2	<b>Conditional – Petition required for Street Name Change requests:</b> Provide a signed petition by property owners per LDC Section 125.1110. Indicate the percentage of signatures that are for and against the street name change on the petition.
6.0	<b>Conditional - PRIOR DEVELOPMENT APPROVAL DOCUMENTATION:</b> Required if the property has a related Tentative Map or Development Permit. Copies of resolutions, permit, and exhibits granting these permits may be obtained from the Development Services Center Records Section, located on the 2 <sup>nd</sup> floor. If a Tentative Map or Development Permit is currently being processed, an approved Concurrent Processing Agreement (see item 1.7) must be provided as part of the General Application Package (see item 1.5).
6.1	<b>Permit/Resolution:</b> Provide copies of the approved tentative map resolution and/or development permit.
6.2	<b>Approved Exhibit:</b> Provide a copy of all approved exhibits referenced in the permit/resolution
7.0	<b>PROPOSED LEGAL DESCRIPTION:</b> Provide a written copy of the proposed legal description describing the dedication, easement, or lot line adjustment.



**PROJECT SUBMITTAL REQUIREMENTS**

Item No.	Requirements
<b>8.0</b>	<b>MAP REFERENCE MATERIALS:</b> Provide a package labeled "Map Reference Materials" containing the following information:
8.1	<b>Property Deed:</b> Provide a current Deed showing proof of ownership for all affected parcels.
8.2	<b>Assessor's Parcel Map:</b> Provide a copy of the County Tax Assessor's Parcel Map page(s) identifying the project location.
8.3	<b>Maps and Drawings:</b> Provide all record information used in preparation of your project, including documents, maps and drawings as identified in your project's Title Report and Procedure of Survey. Only surrounding maps will be required if submitting a title report electronically.
8.4	<b>Conditional - Certificate of Compliance:</b> For legal lot status, provide title history and any supporting documentation. For conditions of map waivers; provide all necessary evidence to prove compliance with ALL conditions of approval.
8.5	<b>Conditional -</b> For easement or right-of-way vacations, provide documentation on how the easement or street was dedicated (typically by subdivision map or deed).
<b>9.0</b>	<b>TITLE REPORT</b>
9.1	<b>Address:</b> The report is for each parcel in the project.
9.2	<b>Date:</b> The report is dated within 6 months of project submittal.
<b>10.0</b>	<b>Conditional - TRAVERSE:</b> Required when new property, easement, right-of-way, boundary adjustment, or vacation of an easement is proposed.
10.1	<b>Traverse Calculations:</b> Traverses must meet City standards. Inverses are not acceptable. Traverse calculations must show the following: <ul style="list-style-type: none"><li>• The mathematical closure of all proposed lots in the subdivision or lots being adjusted/consolidated</li><li>• The mathematical closure of all proposed easements</li><li>• The mathematical closure of the boundary</li><li>• The mathematical closure of the CCS 83 ties</li><li>• Recommended - Show all traverse calculations to two decimal places <u>only</u></li></ul>
<b>11.0</b>	<b>DRAWING PACKAGE</b> See <a href="#">Mapping &amp; Land Title Document Preparation Manual</a> . Note: Conservation of Easement(s) must be submitted on separate B-Sheet(s).
11.1	<b>Title Block:</b> Provide a title block in the lower 4-inches of a 'B' sheet (11" x 17") or the lower right-hand corner of a 'C' sheet (18" x 26").
11.2	<b>Vicinity Map:</b> Provide a vicinity map indicating the location of the project.
11.3	<b>Basis of Bearings:</b> Use the underlying map or refer to the Mapping & Land Title Document Preparation Manual.
11.4	<b>Assessor's Parcel Map Number(s):</b> Provide Assessor's Parcel Number(s) for the subject property.
11.5	<b>Legend:</b> Provide a legend for all symbols not otherwise labeled on the drawing, as applicable.
11.6	<b>North Arrow and Scale:</b> Provide north arrow and scale on each sheet.
11.7	<b>Drawing of Proposed Action:</b> Provide a dimensioned drawing showing the limits of the proposed easement, right-of-way or easement vacation, or right-of-way dedication. Show all additional lots extending beyond the subject property, as necessary for clarity. Label the area to be vacated, dedicated, or abandoned with references to the original instrument of dedication. Do not show any site development, public improvement, or other physical features.

## PROJECT SUBMITTAL REQUIREMENTS

Item No.	Requirements
11.8	<b>Responsible Charge:</b> All drawings must be prepared by a Professional Land Surveyor (PLS) or a registered Civil Engineer with a registration number of RCE 33965 or lower. Include the name, stamp and signature on the drawing.
<b>12.0</b>	<b>MAP PACKAGE</b> See <a href="#">Mapping &amp; Land Title Document Preparation Manual</a> . Note: Conservation of Easement(s) must be submitted on separate B-Sheet(s). See 11.0 above for Drawing Package details.
12.1	<b>Responsible Charge:</b> All maps must be prepared by a Professional Land Surveyor (PLS) or a registered Civil Engineer with a registration number of RCE 33965 or lower. Include the name, stamp and signature on the map.
12.2	<b>Sheet Size:</b> All maps shall be 18" x 26" with a 1" perimeter border.
12.3	<b>Vicinity Map:</b> Provide a vicinity map indicating the location of the project.
12.4	<b>Legal Description:</b> Provide legal description on proposed map.
12.5	<b>Property Lines:</b> Show and label all boundary and lot lines, including distances, within proposed project boundaries.
12.6	<b>Owner's Name:</b> Current owner
12.7	<b>Public Right of Way (ROW):</b> Indicate name, location and width of existing/proposed public rights of way adjacent to and within the project boundary. Indicate how the existing ROW was dedicated.
12.8	<b>Basis of Bearings:</b> Use California Coordinate System 1983 (CCS83 not required for lot line adjustment plats).
12.9	<b>Legend:</b> Provide a legend for all symbols not otherwise labeled on the map.
12.10	<b>North Arrow and Scale:</b> Provide north arrow and scale on each map sheet.
12.11	<b>Recommended - Easements:</b> Show all existing and proposed easements and identify type, grantee and record deed or map that granted the easement within the proposed project boundary.
12.12	<b>Recommended - Monuments:</b> Show and identify all monuments used to determine the project boundary and basis of bearings.
<b>13.0</b>	<b>DEVELOPMENT PLAN PACKAGE</b>
13.1	<b>Conditional - Site Development Plan:</b> Where existing buildings are to remain, including proposed structures under review or with issued permits, provide a site plan showing the building(s) and the distances to existing and proposed lot lines.
13.2	<b>Conditional - Landscape Development Plans:</b> Required for ALL Parcel Maps (PM) and Final Maps (FM) when a condition of a Tentative Map or Map Waiver resolution for residential condominium conversion. Street trees and street yard landscape shall be provided in accordance with LDC Section 142.0410. Plan must include an existing conditions landscape plan AND a proposed landscape plan. Each plan must have its own sheet to provide clarity regarding what is proposed and what is existing to remain.
<b>14.0</b>	<b>OTHER TECHNICAL STUDIES</b>
<b>15.0</b>	<b>FEES/DEPOSITS</b> [See <a href="#">Information Bulletin 502</a> or <a href="#">503</a> ] The fees/deposits as identified in Information Bulletin 502 (for ministerial mapping actions) and Information Bulletin 503 (for discretionary actions) must be paid to deem a project complete. Checks must be made payable to the "City Treasurer" for the exact amount owed. Invoices can be paid using our on-line payment system through <a href="#">OpenDSD</a> .