Development Services

OCTOBER 2024

LAND DEVELOPMENT MANUAL

Volume I, Chapter 1

Project Submittal Requirements

Section 4

Development Permits/Approvals

DEVELOPMENT SERVICES DEPARTMENT

http://www.sandiego.gov/development-services

Table of Contents

Development Permits/Approvals 1
Introduction 1
Submittal Requirements 1
Completeness Review 1
Guaranteed Second Opinion 2
Submittal Requirements Matrix 3
Minimum Submittal Requirements Checklist 7

Section 4

Development Permits/Approvals

Introduction

Development permit review is a review of architectural and site design plans. The decision maker (DSD staff, Hearing Officer, Planning Commission or City Council) must exercise some discretion in determining whether the proposed development meets the applicable regulations, standards, policies, and guidelines. This section covers applications for development permits and tentative map approvals. If a Development Permit/Approval (Coastal Development, Site Development, etc.) or a Tentative Map is required, it must be approved before applying for a Construction Permit.

Prior to beginning the preparation of a development permit/approval submittal, refer to the Important Steps to Project Approval in Section 1 of this Manual for important information that can save you time in the project submittal process.

Submittal Requirements

The Submittal Matrix and the Minimum Submittal Requirements Checklist found in this section identify the forms, documents, and plans that are required. The Submittal Requirements Checklist provides a detailed description of what the content of each of the required forms, documents, and plans 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

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

Completeness Review

All submitted projects are evaluated to ensure that the information required to review the project is provided. This is known as the completeness review. Completeness review may be accomplished in one of three ways:

1. **Professional Certification** - Eligible professionals may certify that their discretionary development project application package meets the minimum submittal requirements. Project applications submitted by certified professionals will be automatically accepted into preview once the required fees/deposits have been paid. (See Information Bulletin 514 for more information on the Professional Certification process).

2. **Submitted Completeness Review** - The completeness review will require submittal of all plans/documents and public noticing package. The discretionary closeout and

mapping fees will be required to be paid before the start of the completeness review.

3. This review allows staff more time to review the plans/documents for the required detail and to request additional information or clarification, if necessary. After the completeness review, staff will notify the applicant whether the application is ready to be deemed complete or whether additional information/clarification is required. In addition, the required plan check fees and/or deposit will be invoiced and sent to the project's applicant (see Information Bulletin 503, "Fee Schedule for Development & Policy Approvals/Permits"). Once it is determined that your submittal is complete and the invoice paid, your application will be 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 (see Information Bulletin 610, "Project Issue Resolution").

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Submittal Requirements Matrix
Development Permits/Approvals

APPROVAL TYPE	SUBMITTAL REQUIREMENTS (See Legend at Bottom of Page)													
See Minimum Submittal Requirements Checklist, Development Permits/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 information is clearly identified. *The Public Notice Package is required for submitted completeness review.	1.0 General Application Package	2.0 Photographic Survey	3.0 Historical Resources Information (143.0210	4.0 * Public Notice Package	5.0 Title Report	6.0 Map Reference Material	7.0 Prior Discretionary Approval Documentation	8.0 Letter of Request	9.0 General Requirements - All Plans	10.0 Development Plan Package	11.0 Landscape Development Package	12.0 Tentative Map/Map Waiver	13.0 Other Technical Studies	14.0 Fees & Deposits [503]
AMENDMENTS (126.0113, 125.0471)	✓	✓		✓			✓		✓	✓	(✓)		(✓)	✓
COASTAL DEVELOPMENT PERMIT (126.0702)														
General	✓	✓	(✓)	✓					✓	✓	(✓)		(✓)	✓
Emergency (126.0718)								✓	✓				✓	✓
CONDITIONAL USE PERMIT (126.0303)														
General	✓	✓	(✓)	✓					✓	✓	(✓)		(✓)	✓
Cannabis Outlet or Projection Facilities (141.0504, 141.1004)	Provide all requirements for a General CUP (above) and see Information Bulletins 170 and 171 - Submittal Requirements and Procedures for Cannabis Outlets or Production Facilities.													
Telecommunication Facilities (141.0420)	See Information Bulletin 536 - Submittal Requirements and Procedures for Wireless Communication Facilities													
EXTENSION OF TIME														
Development Permit (126.0111)	✓	✓		✓			✓	✓						✓
Tentative Map/Map Waiver (125.0461, 125.0124)	✓	✓		✓			✓	✓						✓
LAND USE PLANS – ADOPTION OR AMENDMENT	See Section 6 – Policy Approvals													

LEGEND: ✓ = Applies to permit requirements (129.0202) = Land Development Code Section Reference
(✓) = Required if project meets the conditions as identified within the Minimum Submittal Requirements Checklist

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Submittal Requirements Matrix
Development Permits/Approvals

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MAP WAIVER (125.0120)														
General	✓	✓		✓	✓	✓			✓	(✓)	(✓)	✓	(✓)	✓
Condominium Conversion	✓	✓		✓	✓	✓			✓		(✓)	✓	(✓)	✓
NEIGHBORHOOD DEVELOPMENT PERMIT (126.0402)														
General	✓	✓	(✓)	✓			(✓)		✓	✓	(✓)		(✓)	✓
Encroachments into public right of way (129.0710)	See Information Bulletin 576 – Encroachments in the Right-of-Way													
Pedestrian Plazas (126.0402)	See Information Bulletin 565 – How to Obtain a Development Permit for a Pedestrian Plaza													
NEIGHBORHOOD USE PERMIT (129.0710)														
General	✓	✓	(✓)	✓			(✓)		✓	✓	(✓)		(✓)	✓
Home Occupation (141.0308)	See Information Bulletin 540 - How to Obtain a Neighborhood Use Permit for Home Occupation													
Sidewalk Café (141.0621)	See Information Bulletin 523 - How to Obtain a Permit for Sidewalk Café													
Spaces As Places	See the following link: www.sandiego.gov/development-services/permits/spaces-as-places													

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Submittal Requirements Matrix
Development Permits/Approvals

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NEIGHBORHOOD USE PERMIT (129.0710)														
Pushcart (141.0619)	See Information Bulletin 534 - How to Obtain a Neighborhood Use Permit for Pushcarts													
Telecommunication Facilities (141.0420)	See Information Bulletin 536 - Submittal Requirements and Procedures for Telecommunication Facilities													
PLANNED DEVELOPMENT PERMIT (126.0602) (For Gaslamp Quarter Planned Development Permits follow the General requirements of a Neighborhood Development Permit 157.0201)	✓	✓	(✓)	✓			(✓)		✓	✓	✓		(✓)	✓
PRELIMINARY REVIEW	See Information Bulletin 513 - Preliminary Review													
PUBLIC PROJECT ASSESSMENT	See Information Bulletin 510 - Public Project Assessment													
REZONE (123.0103)	See Section 6 – Policy Approvals													
SITE DEVELOPMENT PERMIT (126.0502)														
General	✓	✓	(✓)	✓			(✓)		✓	✓	(✓)		(✓)	✓
Emergency								✓	✓				✓	✓
Encroachment into public right of way (129.0710)	See Information Bulletin 576 – Encroachments in the Right-of-Way													

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STREET NAME CHANGE (125.1110)	See Section 5 – Subdivision Approvals													
SUBSTANTIAL CONFORMANCE REVIEW (126.0112)	See Information Bulletin 500 - Substantial Conformance Review													
TENTATIVE MAP (125.0410)	✓	✓		✓	✓	✓	(✓)		✓		(✓)	✓	(✓)	✓
TENTATIVE MAP EXEMPTION	See Information Bulletin 425 – Tentative Map Exemptions													
VARIANCE (126.0802)	✓	✓	(✓)	✓			(✓)		✓	✓	(✓)			✓

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Minimum Submittal Requirements Checklist
Development Permits/Approvals

This checklist supplements 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 may 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. All other detail is required unless not applicable to your project.

Item No.	Requirements
1.0	**GENERAL APPLICATION PACKAGE**
1.1	**Deposit Account/Financially Responsible Party Form (DS-3242)**: Must be completed for all projects requiring a deposit account for processing per Information Bulletin 503.
1.2	**Ownership Disclosure Statement (DS-318)**: See instructions on form for more detail.
1.3	**Proof of Ownership/Legal Lot Status:** Provide a copy of the current Grant Deed as proof of current ownership and to verify legal lot status. If the property is described by a metes and bounds or as a portion of a lot, proof that the property was held in that configuration prior to March 4, 1972 is required except for Tentative Maps and Map Waivers. In these cases, also provide a Grant Deed bearing a County Assessor's Recording Date prior to March 4, 1972 and showing the property held in the same configuration as the current Grant Deed. NOTE: A Deed of Trust does not substitute for a Grant Deed.
1.4	**Storm Water Requirements Applicability Checklist (DS-560):** Required for all projects.
1.6	**Conditional - Affordable Housing Requirements Checklist (DS-530):** Required for all residential projects proposing 10 or more dwelling units outside of the Coastal Overlay Zone, five or more dwelling units within the Coastal Overlay Zone, and to all condominium conversion development of 2 or more dwelling units.
1.7	**Conditional - Affordable/In-Fill Housing and Sustainable Buildings Expedite Program (DS-531):** Required for projects requesting the Expedite Program.
1.8	**Conditional: Child Care Center Hazardous Materials Substance Approval Form (DS-527):** Must be completed and stamped by the County of SD for projects proposing a Child Care Center prior to submittal.
1.9	**Recommended: Off-Sale & Public Premises Licenses Form 245:** Required for Alcoholic Beverage Outlet Conditional Use Permit. This form lists the number of licenses allowed in your census tract; the number of existing licenses; and the crime rate. This form is provided by the California Department of Alcoholic Beverage Control (ABC). To obtain this form, contact the local ABC office.

Item No.	Requirements
1.10	**Recommended: Proof of Additional Notice:** For a condominium conversion tentative map or map waiver project, proof that the additional noticing requirements per Municipal Code Section 125.0431 have been met must be provided prior to scheduling the public hearing.
2.0	**PHOTOGRAPHIC SURVEY**
2.1	**Photograph Content:** Photographs must be in color and taken from the project boundaries at four or more locations, with on and off-site views including any slopes. The number of photographs will vary depending on the size of the project; however, the quantity must be sufficient to adequately view the entire site. The photo survey should include views for evaluating factors such as the need for brush management, vegetation, environmental adjacency issues, and/or comparisons between the proposed project and the existing neighborhood.
2.2	**Key Map:** Include a map with key indicating the location and direction each photograph was taken.
2.3	**Conditional – LA JOLLA SHORES PLANNED DISTRICT:** Survey – Provide a survey of the lot sizes, gross floor area and setbacks within a 300' radius of the proposed project. Survey must include the addresses of the site and adjacent properties.
3.0	**HISTORICAL RESOURCES INFORMATION**
3.1	**Conditional – Potential Historical Resource:** If the project site contains a structure that is 45 or more years old AND is not a designated Historic Site/Structure or in a Historic District, see Information Bulletin 580 (Potential Historical Resource Review) Section II, D for submittal requirements.
3.2	**Conditional – Designated Historical Site or District:** If the project site / structure is designated Historical OR located within a Historical District, see Information Bulletin 581 (Designated Historical Resource Review) for submittal requirements.
4.0	**PUBLIC NOTICE PACKAGE:** A public notice package is required for all actions requiring a Notice of Future Decision (Process Two or CIP/Public Project-Two) or a Notice of Application (Process Three, Four, Five, or CIP/Public Project-Five). See Information Bulletin 512 for information on how to obtain public noticing information and formatting address list.
4.1	**Assessors Map(s):** Provide assessors map(s) with 300-foot noticing radius outlined.
4.2	**Address Lists:** Provide owner/occupant information.
4.3	**Supplemental Discretionary Project Application (DS-3035).** Complete, sign, and date.
5.0	**TITLE REPORT**
5.1	**Address:** The report is for the subject property.
5.2	**Date:** The report must be dated within (6) six months of project submittal.
6.0	**MAP REFERENCE MATERIALS:** Provide "Map Reference Materials" containing the following information:
6.1	**Grant Deed:** Provide a current Deed showing proof of ownership.
6.2	**Maps and Drawings:** Provide copies of all maps, records of survey, and easement drawings referred to in the Title Report or shown on the Tentative Map or Map Waiver exhibit.
7.0	**PRIOR ENTITLEMENTS**
7.1	Provide a copy of prior development permit(s), policy, and subdivision approval(s) entitled to the property. Include all approved exhibit "A" plans and referenced Permits/Approvals.
8.0	**LETTER OF REQUEST**
8.1	**Letter Outline:** Provide a letter that outlines all of the proposed actions with decision process level in detail. For Home Occupations, include a floor plan of the dwelling and indicate the proposed home office location.

Item No.	Requirements
9.0	**GENERAL REQUIREMENTS - ALL PLANS**
9.1	**Scale:** Plans must be legible and drawn to scale. The architectural site plan, grading plan, topographic map, and landscape plans shall be prepared on the same scale.
9.2	**Title Block:** A title block should be on all plans in the lower right hand 8 1/2" x 11" space of each sheet. Include the following: Sheet Title (Site Plan, Grading Plan, Tentative Map, etc.); Sheet number and total sheet count (sheet of _); Original Drawing Preparation Date; and Revision Date(s).
10.0	**DEVELOPMENT PLANS** (Includes Site Plan, Project Cross Sections, Disabled Accessibility Plans, Floor Plans, Elevations, Roof Plans, Sign Plans, Grading Plans, Topographic Map and Slope Analysis).
10.1	**SITE PLAN -** Provide the following detail:
10.1.1	**Development Summary:** Provide, in a table format, the following information on the first sheet of the plans: • Bullet point narrative that details the project's complete scope of work, including all existing and proposed improvements, any proposed development regulation deviations, <u>and the required discretionary permits/approvals.</u> • Project Team - Name and phone number of consultants, including engineers, surveyors, architects, designers and contractors. • Legal description and Assessor Parcel Number(s) for the property that the development is proposed on. • Owner's name and address. • Sheet Index. • Type of construction. • Occupancy Classification per the California Building Code. • Zoning designation including all overlay zone designations (coastal, coastal ht limit, airport influence area, etc.). • Gross site area, floor area and floor area ratio (if applicable). • Existing and proposed uses. • Year constructed for all existing structures on the lot, including existing structures to be demolished. • Number of existing dwelling units that are proposed for demolition or alteration that were at any point during the 5-year period preceding this application either subject to a recorded covenant ordinance or law that restricts rents for very low income or low income households, or are or were occupied by very low income or low income households. If none, please indicate "0" or "none." • Geologic Hazard Category. • Landscape area square footage for water conservation purposes. **Conditional – DOWNTOWN COMMUNITY PLAN AREA:** Identify FAR Bonus Programs proposed in the project and provide calculations for how the additional floor area is calculated and/or earned. **Conditional – DOWNTOWN COMMUNITY PLAN AREA:** Identify size and location of common indoor open space, common outdoor open space, private open space, pet open space, storage. **Conditional: Reasonable Accommodations –** If you are proposing deviations to setbacks, building height and/or floor area ratio for the purpose of reasonable accommodations for disabled accessibility, include with development summary and clearly show on site plan, floor plan and sections/elevations.
10.1.2	**Vicinity Map:** Provide a vicinity map indicating the location of the project.
10.1.3	**Property Lines:** Show and label all property lines, including distances.
10.1.4	**Environmentally Sensitive Lands:** Show, whenever applicable, the boundary lines of environmentally sensitive lands, such as the steep hillsides, sensitive biological resources, Multiple Species Conservation Program Preserve Areas, special flood hazard areas, sensitive coastal bluffs, etc.
10.1.5	**Setback Lines:** Show and label all required and proposed setback lines.
10.1.6	**Easements:** Show and label all existing and proposed easements - identify type. If none, please note.
10.1.7	**Transit Stops:** Show existing and proposed transit stops if project is adjacent to transit. If none, please note.

Item No.	Requirements
10.1.8	**Building Address**: Provide building address numbers, visible and legible from the street or road fronting the property per FHPS Policy P-00-6 (UFC 901.4.4) - Provide as a note on the site plan.
10.1.9	**Fire Hydrants:** Show location of all existing hydrants, within 600', on site plan. (UFC903.2). If none, note on plans.
10.1.10	**Street Improvements:** Show and label location and width of existing/proposed streets, sidewalks, curb cuts and driveways, and curb-to-property line distances. Label as existing or proposed.
10.1.11	**Off-Street Parking:** Show all off-street parking spaces that are not within a structure.
10.1.12	**Drainage:** Show Drainage Patterns (if not already provided on Grading Plan).
10.1.13	**Site Section Lines:** Provide labeled site section lines.
10.1.14	**Buildings/Structures:** Show location and dimensions of existing (to remain) and proposed buildings and structures, use of all existing (to remain) and proposed structures, including number of stories.
10.1.15	**Conditional – DOWNTOWN COMMUNITY PLAN AREA**: **Spot elevations** – For each street frontage provide spot elevations (based on topographic survey, not assumed datum) for all finished floors and every 50 feet on the adjoining sidewalk.
10.1.16	**Conditional – Parking Calculations:** For Multiple Dwelling Units and Non-residential projects, label any disabled spaces, and provide parking calculations.
10.1.17	**Conditional – Utilities:** When proposing work in the right-of-way or where landscape plans are required, show all existing and proposed utilities on the site or in the adjacent right-of-way such as hydrants, vaults, transformers and poles, water services/meters and sewer mains/laterals/cleanouts. Reference existing City drawings numbers for existing improvements. If none, please note.
10.1.18	**Conditional - Other Project Data:** If the request includes a Conditional Use or Neighborhood Use Permit, include any other data for that use in the Separately Regulated Uses Section of the Land Development Code (e.g., hours of operation, number of children per grade, litter control plan, communications plan, etc.).
10.1.19	**Recommended - Refuse & Recycling Areas:** Show and label the location and dimensions of refuse and recycling materials storage areas as required per 142.0810 (single family residential development exempt).
10.1.20	**Recommended - Projections:** All architectural projections including stairs, balconies & eave overhangs.
10.1.21	**Recommended -Legend:** Each sheet must have a legend that clearly indicates the meaning of all graphic symbols.
10.1.22	**Recommended – Key Map:** Projects requiring multiple base sheets to depict the entire property must include a graphic key map on each sheet that indicates its relationship to the entire project.
10.1.23	**Recommended – Adjacent Land Use**: Where property development regulations have additional requirements for projects abutting residentially zoned properties (e.g., landscaping, parking lot screening, additional setbacks, etc.), include the zoning designation for the adjacent parcels on the site plan.
10.2	**Conditional –ACCESSIBILITY PLANS:** (May be shown on site plan.) When proposing non-residential development or multi-family residential development (other than single-family dwellings, and multi-family dwellings of 3 units or less), the following accessibility information must also be provided:
10.2.1	**Accessible Routes Within Project Boundary:** Show at least one accessible route within the boundary of the site from public transportation stops, accessible parking, accessible passenger loading zones, and public streets or sidewalks to the accessible building entrance they serve. When more than one route is provided, all routes shall be accessible.
10.2.2	**Accessible Routes Between Buildings:** When more than one building or facility is located on a site, show accessible routes of travel between buildings and accessible site facilities.

Item No.	Requirements
10.3	**Conditional - SITE SECTIONS:** When proposing changes to an existing structure or site, it is required to submit two separate cross sections of the site representing the site topography in relationship to the proposed development viewed from different directions. The level of detail on cross-sectional drawings may vary depending on the scope of the project.
10.3.1	**Limit of Work:** Show the property line, limit of work line and, when proposing work in the public right-of-way, show the public right-of-way, easements and curb-to-property line distances.
10.3.2	**Grade:** Clearly show and label existing and proposed grades. If existing and proposed is the same, label as such.
10.3.3	**Spot Elevations:** Show spot elevations (based on topographic source, not assumed datum) at all high points, low points, changes in gradients, corners of structure foundations and finished floor levels, and including chimneys where necessary, clearly indicate the proposed grading design.
10.3.4	**Structures:** All structures must be shown and labeled including buildings, retaining/crib walls, roadbeds, walls, curbs and driveways.
10.3.5	**Building Height:** Indicate building heights as defined by LDC Section 113.0270.
10.3.6	**Finished Floor Elevations: Indicate all finished floor elevations, based on the topographic source, not an assumed datum.**
10.3.7	**Fence/Wall Height:** Indicate fence/wall heights as defined by LDC Section 113.0270.
10.4	**FLOOR PLAN -** Not required for Neighborhood Use or Conditional Use Permits where the proposed use is not conducted inside a building (e.g., communications antennae, signs, parking facilities, etc.).
10.4.1	**Room Labels:** Label each room according to its existing and proposed use.
10.4.2	**Floor Levels:** Indicate all floor levels (i.e. ground floor, second, third, etc.).
10.4.3	**Exterior Dimensions:** Show all exterior dimensions of buildings and structures.
10.4.4	**Doors and Windows:** Location of all doors and windows.
10.4.5	**Stairways:** Indicate the location and direction of all stairways.
10.4.6	**Conditional - Demolition Floor Plan:** Where portions of any structure within the Coastal Overlay Zone or a Designated Historic Structure are to be demolished or altered, provide a demolition floor plan. Submit a clear, fully dimensioned demolition sheet for each floor that shows all walls, windows and doors changed, exterior walls enclosed by new construction, areas where top/bottom plates, and studs have been removed, changed and/or modified. Include a wall matrix listing all walls in both linear feet and percentages removed and remaining. Note: Removal of more than 50 percent of the existing exterior walls requires a Coastal Development Permit per Municipal Code Section 126.0704.
10.5	**ELEVATIONS** - Photos may be used in lieu of drawings where there are no proposed exterior modifications to buildings.
10.5.1	**Separate Elevations:** Drawings must be separate and labeled North Elevation, South Elevation, East Elevation and West Elevation. All elevation plans must be accurately scaled.
10.5.2	**Grades:** Clearly show and label existing and proposed grades. If existing and proposed are the same, label as such.
10.5.3	**Finished Floor Elevations:** Indicate all finished floor elevations, based on the topographic source, not an assumed datum.
10.5.4	**Building Heights:** Indicate building heights as defined by LDC Section 113.0270.
10.5.5	**Conditional - Exterior Materials:** For Coastal Development Permits and projects within Planned Districts: Indicate exterior building materials and colors of exterior materials.

Item No.	Requirements
10.5.6	**Conditional – DOWNTOWN COMMUNITY PLAN AREA: Enlarged Elevations –** For each street frontage, provide an enlarged elevation of the first two to three floors, in color, fully dimensioned, with all materials labeled. On the same sheet, directly above the enlarged elevation, provide the first 20 feet of the corresponding floor plan.
10.5.7	**Conditional – DOWNTOWN COMMUNITY PLAN AREA: Perspectives** – Provide at least one color perspective rendering of each street-level frontage showing the building in context with adjacent building masses roughed in. Context elements do not need to be photo-realistic, but must accurately convey the bulk, scale and character of the surrounding area.
10.5.8	**Recommended - Architectural Details:** Show and label exterior architectural details and location of all windows.
10.5.	**Recommended - Elevation for Each Building:** If more than one building, clearly label each building elevation to distinguish one from the other.
10.6	**Conditional - ROOF PLAN:** Roof plans are used to analyze a project's compliance with rooftop equipment screening regulations and, in combination with other required drawings, to help determine the height of a structure. Single family projects that meet all of the following criteria do not need to provide a roof plan at the time of project submittal: 1) the project is located outside of the Coastal Zone, 2) proposes only single story, flat roofed structures, and 3) proposes no equipment on the roof of any structure.
10.6.1	**Spot Elevations:** Show and label spot elevations (based on topographic source, not assumed datum) for all roof peaks, roof top projections, (including chimneys), ridges, and low points.
10.6.2	**Roof Design:** Show all hips, valleys and ridges.
10.6.3	**Screening Elements:** Indicate any mechanical equipment and details of any architectural screening element. If none, please specify.
10.7	**Conditional - GRADING AND DRAINAGE PLANS: Separate** Grading and Drainage Plans are required for all projects proposing site work, additions to structures, or new structures where any portion of the property has slopes that are 25% (4:1) or greater. Required for projects proposing additions to structures or new structures where the addition or structure exceeds 24 feet in height as defined by the Land Development Code and where there is an overall existing grade differential of 5 feet or more between the highest point and lowest point of grade on the property. Required for projects proposing to alter the grade of 50% or more of the area of the property, independent of the steepness of the property.
10.7.1	**Stamped:** All plans must be prepared and stamped by professionals allowed and licensed to prepare grading and public right-of-way plans by the California Business and Professions Code. These professionals include registered civil engineers, and in some capacity, registered architects and registered landscape architects.
10.7.2	**Grading Tabulations:** Provide the following tabulations on the grading plans: Total amount of site to be graded: Area _____, % of total site _____. Amount of cut: _____cubic yards and Maximum depth of cut: feet Amount of fill:_____cubic yards and Maximum depth of fill: _____feet Maximum height of fill slope(s): feet _____slope ratio. Maximum height of cut slope(s): _____feet _____slope ratio. Amount of import/export soil:_____cubic yards. Retaining/crib walls: Length _____feet; maximum height _____feet.
10.7.3	**Contour Lines:** Show existing natural grades and proposed finish grades with two-foot contours and spot elevations for the entire site and within 50 feet of the site boundaries. Reference the topographic source of information, datum, date and company's name that prepared the information.
10.7.4	**Property Lines and Monuments:** Show and label the property/subdivision boundary, including monuments, bearings and distances.
10.7.5	**Retaining Walls:** Show all retaining walls, crib walls, etc. including spot elevations of both the top and the bottom of the wall in several locations to indicate changes in elevation along the length of the wall.
10.7.6	**Impervious Surfaces:** Show all buildings, structures and edges of all pavement and other impervious surfaces.

Item No.	Requirements
10.7.7	**Conditional - Public Utilities:** When proposed public works or existing public utilities will be impacted, show location, size and materials of all existing and proposed public utilities (may be shown on separate drawing at the same scale as grading plan). Reference existing City drawing numbers for existing improvements.
10.7.8	**Conditional - Improvements:** When proposed grading will impact existing and proposed improvements, show all existing and proposed off-site improvements such as streets, alleys and curbs.
10.7.9	**Conditional - Environmentally Sensitive Lands:** When present, show the boundary lines of all sensitive areas such as steep hillsides (25% or greater slope), Multiple Habitat Planning Area, sensitive biological resource areas, etc. (LDC Sec. 143.0110).
10.7.10	**Conditional – Slope Gradients:** For all manufactured slopes, show labels of all slope gradients (if variable slope indicate graphically on plans).
10.7.11	**Conditional - Limit of Construction:** Where any portion of the lot will remain undisturbed, show limit of construction operations and/or disturbance with a line and with labels clearly indicating areas to remain undisturbed.
10.7.12	**Conditional - Off-Site Grading:** Show any proposed off-site grading. A letter of consent from the adjacent property owner will be required prior to project approval.
10.7.13	**Recommended - Drainage Patterns:** Show enough grading information to clearly demonstrate drainage patterns and direction of surface water flow for the entire site and on adjacent streets.
10.7.14	**Recommended - Drainage Systems:** Show existing and proposed surface and sub-surface drainage control systems and structures along with written description of the drainage method.
10.7.15	**Recommended - Drainage Swales:** Show centerline of all existing and proposed surface drainage swales.
10.7.16	**Recommended - Grading Design:** Show spot elevations (existing and proposed) at all high points, low points, changes in gradients, changes in elevations (e.g. stairs, curbs, etc.), corners of structures, finish floor elevations, drainage inlets and outfalls, manhole rims and inverts, drainage patterns and any other locations necessary to indicate the proposed grading design.
10.7.17	**Recommended - Easements:** Show all existing and future dedicated easements. List all horizontal and vertical restrictions. In utility easements, show all pressurized irrigation lines and electrical lighting conduits.
10.8	**Conditional – TOPOGRAPHIC MAP** (May be included with grading or site plan): Required for projects proposing 1) site work, additions to structures, or new structures where any portion of the property has slopes that are 25% (4:1) or greater; or 2) additions to structures or new structures where the addition or structure exceeds 24 feet in height and where there is an overall grade differential of 5 feet or more on the property. **For all other projects**, City topographic map information may be shown on plans as existing topography.
10.8.1	**Stamped:** All plans must be prepared and stamped by professionals allowed and licensed to prepare grading and public right-of-way plans by the California Business and Professions Code. These professionals include registered civil engineers, and in some capacity, registered architects and registered landscape architects.
10.8.2	**Scale:** Prepared at the same scale as the project's site, grading and landscape plans.
10.8.3	**Contours:** Provide contour intervals at two feet (this may vary depending on the steepness of the grade and the scale of the drawing). Five- and ten-foot contour intervals may be acceptable provided spot elevation are called out as necessary for the analyst to properly understand the character of the site.
10.8.4	**Spot Elevations:** Show all spot elevations (called out as necessary for the analyst to properly understand the character of the site). Not required when City topographic maps are used.
10.8.5	**Site Features:** Show existing site features such as impervious surfaces, roadways, easements or utilities, structures, and existing vegetation within 50 feet of the site boundaries.

Item No.	Requirements
10.8.6	**Conditional – Slope Analysis:** Required for all projects subject to the Environmentally Sensitive Lands regulations for Steep Hillsides (section 143.0110). The slope analysis is based upon a topographic map with contour intervals not exceeding five (5) feet. The slope analysis shall graphically illustrate the following slope categories and the percentage (%) by acres for the entire property: Slopes less than twenty-five percent (25%); slopes twenty-five percent (25%) or greater. The slope analysis should also graphically illustrate and quantify any area proposed for encroachment, as defined by the Municipal Code.
11.0	**LANDSCAPE DEVELOPMENT PACKAGE** - This package consists of the Landscape Plan, Revegetation Plan, Erosion Control Plan, and/or Brush Management Plan.
11.1	**Conditional - LANDSCAPE PLAN:** Refer to Municipal Code Table 142-04A in Section 142.0402. If the site is within a Planned District, refer to the specific landscape requirements contained in the Planned District Ordinance (Chapter 15 of the Municipal Code). Where the Planned District refers to City-wide regulations, use Table 142-04A to determine if your development proposal will require a landscape plan. The intent of the Landscape Plan is to illustrate that the landscape design concepts are consistent with the Community Plan, Planned District Ordinance, Landscape Regulations, Landscape Standards and other applicable regulations such as Fence & Walls, Grading, and guidelines for Steep Hillsides, Coastal Bluffs and Beaches. Please refer to our website for additional landscape plan information.
11.1.1	**Landscape Calculation/Diagram**: Provide the Summary Calculations and the yard/vehicular use area diagram on the landscape plans.
11.1.2	**Site Development Features:** Provide consistency between the landscape plan, site plan and grading plan by providing the same scale and labeling all site development features and use areas, such as retaining walls, existing trees and shrubs to remain, contoured slopes and gradients, streets, buildings, sidewalks, driveways, parking areas, MHPA and MSCP area boundaries, open space areas, and planting in the public right-of-way or easements.
11.1.3	**Street Trees:** Show all required street trees and proposed utilities located within the public right-of-way, including underground water, sewer, gas, overhead and underground electric and telephone cables.
11.1.4	**Legend**: Provide the following information in the legend, by category (e.g., trees, shrubs and ground cover): • Symbol for all proposed plant materials. • Botanical names and common names (Provide more than two selections under each symbol.) • Quantities of plant material and on center spacing for ground covers. • Breakdown in percentages of the various container sizes of each symbol (e.g. 25 percent, 24-inch-box; 50 percent, 15-gallon; 25 percent, 5-gallon). • Mature height/spread of trees and shrubs. • Form and function of each plant symbol, such as broad headed canopy shade tree, vertical evergreen screening shrubs 30" min., etc. Symbols for existing plant material to remain.
11.1.5	**Irrigation and Maintenance Notes**: Indicate the proposed methods and types of irrigation systems. Including dedicated irrigation meter or landscape irrigation sub-meter. Indicate who will be responsible for the landscape maintenance (e.g., Homeowners Association, LMD, Owner etc.)
11.1.6	**Existing Trees & Shrubs:** Show all existing trees (two-inch caliper or greater) and shrubs to remain. Identify trees and shrubs with a dashed symbol; define limits of drip lines, and label height and spread.
11.1.7	**Commercial and Industrial Projects** - Identify and label all paving materials that meet the definition of hardscape per Municipal Code Section 142.0405 (c) (1) (e.g., stamped concrete, brick, pavers etc.).
11.1.8	**Recommended– Landscape Standards:** New multi-family development and new non-residential development with 1000 square feet or more of landscape area must complete an Appendix E of the Landscape Standards.
11.1.9	**Recommended - Design Statement:** Provide a design statement that verbally describes the theme and or design intent of the project, covering such items as planting themes, site amenities, recreational open space, pedestrian circulation, pedestrian scale, ADA considerations, water conservation, etc.

Item No.	Requirements
11.1.10	**Recommended - Slopes:** Show all existing and proposed slopes and berms. Provide labeled contour lines, both existing and proposed, and/or slope gradient with top and bottom of slope spot elevations.
11.1.11	**Recommended - Yards:** Graphically delineate required yards (e.g., street yard, remaining yard and vehicle use areas).
11.2	**Conditional - REVEGETATION AND EROSION CONTROL PROGRAM:** Refer to Municipal Code Table 142-04F (May be included with Landscape Plan when labeled as such and the plan has sufficient clarity.)
11.2.1	**Site Development Features:** If revegetation plan is separate from the landscape plan, include the same site development features as identified in the Landscape Plan requirements.
11.2.2	**Revegetation Program** - Provide a description of the proposed revegetation program with the following information: • Type of habitat by area. • Type of irrigation (i.e., surface set, micro spray system). • Time of year for planting container stock. • Specific planting techniques. • Time of year for hydro seeding, specific seed mixes, and percentage of coverage required. • Time for establishment. • Maintenance and success criteria. • Monitoring schedule. **Legend:** Provide the following information in the legend, by category (i.e., the distance from areas with native or naturalized vegetation): See Municipal Code Table 142-04F for additional information. • Symbols for all proposed plant materials. • Botanical names and common names (provide more than two selections under each symbol). • Pounds per acre of seed mixes, on center spacing of container stock and root cuttings. • Breakdown, in percentages, of the various container sizes of each symbol (e.g. 10 percent, 24-inch-box; 20 percent, 15-gallon; 20 percent, 5-gallon; 25 percent 1-gallon and 25 percent liners). • Mature height /spread of trees and shrubs. • Form and function of each plant symbol, such as small canopy tree or shrub, fire retardant/deep rooting ground covers for erosion control; small naturalizing flowering shrub for visual blending with existing habitat and deep rooting for erosion control, etc.
11.2.3	**Erosion Control Notes** - Provide a non-irrigated hydro seed mix for soil and wind erosion.
11.3	**Conditional - BRUSH MANAGEMENT PLAN:** Refer to Municipal Code Table 142-04H (May be included with Landscape Development Plan when labeled such and the plans have sufficient clarity). Note: Alternative Compliance is an option under the Municipal Code if approved by Fire Department.
11.3.1	**Design Method:** Provide a statement describing the method of design and the criteria used in developing your brush management plan. Refer to LDC Sections 142-0412 (c) (d) (e) (f) & (i).
11.3.2	**Site Development Features:** If brush management plan is separate from the landscape plan, include the same site development features as identified in the Landscape Plan requirements.
11.3.3	**Brush Management Plan:** Provide a brush management plan with the following: • Structural setback from all slopes steeper than 25% and over 50 feet in vertical height. • Show Zone 1 and 2 graphically with dimensions and labels. • Provide zone one and two requirements (LDC Sections 142-0412 (g) & 142-0412 (h)). Include notes (g) and (h) on the plan. • Provide a clear representation if the planting scheme to be used in Zones 1 and 2. Use symbols on the plan and identify those symbols in a legend. • Indicate graphically and with notes, any and all structures in Zone 1.

Item No.	Requirements
11.3.4	**Brush Management Program:** Provide a description of the proposed Brush Management program with the following information [refer to LDC Sections 142.0412 (g), (h)] • Detailed description of the implementation for each Zone, including the method of thinning/pruning in Zone 2. • A long-term maintenance program and notes (including time of year for thinning for each Zone and the party responsible for monitoring the maintenance). • **Table:** Provide Table 142–04H indicating the Zone depths that the Brush Management plan was designed under.
12.0	**TENTATIVE MAP/MAP WAIVER:** These maps must be in the format as described in the Subdivision Manual and be in conformance with the Subdivision Map Act and regulations in the Municipal Code. A Process 4 Site Development Permit is required for condominium conversion projects which request deviations from the development regulations in Section 144.0507.
12.1	**Stamped:** All plans must be stamped by professionals allowed and licensed to prepare tentative maps by the California Business and Professions Code. These professionals include a Professional Land Surveyor (PLS) or a Registered Civil Engineer (RCE).
12.2	**Dimensions:** Plans must be fully dimensioned including center line to property line and curb to property line.
12.3	**Vicinity Map:** Provide a vicinity map locating the site. Include freeways, major arteries and local collectors.
12.4	**Legal Description:** Provide complete legal description and Assessor's Parcel Number(s).
12.5	**Zone:** Include all overlay zones and planned districts.
12.6	**Site area and number of parcels or units**
12.7	**NAD 27 and NAD 83 Coordinate Index**
12.8	**Property Lines:** Show and label all property lines, including distances. Plans must be stamped by a Licensed Land Surveyor by a Civil Engineer authorized to practice land surveying (Section 8726 of the Business and Professions Code).
12.9	**Owner's Name and Address**
12.10	**Zoning Setbacks:** Show and label all required and proposed setback lines.
12.11	**Easements:** Show and label all existing and proposed easements - identify type. If none, please note.
12.12	**Overhead Electrical Utilities:** Show the overhead electrical utilities fronting the property. If none, note on map.
12.13	**Public Improvements/Facilities:** Show and label location and width of existing/proposed streets, sidewalks, bus stops, driveways, water, sewer, drainage, trash, fire hydrants. Label as existing or proposed.
12.14	**Buildings/Structures:** Show location of all existing and proposed buildings and structures, use of all existing and proposed structures, including number of stories, square footage, square footage of each residential unit, and the date(s) of construction.
12.15	**Monuments:** Show and identify record monuments tied to boundary (To meet requirements for Final or Parcel Map.)
12.16	**Conditional – Landscape Development Plans:** Required for ALL Tentative Maps (TM) and Map Waivers (MW) proposing residential condominium conversion. Street trees and street yard landscape shall be provided in accordance with LDC Section 142.0410. Landscape Plan must be in the same scale as the TM or MW and must include an existing conditions landscape plan AND a proposed landscape plan. Each plan must have its own sheet to provide clarity with regard to what is proposed and what is existing to remain.

Item No.	Requirements
12.17	**Conditional – Converting Existing Residential Units –** Noticing Requirement**:** In addition to the occupant list within 300' of the subject property, provide a list for all "on-site" tenants. Clearly identify the occupants/residents and "on-site" tenants. Failure to provide the required "on-site" tenants *will* delay processing your project. Full submittal will NOT be accepted if the tenant list is not clearly identified.
12.18	**Conditional – Waiver to Underground Privately Owned Utilities:** Requests to waive the undergrounding requirement in Section 144.0240(b) shall be considered concurrently with the approval of a tentative map or amendment thereto. Provide a letter from the Engineer/Land Surveyor requesting the waiver per Municipal Code Section 144.0242 stating how the policy will be met. If the waiver request is not received with the submitted completeness review submittal, project processing will be delayed.
12.19	**Conditional - Utilities:** When proposed and existing utilities will be impacted, show all existing and proposed utilities on the site or in the adjacent right-of-way, such as hydrants, vaults, transformers and poles, water and sewer facilities (off-site and on-site). Call out existing sewer facilities as "private" if not public. Reference existing City drawing numbers for existing improvements. If none, please note.
12.20	**Conditional - Environmentally Sensitive Lands:** Show, whenever applicable, the boundary lines of environmentally sensitive lands, such as the steep hillsides, sensitive biological resources, Multiple Species Conservation Program Preserve Areas, special flood hazard areas, sensitive coastal bluffs, etc.
12.21	**Conditional - Parking:** Where the Map OR Map Waiver is not in conjunction with a development permit, show off-street parking spaces, disabled spaces and indicate the required and proposed parking.
12.22	**Conditional - Drainage Patterns:** Where grading plans are not provided, show drainage patterns on the Tentative Map or Map Waiver (contours or spot elevations).
12.23	**Conditional - Condominiums:** Include the number of condominium units (residential, commercial, and industrial) and the number of bedrooms per residential unit.
12.24	**Conditional for Map Waiver:** Include a statement of which map you are requesting to be waived (the tentative map, parcel map/final map, or both).
13.0	**OTHER TECHNICAL STUDIES:** These studies may or may not be required at the time of project submittal. Depending on the nature of your project, they may be required after the first review cycle.
13.1	**Conditional – Geotechnical Investigation Report** To determine if submittal of a preliminary geotechnical report is required see Information Bulletin 515, "Development Permit and Grading Permit Geotechnical Study Requirements." See the City's Guidelines for Geotechnical Reports for information regarding the preparation and investigative scope of the report. Reports must be dated with three years. A geotechnical investigation report shall be submitted as required to address Storm Water Standards (see 13.9 for additional information on submittal requirements). See the Storm Water Standards (specifically Appendixes C and D) for additional information on geotechnical investigation requirements.
13.2	**Conditional – Storm Water Quality Management Plan (SWQMP)** Required for all Priority Development Projects (PDP) as listed on the Storm Water Requirements Applicability Checklist (DS-560). The SWQMP must be submitted using the PDP template and be stamped and signed by a registered professional engineer. The PDP SWQMP template can be found in the Storm Water Standards Manual. Note: If the SWQMP proposes permanent storm water treatment devices acceptable under a 'No Infiltration' or 'Full Infiltration' site condition, a geotechnical report prepared in accordance with Appendix C of the Storm Water Standards Manual will need to be submitted to the Geology Review Section for approval. Note: If the SWQMP proposes permanent storm water treatment devices acceptable under a 'Partial Infiltration' site condition, a geotechnical report may not be required if the design utilizes a standard biofiltration facility (PF-1) based on the minimum sizing factor outlined in the Storm Water Standards Manual.

Item No.	Requirements
13.3	**Conditional – Building Conditions Report:** Required for ALL Tentative Maps and Map Waivers proposing residential condominium conversion. The Building Conditions Report must be prepared by a California registered architect or engineer licensed by the State of California to perform these services. The following shall be included in the Building Conditions Report and submitted in accordance with the requirements of Section 144.0504(b). Provide the name and the title of the design professional responsible for preparation of the report on the cover sheet. The report shall contain an analysis that identifies the components of the exterior building envelope as well as water heating systems and cooling and heating mechanical systems that are determined to have a remaining life of five years or less. Exterior building envelope components include roof coverings, exterior wall and floor coverings and finishes. **NOTE:** A letter can be provided for residential units that have received a final inspection or certificate of occupancy less than 5 years from the date of application. The letter must be prepared by an architect or engineer and include overall property conditions and construction date.
13.4	**Conditional – DOWNTOWN COMMUNITY PLAN AREA: Noise Study** is required for establishments where live entertainment and/or dancing is proposed within the same building or immediately adjacent to residential uses, and/or when live entertainment is proposed outside of an enclosed building.
13.5	**Conditional – DOWNTOWN COMMUNITY PLAN AREA: Transportation Impact Study** is required for discretionary projects that create 2,400 ADT or 200 peak hour trips. For more information, see the City of San Diego Significance Determination Guidelines under CEQA, Appendix A of the Land Development Manual
13.6	**Conditional – DOWNTOWN COMMUNITY PLAN AREA: FAA Review** – All applicants proposing construction or alterations that may affect navigable airspace must submit a Notice of Determination for both building height and construction crane from the Federal Aviation Administration (FAA). See City Information Bulletin 520 for FAA notification requirements.
13.7	**Recommended - Drainage Study:** The drainage study must include determination of storm run-off (hydrology) and design and sizing of the storm drain facilities (hydraulics). The drainage study must be prepared by a registered civil engineer per the latest edition of the Drainage Design Manual. A design map(s) should be prepared for each drainage study.
13.8	**Recommended – Water & Sewer Studies:** Separate Water and Sewer Studies may be required when new mains are proposed and when connections are proposed to existing City mains. The water and sewer studies are prepared by a registered civil engineer, per the Water and Sewer Design Guides, and are reviewed for acceptance by the Water and Sewer Development Review Sections. The studies must be separate and include drawings of all existing and proposed work and new/existing roadways. Calculations for determining water and/ or sewer main sizes in regard to the designated zoning areas (i.e., commercial, residential) must also be included. Where proposed sewer mains are deeper than 12 feet, a soils analysis is also required.
13.9	**Recommended –Transportation Impact Study:** A transportation impact study may be required for discretionary projects. For more information, see the City of San Diego Significance Determination Guidelines under CEQA, Appendix A of the Land Development Manual.
13.10	**Recommended – Noise Study/Report:** A noise study may be required if the proposed project procedures or would be subject to noise level exceeding 65 dB CNEL at exterior areas or 45dB CNEL for interior areas. For more information, see the City of San Diego Significance Determination Guidelines under CEQA, Appendix A of the Land Development Manual.
13.11	**Recommended – Biology Survey/Report:** If biological resources are present on your site, a survey must be conducted to determine the nature and extent of the biological resources. The survey/report should identify the number and extent of each type of biological resource found on the site. For more information see the City of San Diego Significance Determination Guidelines under CEQA, City of San Diego Guidelines for Conducting Biological Surveys, and the Land Development Manual Biology Guidelines.
13.12	**Recommended – Historical Survey/Archaeological Report:** If historical resources are present on your site, a historical survey may be required to determine the nature and extent of the historical resources. For information, see the City of San Diego Historical Resources Guidelines.

Item No.	Requirements
14.0	**FEES (See Information Bulletin 501, Fee Schedule for Construction Permits-Structures)** The deposit and application fees as identified in Information Bulletin 501 must be paid at the time the projects submitted. Checks must be made payable to the "City Treasurer" for the exact amount owed. Invoices can be paid in person by appointment (click HERE) or using our on-line payment system through OpenDSD for PTS-XXXXXX projects, or through DSD Online Services PRJ-XXXXXX.