

Development Review Process Workshop

Development Review Process and Permits

May 2, 2009

**Presenter: Vena Lewis
phone: 619.446.5197 and email vlewis@sanidiego.gov**



**City of San Diego
Development Services Department**

Presentation Overview

- Department Overview
- Review Process Roles
- Project Review Process
- Tips for Successful Review
- Questions



Vision of the Department

*Developing quality
communities through
service, partnership and
innovation*



Development Review Process Workshop



Development Services Customer Service Statement

“We value and respect our Customers.

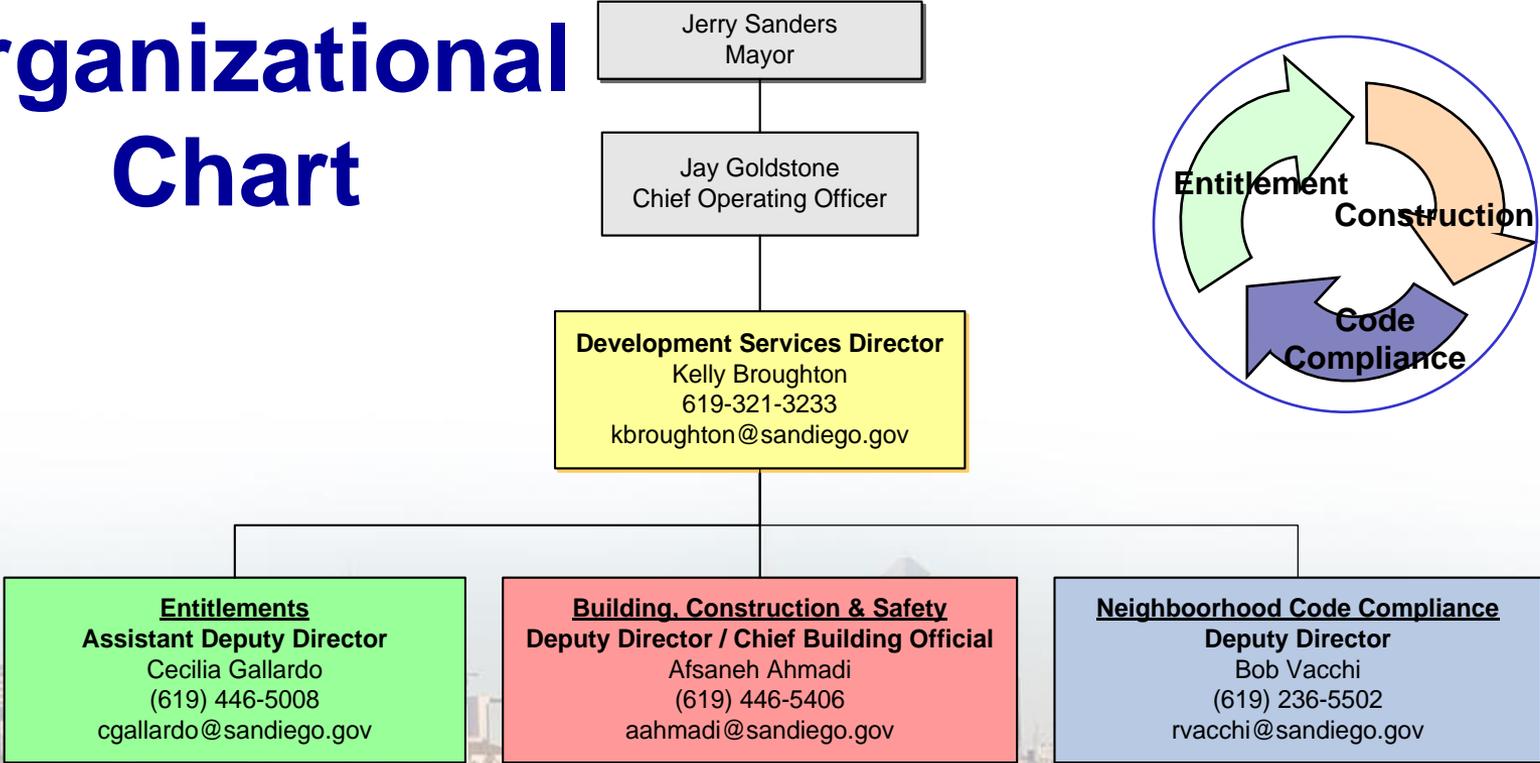
***We are dedicated to providing you professional,
caring, and timely service.”***



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Development Review Process Workshop

Organizational Chart



Development Review Process Workshop



Kelly Broughton
Development Services Director



City of San Diego
Development Services Department

Development Review Process Workshop



Afsaneh Ahmadi, Deputy Director

Chief Building Official

Plan Review And Inspection For Building,
Mechanical, Plumbing, Electrical, Fire Permits
And Approvals, Construction Inspections



Cecilia Gallardo

Assistant Deputy Director

Landscape Review,
Planning Review, Mitigation Monitoring
Coordination, Environmental Review



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Mike Westlake, Program Manager

Project Management, Expedite Program,
Public Projects



Rick Rhoads, Assistant Deputy Director

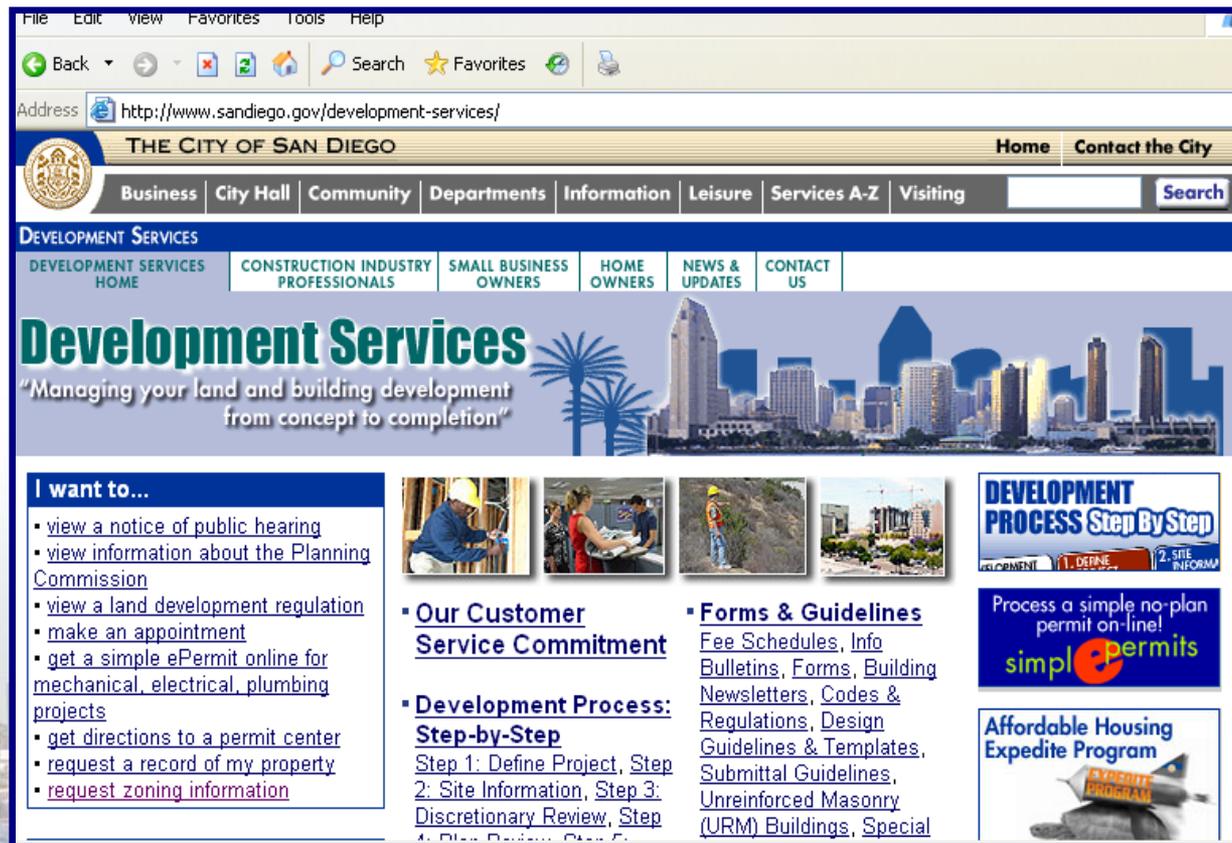
Plan Review, Over the Counter Plan Checks
and Screening.



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Development Services Main Webpage



The screenshot shows the City of San Diego Development Services main webpage. The browser address bar displays <http://www.sandiego.gov/development-services/>. The page features a navigation menu with links for Business, City Hall, Community, Departments, Information, Leisure, Services A-Z, and Visiting. Below the navigation menu, there are several sections:

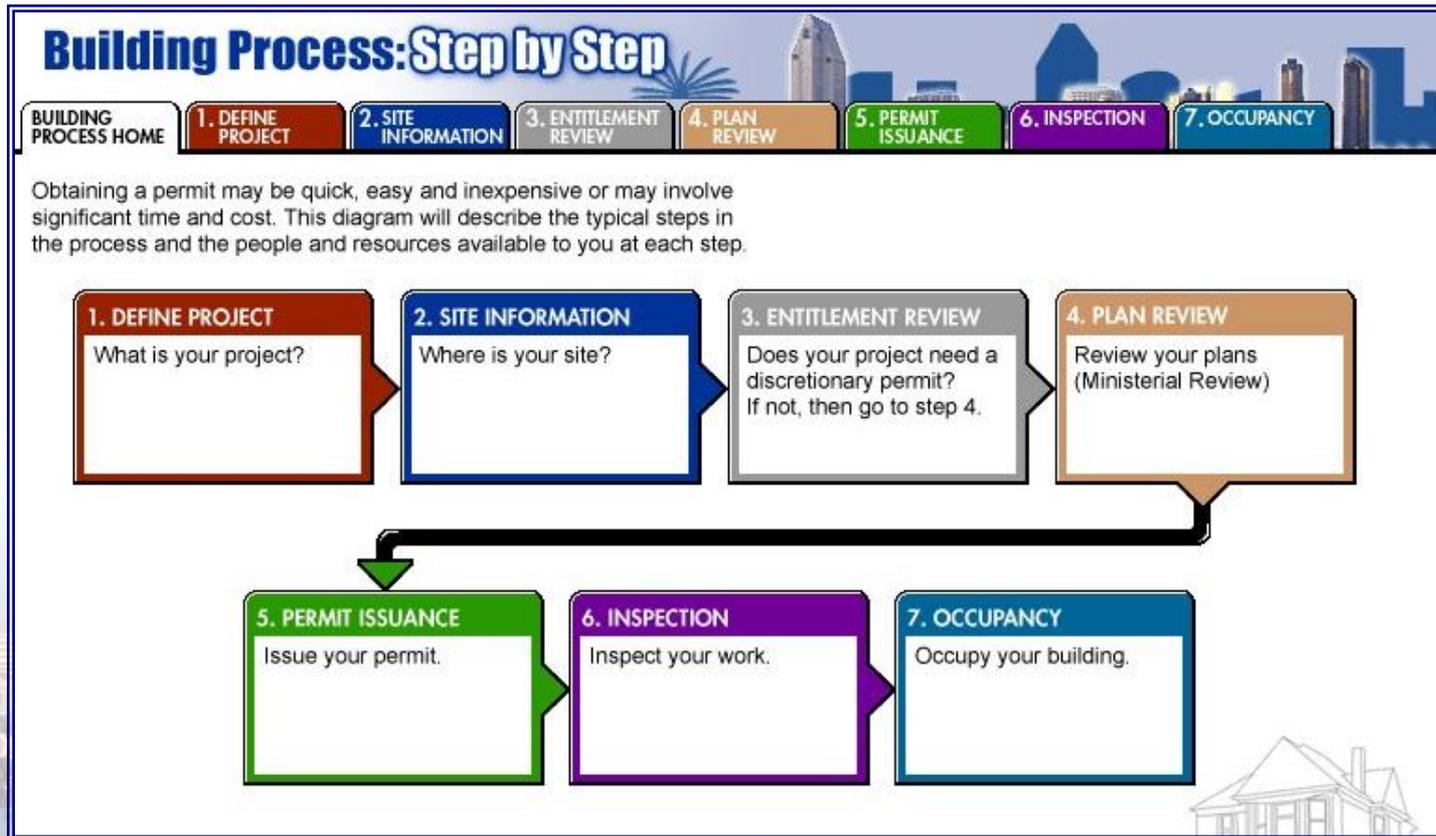
- DEVELOPMENT SERVICES** with sub-links: DEVELOPMENT SERVICES HOME, CONSTRUCTION INDUSTRY PROFESSIONALS, SMALL BUSINESS OWNERS, HOME OWNERS, NEWS & UPDATES, and CONTACT US.
- A large banner for **Development Services** with the tagline "Managing your land and building development from concept to completion" and an image of the San Diego skyline.
- A section titled **I want to...** with a list of links:
 - [view a notice of public hearing](#)
 - [view information about the Planning Commission](#)
 - [view a land development regulation](#)
 - [make an appointment](#)
 - [get a simple ePermit online for mechanical, electrical, plumbing projects](#)
 - [get directions to a permit center](#)
 - [request a record of my property](#)
 - [request zoning information](#)
- A section titled **Our Customer Service Commitment** with a sub-section **Development Process: Step-by-Step** listing: Step 1: Define Project, Step 2: Site Information, Step 3: Discretionary Review, Step 4: Plan Review, Step 5: Permitting.
- A section titled **Forms & Guidelines** with links for: Fee Schedules, Info Bulletins, Forms, Building Newsletters, Codes & Regulations, Design Guidelines & Templates, Submittal Guidelines, Unreinforced Masonry (URM) Buildings, and Special.
- A section titled **DEVELOPMENT PROCESS Step By Step** with a graphic showing steps 1. DEFINE and 2. SITE INFORMATION.
- A section titled **Process a simple no-plan permit on-line!** with the **simplepermits** logo.
- A section titled **Affordable Housing Expedite Program** with a graphic showing a house and the text **EXPEDITE PROGRAM**.

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Development Process: Step by Step



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Building Process: Step by Step

BUILDING PROCESS HOME | **1. DEFINE PROJECT** | 2. SITE INFORMATION | 3. ENTITLEMENT REVIEW | 4. PLAN REVIEW | 5. PERMIT ISSUANCE | 6. INSPECTION | 7. OCCUPANCY

Helpful Links

- [Homeowners construction permit tips](#)
- [Small business construction tips](#)
- [Design guidelines and templates](#)
- [Check the status of my plans](#)
- [Municipal Code & Information](#)
- [Codes, Regulations, Requirements](#)
- [Storm Water Pollution Prevention](#)
- [Unreinforced Masonry \(URM\)](#)
- [Other Development Agencies](#)

Contact Information

Development Review Center
1222 First Ave.
619-446-5300
[Directions to our Office](#)
[Department Floorplan](#)

1. DEFINE PROJECT

What is your Project?

Overview
Find out what you need to start and get your proposed project approved.

Key Areas
Discover the issues, processes and disciplines important to your proposed project.

Time and Costs
Find out the potential time and costs associated with your proposed project.

Submittal Requirements
The who, what, where, when, and how of defining a project.

Forms & Applications
Link to the documents you need at this step in the process.

Frequently Asked Questions (FAQ)
Got questions? We've got answers.

Glossary of Terms
Don't know what something means? Check out our definitions.





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Official Zoning Map

THE CITY OF SAN DIEGO Home Contact the City

Business City Hall Community Departments Information Leisure Services A-Z Visiting

DEVELOPMENT SERVICES HOME CONSTRUCTION INDUSTRY PROFESSIONALS SMALL BUSINESS OWNERS HOME OWNERS NEWS & UPDATES CONTACT US

Development Services
Official Zoning Map

Validation by Address

Results for: 1222 01ST AV

Zone(s) per Official Zoning Map:

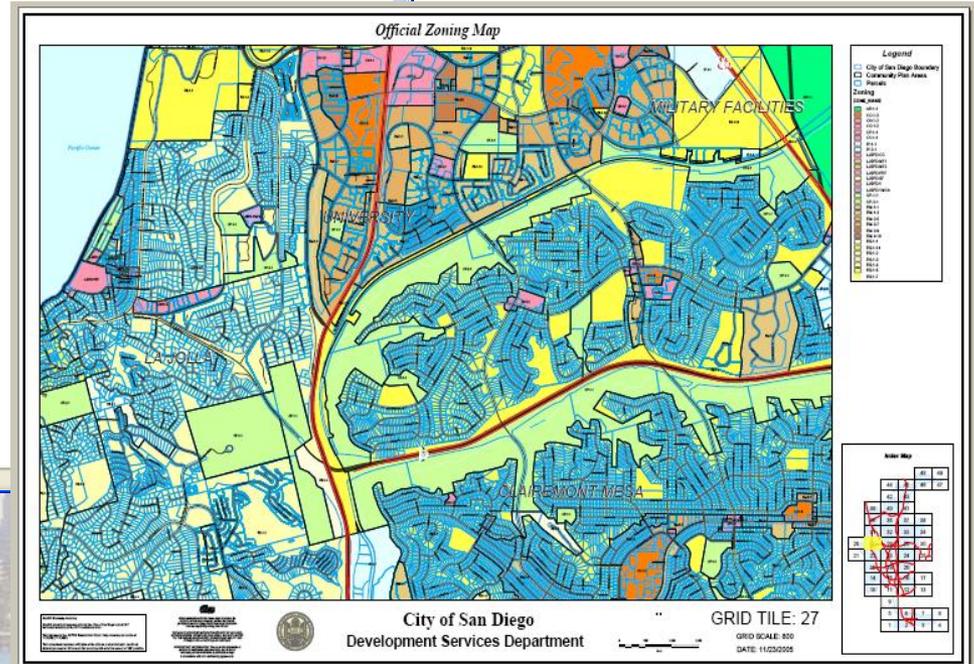
Name	Abbreviated Name
CENTRE CITY PLANNED DISTRICT-A	CCPD-A More Info

Map Sheets:

Map Sheet Index Nbr	Map Image
15	View Map Image

Results as of June 16, 2006

[Look up another location](#)



Role of Community Planning Groups

- Information Bulletin 620 (Cooperation & Coordination)
- Policy Focus
- Recommendation with Conditions
- Communication with Community



Project Review Process

- “Construction” vs. “Entitlement” Review
- Decision Processes
- Steps in Project Review
- Environmental Review & Project Review Process Impacts



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Discretionary Process Types

- **Process 2**
 - Staff Decision
 - Appeal to Planning Commission
- **Process 3**
 - Hearing Officer Decision
 - Appeal to Planning Commission
- **Process 4**
 - Planning Commission Decision
 - Appeal to City Council
- **Process 5**
 - City Council Decision



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Construction Review

Entitlement Review

Approval Types

Decision Process



Legislative Actions

Subdivision Maps

Planned Development Permits

Site Development Permits

Conditional Use Permits

Coastal Development Permits

Neighborhood Use Permits

Neighborhood Dev. Permits

Construction Permits

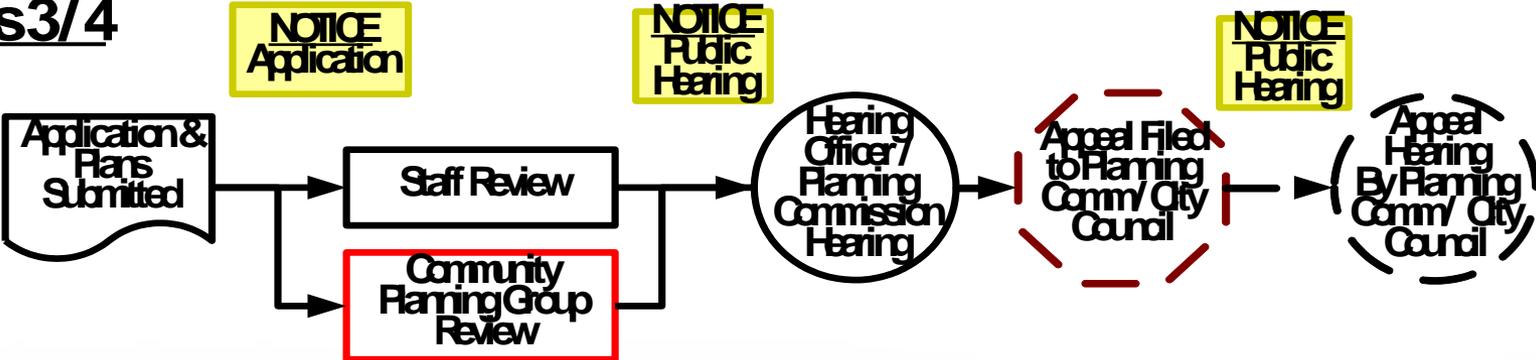
**City of San Diego
Development Services Department**



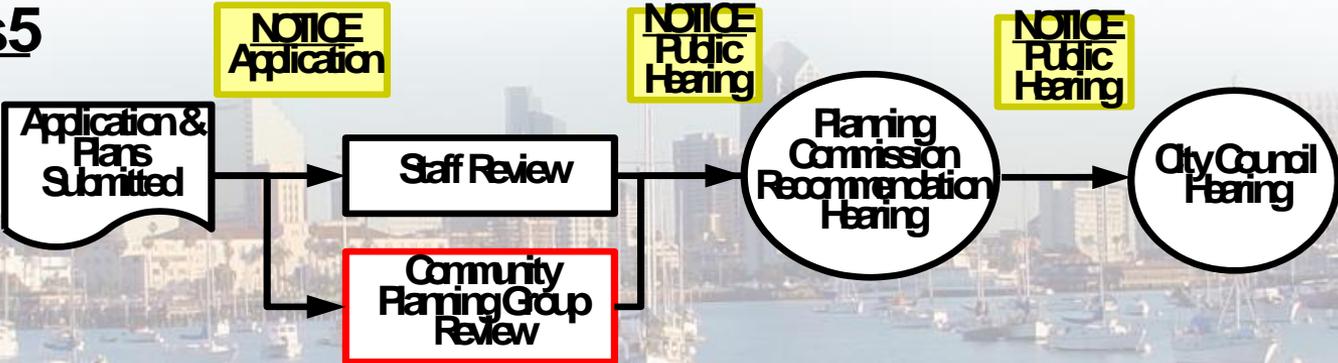
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Process 3,4,5

Process 3/4

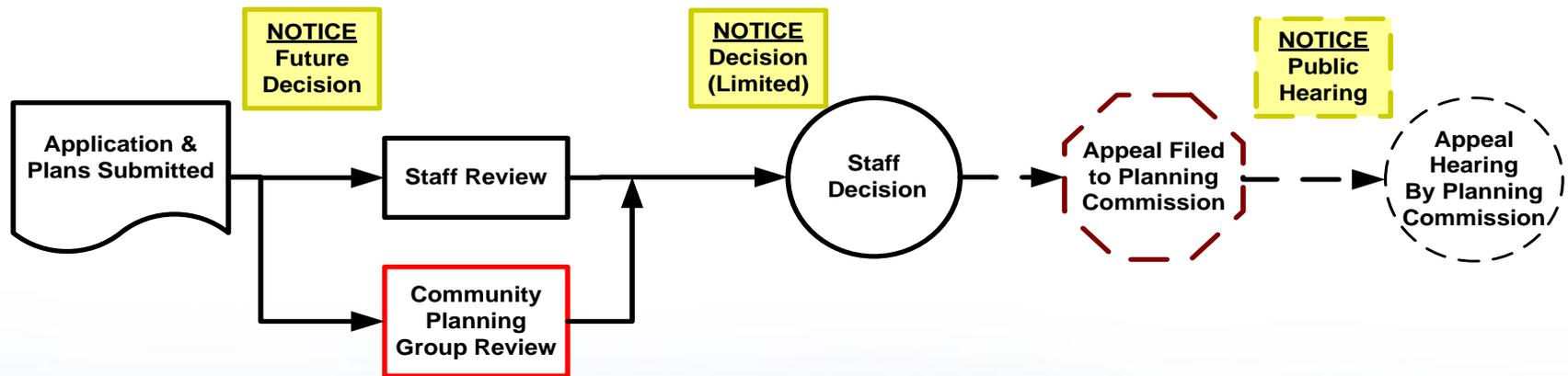


Process 5



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Process 2



Notice of Future Decision – CPG has right to request 20 business day extension. Per SDMC Section, 112.0503(b)



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Community Plan Amendment

- First step, Community Plan Amendment Initiation
- Initiation – courtesy notice sent to community planning group.
 - Community Planning Group recommendation included within staff's report to the Planning Commission
- Who can Initiate:
 - Property Owner, Community Planning Group, Staff, City Council/Planning Commission
- Purpose of Initiation
 - Scope of Initiation discussed within the body of staff's report to the Planning Commission



Community Plan Amendment

- Second Step, if initiated, then project is submitted and can be deemed complete.
 - Notice of Application
 - First set of plans sent to community group
- First Review Cycle Completed by staff
 - Assessment Letter sent by city staff



Noticing

- Notices
 - Notice of Application
 - Notice of Public Hearing
 - Notice of Future Decision
 - Notice of Decision
- Notices are mailed directly to Chairperson of community planning group



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Notices



THE CITY OF SAN DIEGO

DATE OF NOTICE: September 10, 2004

NOTICE OF APPLICATION

DEVELOPMENT SERVICES DEPARTMENT

As a property owner, tenant, or person who has requested notice, you should know that an application has been filed with the City of San Diego for a Coastal Development and Site Development Permit (Process 3) to convert existing residence into a pool house and construct an 11,104-square-foot single family residence on a 1.01-acre site. The property is located at 2667 Hidden Valley Road in the SF Zone of La Jolla Shores Planned District within the La Jolla Community Planning Area, Coastal Overlay (non-appealable), Coastal Height Limitation and Council District 1.

PROJECT NUMBER: 43931
PROJECT NAME: BADIEE RESIDENCE
CONTACT NAME: DOUG FESS
COMMUNITY PLAN AREA: LA JOLLA

CITY PROJECT MANAGER: Laura C. Black
MANAGER PHONE NUMBER: (619) 446-5112

The decision to approve or deny this application will be made at a public hearing. You will receive another notice informing you of the date, time, and location of the public hearing. In addition, this item will be discussed by the Community Planning Group for the area in which the project is located. They will make an advisory recommendation to the City of San Diego.

You may contact Simon Andrews, Chair of the La Jolla Community Planning Association at (858) 456-7900 to inquire about the community planning group meeting dates, times, and location for community review of this project.

If you have any questions regarding this application after reviewing this information, you can call the City of San Diego Project Manager listed above.

This information will be made available in alternative formats upon request.

Job Order No. 42-3095



CITY OF SAN DIEGO

Date of Notice: May 25, 2005

NOTICE OF PUBLIC HEARING PLANNING COMMISSION

DATE OF HEARING: June 9, 2005
TIME OF HEARING: 9:00 AM
LOCATION OF HEARING: Council Chambers, 12th Floor, City Administration Building,
202 C Street, San Diego, California

PROJECT TYPE: Coastal Development Permit, Tentative Map and Waiver of
Undergrounding
PROJECT NUMBER: 50055
PROJECT NAME: 911 MISSOURI STREET TENTATIVE MAP
APPLICANT: David Lepre, Craig Rubin, Ken and Gina Rubin, Budd and
Joanne Rubin

COMMUNITY PLAN AREA: Pacific Beach
COUNCIL DISTRICT: District Two

CITY PROJECT MANAGER: Laura C. Black, Development Project Manager
PHONE NUMBER: (619) 446-5112

As a property owner, tenant or person who has requested notice, you should know that the Planning Commission will hold a public hearing to approve, conditionally approve, or deny an application for a Coastal Development Permit, Tentative Map and Waiver of Undergrounding to convert eight (8) existing residential units to condominiums on an existing 6,259 square foot site. The project is addressed as 911 Missouri Street in the RM-1-1 Zone, Coastal Overlay Zone and Coastal Height Limit Overlay Zone within the boundaries of the Pacific Beach Community Plan.

Should the condominium conversion project be approved, tenants may be required to vacate the premises. No units may be sold in this building unless the conversion is approved by the city and until after a public report is issued by the Department of Real Estate. Each tenant has the exclusive right to contract for the purchase of his or her respective unit upon the same terms and conditions that such unit will be initially offered to the general public or terms more favorable to the tenant. The right shall run for a period of not less than 90 days from the date of issuance of the subdivision public report pursuant

City of San Diego
Development Services Department



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Notices



THE CITY OF SAN DIEGO

Date of Notice: December 8, 2004

NOTICE OF FUTURE DECISION

DEVELOPMENT SERVICES DEPARTMENT
Job Order Number 42-3600

PROJECT TYPE/NUMBER:	COASTAL DEVELOPMENT PERMIT/PROJECT NUMBER 54670
PROJECT NAME:	GRANT RESIDENCE
APPLICANT:	RYAN REYNOLDS
COMMUNITY PLAN AREA:	LA JOLLA COUNCIL DISTRICT: 1
CITY PROJECT MANAGER:	Laura C. Black, Development Project Manager
MAILING ADDRESS:	1222 First Ave., MS 501, San Diego, CA 92101-4155
PHONE NUMBER:	(619) 446-5112

As a property owner, tenant, or person who has requested notice, you should know that the Development Services Department Staff will make a decision to either approve, conditionally approve, modify or deny an application for a Coastal Development Permit (Process 2) to demolish existing residence and construct a 6,273-square-foot single family residence on a 0.577-acre site at 6929 Fairway Road in the RS-1-4 Zone within the La Jolla Community Planning Area, Coastal Overlay (non-appealable), Coastal Height Limitation and Council District 1.

The decision by City staff will be made **without** a public hearing no less than *eleven (11)* business days from the Date of Notice. If you want to receive a "Notice of Decision", you must submit a written request to the City Project Manager listed above no later than *ten (10)* business days from the Date of Notice.

The decision of the Development Services Department Staff can be appealed to the **Planning Commission**. An appeal must be made within *twelve (12)* business days after the decision date. Appeal applications are available at the Planning Department, 202 "C" Street, Fifth Floor, San Diego, CA 92101.

This project is undergoing environmental review.

You may contact **Simon Andrews**, Chair of the **La Jolla Community Planning Association** at (858) 456-7900 to inquire about the community planning group meeting dates, times, and location for community review of this project.

If you have any questions about the project after reviewing this information, you can call the City Project Manager listed above. This information will be made available in alternative formats upon request.



THE CITY OF SAN DIEGO

Date of Notice: February 2, 2005

NOTICE OF DECISION

DEVELOPMENT SERVICES DEPARTMENT
Job Order No. 423174

APPROVAL TYPE(S):	Coastal Development Permit
PROJECT NAME/NUMBER:	Casa Fay Lot 17 / PTS No. 45699
APPLICANT:	Fay, LLC.

COMMUNITY PLAN AREA:	La Jolla
COUNCIL DISTRICT:	1

CITY PROJECT MANAGER:	Laura C. Black, Development Project Manager
MAILING ADDRESS:	1222 First Avenue, MS 501, San Diego, CA 92101-4153
PHONE NUMBER:	(619) 446-5112

On February 2, 2005, Development Services Staff approved an application for demolition of the existing residence located on two lots and construct a two-story, above basement, 2,724 square-foot single family residence, with attached three-car garage and detached pool, on a 5,016 square-foot existing lot located at 7005 Fay Avenue (Lot 17). If you have any questions about this project, the decision, or wish to receive a copy of the resolution approving or denying the project, contact the City Project Manager above.

The decision by staff can be appealed to the **Planning Commission** no later than twelve (12) business days of the decision date. The appeal application can be obtained at the Planning Department, 202 "C" Street, Fifth Floor, San Diego, CA 92101. The decision of the Planning Commission is final. This information will be made available in alternative formats upon request.

The certification of an Environmental Impact Report, adoption of a Mitigated Negative Declaration or Negative Declaration, or determination that the project is exempt from the California Environmental Quality may be appealed to the City Council **after all other appeal rights have been exhausted**. All such appeals must be filed by 5:00 PM within ten (10) business days from the date of the Planning Commission's certification/adoption of the environmental document. The proper forms are available from the City Clerk's Office, located on the second floor of the City Administration Building, 202 C Street, San Diego, CA 92101.



City of San Diego
Development Services Department

Noticing

- Notices are available on the City's website:

<http://www.sandiego.gov/city-clerk/officialdocs/notices/index.shtml>

- Notices are published in the San Diego Transcript.



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Notices located on City Website



The screenshot shows a Microsoft Internet Explorer browser window displaying the City of San Diego website. The address bar shows the URL: <http://www.sandiego.gov/city-clerk/officialdocs/notices/index.shtml>. The website header includes the City of San Diego logo and navigation links: Home, Contact the City, Business, City Hall, Community, Departments, Information, Leisure, Services A-Z, and Visiting. Below the header is the Office of the City Clerk section, with links for City Clerk Home, Official City Documents Home, City Clerk Legislative Documents, City Attorney Legal Documents, and City Bulletin of Official Public Notices. The main content area is titled "Official City Documents" and "City Bulletin of Public Notices". It features a "Full Text Search of All Public Notices" section with a search box and a "Search" button. Below this is a "Specific Field Search" section with a link to an "Advanced Search" page. The footer of the page shows "Done" and "Internet" status indicators.



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Notices located on City Website

City Bulletin of Public Notices | City Clerk - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print

Address <http://www.sandiego.gov/city-clerk/officialdocs/notices/index.shtml>

- [Public Hearings](#)
Noticing property owners, tenants, concerned citizen or interested persons on a public hearing held by City Council, Planning Commission, Board of Zoning Appeals, Hearing Officer.
- [California Environmental Quality Act \(CEQA\) Notices & Documents](#)
Notices and reports to concerned citizens or interested person regarding decision of impact findings on the environment. Not all documents may be available for viewing online. Further, graphics, exhibits and attachments such as technical reports may not be available for viewing online. For information regarding CEQA compliance for the Centre City Development Corporation, CCDC, please contact: Beverly Schroeder at (619) 533-7113.
- [California Environmental Quality Act \(CEQA\) Notices of Rights to Appeal Environmental Determinations](#)
Notices of environmental determinations made by City staff (including the City Manager), the City Hearing Officer, and the City Planning Commission that may be appealed to the City Council in accordance with Section 112.0520 of the Municipal Code. For information regarding CEQA compliance for the Centre City Development Corporation, CCDC, please contact: Beverly Schroeder at (619) 533-7113.
- [Construction](#)
Noticing business enterprises of Request for Bids, Request for Proposals or

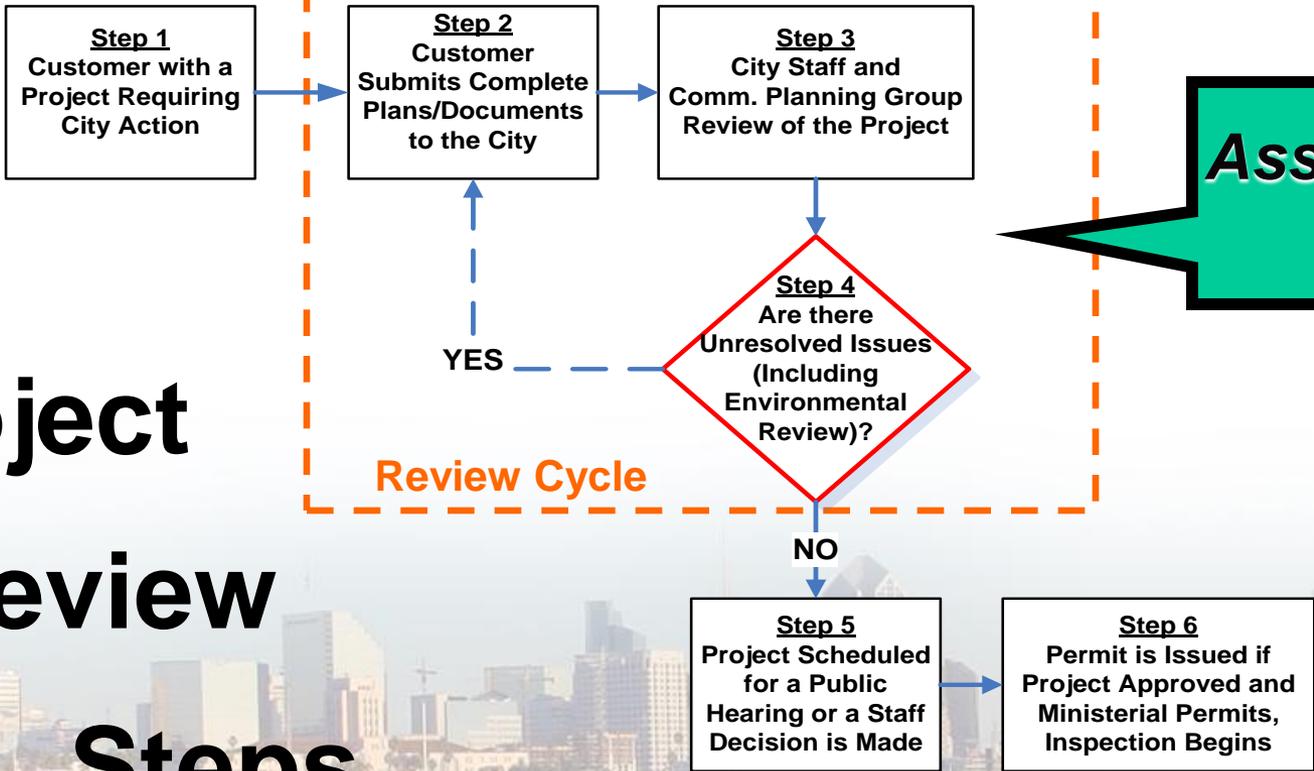
<http://google.sannet.gov/search?partialfields=8&sort=date%3AD%3A%3Ad1&proxyreload=1&num=10> Internet



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*Notice of Application
First Set of Plans to
Community Group*

*Second Set of Plans sent
to Community Group if
Changes in project.*



**Assessment
Letter**

**Project
Review
Steps**



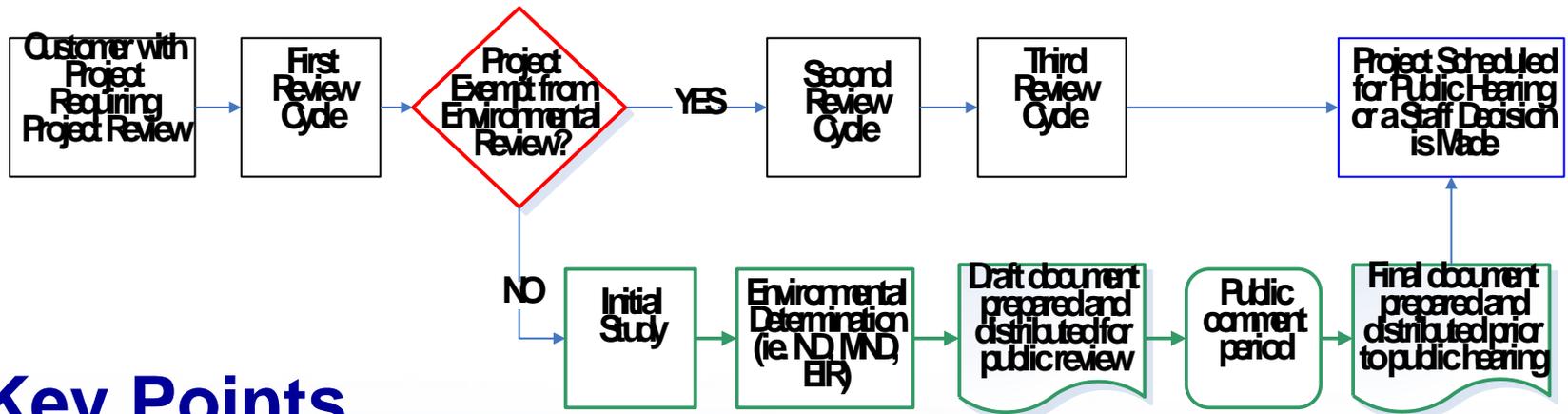
Assessment Letters

- First Assessment letter is sent to the chair of the community planning group once staff has completed the first review of the project.
- Assessment letters are prepared as the project continues to be reviewed by city staff.
- Project approvals are not made on the project within the assessment letters.
- Assessment letters are a tool for the applicant to resolve remaining issues with city staff.



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Environmental Review Process



Key Points

- Staff Review Cycles = 30-14 Days
- Project Review Process = 4-7 Months
- When Environmental Documents are distributed For Public Review, Staff Review is Complete



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Community
Planning Group
Recommendation

Staff Reports

DATE	June 2, 2005	REPORT NO. PC-05-156
ATTENDEES	Planning Commission, Agenda of June 9, 2005	
SUBJECT	MISSOURI STREET TENTATIVE MAP - PROJECT NO. 50055 PROCESS 4	
OWNERS APPLICANT	DAVID LEPRE, Individual, CRAIG RUBIN, Individual, KEN AND GINA RUBIN, Husband and Wife, and BUDD AND JOANNE RUBIN, Husband and Wife.	
SUMMARY	<p>(s): Should the Planning Commission approve a Tentative Map, Waiver of Undergrounding and a Coastal Development Permit to convert eight (8) rental apartment units to condominium ownership at 911 Missouri Street in the Pacific Beach Community Plan area?</p> <p>Staff Recommendation:</p> <p>1. APPROVE Tentative Map and Waiver of Undergrounding No. 148367; and</p> <p>2. APPROVE Coastal Development Permit No. 204655.</p> <p>Community Planning Group Recommendation: The Pacific Beach Community Planning Committee approved this application by a vote of 14-0 on January 25, 2005, with no conditions.</p> <p>Other Recommendations: None.</p> <p>Environmental Review: The project is Exempt from environmental review pursuant to the California Environmental Quality Act (CEQA) Article 19, Section 15301(k), existing facilities.</p>	

- Vote is presented as an attachment to the report.
- Any letters sent to staff are also included in report.
- Staff addresses concerns raised within the body of the report



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Staff Reports

Staff Reports are available on-line. Planning Commission Reports do not have attachments. City Council reports provide all attachments.

Planning Commission

<http://www.sandiego.gov/planning-commission/#reports>

City Council

<http://www.sandiego.gov/city-clerk/officialdocs/legisdocs/index.shtml>



**City of San Diego
Development Services Department**

Community Planning Group Role

- Information Bulletin 620 (Cooperation & Coordination)
- Policy Focus
- Recommendation with Conditions
- Communication with Community



Appeal Issues

- Project Appeals
 - Bulletin 505
<http://www.sandiego.gov/development-services/industry/pdf/ds-5505.pdf>
- If appealing a project as chairperson, the appeal must be consistent with community group vote and the \$100 appeal fee will be waived.
- Appeal must be complete and submitted in a timely manner.



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Environmental Determination Appeals – Exemptions

- Projects determined to be exempt can be appealed to City Council within the time limits detailed within the “Notice of Right to Appeal”
- Link to Notice of Right to Appeal on City’s website
<http://www.sandiego.gov/city-clerk/officialdocs/notices/index.shtml>
- Environmental review performed pursuant to California Environmental Quality Act (CEQA).



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Environmental Determination Appeals – ND, MND, EIR's

- Must have exhausted all project appeals prior to filing environmental appeal
- Environmental determination is the only issue of appeal, not project design/features
- Environmental review performed pursuant to California Environmental Quality Act (CEQA).



Tips for Successful Review

- Make Recommendations Early
- Treat Project Customer Professionally
- Regular Communication with Project Manager Via Your Chairperson
- Include Actual Vote Count
- Enforceable Conditions



Tips for Successful Review

- Take Formal Actions
- If Recommending Denial, Always Provide Backup Documentation as to Why



Contacting Us

- Project Management, (619) 446-5210
- Community Planning, (619) 235-5200
- Development & Permit Information, (619) 446-5000
- General Information (619) 446-5000
- Internet: www.sandiego.gov



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Questions?



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Development Services Department**