



NOTICE

DEVELOPMENT SERVICES DEPARTMENT

CITY OF SAN DIEGO – 1222 FIRST AVENUE, MS.S 501, SAN DIEGO, CALIFORNIA 92101

DATE: June 19, 2009

TO: DISTRIBUTION

FROM: Jeff Strohminger, Assistant Deputy Director, Development Services Department

SUBJECT: Grading and Right-of-Way Permit Issuance

As part of our ongoing efforts to improve the city's development review process we are automating the tracking of all issuance requirements for engineering permits in our Project Tracking System (PTS). This should improve the efficiency, timeliness and predictability of the Issuance process.

The following engineering permit issuance process improvements will go into effect July 1, 2009:

Print Packages – The Engineer of Record will no longer pick up approved mylars and prepare a print package. The Development Services Department will be utilizing the City Print Shop to create the print packages for distribution of all approved plans to Field Inspection staff, and to provide a CD-R with a .tif image of the approved plans for the Engineer of Record.

Recording of Documents – The Development Services Department will be recording all agreements with the County Recorder. A County Recorder fee will be collected for the recordation at the time of permit issuance. This fee will be included on the invoice created by the Development Services Department and can be paid along with the additional deposit and issuance fees. The applicant will no longer be required to record and resubmit their own documents.

Pre-Permit Process – Within 48 hours of the mylars being signed by the City Engineer, engineering issuance staff will notify the applicant directly via Email (preferred) of the issuance requirements, including surety, fees, and other dependent approvals (e.g., maps, drawings). This process will not preclude the ability to provide a quick turnaround to accommodate special circumstances.

Issuance Appointments – Multiple staff will be performing engineering issuance by appointment. After receiving the 'ready for issuance' letter, applicants will be able to make an engineering issuance appointment through the general appointment line at (619) 446-5300. Issuance appointments will no longer be made through the issuance staff.

If you have any questions regarding this new process, please contact Leslie Goossens at (619) 446-5431 or lgoossens@sandiego.gov.