



## Storm Water Division Right-of-Entry (ROE) Permit Frequently Asked Questions

Q1. What is a Right of Entry (ROE) permit?

*A1. A Right of Entry (ROE) permit is an agreement between the City of San Diego and the applicant/permittee (an individual, organization, or business) granting the permittee access to enter City-owned lands or dedicated easements for a specific purpose.*

Q2. Who issues a ROE permit?

*A2. City-owned properties are managed by individual City Departments and dedicated easements over private property may be managed by a specific City Department.. In the Transportation & Storm Water Department (T&SWD), ROE permits for the Storm Water Division-managed drainage easements or facilities, such as storm water channels, pump stations, catch basins, and drain structures (pipes, inlets, outlets), are issued by the Division's Operations & Maintenance (O&M) Group. For more information, contact the Storm Water Division at 619-235-1000 or [swppp@sandiego.gov](mailto:swppp@sandiego.gov).*

Q3. Do I need a ROE permit if my organization would like to do a trash clean-up or to remove invasive vegetation, such as arundo (looks like bamboo), in a channel in my neighborhood?

*A3. Yes. If any private individual, organization, or business desires to enter and/or use a Storm Water Division-managed easement or facility for access, a ROE permit must be issued to that individual, organization, or business before access may be granted and any work can be conducted.*

Q4. How early should I submit a request to the Storm Water Division to access City-owned or managed Storm Water Division facilities, such as channels, pump stations, storm drain pipes, etc.?

*A4. The request should be submitted to the Storm Water Division ([swppp@sandiego.gov](mailto:swppp@sandiego.gov)) at least 8 weeks (2 months) in advance of the date the work is scheduled.*

Q5. What information do I need to provide to Storm Water Division to get a ROE permit? Is there an application I need to fill out?

*A5. Specific information as outlined in the Storm Water Division ROE Procedures must be provided in your request to the Storm Water Division's O&M Group to include in the ROE permit.*



Q6. Are there any costs associated with ROE permits?

*A6. There is no fee or cost for the Storm Water Division to issue a ROE permit. However, the permittee may be required to incur costs to cover certain regulatory and permitting requirements, such as the requirement to have a biological monitor during proposed work, to provide compensatory mitigation for impacts to sensitive vegetation, to offset erosive conditions created by proposed work, and/or to repair any damages that may have occurred during the work or event. All costs incurred by the project must be covered by the applicant/permittee.*

Q7. How long does it take to review a permit application?

*A7. It typically takes about 8 weeks (2 months) from the date you submit your request to the date the ROE permit is issued. This allows City staff, including the City Attorneys' Office, to review the information submitted and prepare the ROE permit for signatures. A draft ROE permit will be provided to the applicant/permittee to review and a final copy will need to be signed and submitted to the Storm Water Division's O&M Group for their records.*

Q8. What do I need to do at the end of the project?

*A8. Within two (2) weeks after the last day of the event, the applicant/permittee must submit a complete list of all participants or individuals (with signatures) who were allowed entrance into the City's property or easement as well as before and after pictures, maps, and any reports generated as part of the project. These should go directly to the City's Storm Water Division's contact listed in the ROE permit issued.*

*Please note, a City staff person or representative may inspect the facility during or after the project and may request any damages that may have incurred during the project be repaired, replaced or compensated at the applicant/permittee's expense.*

Q9. Who is my Storm Water Division's contact for my ROE permit?

*A9. To request a ROE permit please contact the Storm Water Division at 619-235-1000 or [swppp@sanidiego.gov](mailto:swppp@sanidiego.gov). Once your ROE permit is issued, your Storm Water Division's point of contact will be listed in the ROE permit itself.*

