

# Civic San Diego

## Minimum Submittal Requirements Development Permits/Design Review Checklist

The Minimum Submittal Requirements Checklist establishes the **minimum** details that must be included in all plans and documents required by Civic San Diego (CivicSD) as part of a Development Permit/Design Review Application. The design professional should use this checklist when preparing project packages for review. CivicSD staff will review your documents against this checklist. Plans or documents missing any of the required detail will not be deemed complete. Acceptance of projects for review by CivicSD depends upon the accuracy and completeness of the submitted plans and documents.

Where the word “**Conditional**” appears before the document and/or detail, this information will be required if the proposed project meets those conditions. Additional information or clarification may be requested during the review process. For all Design Review projects, additional sets of reduced plans (11x17) **will** be required when the project is scheduled for formal review. A CivicSD staff member will give direction on the exact number and size of drawings and due date for submittal.

Item No.	SUBMITTAL REQUIREMENTS
<b>1.0</b>	<b>CENTRE CITY DEVELOPMENT PERMIT APPLICATION PACKAGE</b>
1.1	<b>Centre City Development Permit Application:</b> See instructions on application for more detail.
1.2	<b>Ownership Disclosure Statement:</b> See instructions on form for more detail.
1.3	<b>Project Description:</b> Single page narrative of the project, including development concept, architectural concept, gross square footage, parking spaces, building height areas devoted to each specific land use, number of floors, materials to be used and type of construction.
1.4	<b>Architectural Narrative:</b> Single page narrative (separate from drawing package/Project Description) describing the architectural approach and how the project fits the site. Mention of how the project reflects San Diego should also be discussed. This narrative should not include project statistics but be focused on the design approach, color and materials, and similar (views of, fit with neighborhood, etc.).
1.5	<b>Conditional - Variance Application and Findings</b> (see Supplemental Variance Application)
1.6	<b>Conditional – Planned Development Permit (PDP) Application and Findings</b> (See Supplemental PDP Application)
1.7	<b>Conditional – CUP/NUP:</b> If the project includes a Conditional Use (CUP) or Neighborhood Use Permit (NUP) please refer to the CUP/NUP Submittal Requirements Checklist.
<b>2.0</b>	<b>PHOTOGRAPHIC SURVEY</b>
2.1	<b>Photograph Contents:</b> Photographs must be taken from the project boundaries at four or more locations, with both on and off-site views. The quantity must be sufficient to adequately view the entire site. The photos are to be in color, high resolution and in digital format (minimum size 3” x 5”).
2.2	<b>Key Map:</b> Include a map indicating the location and direction each photograph was taken.

<b>3.0</b>	<b>HISTORICAL RESOURCES INFORMATION</b>
3.1	<b>OVER 45 YEARS:</b> If the project includes demolition or external alteration of a structure that is 45 years old or more and is not a designated historical resource please refer to City of San Diego Information Bulletin No. 580. The over 45 year review is conducted by the City of San Diego Development Services Department. <a href="http://www.sandiego.gov/development-services/industry/pdf/infobulletin/ib580.pdf">http://www.sandiego.gov/development-services/industry/pdf/infobulletin/ib580.pdf</a> Please include written verification from City of San Diego showing the buildings have been cleared of any potential historical designation. Applications for sites containing existing buildings over 45 years of age without historical clearance verification <u>will not</u> be deemed complete until such verification is provided.
3.2	<b>DESIGNATED HISTORICAL RESOURCE:</b> Projects which include the presence of a designated historical resource must provide a written summary of how the historical resource will be treated (rehabilitation, alteration, relocation, demolition). Project will be subject to Chapter 14, Article 3, Division 2 - Historical Resources Regulations of the City's Land Development Code <a href="http://docs.sandiego.gov/municode/MuniCodeChapter14/Ch14Art03Division02.pdf">http://docs.sandiego.gov/municode/MuniCodeChapter14/Ch14Art03Division02.pdf</a> A pre-submittal meeting with City of San Diego Historical Resources and CivicSD staff will be required.
<b>4.0</b>	<b>GRANT DEED/TITLE REPORT</b>
4.1	For each parcel proposed to be developed, provide a copy of current Grant Deed, or Preliminary Title Report dated within six months of project submittal, with full legal description. Note: A Deed of Trust does not substitute a Grant Deed.
4.2	<b>Conditional - Subterranean Encroachments into Public ROW:</b> If any part of the project is proposed to encroach into the adjacent public right-of-way, a Title Report for that portion of the right-of-way is required.
<b>5.0</b>	<b>PUBLIC NOTICE PACKAGE</b> - Required for all projects over 50 dwelling units, 100,000 square feet of gross floor area or 85 feet in height and above as well as those requiring a Variance, PDP, Conditional Use Permit, or other Discretionary Permit. (See CivicSD Noticing Requirements)
5.2	<b>Assessor's Map(s):</b> Provide Assessor's Map(s) with the 300-foot noticing radius outlined.
5.3	<b>Address Lists:</b> Provide list of owner/occupant addresses.
<b>6.0</b>	<b>BASIC CONCEPT/SCHEMATIC DEVELOPMENT PLAN PACKAGE</b> that includes:
6.1	<b>General Requirements – 4 sets 11 x 17 (full color) and 1 set 24 x 36 (black and white) Required</b> <ul style="list-style-type: none"> <li>▪ All drawings to be legible and identified with the project name, property owner, applicant/developer, and project architect (including addresses and phone numbers), and date of plan preparation (including revisions). Note: No project name changes will be allowed during the Design Review process.</li> <li>▪ All plans, including site/floor plans, elevations and sections, must be legible, drawn to scale, and be fully labeled and dimensioned, including property lines, setbacks and encroachments, section lines and easements. Site plans, vicinity maps and building plans should typically orient north up.</li> <li>▪ One plan, elevation or perspective per sheet (other than those floor plans noted as “typical”).</li> </ul>
6.1.1	<b>Electronic Drawings:</b> Representative illustrations of the project shall be burned to CD in pdf format. Include both high resolution and low resolution images. Drawings may also be uploaded to the Design Review Submittals folder located at <a href="ftp://ftp.ccdc.com">ftp://ftp.ccdc.com</a> <b>Instructions</b> -Contact Project Planner for Log In/Password Information. Please notify project planner when uploading drawings.

<b>6.2</b>	<b>TITLE PAGE / COVER SHEET – Provide the following:</b>
6.2.1	<b>Project Information:</b> Provide name of project and full contact information for owner(s), developer and architect.
6.2.2	<b>Rendered Perspective:</b> Colored perspective drawing of the project.
<b>6.3</b>	<b>PROJECT DATA SHEET</b>
6.3.1	<p><b>Project Description:</b></p> <ul style="list-style-type: none"> <li>▪ 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.</li> <li>▪ Project Team - List name and phone number of all consultants, including engineers, architects, designers and contractors.</li> <li>▪ Legal description and Assessor Parcel Number(s) for the property proposed for development</li> <li>▪ Owner’s name and address.</li> <li>▪ Type of construction and Occupancy Classification per the California Building Code.</li> <li>▪ Zoning designation, including all overlay zone designations (coastal, coastal ht limit, airport environs, etc).</li> <li>▪ Existing and proposed uses including number of dwelling units (total and amount of each studio, 1-br, etc.) and number of parking spaces (total and number of standard, tandem and other size spaces).</li> <li>▪ Year constructed for all existing structures on the lot, including existing structures to be demolished.</li> </ul>
6.3.2	<b>Area Calculations:</b> Provide gross site area, floor area and Floor Area Ratio (FAR) calculations. FAR calculations should list exempted floor area and indicate the PDO section that allows the exemption.
6.3.3	<b>FAR Bonuses:</b> Identify FAR Bonus Programs proposed in the project and provide calculations for how the additional floor area is calculated and/or earned.
<b>6.4</b>	<b>VICINITY MAP</b>
6.4.1	<b>9-block map:</b> Include project site plan along with all streets and projects/land uses (existing and planned) within 300 feet and nine (9)-block vicinity, with the project site in the center at a minimum 1:50 scale.
6.4.2	<b>Surrounding parcels:</b> Each surrounding site/block shall identify type of land use; show building footprints and # of stories and height of buildings, parking, parks, and other significant features.
6.4.	<b>Context Photographs:</b> Provide photographs of site with adjoining developments with photographs oriented sequentially around vicinity map.
<b>6.5</b>	<b>SITE PLAN/GROUND FLOOR</b>
6.5.1	<b>Context &amp; Color Coding:</b> Show 10 – 15 feet minimum of adjacent properties with ground floor usage and across the street in each direction. Use color-coding to distinguish area allocation among commercial, residential, service/parking, and circulation corridors.
6.5.2	<b>Spot Elevations:</b> Show spot elevations (based on topographic survey, not assumed datum) at all high points, low points, changes in gradients, property corners and mid-block locations, and corners of structure foundations and finished floor levels.
6.5.3	<b>Street Improvements:</b> Include all adjoining street improvements and basic landscaping concept rendering of street tree layout and other landscape areas.
6.5.4	<b>Parking Facilities:</b> Site Plan to illustrate parking layout, stall dimensions, light standard placement,

signage location(s), curb to property line dimensions, distance between planting pockets, planting strips, irrigation systems, and fencing locations.

**6.6 FLOOR PLANS:**

6.6.1 **Upper Floor Plans:** Submit all floor plans including basement levels and roof plan (do not duplicate identical floor plans). Multiple levels of high-rise buildings can be included on a single page. Detailed floor plans are not required; however, individual unit outlines should be provided for residential projects and all perimeter information to collaborate illustrated elevations must be provided (locations of windows, shear walls, balconies, etc.).

6.6.2 **Systems & Utilities:** Basement, roof and ground level plans should identify locations of mechanical systems and utilities including backflow prevention device, fire control room, transformer vault and utility room, grease interceptors and garage intake and exhaust.

6.6.3 **Parking Layout:** Parking area layout should number spaces, provide aisle and stall dimensions, and designate bicycle storage, utility and trash areas.

**6.7 EXTERIOR ELEVATIONS**

6.7.1 **Elevations:** Provide a colored architectural elevation for each building face (minimum 1/8" scale). Colored Elevations must match rendering on perspectives and Color and Material Board samples. Elevations must be on separate pages and labeled.

6.7.2 **Enlarged Elevations:** Provide enlarged elevations for all street frontages. Additional enlargements may be requested by CivicSD staff as part of the Design Review Process.

6.7.3 **Labeling:** Drawings must be separate and labeled North Elevation, South Elevation, East Elevation and West Elevation. All elevation plans must be accurately scaled.

6.7.4 **Height:** Identify base datum used in height measurements and identify maximum height at top of parapet of the highest habitable floor as defined in Section 156.0310(c) of the CCPDO. Heights of ground floor retail and residential space must also be provided.

6.7.5 **Property Lines:** Identify all property lines including property line walls with adjoining developments. If project is located adjacent to existing residential with interior facing property line windows demonstrate how the proposed project intends to provide adequate light and air.

6.7.6 **Colors and Materials:** Identify colors and materials of all finishes and roofs.

6.7.7 **Context:** Show at least 20 ft. of adjacent (existing proposed and approved) buildings.

6.7.8 **Regulatory Constraints:** Illustrate all bulk controls; regulatory building constraints (e.g., tower setbacks, setbacks, property line, sun access angles, etc.).

6.7.9 **Conditional – Lighting Study:** Any dramatic or signature lighting contemplated for the project must be presented. Accurate night renderings may be required.

6.7.10 **Conditional - Parking Facilities:** Elevations must provide a comprehensive view of the entire project. Show any walls and/or fencing, planting materials, and signage for each street frontage.

**6.8 PERSPECTIVES**

6.8.1 **Street-level Perspective(s):** Provide a minimum of three color rendering of a street-level perspective showing the building in context with adjacent building masses roughed in. At least one of the street-level perspectives is required to be a night rendering. Context elements do not need to be photo-realistic but must accurately convey the bulk, scale and character of the surrounding area.

6.8.2 **Conditional -** Larger projects may require additional and more detailed perspectives as determined by staff.

<b>6.9</b>	<b>PROJECTS SECTIONS</b> (minimum of two) Staff may request additional sections if needed
6.9.1	<b>Adjacencies:</b> Include adjoining street grades/developments including parapet heights and mechanical screening.
6.9.2	<b>Regulatory Constraints:</b> Illustrate all bulk controls/regulatory building constraints (e.g., tower setbacks, property line, sun access angles, etc.).
<b>6.10</b>	<b>VICINITY ELEVATIONS AND CONTEXT STUDIES</b>
6.10.1	<b>Scope:</b> Show one block in each direction illustrating the proposed project in relationship to adjoining projects/buildings (include approved future projects).
6.10.2	<b>Shadow Studies:</b> Accurate plan drawings of shadow impacts to adjacent properties may be required, at staff discretion, especially south of parks, public facilities and open space. Applicants proposing Urban Open Space for purposes of an FAR Bonus are required to provide a shadow study.
<b>6.11</b>	<b>PHOTOS OF COLOR/ MATERIAL BOARD:</b> Required for all submittals
<b>6.12</b>	<b>LANDSCAPE PLANS:</b> Required for surface parking lots, residential projects with over 50 units, and projects proposing Urban Open Space and/or Eco-Roof FAR Bonuses.
6.12.1	<b>Common Open Space:</b> Illustrate conceptual plantings and paving of required common open space areas.
6.12.2	<b>Urban Open Space:</b> Required for all projects proposing to earn FAR Bonus for an Urban Open Space per 151.0309(e)(2) and/or projects proposing an exception to street wall requirements per Section 156.0310(d)(1)(B)(i) of the CCPDO. Illustrate conceptual plantings and paving of Urban Open Space per guidelines in the Downtown Design Guidelines found at <a href="http://www.ccdc.com/planning/regulatory-documents.html">http://www.ccdc.com/planning/regulatory-documents.html</a>
6.12.3	<b>Eco-Roof Bonus:</b> Required for all projects proposing to earn FAR Bonus for an Eco-Roof per Section 156.0309(e)(4) of the CCPDO. Demonstrate square foot allocations for both planted and non-planted areas, and include the gross (total gross area of all roofs over 30 feet in height) and net (after deducting for areas covered by stairway and elevator enclosures and areas devoted to required common or private outdoor open space areas) roof areas. Please provide a composite roof plan showing area calculations.
<b>6.13</b>	<b>FAR BONUSES</b>
6.13.1	<b>Green FAR Bonus:</b> Required for all projects seeking an FAR Bonus Program through the Green FAR Bonus Program per Section 156.0309 (e)(8) of the CCPDO. Include the Green Building Incentive Checklist as part of the Basic/Concept plan submittal package. Submittal requirements can be found within the Green Building Incentive Program Submittal Manual located at <a href="http://www.ccdc.com/programs/centre-city-green/overview.html">http://www.ccdc.com/programs/centre-city-green/overview.html</a>
6.13.2	<b>Affordable Housing FAR Bonus:</b> Required for all projects proposing Affordable Housing Density Bonus per 156.0309 (e)(1). Provide a copy of and provide documentation that a San Diego Housing Commission Density Bonus Application has been submitted to the San Diego Housing Commission. The application and contact information can be found at <a href="http://www.sdhc.net/Real-Estate/Developers/Density-Bonus/">http://www.sdhc.net/Real-Estate/Developers/Density-Bonus/</a>
6.13.3	<b>Three Bedroom Units:</b> Required for all projects proposing to earn an FAR Bonus for the provision of Three Bedroom Units per Section 156.0309(e)(3) of the CCPDO. Identify the number of units and square footage of each three bedroom unit and gross area calculations showing how the proposed project meets the requirements under the CCPDO.

<b>6.14</b>	<b>TOPOGRAPHIC SURVEY:</b> <u>Required for ALL submittals</u>
<b>7.0</b>	<b>ADDITIONAL SUBMITTALS</b>
7.1	<b>Color &amp; Material Board Samples:</b> Required for Design Review Approval. Provide key project materials/colors, securely mounted between two boards (to prevent dislocation). Include a key that cross references to colored elevation. If colors and /or materials change during the design review process, the board shall be updated before the review meetings. The Color/Material Board will be retained by CCDC for use during subsequent plan checks.
7.2	<b>3D Models:</b> Physical models are encouraged to assist presentations. At the Real Estate Committee, an accurate and complete study model is acceptable but a 70-90% presentation model is preferred.
7.3	<b>Additional information:</b> As needed and requested, depending on the size and complexity of the project, including computer and/or physical models. Basic massing models are encouraged for larger and more complex projects.
7.4	<b>FAR Bonuses:</b> Dependent upon FAR Bonus Program utilized staff may request additional information to verify floor area calculations and/or to determine eligibility.
<b>8.0</b>	<b>OTHER TECHNICAL STUDIES</b>
8.1	<b>Phase 1 Environmental Assessment:</b> Environmental report documenting findings and providing opinions and recommendations regarding possible environmental impacts at the project site, including available photographs and figures.
8.2	<b>Geotechnical Studies:</b> Early information on geotechnical conditions of subject project sites is advisable to avoid costly delays and potential project redesigns. See Information Bulletin 515 for information on what type of study is appropriate and/or may be required for the project.
8.3	<b>Acoustical Analysis (Exterior):</b> All residential projects with required outdoor open space (common or private) must submit a noise study that identifies mitigation measures to attenuate noise to 65 dbl (Note: this is in addition to the interior noise study required to be conducted for a building permit). This study should not be initiated until the project design is resolved, as determined by staff, and the project is scheduled for Design Review meetings.
8.4	<b>Traffic Study:</b> A traffic study will be required if the project results in 2,400 ADT or 200 peak hour trips. For more information, see CCDC 2006 Final Environmental Impact Report Mitigation, Monitoring and Reporting Program.
8.5	<b>Water Supply Assessment:</b> Large projects may have to submit additional materials for a Water Supply Assessment. CCDC staff will advise if the project qualifies for this conditional submittal.
8.6	<b>Green House Gas Study (GHG):</b> A GHG study is required for projects containing; 70 dwelling units or more, 35,000 square feet of office, 11,000 square feet of retail and/or 6,300 square feet of grocery/supermarket. ** For projects that do not meet these categories a determination will be made on a case-by-case basis based on whether the project would generate more than 900 metric tons or more of GHG.
8.7	<b>Archaeological Initial Evaluation:</b> An Initial Evaluation for the potential of significant sub-surface archaeological resources is required by the 2006 Mitigation Monitoring Reporting Program Mitigation Measure HIST-B1 for all downtown projects. The Initial Evaluation shall be consistent with the City of San Diego Historical Resources Guidelines. <a href="http://www.sandiego.gov/planning/programs/historical/pdf/hrbreport.pdf">http://www.sandiego.gov/planning/programs/historical/pdf/hrbreport.pdf</a>
8.8	<b>Lighting Study:</b> A lighting study for projects located within a two-block radius of Petco Park, are required to provide a lighting study demonstrating that habitable rooms would be equipped with light attenuation measures which would allow occupants to reduce night-time light levels to 2.0 foot-

**Project Submittal Requirements**

**Design Review/Development Permit Approvals**

	candles or less. See 2006 Mitigation Monitoring Reporting Program Mitigation Measure LU-B.5.
<b>9.0</b>	<b>CIVICSD DEVELOPMENT PERMIT PROJECT REVIEW</b> <i>(May be waived for smaller projects)</i>
9.1	<b>Project Review Questionnaire:</b> Submittal information and application fees for the City’s process (check made out to the City of San Diego) are included in Bulletin 852. This application is to be made with the City Development Services Department.
<b>10.0</b>	<b>FEDERAL AVIATION ADMINISTRATION REVIEW (FAA REVIEW)</b>
10.1	<b>Airport Approach Overlay Zone/FAA Part 77 Review:</b> All projects for new construction over 36 feet in height must submit to the Federal Aviation Administration (FAA) for a Determination of No Hazard. Development Permits <b>will not</b> be issued without this verification from the FAA. See City Information Bulletin 520 for FAA notification requirements. In addition, projects within the Airport Environs Overlay Zone will be required to provide an Avigation Easement to the San Diego Regional Airport Authority.
<b>11.0</b>	<b>FEES</b>
11.1	Please see the Application Fee Schedule for the Downtown Community Plan Area for the relevant application fee <a href="http://www.ccdc.com/planning/permit-applications.html">http://www.ccdc.com/planning/permit-applications.html</a>

S:\Planning\Current Planning\Current Application Forms\CCDP\2015 Application Forms\2015.CCDP Submittal Requirements Checklist.doc