



JUNE 2015

Court's Ex. **028**
Case # 37-2017-00010073-CU-BC-CTL
Rec'd _____
Dept. **C-73** Clk. _____

LAND DEVELOPMENT MANUAL

Volume I, Chapter 1

Project Submittal Requirements

Section 4 Development Permits/Approvals

DEVELOPMENT SERVICES DEPARTMENT

1222 FIRST AVENUE, MS 301, SAN DIEGO, CA 92101-4101

CALL (619) 446-5300 FOR APPOINTMENTS AND (619) 446-5000 FOR INFORMATION

Visit our web site at www.sandiego.gov/development-services

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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 a Construction Permit can be applied for.

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 Matrix is an easy-to-use tool to help you quickly identify the number of items you need to submit. 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

It is necessary to evaluate all projects being submitted to ensure that the required information is provided to review the project. This is known as the completeness review. Completeness review may be accomplished in one of three ways:

1. **Professional Certification** - Eligible certified 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 for distribution and review with only a quantitative review by staff to assure the correct number of plans and fees/deposits have been submitted. (See [Information Bulletin 514](#) for more information on the Professional Certification process.)
2. **Submitted Completeness Review** - Unless otherwise indicated on the Submittal Require-

PROJECT SUBMITTAL REQUIREMENTS

ments Matrix, the completeness review will require submittal of one copy of all plans/documents (except the Public Notice Package), along with the required deposit and fees (see Information Bulletin 503, "Fee Schedule for Development & Policy Approvals/Permits"). After the Completeness Review, staff will notify the applicant whether the application is ready to be fully submitted or whether additional information/clarification is required. This review can take up to thirty (30) calendar days but averages 10 working days.

3. **Over-the-Counter Completeness Review** - The completeness review can be done while you wait for certain Approval Types as indicated on the Submittal Requirements Matrix. Once it is determined that your submittal is complete (including correct number of sets), you can pay your fees/deposit and your application is fully submitted.

Guaranteed Second Opinion

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



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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 not required for submitted completeness review.	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	Historical Resources Information (143.0210)	* Public Notice Package	Tide Report	Map Reference Material	Prior Discretionary Approval Documentation	Letter of Request	General Requirements - All Plans	Development Plan Package	Landscape Development Package	Tentative Map/Map Waiver	Other Technical Studies	Fees & Deposits [503]
AMENDMENTS (126.0113, 125.0471)	1	1		1			1		✓	1	(1)		(3)	✓
COASTAL DEVELOPMENT PERMIT (126.0702)	1	1	(1)	1					✓	1	(1)		(3)	✓
CONDITIONAL USE PERMIT (126.0303)														
General	1	1	(1)	1					✓	1	(1)		(3)	✓
Telecommunication Facilities	See Information Bulletin 536 - Submittal Requirements and Procedures for Wireless Communication Facilities.													
EXTENSION OF TIME (126.0111, 125.0461) (Submitted completeness review not required.)	1	1		1			6	6						✓
LAND USE PLANS – ADOPTION OR AMENDMENT	See Section 6 – Policy Approvals.													
MAP WAIVER (125.0120)														
General	1	1		1	2	2			✓	(1)	(1)	1	(3)	✓
Condominium Conversion	1	1		1	2	2			✓		(1)	1	(3)	✓
LEGEND: 1 = Number of Copies Required ✓ = Applies to all Plans required (1) = Number of Copies Required if project meets the conditions as identified within the Minimum Submittal Requirements Checklist (142.042) = Land Development Code Section Reference														



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	General Application Package	Photographic Survey	Historical Resources Information (143.0210)	* Public Notice Package	Tide Report	Map Reference Material	Prior Discretionary Approval Documentation	Letter of Request	General Requirements - All Plans	Development Plan Package	Landscape Development Package	Tentative Map/Map Waiver	Other Technical Studies	Fees & Deposits [503]
NEIGHBORHOOD DEVELOPMENT PERMIT (126.0402)														
General	1	1	(1)	1					✓	1	(1)		(3)	✓
Encroachments into public right of way (129.0710)	See Information Bulletin 576 – Encroachments in the Right-of-Way.													
Pedestrian Plazas (126.0402) (Submitted completeness review not required.)	See Information Bulletin 565 – How to Obtain a Development Permit for a Pedestrian Plaza													
NEIGHBORHOOD USE PERMIT (129.0710)														
General	1	1	(1)	1					✓	1	(1)		(3)	✓
Home Occupation (Submitted completeness review not required.)	See Information Bulletin 540 – How to Obtain a Neighborhood Use Permit for Home Occupation.													
Sidewalk Café (Submitted completeness review not required.)	See Information Bulletin 523 - How to Obtain a Permit for Sidewalk Café.													
Pushcart (Submitted completeness review not required.)	See Information Bulletin 534 - How to Obtain a Neighborhood Use Permit for Pushcarts.													
Telecommunication Facilities	See Information Bulletin 536 - Submittal Requirements and Procedures for Telecommunication Facilities.													
PLANNED DEVELOPMENT PERMIT (126.0602)	1	1	(1)	1					✓	1	1		(3)	✓
PRELIMINARY REVIEW	See Information Bulletin 513 - Preliminary Review.													
PUBLIC PROJECT ASSESSMENT	See Information Bulletin 510 - Assessment of Public Projects.													



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Submittal Requirements Matrix Development Permits/Approvals

APPROVAL TYPE

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 not required for submitted completeness review.

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	Historical Resources Information (143.0210)	* Public Notice Package	Tide Report	Map Reference Material	Prior Discretionary Approval Documentation	Letter of Request	General Requirements - All Plans	Development Plan Package	Landscape Development Package	Tentative Map/Map Waiver	Other Technical Studies	Fees & Deposits [503]

LEGEND: 1 = Number of Copies Required
✓ = Applies to all Plans required

(1) = Number of Copies Required if project meets the conditions as identified within the Minimum Submittal Requirements Checklist
(142.042) = Land Development Code Section Reference

REZONE

See Section 6 – Policy Approvals.

SITE DEVELOPMENT PERMIT (126.0502)

General	1	1	(1)	1					✓	1	(1)		(3)	✓
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Encroachment into public right of way (129.0710)

See [Information Bulletin 576](#) – Encroachments in the Right-of-Way.

SUBSTANTIAL CONFORMANCE REVIEW (126.0112)

(Submitted completeness review not required.)

See [Information Bulletin 500](#) - Substantial Conformance Review.

TEMPORARY USE PERMIT (123.0402)

See [Information Bulletin 533](#) – Temporary Use Permit

TENTATIVE MAP (125.0410)

VARIANCE (126.0802)	1	1	(1)	1					✓	1	(1)			✓
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(1) = Number of Copies Required if project meets the conditions as identified within the Minimum Submittal Requirements Checklist
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Minimum Submittal Requirements Checklist Checklist Development Permits

This checklist supplements the Submittal Requirements Matrix. The Submittal Requirements Matrix establishes the documents/plans that are required and the minimum quantity that must be provided, 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 review cycles. All other detail is required unless not applicable to your project.

Item No.	Requirements
1.0	GENERAL APPLICATION PACKAGE
1.1	General Application (DS-3032): Part I only. Complete, sign and date.
1.2	Deposit Account/Financially Responsible Party Form (DS-3242): See instructions on form for more details.
1.3	Ownership Disclosure Statement (DS-318): See instructions on form for more detail.
1.4	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 <u>not</u> substitute for a Grant Deed.
1.5	Assessor's Map Page: The project location must be outlined using a bright colored high lighting marker that will not obscure the print.
1.6	Storm Water Requirements Checklist (DS-560): Provide 3 copies. Required for all projects.
1.7	Conditional - Affordable Housing Requirements Checklist (DS-530): Required for all residential projects proposing 2 or more units, including condominium conversions.
1.8	Affordable/In-Fill Housing and Sustainable Buildings Expedite Program (DS-531): Required for projects requesting the Expedite Program.
1.9	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 <u>prior to submittal.</u>
1.10	Conditional: Off-Sale & Public Premises Licenses Form: Required for Alcoholic Beverage Outlet Conditional Use Permit. Provide completed Form 23958.4, provided by the California Department of Alcoholic Beverage Control (ABC). This form lists the number of licenses allowed in your census tract; the number of existing licenses; and the crime rate. <u>This form may be signed by the San Diego Police Department prior to submittal.</u>

PROJECT SUBMITTAL REQUIREMENTS

Item No.	Requirements
1.11	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 taken from the project boundaries at four or more locations, <u>with on and off site views</u> , 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. The photographs should be in color (minimum size 3"x 5" and maximum size of 8" x 10") and be placed in an envelope (not mounted). NOTE: In addition to the print photos, provide a CD-R containing digital photos submitted for the "Photographic Survey" requirement with the key map. The photos should be saved in the .jpg format, numbered consistent with the provided key map. Labeled "Photos" with Project Number.
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 be in a binder with color photographs and addresses of the site and adjacent properties. This information is needed to determine if the proposed project is in general conformity with the surrounding neighborhood.
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) 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 2) or a Notice of Public Hearing (Process 3, 4 and 5). See Information Bulletin 512 for information on how to obtain public noticing information and formatting electronic address list on CD-R. Note: This package is not required for submitted completeness review.
4.1	CD-R: Provide a CD-R or USB flash drive with owner/occupant information. Labeled "Public Noticing" with Project Number.
4.2	Assessors Map(s): Provide assessors map(s) with 300-foot noticing radius outlined.
4.3	Address Lists: Provide paper copy of Excel Spreadsheet with owner/occupant information.
4.4	Supplemental Discretionary Project Application (DS-3035). Complete, sign, and date.
5.0	TITLE REPORT (May be submitted in electronic format via USB flash drive or CD-R)
5.1	Address: The report is for the subject property.
5.2	Date: The report is dated within (6) six months of project submittal.
6.0	MAP REFERENCE MATERIALS: Provide a package labeled "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 on CD-R or USB flash drive 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.

Provide at Full
Submittal

PROJECT SUBMITTAL REQUIREMENTS

7.0 PRIOR DISCRETIONARY APPROVAL DOCUMENTATION

- 7.1 **Copies:** Provide a copy of prior development permit(s), policy, and subdivision approval(s) entitled to the property. Include all approved exhibits "A" plans and referenced Permits/Approvals. **Note:** Provide on CD-R or USB flash drive and one paper copy.

8.0 LETTER OF REQUEST

- 8.1 **Letter Outline:** Provide a letter that outlines all of the proposed actions in detail. For Home Occupations, include a floor plan of the dwelling and indicate the proposed home office location.

9.0 GENERAL REQUIREMENTS - ALL PLANS

- 9.1 **Scale:** Plans must be legible and drawn to scale on a minimum sheet size of 11" x 17". The architectural site plan, grading plan, topographic map, and landscape plans shall be prepared on the same scale.
- 9.2 **Folded / Stapled Plans:** Plans with 6 sheets or less may be bound (stapled) and folded to 8 ½ "x 11" with the Title Block facing out. Plans with 7-19 sheets must be folded separately to 8 ½ "x 11" with the Title Block facing out. Plans with 20 or more sheets may be bound (stapled) and tri-folded.
- 9.3 **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, and the required discretionary permits/approvals.
 - Project Team - Name and phone number of consultants, including engineers, 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.
 - Geologic Hazard Category.
 - Landscape area square footage for water conservation purposes.

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.

Conditional: Voluntary Accessibility Program – If requesting incentives through the Voluntary Accessibility Program, describe the project development incentives in the development summary and identify each building as "Voluntary Tier I", "Voluntary Tier II", or "CBC 11A required" on the site plan.

- 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.

- 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.

PROJECT SUBMITTAL REQUIREMENTS

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 drive-ways, 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 – Parking Calculations: For Multiple Dwelling Units and Non-residential projects, label any disabled spaces, and provide parking calculations.
10.1.16	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.
10.1.17	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.).
10.1.18	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).
10.1.19	Recommended - Projections: All architectural projections including stairs, balconies & eave overhangs
10.1.20	Recommended -Legend: Each sheet must have a legend that clearly indicates the meaning of all graphic symbols.
10.1.21	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.
10.1.22	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.
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 <u>site</u> 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 are 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.

PROJECT SUBMITTAL REQUIREMENTS

- 10.3.6 **Ceiling Heights:** Show all building floor and ceilings and provide dimensions as measured from floor to floor and floor to roof in order to verify gross floor area. This information may be presented in a separate building section. See LDC Section 113.0234 for a detailed explanation on calculating Gross Floor Area.
- 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.
- 10.5.6 **Recommended - Architectural Details:** Show and label exterior architectural details and location of all windows.
- 10.5.7 **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.

PROJECT SUBMITTAL REQUIREMENTS

- 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.
- 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 slopes 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.

PROJECT SUBMITTAL REQUIREMENTS

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.
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): <ul style="list-style-type: none">• 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 .

PROJECT SUBMITTAL REQUIREMENTS

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.
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: <ul style="list-style-type: none">• 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 <ul style="list-style-type: none">• 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: <ul style="list-style-type: none">• Structure setback from all slopes steeper than 25% and over 50 feet in vertical height• Zones One and Two graphically shown, dimensioned and labeled• Provide zone one and two requirements (LDC Sections 142-0412 (g) & 142-0412 (h))• Symbols on the plan and in the legend that clearly represent the planting scheme in Zones 1 and 2
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)] <ul style="list-style-type: none">• Detailed description of the implementation for each Zone, including the method of thinning/pruning in Zone 2• Long-term maintenance program and notes (including time of year for thinning for each Zone and responsible party for monitoring the maintenance.
11.3.5	Table: Provide Table 142-04H indicating the Zone depths that the Brush Management plan was designed under.

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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. See 12.17 below for submittal requirements.
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.
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: Monuments of record (sufficient enough for Final or Parcel Map requirements) tied to boundary.
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.
12.17	Conditional – Converting Existing Residential Units – Noticing Requirement: In addition to the occupant labels within 300' of the subject property, labels must also be provided for all "on-site" tenants. Clearly identify on the <u>copy</u> of the occupant/resident labels (circle, highlight, etc.) all "on-site" tenants. Failure to provide the required "on-site" tenant labels at full submittal <u>will</u> delay processing your project. Full submittal will NOT be accepted if the tenant labels are not clearly identified.
12.18	Conditional – Utility Under grounding Waiver: If a waiver is requested for under grounding existing utilities, 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.

PROJECT SUBMITTAL REQUIREMENTS

12.22	Conditional - Parking: Where the Map OR Map Waiver is <u>not</u> in conjunction with a development permit, show off-street parking spaces, disabled spaces and indicate the required and proposed parking.
12.23	Conditional - Drainage Patterns: Where grading plans are not provided, show drainage patterns on the Tentative Map or Map Waiver (contours or spot elevations).
12.24	Conditional - Condominiums: Include the number of condominium units (residential, commercial, and industrial) and the number of bedrooms per residential unit.
12.25	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).
12.26	Conditional – Geotechnical Study: To determine which type of study is required, if any, see Information Bulletin 515, “Development Permit, Subdivision and Grading Permit Geotechnical Study Requirements.” Report must be dated within 3 years.
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 Study: To determine if a geotechnical study is required for all other development projects (e.g., Coastal Development Permit, Site Development Permit, etc.) and which type of study is required, see Information Bulletin 515, “Development Permit, Subdivision and Grading Permit Geotechnical Study Requirements.” Report must be dated within three years.
13.2	<p>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. NOTE: A letter can be provided for residential units that have received a final inspection or certificate of occupancy less than 5 years ago. The letter must be prepared by an architect or engineer and include overall property conditions and construction date.</p> <ul style="list-style-type: none">• A discussion detailing the level of compliance of the building with current health and safety standards published in the prevailing edition of City adopted construction codes for the existing integral building components as well as paved areas, and storm water drainage facilities. Integral building components means those existing structural elements, materials, and systems necessary for the sustained functioning of a building for the health, fire-life-safety, and well being of building occupants as required by the building regulations. They include, but are not limited to; roof coverings, exterior wall and floor coverings and finishes needed to protect occupants and the building from weather exposure; building foundations, walls, and vertical and horizontal structural components needed for the building to resist imposed vertical and lateral loads; all electrical systems, plumbing systems, mechanical systems and utilities distribution systems.• An evaluation of the existing condition of and current development requirement for recreational facilities and parking;• A discussion of the actions taken to assure that plumbing, heating, electrical systems that are to remain are operating safely and efficiently;• A discussion detailing the level of compliance with energy efficiency standards applicable to heating and cooling appliances and the building envelope surrounding each dwelling unit and common occupied areas;• A discussion detailing the level of compliance with sound transmission control requirements of the California Office of Noise Control applicable to sound transmission between dwelling units and between dwelling units in common areas;• Scaled elevations that identify all proposed structural and cosmetic improvements of all building facades;• 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.• A description of the building’s current and proposed level of compliance with the accessibility standards in the prevailing edition of the California Building Code for disabled persons; and• A list of improvements intended to be made to the premises.
13.3	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.

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- 13.4 **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 regards 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.
- 13.5 **Recommended - Traffic Study:** A traffic 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](#).
- 13.6 **Recommended - Noise Study/Report:** A noise study may be required if the proposed project produces 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](#).
- 13.7 **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](#).
- 13.8 **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](#).
- 13.9 **Conditional – Water Quality Technical Report (WQTR):** If project is identified as a priority project on storm water requirements checklist, a WQTR is required to be prepared per the City Storm Water Standards Manual.
- 13.10 **Conditional - Water Quality Study (WQS):** If project is identified as a standard project on the storm water requirements checklist, a WQS is required. Document which source control best management practices (BMPs) and Low Impact Development (LID) design features have been incorporated into the proposed project, and provides an explanation for why any BMP or LID feature is not proposed to be incorporated. The WQS must also identify the pollutants of concern associated with the type of development. The prospective source control BMPs and LID design features are contained in the City's Storm Water Standards Manual. Anticipated pollutants of concern by development type also are included in the Storm Water Standards Manual. The WQS is a letter report and does not have a prescribed format. It may be prepared by the owner, architect, contractor, etc. It is not required to be prepared by a registered civil engineer.
- 14.0 **DEPOSIT/FEES [See [Information Bulletin 503](#).]** The deposit and application fees as identified in Information Bulletin 503 must be paid at the time the project is submitted. Checks must be made payable to the "City Treasurer" for the exact amount owed. Invoices can also be paid using our on-line payment system through [OpenDSD](#); however, they must be paid the day of submittal.