



This application package includes:

- Application Instructions
- Minimum Submittal Requirements Checklist
- Use Permit Application
- Temporary Use Permit Supplemental Application
- Conditional Use Permit Supplemental Application
- Ownership Disclosure Statement
- Public Noticing Information
- Public Notice Certification
- Fee Schedule



Use Permit Application Instructions

The purpose of these procedures is to establish a review process for the development of uses that may be desirable under appropriate circumstances, but are not permitted by right in the applicable zone. The intent of these procedures is to review these uses on a case-by-case basis to determine whether and under what conditions the use may be approved at a given site. Further, the intent is that each use be developed so as to fully protect the public health, safety, and welfare of the community. To provide this protection, conditions may be applied to address potential adverse effects associated with the proposed use.

WHEN USE PERMITS ARE REQUIRED

Use permits are required when identified in the applicable Planned District Ordinance. The Downtown Community Plan area is divided into three separate Planned District Ordinances: the Centre City Planned District Ordinance, The Gaslamp Quarter Planned District Ordinance, and the Marina Planned District Ordinance. Examples of land uses requiring a use permit are:

- Expansion of a previously conforming premises
- Re-establishment of a previously conforming use
- Establishments offering alcoholic beverages for sale for off-site consumption
- Establishments offering live entertainment
- Surface and structured parking facilities
- Senior citizen housing
- Alternative interim uses
- Temporary public assembly and entertainment activities
- Outdoor use areas for live entertainment and/or dining
- Mobile food facilities
- Uses within historical buildings not otherwise allowed
- Social service institutions
- Comprehensive sign plans
- Telecommunications facilities

The above list does not include all uses which may require a use permit. To determine whether a use permit is required for a particular land use district and the type of use permit required please refer to the land use table in the appropriate Planned District Ordinance and in the San Diego Municipal Code, or you may contact a Civic San Diego Planner for additional information.

PROCESS FOR OBTAINING A USE PERMIT

Use permits are approved, conditionally approved, or denied based on the type of use permit review. All use permit reviews begin with an application, no appointment is necessary to submit an applications for a use permit. Following the initial application and payment of the appropriate fee identified in the Civic San Diego Fee Schedule, Civic San Diego staff will review and compare the application and documents to the Minimum Submittal Requirements Checklist For Use Permit Applications to determine if the application is complete to commence review. This completeness review typically takes up to 4 weeks.

Once the application is deemed complete, the following are the typical review process timelines:

- Limited Use Approval – Process One
 - Average time: 4-8 weeks from application being deemed complete
- Temporary Use Permit – Process One
 - Average time: 2-4 weeks from application being deemed complete
- Neighborhood Use Permit – Process Two
 - Average time (without appeal): 6-12 weeks from application being deemed complete
 - Average time (with appeal): 16-20 weeks from application being deemed complete
- Conditional Use Permit – Process Three, Four, or Five
 - Average time (without appeal):
 - Process Three: 10-14 weeks from application being deemed complete
 - Process Four: 12-16 weeks from application being deemed complete
 - Process Five: 14-20 weeks from application being deemed complete
 - Average time (with appeal):
 - Process Three: 16-20 weeks from application being deemed complete
 - Process Four: 18-22 weeks from application being deemed complete
 - Process Five: 20-26 weeks from application being deemed complete

An applicant whose decision is appealed must pay the appropriate appeal fee as defined in the Civic San Diego Fee Schedule to cover the costs associated with an additional staff time and public hearing.

SEPARATE PERMITS AND LICENSES REQUIRED

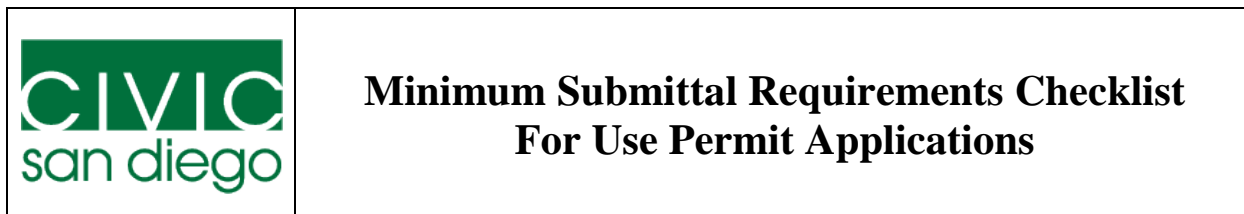
Use permits provide the entitlement to permit the proposed use to occur at a specific premises. However, acquisition of additional permits and/or licenses may be required prior to the use commencing on-site; for example: building and/or electrical permits, Encroachment Maintenance and Removal Agreement, Alcoholic Beverage Control license, County Health Department permit, etc. Contact the appropriate agency for specific permitting and licensing requirements.

APPLICATION FORMS

Use the Use Permit Application form, the Minimum Submittal Requirements Checklist For Use Permit Applications, and all associated and referenced documents to prepare a complete use permit application for submittal to Civic San Diego at 401 B Street, Suite 400, San Diego, California 92101.

APPLICATION SUBMITTAL

No appointment is necessary to submit a use permit application. Applications can be delivered to the Civic San Diego's offices at any time. Once an application has been assigned a Planner, that Planner will begin the completeness review and issue a completeness review letter identifying that the application is either complete and the detailed review has begun or incomplete and needs to have additional or revised documentation submitted before a detailed review can commence.



This checklist establishes the documents that are required and the minimum quantity of each that must be provided based on the use permit being applied for: Limited Use Approval, Temporary Use Permit, Neighborhood Use Permit, and Conditional Use Permit. Acceptance of use permit applications for review by Civic San Diego depends upon the accuracy and completeness of the submitted documents. Civic San Diego staff will review the use permit application for completeness of the submitted documents against this checklist. All submittal documentation must be provided in both printed and unlocked digital (PDF) format. Applicants and design professionals should use this checklist when preparing use permit applications. Required documents that are missing from the use permit application will result in the application not being deemed complete. Submitted documents missing any of the required detail will result in the application not being deemed complete. Use permit application review and processing times begin from the date the application has been deemed complete, not from the date of submittal.

Where the word “conditional” appears before the document and/or detail, this information will be required if the proposed use or use permit meets those conditions. All other documents and/or details are required unless not applicable to your use permit application. Additional information or clarification may be requested during the application completeness and/or use permit review processes.

Item No.	Requirements [quantity of items to submit]
1.0	PERMIT APPLICATION PACKAGE [1]
1.1	Centre City Use Permit Application: See instructions on application
1.2	Conditional – Temporary Use Permit Supplemental Application: Required for all Temporary Use Permit applications
1.3	Conditional – Conditional Use Permit Supplemental Application: Required for all Conditional Use Permit applications
1.4	Ownership Disclosure Statement: See instructions on form
1.5	<p>Use Description: Single page narrative of the proposed use, including specific requests and/or conditions, design concept, gross areas devoted to each specific land use, number of floors, materials to be used, and type of construction (if applicable); include any other data for that use in the Separately Regulated Uses Section of the Land Development Code (LDC) of the San Diego Municipal Code (SDMC) and /or Centre City Planned District Ordinance (CCPDO)</p> <p>Conditional – On and Off-site Alcoholic Beverages Sales: Detailed description of license type, hours of operation, and types of services and/or products offered for sale</p> <p>Conditional – Live Entertainment: Detailed description of license type, hours of operation, hours of live entertainment, location of live entertainment, and types of services and/or products offered for sale</p> <p>Conditional – Social Services Facilities: Detailed description of program objectives, types of services offered, number of participants, staffing, hours of operation, potential security concerns, and potential impact to adjacent uses</p>

Item No.	Requirements [quantity of items to submit]
2.0	PHOTOGRAPHIC SURVEY [1]
2.1	Photograph Contents: Photographs must be taken from the premises boundaries at four or more locations, with both on- and off-premises views. The quantity must be sufficient to adequately view the entire site. The photos are to be in color (minimum size 3" x 5") and may be arranged on a sheet and color printed in high resolution
2.2	Key Map: Include a map indicating the location and direction each photograph was taken
3.0	PROOF OF OWNERSHIP / LEGAL LOT STATUS [1]
3.1	Grant Deed(s): For each parcel included in the permit, provide a copy of current Grant Deed with full legal description; a Deed of Trust does not substitute for a Grant Deed
3.2	Title Report: For the parcels included in the permit, provide a report dated within 6 months of application submittal; a Deed of Trust does not substitute for a Title Report Conditional – Encroachment Into The Public Right-Of-Way: Title Report identifying the underlying ownership of the Public Right-Of-Way
4.0	CONDITIONAL – PUBLIC NOTICE PACKAGE [1]: For all Neighborhood Use Permit and Conditional Use Permit applications
4.1	Assessor Parcel Map(s): Provide San Diego County Assessor Parcel Map(s) with 300-foot noticing radius around the premises that is the subject of the application
4.2	Mailing Labels: Provide 3 sets of owner and resident/occupant adhesive mailing labels for each residential and commercial address; mailing labels are not required where alternative to mailed notice per SDMC Section 1112.0302(c) is requested
4.3	Address Lists: Provide list of owner and resident/occupant mailing addresses (photocopy of mailing labels is acceptable)
4.4	Public Notice Certification: Provide signed Civic San Diego Public Notice Certification
5.0	DRAWING PACKAGE [6]
5.1	General Requirements – All Drawings <ul style="list-style-type: none"> • All drawing packages are to be landscape format, 11x17, and “z-folded” • All drawings to be clear and identified with the use’s name, property owner, applicant/developer, and architect (including addresses and phone numbers), and date of plan preparation (including revisions) • All drawings, including site/floor plans, elevations and sections, must be clear, drawn to scale, and be fully labeled and dimensioned, including property lines, setbacks, section lines, and easements • Site plans, vicinity maps and building plans should typically orient north up • One plan, elevation, or perspective per drawing sheet

Item No.	Requirements [quantity of items to submit]
5.2	<p>Title Page / Cover Sheet Use Information: Fully describe proposed use and scope of permit application</p> <ul style="list-style-type: none"> • Bullet point narrative that details the use’s complete scope of work, including all existing and proposed improvements, any proposed development and/or use regulation deviations, and the required discretionary permits necessary to establish the use • Application Team - list name and phone number of all consultants, including engineers, architects, designers, and contractors • Sheet Index • Building and/or premises address • Legal description and Assessor Parcel Number(s) for the property or properties • Gross premises area, structure gross floor area, and use floor area • Type of construction and Occupancy Classification per the California Building Code • Zoning designation, including all overlay zone designations • Existing and proposed uses – specify if a change of Occupancy Classification is required • Year constructed for all existing structures on the lot, including both existing structures to be demolished and to remain • Parking calculations
5.3	<p>Vicinity Map: Map identifying all streets and adjacent land uses (existing and proposed) within 300 feet and a 9 square block vicinity, with the proposed premises in the center; with each surrounding block identified by type of land use including building footprints and number of stories and heights of buildings, plus parking, parks, and other significant features</p>
5.4	<p>Site/First Floor Plan Context & Color Coding: Show 10 – 15 feet minimum of adjacent properties with ground floor usage and across the street in each direction; using color-coding to distinguish area allocation among commercial, residential, service/parking, and circulation corridors Spot Elevations: Show spot elevations (based on topographic source, not assumed datum) at all high points, low points, corners of structure foundations, and finished floor levels Street Improvements: Include all adjoining street improvements and basic landscaping concept rendering of street tree layout and other landscape areas Conditional - All Parking Facilities: Site Plan is 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</p>
5.5	<p>Floor Plans: Required for all applications where the proposed use is conducted inside a building; submit all floor plans related to the proposed development, including basement levels and roof Conditional – Telecommunication Facilities: Basement, roof, and ground level floor plans should identify locations of mechanical systems and utilities related to the proposed installation Conditional – All Parking Facilities: Parking area layout should have numbered spaces, provide aisle and stall dimensions, and designate bicycle storage, utility, and trash areas</p>

Item No.	Requirements [quantity of items to submit]
5.6	<p>Exterior Elevations: Provide a rendered architectural elevation for each relevant building face; rendered elevations must match Color and Material Board samples (proposed signage areas may be shown but no proposed sign graphics are to be included – signage is not approved through the use approval or permit process)</p> <ul style="list-style-type: none"> • Labeling: Drawings must be separate and labeled North Elevation, South Elevation, East Elevation, and/or West Elevation; all elevation drawings must be accurately scaled • Height: Identify base datum used in height measurements and identify maximum height at top of parapet of the highest habitable floor as defined in SDMC Section 156.0310(c) • Property Lines: Identify all property lines including property line walls with adjoining developments; include a Curb-to-Property line card from the City of San Diego Records Department located at 1222 First Avenue (2nd floor), San Diego, California 92101 • Colors and Materials: Identify color and materials of all finishes • Context: Show at least 20-feet of adjacent existing (or approved future) buildings • Regulatory Constraints: Illustrate all regulatory building constraints (e.g., required stepbacks, setbacks, property lines, sun access planes, etc.) <p>Conditional – All Parking Facilities: Elevations must provide a comprehensive view of the entire facility; including walls and/or fencing, planting materials, and signage</p>
5.7	<p>Conditional – Photo Simulations: Telecommunications facility application shall include photo simulations of the proposed facility with required screening elements</p>
5.8	<p>Conditional – Method Of Attachment: Sidewalk cafe and telecommunication facility applications shall include equipment fastening construction details</p>
5.9	<p>Conditional – Landscape Drawings: Surface parking facilities, tenant improvements, and telecommunications facilities shall provide landscape and irrigation design when applicable</p>
6.0 ALCOHOLIC BEVERAGE CONTROL (ABC) FORMS [1]	
6.1	<p>Conditional – ABC Zoning Affidavit: All alcoholic beverage sales applications</p>
6.2	<p>Conditional – ABC Public Convenience of Necessity Form 23958.4: Off-site & Public Premises Alcoholic Beverage Sales applications</p>
7.0 FEDERAL AVIATION ADMINISTRATION (FAA) REVIEW [1]	
7.1	<p>Conditional – FAA Part 77 Review: All associated construction over 36 feet in height, including rooftop equipment projecting above the height of the existing parapet, must submit to the FAA for a Determination of No Hazard, permits will not be issued without verification from the FAA; see City of San Diego Information Bulletin 520 for FAA notification requirements</p>
8.0 OTHER DOCUMENTATION [1] These studies may or may not be required at the time of application submittal; depending on the nature of your application they may be required during the application review	
8.1	<p>Conditional – Acoustical Analysis: Acoustical analysis is required for establishments where live entertainment and/or dancing is proposed within the same building or immediately adjacent to residential uses, parcels, zones, or structures; and/or for all outdoor use areas proposing live entertainment and/or dancing</p>

Item No.	Requirements [quantity of items to submit]
8.2	<p>Conditional – Signage Design Package (reviewed separately) All Parking Facilities: Signage required by SDMC 156.0313(h)(7) or 156.0313(i)(3) Ballpark Mixed-Use District: Comprehensive Sign Plan per SDMC 156.0314(a)(4)</p>
8.3	<p>Conditional – Historical Resources Review Potential Historical Resource: If the premises contains a structure that is 45 or more years old AND not a designated Historic Site or Structure, or in a Historic District; see City of San Diego Information Bulletin 580 “Potential Historical Resource Review” for submittal requirements Designated Historical Site or District: If the premises and/or structure is designated Historical OR located within a Historical District; see City of San Diego Information Bulletin 518 “Designated Historical Resource Review” for submittal requirements</p>
8.4	<p>Conditional – Storm Water Requirements Checklist (DS-560) Surface Parking Facilities: See instructions on form Wireless Communication Facilities Neighborhood Use Permit: See instructions on form</p>
8.5	<p>Conditional – Site Justification Letter and Map, Coverage Map, and Noise Report: Wireless communication facility applications shall provide justification of the need or requirement for the proposed Wireless Communications Facility location and design, site coverage, and equipment noise; see Information Bulletin 536 “Wireless Communication Facilities” for submittal requirements</p>
8.6	<p>Conditional – Radio Frequent Emissions Letter Of Compliance: Wireless communication facility applications shall provide a letter acknowledging that a cumulative radio frequency report is required prior to a permit decision</p>
8.7	<p>Conditional – Encroachment Maintenance and Removal Agreement Sidewalk Cafe: Completed Sidewalk Cafe Maintenance and Removal Agreement (SCMRA) form signed and notarized by the adjacent property owner to the sidewalk cafe (not recorded) Pushcarts or Entrance Awning/Canopy Encroachments Into The Public Right-Of-Way: Completed Encroachment Maintenance and Removal Agreement (EMRA) form signed and notarized by the adjacent property owner to the encroachment (not recorded)</p>
8.8	<p>Conditional – Civic San Diego Development Permit Review: Submit to City of San Diego Development Services Department for Civic San Diego Development Permit Project Review per Information Bulletin 630 for any use permit involving expansion of previously conforming structures and/or development involving new construction (except for tenant improvements)</p>
8.9	<p>Conditional – Previous Permit Records and/or Proof of Structure Use: Applications proposing to expand or renew previously conforming use and/or structure that would remain previously conforming as opposed to becoming conforming with current requirements</p>
8.10	<p>Conditional – Curb To Property Line Card: Applications proposing development or uses within the Public Right-Of-Way; to be obtained from the City of San Diego Development Services Department</p>
9.0	FEES [1]
9.1	All Applications: See the Civic San Diego Fee Schedule for the relevant application fee

	<h2 style="margin: 0;">Centre City Use Permit Application</h2> <p style="margin: 0;">Civic San Diego Use Only: Project Number: _____ Project Name: _____ Submittal Date: _____ Completeness Date: _____</p>
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Approval Type: Check appropriate boxes for type of approval(s) and review Process requested:

- | | | |
|--|---|---|
| <input type="checkbox"/> Limited Use Approval | <input type="checkbox"/> Conditional Use Permit | <input type="checkbox"/> Substantial Conformance Review |
| <input type="checkbox"/> Temporary Use Permit | <input type="checkbox"/> Amendment | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Neighborhood Use Permit | <input type="checkbox"/> Extension | <input type="checkbox"/> Process: _____ |

APPLICANT		
Name (Type or Print):	Primary Contact Person:	
Street Address:	City, State:	Zip Code:
Email Address:	Telephone:	Fax:
Applicant Status: <input type="checkbox"/> Property Owner <input type="checkbox"/> Optionee <input type="checkbox"/> Lessee <input type="checkbox"/> Other: _____		
ARCHITECT		
Name (Type or Print):	Primary Contact Person:	
Street Address:	City, State:	Zip Code:
Email Address:	Telephone:	Fax:
PROJECT MANAGER		
Name (Type or Print):	Primary Contact Person:	
Street Address:	City, State:	Zip Code:
Email Address:	Telephone:	Fax:
PROPERTY OWNER		
Name (Type or Print):	Primary Contact Person:	
Street Address:	City, State:	Zip Code:
Email Address:	Telephone:	Fax:
Legal Status: <input type="checkbox"/> Individual <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Other: _____		

PROJECT SITE LOCATION		
Street Address:	City, State:	Zip Code:
Assessor Parcel Number(s):		
Legal Description (Exact):		
Circle: N S E W side of _____ between _____ and _____		
Total Site Area: _____ Net Use/Building Area: _____		
SUMMARY OF EXISTING AND PROPOSED USE(S)		
Existing Use(s):		
Proposed Use(s):		
HAZARDOUS WASTE AND SUBSTANCES STATEMENT		
<p>Section 65962.5f of the State of California Government Code requires that before the City of San Diego accepts as complete an application for any development project, that the applicant submits a signed statement indicating whether or not the project site has been identified on the State of California Hazardous Waste and Substances Sites List. This list identifies know sites that have been subject to releases of hazardous chemicals, and is available in the Customer Self-Help Area of the Development Services Center, located at 1222 First Avenue, Third Floor.</p> <p>Is project site identified on the State of California Hazardous Waste and Substances List? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, check which list: <input type="checkbox"/> ENVIROSTAR <input type="checkbox"/> LTNKA <input type="checkbox"/> WBC&D <input type="checkbox"/> CWB-LF Date of list: _____</p>		
SIGNATURES		
Applicant:	Date:	
Property Owner:	Date:	
<p>If signatory is not identified on the Ownership Disclosure Statement submit verification of authority to sign on behalf of applicant and/or property owner. Only original signature will be accepted.</p>		

	Temporary Use Permit Supplemental Application
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Name of Business or Event: _____

Proposed Temporary Use Site Address: _____

Proposed Temporary Use of the Site: _____

Existing Use of the Site: _____

Where on the Site the Temporary Use will be conducted: _____

Type and Location of any Proposed Structures to Support the Temporary Use: _____

Date(s) and Hours of Operation for the Temporary Use:

Public Access Plan for Temporary Uses involving Retail Sales:

A Temporary Use Permit is not a comprehensive permit; it only covers the land use approval. The applicant must ensure that they have obtained all the necessary permits and approvals from the various agencies and departments from Authorities Having Jurisdiction other than Civic San Diego to conduct the event or activity. Issuance of a Temporary Use Permit does not authorize the construction or installation of any fences, temporary seating (bleachers), platforms, tents, electrical work, or any other improvement. All temporary or permanent improvements associated with the use must secure all other permits (e.g. Building Permit or Electrical Permit) and all other agency or department approvals prior to the use being commenced. At a minimum, the following agencies and departments must be contacted, and contact acknowledged on this form:

Electrical Generators: City of San Diego Development Services Department: (619) 446-5000
 Date of Contact: _____ Permit Required: Yes No

Structures: City of San Diego Development Services Department: (619) 446-5000
 Date of Contact: _____ Permit Required: Yes No

Fire and Life Safety: City of San Diego Fire-Rescue Department: (619) 533-4300
 Date of Contact: _____ Permit Required: Yes No

Entertainment: City of San Diego Police Department: (619) 531-2000
 Date of Contact: _____ Permit Required: Yes No

Refuse and Recycling: City of San Diego Environmental Services Department: (858) 694-7000
 Date of Contact: _____ Permit Required: Yes No

Food Handling: County of San Diego Environmental Health: (858) 505-6700
 Date of Contact: _____ Permit Required: Yes No

Other: Agency: _____
 Date of Contact: _____ Permit Required: Yes No

Other: Agency: _____
 Date of Contact: _____ Permit Required: Yes No

Neighborhood Association(s):
 Downtown Community Planning Council: www.dcpd.com
 Date of Contact: _____ Letter of Approval: Yes No

East Village Association: www.eastvillagesandiego.com
 Date of Contact: _____ Letter of Approval: Yes No

Gaslamp Quarter Association: www.gaslamp.org
 Date of Contact: _____ Letter of Approval: Yes No

Little Italy Association: www.littleitalysd.com
 Date of Contact: _____ Letter of Approval: Yes No

Civic San Diego maintains a list of current specific contacts at these agencies, departments, organizations, and associations that may be requested.

	<h2 style="text-align: center;">Conditional Use Permit Supplemental Application</h2>
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Name of Business or Facility: _____

Summary of Request (description of proposed use): _____

REQUIRED INFORMATION

Under Section 126.0305 of the San Diego Municipal Code, four findings must be made in order to approve a conditional use permit. Please explain how the application meets these findings:

1. The proposed use or development will not adversely affect the applicable land use plan;

2. The proposed use or development will not be detrimental to the public health, safety, and welfare;

3. The proposed use or development will comply to the maximum extent feasible with the regulations of the Land Development Code; and

4. The proposed use is appropriate at the proposed location.

	<h2 style="margin: 0;">Ownership Disclosure Statement</h2>
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Approval Type: Check appropriate boxes for type of approval(s) requested:

- | | | |
|--|--|---|
| <input type="checkbox"/> Limited Use Approval | <input type="checkbox"/> Neighborhood Development Permit | <input type="checkbox"/> Centre City Development Permit |
| <input type="checkbox"/> Temporary Use Permit | <input type="checkbox"/> Planned Development Permit | <input type="checkbox"/> Gaslamp Quarter Development Permit |
| <input type="checkbox"/> Neighborhood Use Permit | <input type="checkbox"/> Site Development Permit | <input type="checkbox"/> Marina Development Permit |
| <input type="checkbox"/> Conditional Use Permit | <input type="checkbox"/> Coastal Development Permit | <input type="checkbox"/> Other: _____ |

Project Title: _____

Project Address: _____

Assessor Parcel Number(s): _____

Part 1 – To be completed by property owner when property is held by individual(s)

By signing this Ownership Disclosure Statement, the property owner(s) acknowledges that an application for a permit, map, or other matter, as identified above, will be filed with Civic San Diego on the premises that is the subject of the application, with the intent to record an encumbrance against the property or properties. List below the owner(s) and tenant(s) (if applicable) of the above referenced property or properties; all subject properties must be included. The list must include the names and addresses of all persons who have an interest in the property or properties, recorded or otherwise, and state the type of property interest (e.g., tenants who will benefit from the permit, all individuals who own the property or properties). Original signatures are required from at least one property owner for each subject property. Attach additional pages if needed. Note: The Applicant is responsible for notifying the Project Planner of any changes in ownership during the time the application is being processed or considered. Changes in ownership are to be given to the Project Planner at least thirty days prior to any public hearing on the subject property or properties. Failure to provide accurate and current ownership information could result in a delay in the hearing process.

Additional pages attached: Yes No

Name of Individual (type or print):

Name of Individual (type or print):

Assessor Parcel Number(s): _____

Assessor Parcel Number(s): _____

Street Address: _____

Street Address: _____

City/State/Zip Code: _____

City/State/Zip Code: _____

Phone Number: _____

Phone Number: _____

E-mail: _____

E-mail: _____

Signature: _____

Date: _____

Signature: _____

Date: _____

Project Title: _____

Part 2 – To be completed by property owner when property is held by a corporation or partnership

By signing this Ownership Disclosure Statement, the property owner(s) acknowledges that an application for a permit, map, or other matter, as identified above, will be filed with Civic San Diego on the premises that is the subject of the application, with the intent to record an encumbrance against the property or properties. List below the names, titles, and addresses of all persons who have an interest in the property or properties, recorded or otherwise, and state the type of property interest (e.g., tenants who will benefit from the permit, all corporate officers, and/or all partners in a partnership who own the property or properties). Original signatures are required from at least one corporate officer or partner who own the property for each subject property. Attach additional pages if needed. Provide the articles of incorporation, articles of organization, or partnership agreement identifying all members of the corporation or partnership. Note: The applicant is responsible for notifying the Project Planner of any changes in ownership during the time the application is being processed or considered. Changes in ownership are to be given to the Project Planner at least thirty days prior to any public hearing on the subject property or properties. Failure to provide accurate and current ownership information could result in a delay in the hearing process.

Additional pages attached: Yes No

Corporation/Partnership Name (type or print):

Corporation/Partnership Name (type or print):

Corporation LLC Partnership

Corporation LLC Partnership

Assessor Parcel Number(s): _____

Assessor Parcel Number(s): _____

Street Address: _____

Street Address: _____

City/State/Zip Code: _____

City/State/Zip Code: _____

Name of Corporate Officer/Partner (type or print): _____

Name of Corporate Officer/Partner (type or print): _____

Title: _____

Title: _____

Phone Number: _____

Phone Number: _____

E-mail: _____

E-mail: _____

Signature: _____

Date: _____

Signature: _____

Date: _____

Project Title: _____

Part 3 – To be completed by all other financially interested parties

List below the names, titles, and addresses of all financially interested parties and state the type of financial interest (e.g., applicant, architect, lead design/engineering professional). Original signatures are required from at least one individual, corporate officer, and/or partner with a financial interest in the application for a permit, map, or other matter, as identified above Attach additional pages if needed. Note: The applicant is responsible for notifying the Project Planner of any changes in ownership during the time the application is being processed or considered. Changes in ownership are to be given to the Project Planner at least thirty days prior to any public hearing on the subject property or properties. Failure to provide accurate and current ownership information could result in a delay in the hearing process.

Additional pages attached: Yes No

Name of Individual (type or print):

Applicant Architect Other _____

Street Address: _____

City/State/Zip Code: _____

Phone Number: _____

E-mail: _____

Signature: _____

Date: _____

Name of Individual (type or print):

Applicant Architect Other _____

Street Address: _____

City/State/Zip Code: _____

Phone Number: _____

E-mail: _____

Signature: _____

Date: _____

Corporation/Partnership Name (type or print):

Corporation LLC Partnership

Applicant Architect Other _____

Street Address: _____

City/State/Zip Code: _____

Name of Corporate Officer/Partner (type or print): _____

Title: _____

Phone Number: _____

E-mail: _____

Signature: _____

Date: _____

Corporation/Partnership Name (type or print):

Corporation LLC Partnership

Applicant Architect Other _____

Street Address: _____

City/State/Zip Code: _____

Name of Corporate Officer/Partner (type or print): _____

Title: _____

Phone Number: _____

E-mail: _____

Signature: _____

Date: _____



A Public Notice Package is needed for all actions requiring a Notice of Future Decision, Notice of Application, or a Notice of Public Hearing (see Centre City Planned District Ordinance Section 156.0304(e)(1)(C) and Land Development Code Section 112.0302). The Use Permit Minimum Submittal Requirements Checklist identifies when a Public Notice Package is required. This bulletin is provided to assist Applicants in preparing the Public Notice Package.

The Public Notice Package consists of:

- San Diego County Assessor Parcel Maps are necessary to show each parcel of land located within 300 feet of the premises that is the subject of the application. The map(s) must outline the 300-foot radius from the perimeter of the premises - see Figure 1 on reverse side for sample Assessor Parcel Map with noticing radius.
- Adhesive mailing labels identifying all property owners and residents/occupants within 300 feet of the premises that is the subject of the application; including identification of Assessor Parcel Number. Also, all officially recognized Community Planning Groups that represent the area and those within 300 feet of the location of the premises that is the subject of the application must be included in the mailing labels. Vacant properties must be identified.
- A photocopy of the mailing labels that contains the property owners, residents/occupants, and Community Planning Group(s).
- A signed Civic San Diego Public Notice Certification form.

HOW TO GET THE INFORMATION

San Diego County Assessor Parcel Maps are necessary to show each parcel of land located within 300 feet of the premises that is the subject of the application. The County Assessor will be able to assist in identifying the maps required and the parcels which need to be included. Once the parcels are identified, the County Assessor may provide the property ownership list and mailing labels for a fee. A title company or permitting consultant may also provide this service for a fee.

The resident/occupant list may be obtained by identifying those property owner addresses which are different from the address for the parcel number. In the case of a multiple tenant building, it may be necessary to obtain the list of suite numbers at the site for each occupant. Do not provide the names of the residents/occupants. Labels addressed to the resident/occupant shall be addressed to "Occupant".

Sample Owner Mailing Label

533-221-06-00
Doe, Jane
401 B Street
San Diego, CA 92101

Sample Occupant Mailing Label

533-221-06-01
Occupant
401 B Street, Suite 501
San Diego, CA 92101

The Community Planning Group contact list can be found on the City of San Diego Planning Division website. This list includes names and addresses of each planning group, as well as links to community planning area maps.

ALTERNATIVE TO MAILED NOTICE

If the number of owners and residents/occupants to whom notice would be mailed is greater than 1,000, notice may be given by placing a display advertisement of at least one-eighth page in a newspaper of general daily circulation within the City in lieu of mailing, unless the noticing is required for a Coastal Development Permit.

POSTED NOTICE

Applicants for development proposals requiring a Centre City Development Permit, Neighborhood Use Permit, Conditional Use Permit, or other discretionary permit are required to post a notice on the site. The required notice will be provided to you by Civic San Diego once your application has been deemed complete. The notice must be posted on the premises that is the subject of the application as directed.

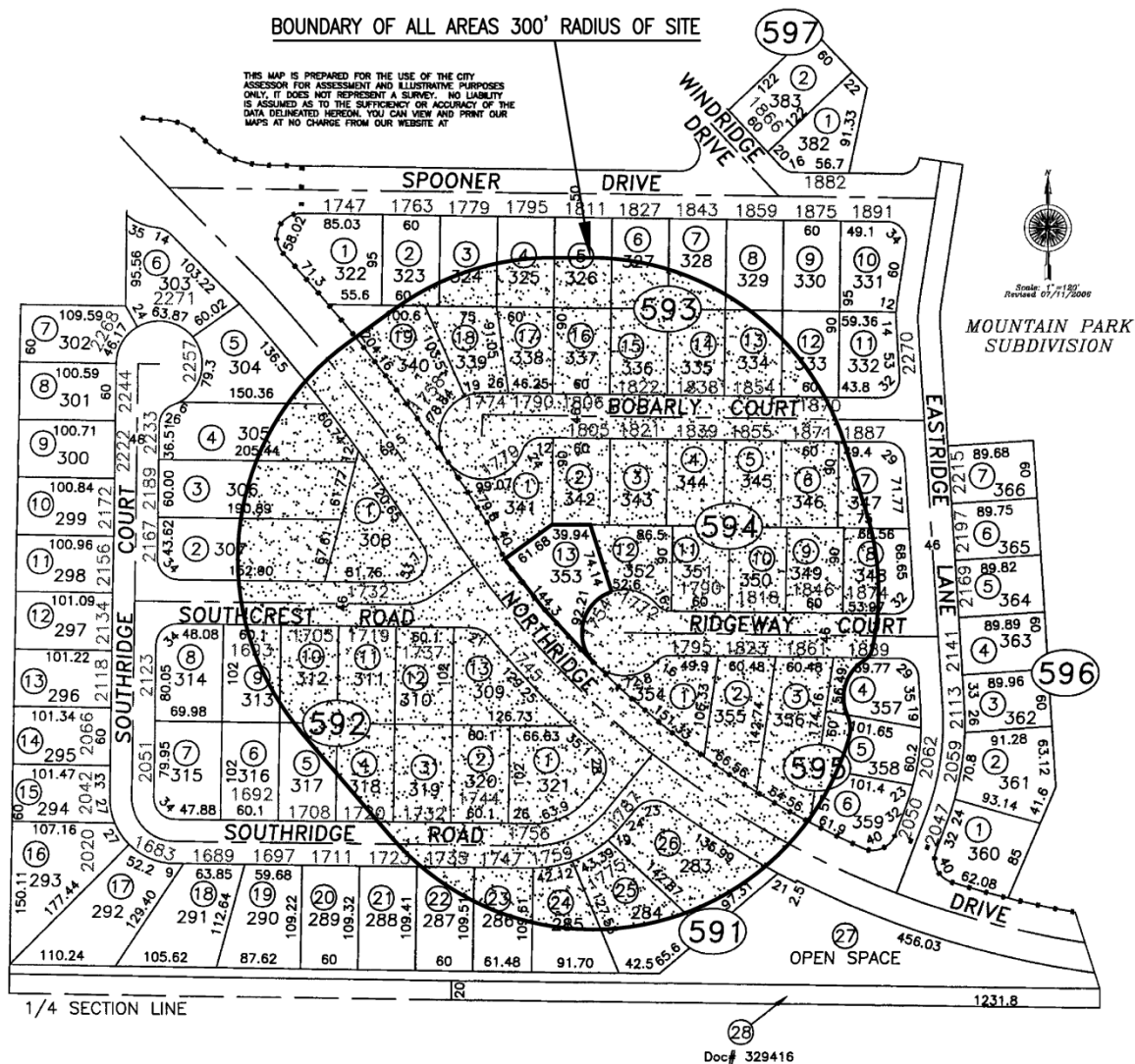


Figure 1

	<h2 style="margin: 0;">Public Notice Certification</h2>
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I hereby certify that the names, addresses, and parcel numbers submitted in the Public Notice Package for

Applicant and Project Name

are current and accurate for the project premises and for all the properties located within 300 feet of the exterior boundaries of the property or properties described in the application, and that the Assessor Parcel Number and ownership information were obtained from the latest adopted San Diego County Tax Roll maintained in the office of the San Diego County Assessor on _____, 20____.

I understand that if it is found that any of this information is incorrect, the applicant will have to file a new and corrected list if impacted property owners and occupants with Civic San Diego and any public hearing conducted for the project application may be declared null and void by the decision making body or by the courts, and the application may have to be refilled and the processing fee or deposit paid again.

Responsible Party (Individual/Corporation/Partnership)

Name of Individual (type or print):

 Street Address:

 City/State/Zip Code:

 Phone Number:

 E-mail:

 Signature: _____ Date: _____

Corporation/Partnership Name (type or print):

 Corporation LLC Partnership
 Street Address:

 City/State/Zip Code:


 Name of Corporate Officer/Partner (type or print):

 Title:

 Phone Number:

 E-mail:

 Signature: _____ Date: _____

	<h2>Fee Schedule</h2>
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APPLICATION TYPE	PROCESS	ACTION	FEE
Limited Use Approval	Process One	Application	\$568
		Amendment / Extension	\$0
Temporary Use Permit	Process One	Application	\$568
		Amendment / Extension	\$0
Neighborhood Use Permit	Process Two	Application	\$1,421
		Appeal / Amendment / Extension	\$1,421
Conditional Use Permit	Process Three	Application	\$10,605
		Appeal / Amendment / Extension	\$6,006
	Process Four	Application	\$20,501
		Appeal / Amendment / Extension	\$13,789
	Process Five	Application	\$28,453
Neighborhood Development Permit	Process Two	Application	\$1,421
		Appeal / Amendment / Extension	\$1,421
Development Permit (Minor)	Administrative Review	Application	\$4,815
		Amendment	\$2,718
Development Permit	Administrative Review	Application	\$22,617
		Amendment / Extension	\$6,274
	Process Two	Application	\$25,134
		Appeal	\$10,032
		Amendment / Extension	\$12,567
	Board Design Review	Application	\$39,762
		Amendment / Extension	\$19,881
	Process Three	Application	\$49,392
		Appeal	\$12,549
		Amendment / Extension	\$24,696
	Process Four	Application	\$56,068
		Appeal	\$12,549
		Amendment / Extension	\$28,034
	Process Five	Application	\$66,939
		Amendment / Extension	\$33,469
	Substantial Conformance Review	Process One	Application
Zoning Conformance Letter	Process One	Application	\$568
Administrative Appeals	Appellant Filing Fee	Application	\$100
Community Plan or Planned District Ordinance Amendment		Application	\$66,939

APPLICATION TYPE	DEPOSIT
CEQA Environmental Review Document	\$10,000
Development Agreements or other Negotiated Agreements	\$10,000

When applying for more than one permit or other approval for a single use or development, the applications shall be consolidated for processing and shall be reviewed by a single decision maker. The decision maker shall act on the consolidated application at the highest level of authority for that use or development. Consolidated applications shall file the highest applicable single fee. The Civic San Diego President shall determine the fee that is applicable to the specific application.

All of the above fixed fees provide for a complete review and processing of the application and include two resubmittals of the review materials after the original application submittal. Any additional resubmittal of the application documents, whether required as a result of review comments, community input, or by alterations proposed by the applicant, will be required to submit a \$5,000 initial deposit to cover additional staff costs based on a time and materials rate schedule. Additional deposits of \$5,000 may be required to maintain a minimum balance of \$1,000 in the account. Any unused money will be refunded to the applicant at the end of the application review.

DEVELOPMENT PERMITS (MINOR)

Development permit applications for new construction involving less than five residential dwelling units or less than 10,000 square feet of commercial gross floor area.

DEVELOPMENT PERMITS – ADMINISTRATIVE REVIEW

Development permit applications which do not require Civic San Diego Board Design Review (less than 50 dwelling units; less than 100,000 square feet of commercial gross floor area; and/or less than or equal to 85 feet in height) approval or Process Two, Three, Four, or Five reviews.

SUBSTANTIAL CONFORMANCE REVIEW

Reviewing proposed minor changes against previously issued permits. Applicant pays the lesser of the Substantial Conformance Review fee or the original application fee.

APPEALS – APPLICANT FEE

Upon receipt of an appeal of the action on the application, the applicant (whether or not the applicant is the appellant) will be required to file this additional fee.

ENVIRONMENTAL REVIEW DOCUMENTS

A deposit is required to cover costs associated with determining the type of environmental document which will be required for the application and the estimated costs for the preparation of the document. Based on this determination, an additional deposit will be required to cover all staff and/or consultant costs associated with the preparation and evaluation of any Declaration, Addendum, Supplemental EIR, or Subsequent EIR to the Program FEIR and to maintain a minimum account balance of \$1,000. Any unused money will be refunded to the applicant at the end of the review period.

DEVELOPMENT AGREEMENTS OR OTHER NEGOTIATED AGREEMENTS

Any proposal for a Development Agreement (or amendment or extension thereto) or any other agreement for which Civic San Diego will be the City of San Diego's representative in the negotiating process will require a deposit of \$10,000 to cover staff costs, which will be billed on an established time and materials rate schedule. Additional deposits may be required to maintain a minimum balance of \$1,000. Any unused money will be refunded to the applicant at the end of the review period.