

Development Services Department

Welcome to DSD's WEBINAR: June 28, 2022

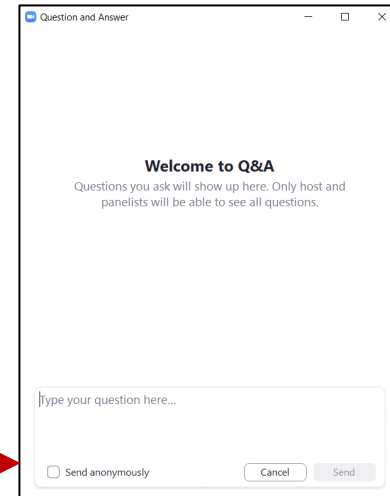
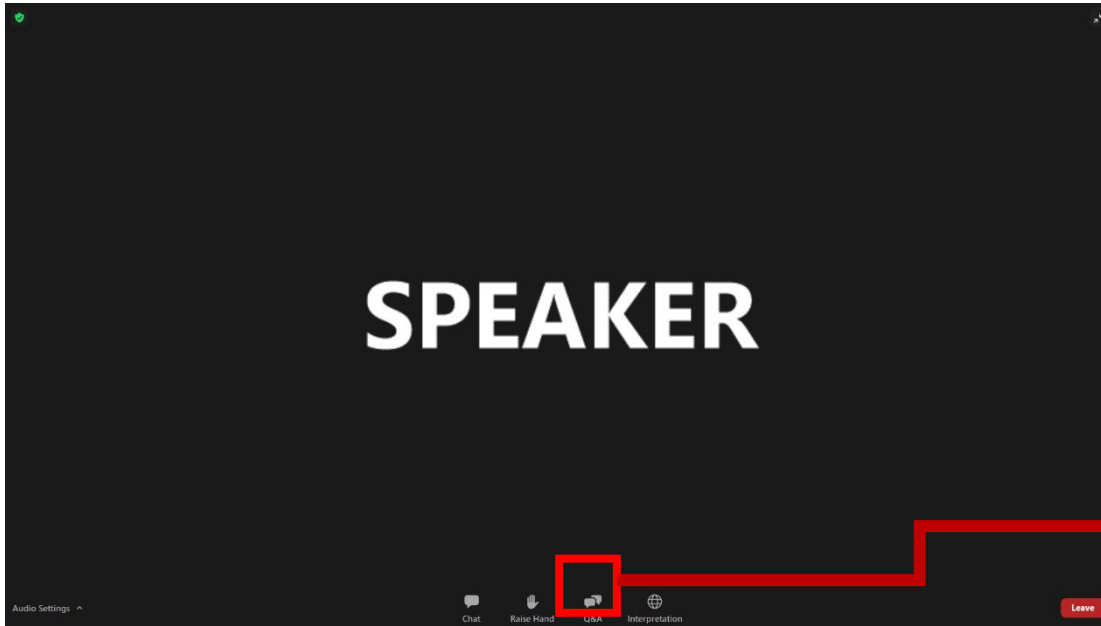
Spaces as Places

- ❖ **As a courtesy:**
 - ❖ Please mute your microphone and turn your camera off
 - ❖ Do use the chat feature to submit any questions during the program
 - ❖ Additional time for questions will be available at the end of the program
 - ❖ Use the Hand Raise feature to ask questions at the end

The program will begin promptly at 10 a.m.



HOW TO USE ZOOM \ CÓMO USAR ZOOM

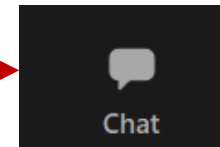
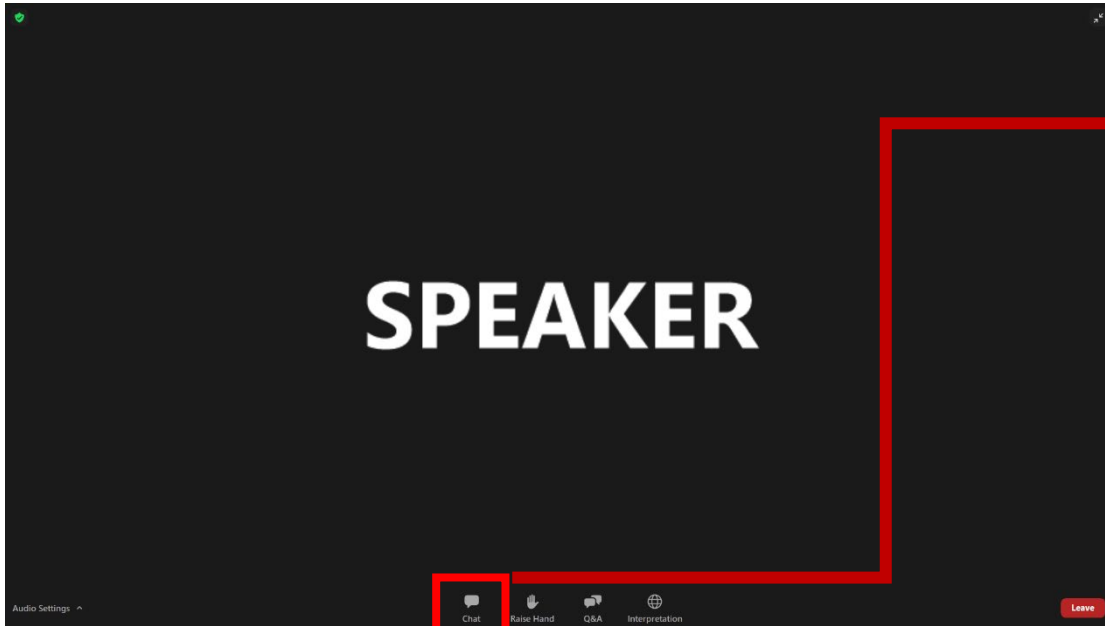


Please submit any questions during the presentation through the Q&A window (if you wish you can send your question anonymously)

Mande sus preguntas durante la presentación por medio de la sección de Q&A (Si quiere, puede mandarlas de manera anónima)



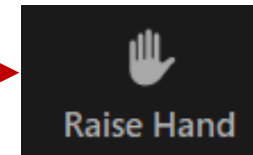
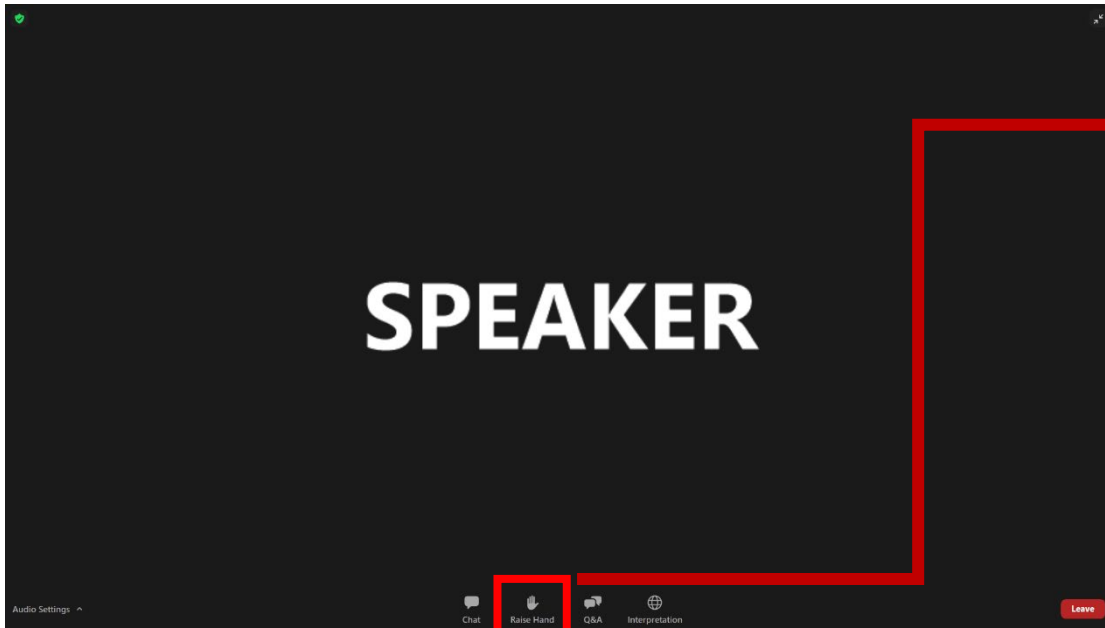
HOW TO USE ZOOM \ CÓMO USAR ZOOM



Comments can be submitted through the chat window.

Pueden escribir sus comentarios en la ventana del chat.

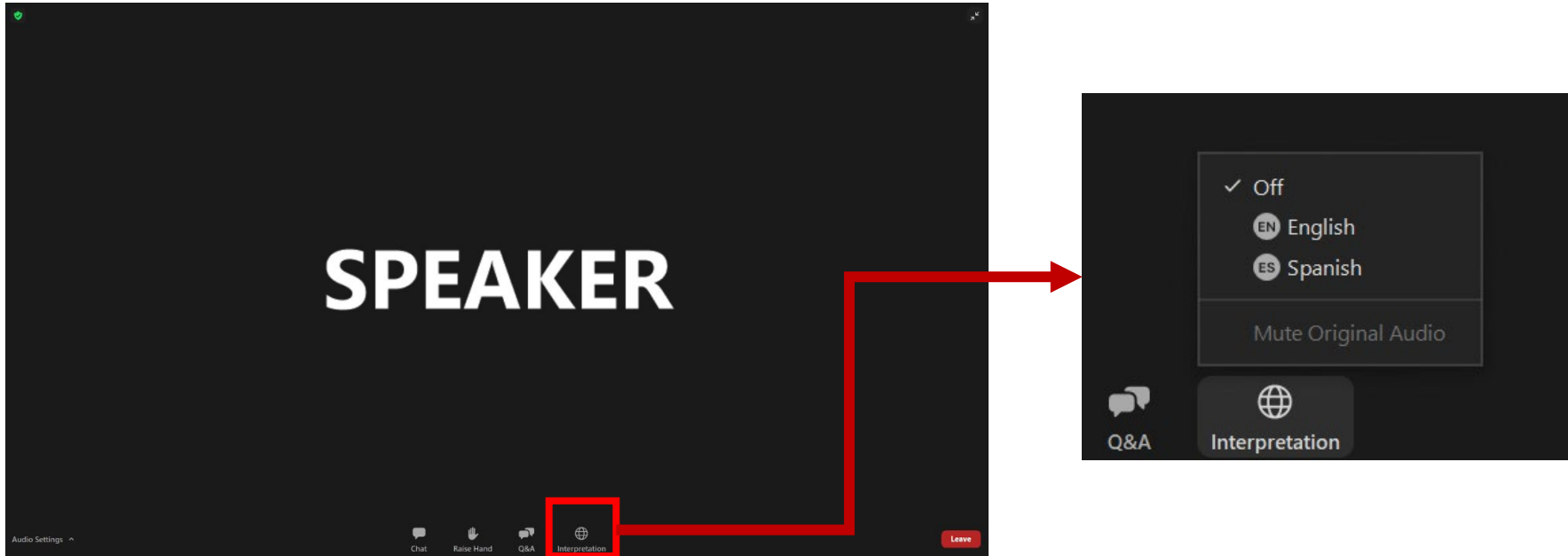
HOW TO USE ZOOM \ CÓMO USAR ZOOM



During the discussion, if you would like to speak over the audio, please raise your hand (otherwise questions and comments can be submitted through the Q&A window)

Durante el debate, si desea participar de manera oral, por favor, levante la mano (de lo contrario, las preguntas y comentarios pueden presentarse a través de la ventana de preguntas y respuestas)

HOW TO USE ZOOM \ CÓMO USAR ZOOM



Please select your language of choice (you must select one option)
Debe seleccionar el idioma de se preferencia (Tiene que escoger un idioma)

Spaces As Places Webinar Agenda

- Temporary Outdoor Operations (TOBO) and Spaces as Places History
- Menu of Options: Active Sidewalks, Dining on Private Property, Promenades, & Sidewalk Cafes
- Streetary
 - Requirements
 - Major Changes from TOBO
 - Resources to Plan and Design Your Project
 - July 13, 2022, Deadline to Apply
 - Required Submittal Documents
 - Online Application Process
 - Available Assistance



Temporary Outdoor Business Operations (TOBO)

COVID-19 State and City State of Emergencies requiring social distancing has impacted San Diego's small and medium size business community

The City of San Diego identified ways to support the local economy, and safely provide access to goods and services

Emergency ordinances that allow for Temporary Outdoor Business Operations for Retail, Eating and Drinking Establishments, and Personal and Commercial Services.

Emergency Ordinances Expire July 13th, 2022

Examples of the TOBO Four Outdoor Use Areas

Sidewalk Cafe



Pedestrian Plaza

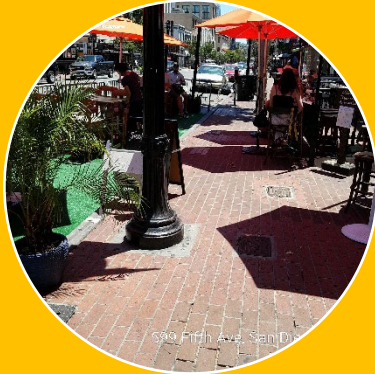


Street Closure



Private Parking Lots





**Temporary
Outdoor
Business
Operations
(TOBO)**

Spring 2020



**One Year
Extension
of TOBO**

Summer 2021



**Permanent
Future
Regulations
Spaces as
Places**

Fall 2021





Internal City Coordination

Multi-Discipline Internal Working Group Meetings since January 2021

 Planning
Department

 Development
Services

 Engineering &
Capital Projects

 Mobility

 Transportation &
Stormwater

 Special Events &
Filming

 Economic
Development

 Fire - Rescue



Public Outreach for Spaces as Places

- ✓ Chamber of Commerce
- ✓ Bayside Community Center
- ✓ Downtown Partnership
- ✓ SD Economic Development Corporation
- ✓ California Restaurants Association
- ✓ City Heights CDC
- ✓ Hillcrest Business Association
- ✓ Business for Good
- ✓ Little Italy Association of San Diego
- ✓ Promise Zone Working Group
- ✓ Convoy District
- ✓ Climate Action Campaign
- ✓ Circulate San Diego
- ✓ Little Saigon
- ✓ Equity Stakeholders Committee
- ✓ PANA
- ✓ Casa Familiar
- ✓ Connect All – Jacobs Center



TIMELINE

**PUBLIC
OUTREACH**



JUNE 2021

**PUBLIC HEARING
PROCESS**



SUMMER 2021

**COUNCIL
APPROVAL**



FALL 2021



Development Services Department

How will *Spaces as Places* improve San Diego's outdoor experience?

Activated streets
and thriving public
spaces

Facilitates the
creation of wider
sidewalks

Allows for a variety
of uses including
outdoor dining

Allows for the
creation of
pedestrian and bike
friendly streets

Ensures
compatibility with
surrounding land
uses.

Menu of Options



STREETARIES



ACTIVE SIDEWALKS



OUTDOOR DINING WITHIN PRIVATE PROPERTY



PROMENADE



Right-of-Way Permit for Active Sidewalk

Extension of the curb into the parking lane to facilitate a variety of activities, such as recreation, outdoor dining and enjoyable public interaction



Building Permit for Outdoor Dining within Private Property

Outdoor Dining in parking lots of a permitted eating and drinking establishment within Transit Priority Areas.



Credits – Gaslamp Quarter Association


Promenade

Partial or complete street closure to vehicular traffic to facilitate active transportation uses such as walking, biking, recreation, outdoor dining and enjoyable public interaction



Sidewalk Cafe

Building Permit or Right-of-Way Permit

	<p align="center">HOW TO OBTAIN A PERMIT FOR A Sidewalk Café</p> <p align="center">City of San Diego Development Services Department</p>	<p align="center">INFORMATION BULLETIN</p> <p align="center">523</p> <p align="center">October 2019</p>
<p>This information bulletin describes the approval process and submittal requirements for Sidewalk Café.</p> <p>I. WHAT IS A SIDEWALK CAFÉ? A sidewalk café is an area for outdoor dining located in the public right-of-way that is adjacent to a street level eating and drinking establishment. The regulations for sidewalk cafés are identified in San Diego Municipal Code (SDMC) Section 141.0621.</p> <p>Outdoor eating and drinking establishment areas located on private property are not subject to the sidewalk café regulations.</p> <p>II. SIDEWALK CAFÉ MAINTENANCE AND REMOVAL AGREEMENT (AGREEMENT) An agreement recorded against the property, along with the required permit is required for any sidewalk café constructed in the public right-of-way and maintained by the property owner. This agreement will be prepared by staff during project review.</p> <p>III. WHAT APPROVALS ARE REQUIRED? Sidewalk cafés are permitted as a limited use in most commercial zones subject to the regulations in Section 141.0621, and may be approved as follows:</p> <p>A. BUSINESS IMPROVEMENT DISTRICT (BID) If the site is located within a BID and there will be no alcohol sales or new construction within the sidewalk café, approval may be obtained directly from the BID in accordance with the Public Right of Way Enhancement Program. Please contact the applicable BID for information.</p> <p>B. RIGHT-OF-WAY PERMIT Sidewalk cafés consisting of only tables and chairs within 4 feet 6 inches of the building façade (no construction proposed within the right-of-way, and would not require building permit) will require a Right-of-Way Permit and Agreement.</p>		



Streetaries

Outdoor spaces created in areas formerly dedicated to parking spaces that serve as an extension of a restaurant or other establishment that sells food and drink



Streetary

Platform or Deck in Street
Parking Lane

Sometimes Called a Parklet or
Pedestrian Plaza



Location Requirements:

- ✓ Curbs with on street parking
- ✓ Yellow or green curbs
- ✓ Unpainted curbs
- ✓ 20 feet from intersection curb point of return



Location Restrictions:

- X** Speed limit > 30 mph
- X** A Major street or greater
- X** Red, blue or white curbs
- X** Within an alley
- X** Not within existing or planned bike lane



Location Restrictions:

- X** Along bus lane, bus stops, existing or planned bike facility
- X** Along a proposed bike lane project
- X** Within 10' of storm drain inlets or cleanouts
- X** Within 5' radius of a fire hydrant
- X** Over utility access panels, covers, handholes, transformers, water meters or water valves.



Design Requirements:

- ✓ Maintain 5 feet clear path of travel
- ✓ Platform even with sidewalk
- ✓ No overhead structures
- ✓ Keep areas near intersections clear of structures
- ✓ Maintain clear sightlines and clear emergency access
- ✓ 8" X 6" clear gutter along the length of the Streetary



Operational Requirements:

- ✓ Public Right-Of-Way Permit
- ✓ Encroachment Maintenance and Removal Agreement
- ✓ 2 Year renewable permit
- ✓ Limited operational hours within 150 feet of residential use
- ✓ Live entertainment restrictions
- ✓ Comply with permitted noise levels
- ✓ No smoking or vaping

Fire Safety & Emergency Access



Credits: City of San Francisco

- A 3-foot wide horizontal and vertical emergency access gap for every 20 feet of structure length
- May include easily removable barrier for emergency personnel
- No overhead structures other than umbrellas
- Display address for each storefront on outside of enclosure

Fire Safety & Emergency Access



No overhead structure
(Umbrellas are permitted)

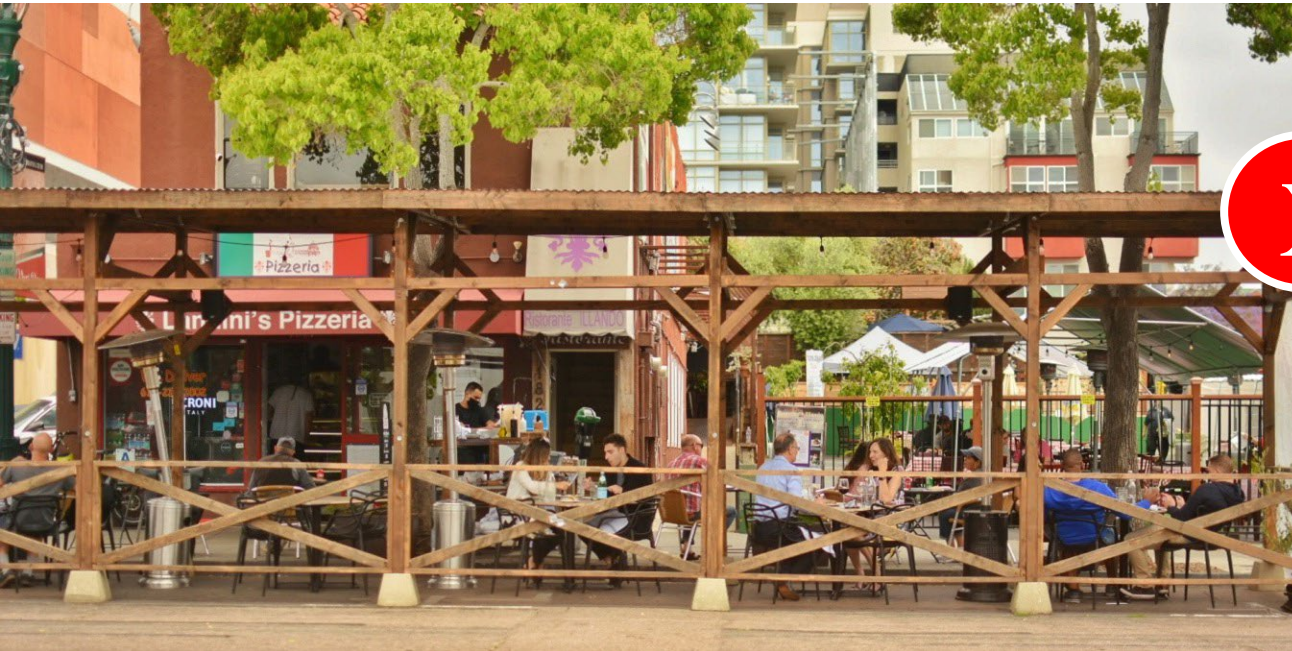


Maintains sightlines &
visibility above 42"



No heaters below
umbrellas

Fire Safety & Emergency Access



No overhead
structures allowed

Accessibility



Platform is even with
the sidewalk

Storm Water Compliance



Platform is even
with the sidewalk



8" X 6" clear gutter



Major Changes for Streetaries

Insurance
Requirements

Encroachment
Agreement

Locational Criteria

Design
Requirements

Fees

Eating and Drinking
Establishments Only
& Valid for Two
Years



Insurance Requirements

Commercial General Liability

Umbrella

Worker's Compensation

City Additional Insured



Encroachment Agreement

Property Owner Must Sign

Recorded on Title

Multiple Agreements
Required if Encroaching in
Front of Neighboring
Property

Locational Criteria

- Separation Requirements from Poles and Equipment – 5 feet
- Distances from Intersections – 20' from Curb Point of Return
- Bike Lanes Respected
- Sloped Streets Require Stepped Platforms for Access Every 10'

Design Requirements

- Designed by Architect or Engineer
- Constructed by Contractor
- No Roofs
- No Electrical
- ADA Access
- Historic Districts and Planned Districts




- Plan Check
- Inspection
- Development Impact – 1/15th
- Per Square feet Per Year - \$10, \$20, \$30 – Doubled When Paying for Two Year Permit to \$20, \$40, \$60

Fees



Streetaries – Exclusive Use Fee

- Fee for exclusive use of right-of-way
- Open to public during non-operational hours



Safe and Enjoyable Places Citywide

- Full cost recovery – enforcement/administration
- At least 50% of remaining funds to support and create outdoor dining areas within traditionally underserved neighborhoods
- Remaining revenue toward other Citywide public right-of way improvements

Streetary Fees:

The listed fees are based on using an average street parking space for a Streetary.



20 ft. x 6.5 ft. = 170 sf.

Ave. Inspection & Permitting Fees \$3,500



Exclusive Use Fee

(The fee varies depending on the location. Only one of these fees will apply.)

\$20/s.f..... \$3,400

or

\$40/s.f..... \$6,800

or

\$60/s.f..... \$10,200



Prorated Development Impact Fee

(Varies per community.)

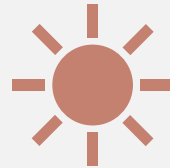
Average..... \$197



Streetary Right-of- Way Permit



Valid for Two Years



Renewable Every
Two Years



Eating and Drinking
Establishments Only



FORM
DS-355
May 2022

Spaces as Places Ministerial Streetary Review Checklist

This checklist provides guidance on preparing Streetary designs required to apply for permits and will be updated as needed.

Selecting "Yes" confirms that the design of the Streetary meets the requirement. A selection of "N/A" below means that this requirement is not applicable.

A. General Requirements

- | | Yes | N/A | |
|----|--------------------------|--------------------------|--|
| 1. | <input type="checkbox"/> | <input type="checkbox"/> | The platform is flush with the sidewalk. |
| 2. | <input type="checkbox"/> | <input type="checkbox"/> | The Streetary is located at minimum 20 feet away from the nearest intersection or street corner. |
| 3. | <input type="checkbox"/> | <input type="checkbox"/> | The Streetary is located at minimum 10 feet away from an alley. |
| 4. | <input type="checkbox"/> | <input type="checkbox"/> | The Streetary is located outside of any San Diego Metropolitan Transit System (MTS) stop. |
| 5. | <input type="checkbox"/> | <input type="checkbox"/> | The Streetary is located outside an existing or proposed bicycle lane or bicycle facility. |
| 6. | <input type="checkbox"/> | <input type="checkbox"/> | The Streetary provides a 5-foot wide entry for every 10 feet of the utilized curb line. |
| 7. | <input type="checkbox"/> | <input type="checkbox"/> | The Streetary has a minimum setback of 2 feet between its outer edge and the adjacent street travel lanes. |
| 8. | <input type="checkbox"/> | <input type="checkbox"/> | The Streetary has a minimum setback of 4 feet from any adjacent parking spaces. |
| 9. | <input type="checkbox"/> | <input type="checkbox"/> | |

Streetary Checklist
https://www.sandiego.gov/sites/default/files/ds-355_spaces_as_places_questionnaire.pdf



sandiego.gov/spaces-as-places

📌 Get the latest on COVID-19 | View status of City services | Trash/Recycling Collection Status



☁️ 60° SAN DIEGO WEATHER

Accessibility Tools English ▾

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DOING BUSINESS ▾
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City Officials + Departments

Development Services

- DSD Home
- Permits, Approvals & Inspections
- News & Programs
- Zoning
- Codes & Regulations
- Forms & Publications
- Public Hearings, Meetings & Notices
- Fees
- Records
- Code Enforcement

Feedback

Spaces as Places

- STREETARY
- PROMENADE
- ACTIVE SIDEWALK
- OUTDOOR DINING ON PRIVATE PROPERTY
- SIDEWALK CAFE

Permits, Approvals & Inspections

- [Permits, Approvals & Inspections Home](#)
- [Permits and Approvals](#)
- [Inspections](#)
- [Paper to Digital Plan Conversion](#)

📄 Spaces as Places Design Manual

📄 San Diego Municipal



Spaces As Places Permits are NOT the same as Temporary Outdoor Business Operations (TOBO) permits. All TOBO permits expire on July 13, 2022. Business



Design Manual
<https://www.sandiego.gov/sites/default/files/spaces-as-places-design-manual.pdf>





INFORMATION
BULLETIN
304
May 2022

Spaces as Places

Spaces as Places allows for the use of the public right of way and private property for outdoor dining and other uses through a menu of options, including Streetaries, Active Sidewalks, Outdoor Dining on Private Property, and Promenades.

Information Bulletin

I. Where are Spaces as Places allowed?

Streetaries, Active Sidewalks and Outdoor Dining on Private Property are permitted where the Use Regulation Tables identify as a Limited Use. Generally, Streetaries, Active sidewalks and Outdoor Dining on Private Property are allowed in most Commercial Zones and Mixed Zones.

To determine if Spaces as Places is a permitted use for your business, you must first determine the Zoning designation for your property and if the Use Regulations Table for your Zone allows Spaces as Places.

II. Planning Your Project

To determine if Spaces as Places is a permitted use for your business, you must first determine the Zoning designation for your property and if the Use Regulations Table for your Zone allows Spaces as Places. Before applying, verify that Spaces as Places is a permitted use by:

- a. Verify the zoning designation for your business property using the [Zoning and Parcel Information Portal](#) (ZAPP) or the [Zoning Address Look-Up](#).
- b. Cross-check your zoning designation with the [Use Regulations Table for your zone](#). Streetaries and Active Sidewalks are listed as Separately Regulated Commercial Services Uses in the Use Regulation Tables and are grouped as Sidewalk Cafes, Streetaries and Active Sidewalks. Outdoor Dining on Private Property is listed as Separately Regulated Institutional Use in the Use Regulations Tables.
- c. Review [SDMC Chapter 13, Article 1, Divisions 1 through 7](#) to determine if the Use Regulation Tables for the property's Zone allows Spaces as Places. Streetaries and Active Sidewalks are listed as Separately Regulated Commercial Services Uses in the Use Regulation Tables and are grouped as Sidewalk Cafes, Streetaries and Active Sidewalks. Outdoor Dining on Private Property is listed as Separately Regulated Institutional Use in the Use Regulations Tables.



<https://www.sandiego.gov/sites/default/files/apply-for-a-permit-online-engineering.pdf>



Apply for a
Permit Online
ENGINEERING



Now and On-Going

- Applications for Spaces as Places right of way permits being accepted by DSD.
- Applications for Traffic Control Permits being accepted to allow for verification that the right of way occupied by Temporary Outdoor Business Operations (TOBO) have been returned to original condition.
- Code Enforcement of permitted TOBO locations to resolve Fire Marshall issues - primarily removal of roof structures.
- TOBOs that conflict with Capital Improvement Projects, utility projects and 5G projects must allow for these other projects to move forward.



May Letter



May 20, 2022

**Subject: Notice of Expiration of Temporary Outdoor Business Operations (TOBO) Permit
Action Required: Apply for Spaces as Places Permit to Continue Outdoor Operations.**

Dear Permit Holder,

Unless you received a Notice of Violation or Civil Penalty Notice, this letter supersedes any prior notification regarding your TOBO. On Wednesday, July 13, 2022, your TOBO Permit will expire.

All TOBO permitted operations must cease by this date, and all related structures, decks/platforms, and items in the street, sidewalk or parking lane(s) must be removed. The site must be restored to its original condition. ***You must have submitted for or have an approved Spaces as Places permit, as outlined below, to continue business operations outdoors.***

What happens after July 13, 2022?

Continuation of TOBO operations beyond July 13, 2022, without submitting an application or having a valid Spaces as Places permit (information below) will be considered a violation of the City of San Diego Municipal Code and subject to Civil Penalties. In addition, the City may pursue legal remedies should you fail to act. Given the timeline for permit review, you are encouraged to apply as soon as possible to ensure you have a new permit issued in advance of July 13, 2022. Submittal of a Spaces as Places application, only available to



May 2022



LETTER SENT TO TOBO
BUSINESSES EXPLAINING
SPACES AS PLACES
OPTIONS



LETTER GAVE NOTICE TO
START PERMIT PROCESS
FOR SPACES AS PLACES OR
REMOVE BY JULY 13TH



LETTER FUNCTIONED AS
APPROX. 45-DAY NOTICE
TO REMOVE



LETTER MADE BUSINESSES
AWARE THAT A TRAFFIC
CONTROL PERMIT IS
REQUIRED TO
DEMONSTRATE AREA HAS
BEEN RETURNED TO
ORIGINAL CONDITION



June Letter



June 13, 2022

Subject: 30-Day Notice to Remove Temporary Outdoor Business Operations (TOBO)

****Action Required: Apply for Spaces as Places Permit to Continue Outdoor Operations.****

Dear Permit Holder,

Unless you received a Notice of Violation or Civil Penalty Notice, this letter supersedes any prior notification regarding your TOBO. On Wednesday, July 13, 2022, the emergency ordinance that allowed for TOBO will expire.

All TOBO permitted operations must cease by this date, and all related structures, decks/platforms, and items in the street, sidewalk, parking lane(s) or private parking lots must be removed. The site must be restored to its original condition. ***You must have submitted for or have an approved Spaces as Places permit, as outlined below, to continue business operations outdoors.***

What happens after July 13, 2022?

Continuation of TOBO operations beyond July 13, 2022, without submitting an application or having a valid Spaces as Places permit (information below) will be considered a violation of the City of San Diego Municipal Code and subject to Civil Penalties. In addition, the City may pursue legal remedies should you fail to act.



June 2022



SECOND LETTER SENT TO TOBO
BUSINESSES EXPLAINING SPACES
AS PLACES OPTIONS



LETTER GAVE NOTICE TO START
PERMIT PROCESS FOR SPACES AS
PLACES OR REMOVE BY JULY 13TH



LETTER FUNCTIONED AS 30-DAY
NOTICE TO REMOVE



July 13, 2022

All TOBOs must be removed or application must be made for Spaces as Places permit

In the right-of-way a Traffic Control Permit must be obtained or application must be made for a Spaces as Places Right-of-Way Permit

Code Enforcement to begin on TOBOs that have not applied for a permit



Timing TBD

Coastal Commission must certify Spaces as Places regulations in the Coastal Zone

Until certification Spaces as Places right of way permits cannot be issued in the Coastal Zone

It is possible that a Coastal Development Permit will be required for Spaces as Places projects



After July 13, 2022



CODE ENFORCEMENT FOR TOBO SITES THAT HAVE NOT OBTAINED A TRAFFIC CONTROL PERMIT TO REMOVE ITEMS OR MADE APPLICATION FOR SPACES AS PLACES STREETARY RIGHT-OF-WAY PERMITS



PLAN IS TO ALLOW TOBOS TO REMAIN IN PLACE AS LONG AS APPLICATION HAS BEEN MADE FOR A SPACES AS PLACES STREETARY RIGHT-OF-WAY PERMIT



PROJECTS WILL NEED TO CONTINUE THE PERMIT PROCESS IN A TIMELY MANNER



SITES LOCATED IN THE COASTAL OVERLAY ZONE WILL NOT BE ABLE TO OBTAIN A SPACES AS PLACES STREETARY RIGHT-OF-WAY PERMIT UNTIL A COASTAL DEVELOPMENT PERMIT IS OBTAINED, BUT DSD WILL ACCEPT APPLICATIONS FOR SITES LOCATED WITHIN THE COASTAL OVERLAY ZONE



TOBOS THAT CONFLICT WITH CAPITAL IMPROVEMENT PROJECTS, UTILITY PROJECTS AND 5G PROJECTS MUST ALLOW FOR THESE OTHER PROJECTS TO MOVE FORWARD



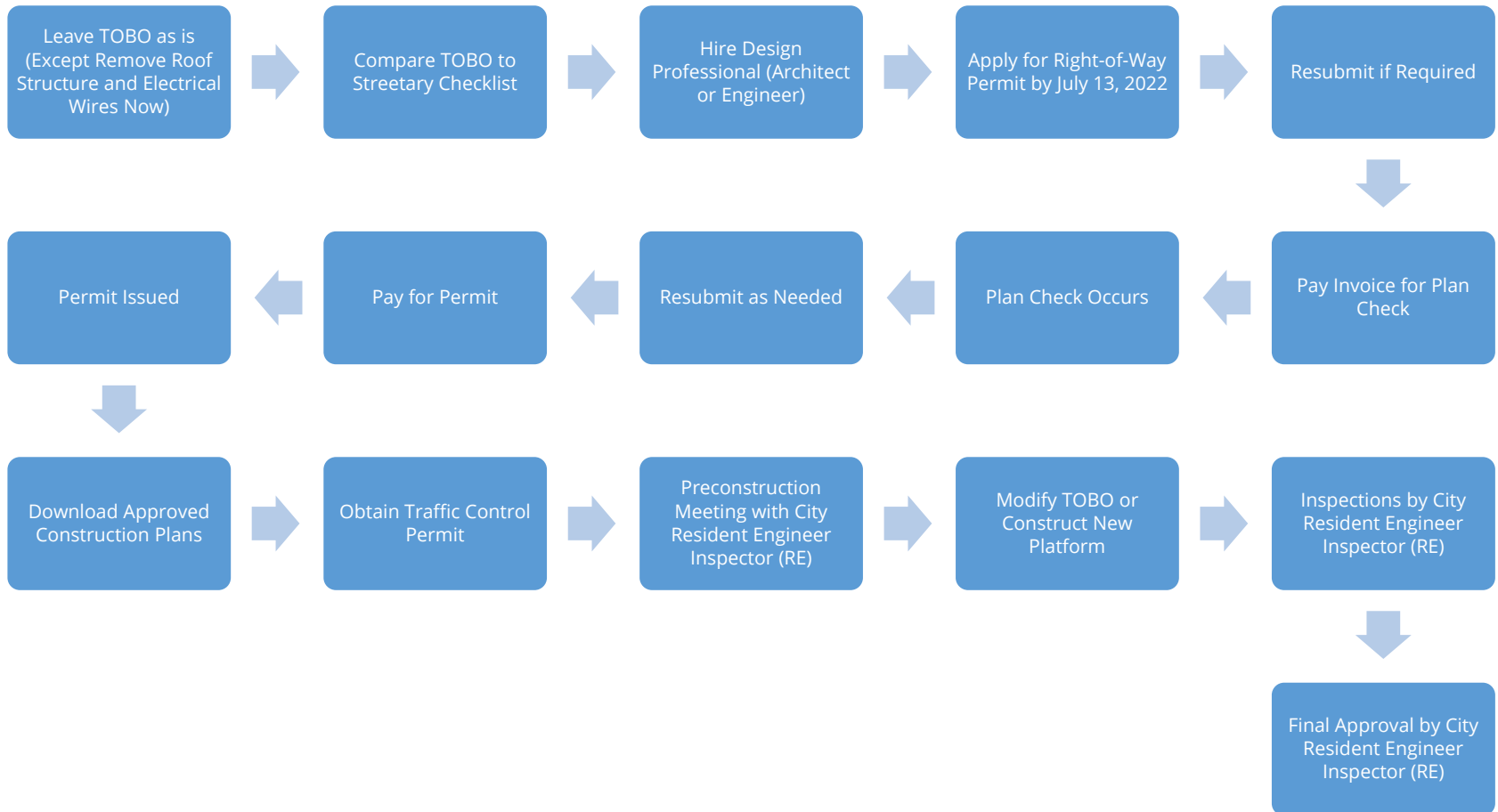
Traffic Control Permit

Required if you do not want to continue with outdoor operations in the right-of-way

Required for Spaces as Places Right-of-Way Permits after permit issuance and prior to start of construction




Streetary Recommended Steps





Submittal Requirement:

Construction Plan DS-3179SAP or DS-3179SAPL

	<u>WORK TO BE DONE</u>	
	SPACES AS PLACES IMPROVEMENTS CONSIST OF THE FOLLOWING WORK TO BE DONE ACCORDING TO THESE PLANS AND THE SPECIFICATIONS AND STANDARD DRAWINGS OF THE CITY OF SAN DIEGO	
 NTS	<u>STANDARD SPECIFICATIONS:</u>	
	<u>DOCUMENT NO.</u>	<u>DESCRIPTION</u>
	PWPI010119-01	STANDARD SPECIFICATIONS FOR PUBLIC WORKS CONSTRUCTION (GREENBOOK), 2018 EDITION
	PWPI010119-02	CITY OF SAN DIEGO STANDARD SPECIFICATIONS FOR PUBLIC WORKS CONSTRUCTION (WHITEBOOK), 2018 EDITION
	PWPI010119-04	CITYWIDE COMPUTER AIDED DESIGN AND DRAFTING (CADD) STANDARDS, 2018 EDITION
PWPI060121-10	CALIFORNIA MANUAL OF UNIFORM TRAFFIC CONTROL DEVICES REVISION 6(CA MUTCD REV6), 2014 EDITION	
PWPI030119-05	CALIFORNIA DEPARTMENT OF TRANSPORTATION U.S. CUSTOMARY STANDARD SPECIFICATIONS, 2018 EDITION	
<u>STANDARD DRAWINGS:</u>		
<u>DOCUMENT NO.</u>	<u>DESCRIPTION</u>	
PWPI010119-03	CITY OF SAN DIEGO STANDARD DRAWINGS FOR PUBLIC WORKS CONSTRUCTION, 2021 EDITION	
PWPI030119-06	CALIFORNIA DEPARTMENT OF TRANSPORTATION U.S. CUSTOMARY STANDARD PLANS, 2018 EDITION	
<u>VICINITY MAP</u>		
PREPARED FOR:		
NAME OF COMPANY:		
ADDRESS:		
NAME AND TITLE:		
PHONE:		
EMAIL:		
PREPARED BY:		
NAME OF COMPANY:		
ADDRESS:		
NAME AND TITLE:		
<u>LEGEND</u>		
<u>DESCRIPTION</u>	<u>STANDARD DRAWING</u>	<u>SYMBOL</u>



FORM
DS-560
September 2021

Stormwater Requirements Applicability Checklist

Project Address: Project Number:

SECTION 1: Construction Stormwater Best Management Practices (BMP) Requirements

All construction sites are required to implement construction BMPs per the performance standards in the [Stormwater Standards Manual](#). Some sites are also required to obtain coverage under the State Construction General Permit (CGP)¹, administered by the [California State Water Resources Control Board](#).

For all projects, complete Part A - If the project is required to submit a Stormwater Pollution Prevention Plan (SWPPP) or Water Pollution Control Plan (WPCP), continue to Part B.

PART A – Determine Construction Phase Stormwater Requirements

- Is the project subject to California's statewide General National Pollutant Discharge Elimination System (NPDES) permit for Stormwater Discharges Associated with Construction Activities, also known as the State Construction General Permit (CGP)? (Typically projects with land disturbance greater than or equal to 1 acre.)

Yes, SWPPP is required; skip questions 2-4. No; proceed to the next question.
- Does the project propose construction or demolition activity, including but not limited to, clearing, grading, grubbing, excavation, or any other activity resulting in ground disturbance and/or contact with stormwater?

Yes, WPCP is required; skip questions 3-4. No; proceed to the next question.
- Does the project propose routine maintenance to maintain the original line and grade, hydraulic capacity, or original purpose of the facility? (Projects such as pipeline/utility replacement)

Yes, WPCP is required; skip question 4. No; proceed to the next question.
- Does the project only include the following Permit types listed below?
 - Electrical Permit, Fire Alarm Permit, Fire Sprinkler Permit, Plumbing Permit, Sign Permit, Mechanical Permit, Spa Permit.
 - Individual Right of Way Permits that exclusively include only ONE of the following activities: water service, sewer lateral, or utility service.
 - Right of Way Permits with a project footprint less than 150 linear feet that exclusively include only ONE of the following

Submittal Requirement:
Stormwater Form



RECORDING REQUESTED BY
THE CITY OF SAN DIEGO
WHEN RECORDED, MAIL TO:

Street		
City		Zip

(THIS SPACE FOR RECORDER'S USE ONLY)



Stretary Encroachment, Maintenance, and Removal Agreement

PRJ Number

PMT Number

Agreement Number

In accordance with the provisions of [Section 129.0715 of the San Diego Municipal Code](#) [SDMC], this Encroachment, Maintenance, and Removal Agreement [EMRA] is made by and between the City of San Diego, a Municipal Corporation [City] and the owner [Property Owner] of real property [Property], located at:

and more particularly described as

in the City of San Diego, County of San Diego, State of California.

In consideration of the grant of permission by the City of San Diego to construct and operate a stretary, in the Public Right of way for the use and benefit of the Property as shown on the plans on file with the City of San Diego and referenced by the Exhibit listed below, Property Owner covenants and agrees with the City of San Diego as follows:

1. The stretary shall be installed and maintained in a safe and sanitary condition at the sole cost, risk and responsibility of the Property Owner and their successors in interest.
2. With respect to any liability, including but not limited to claims asserted, demands, causes of action, costs, expenses, losses, attorney fees, damages, expenses or any utility providers whose facilities located within the public right-of way or payments that the City may sustain or incur in any manner for damages or injuries, including those to any person (including disability, dismemberment, illness damages, or death) or property,

Submittal Requirement:

Encroachment Agreement Signed by Owner



**Streetary
Right-of-
Way Permit
Online
Application
and
Submittal
Process**



Step 1 - Streetary Right-of-Way Permit

- Log into your online permitting account.
- Enter your username and password.*

* If you are a new user, see the [tutorial](#) on how to register for an account.

The screenshot shows a web interface for the Development Services Department. At the top, there are navigation links: Home (highlighted), DSD Permits, and DSD Code Enforcement. Below this is an 'Advanced Search' bar. The main content area features a login form with two input fields: 'User Name or E-mail:' and 'Password:'. To the right of the password field is an orange 'Login »' button. Below the input fields, there is a checkbox labeled 'Remember me on this computer' and two links: 'I've forgotten my password' and 'New Users: Register for an Account'. Below the login form, there is a section titled 'Please Login' with the text: 'Many online services offered by the Agency require login for security reasons. If you are an existing user, please enter your user name and password in the box on the right.' Below this is a section titled 'New Users' with the text: 'If you are a new user you may register for a free Citizen Access account. It only takes a few simple steps and you'll have the added benefits of seeing a complete history of applications, access to invoices and receipts, checking on the status of pending activities, and more.' At the bottom of the page, there is an orange 'Register Now »' button.



Step 2 - Streetary Right-of-Way Permit

- Select "DSD Permits"





Step 3 - Streetary Right-of-Way Permit

- Select "Create an Application"



Step 4 - Streetary Right-of-Way Permit

- Read and acknowledge the Disclaimer
- Click *Continue Application*

General Disclaimer
This website is intended for convenience and informational purposes only.

While we strive to ensure the accuracy, timeliness, and function of this website, the City of San Diego makes no representations or warranties regarding its content, condition, sustained performance, resistance and immunity to computer viruses or malware, or proprietary infringement.

I have read and accepted the above terms.

[Continue Application »](#) ←



Step 5 - Streetary Right-of-Way Permit

Select a Record Type

- Select the permit type you would like to apply for and click *Continue Application*

Note: For PTS Permits, please refer to instructions in the [OpenDSD User Guide to PTS Projects](#).

Select a Record Type

- ▶ PTS
 - PTS Electronic Submittal
- ▶ Simple No Plan Permits
 - No-Plan - Nonresidential/Multifamily - Electrical
 - No-Plan - Nonresidential/Multifamily - Mechanical
 - No-Plan - Nonresidential/Multifamily - Plumbing
 - No-Plan - Residential - Combination Mech/Elec/Plum
- ▶ Traffic & Transportation
 - Traffic Control Permit
 - Transportation Permit
- ▶ Grading, Right of Way, Mapping Applications
 - Deferred As Graded
 - Engineering Construction Change
 - Grading, ROW, Mapping - Associated Submittal ?
 - Grading, ROW, Mapping - Standalone
 - Right of Way - Dry Utilities
 - Right of Way - Minor - Rapid Review
- ▶ Miscellaneous Applications
 - Others ?
- ▶ Building Applications
 - Building Construction
 - Building Construction - CIP or Public Project
 - Building Construction - Master Plan Accessory Structure
 - Building Construction - Master Plan MDU
 - Building Construction - Master Plan SDU
 - Building Construction - Special Programs
 - Building Construction Change
 - Deferred Fire Submittal
 - Deferred Submittal
 - Demolition
 - Fire
 - Fire Construction Change
 - Photo-voltaic Construction Change
 - Photo-voltaic Residential Project
 - Plan - Mechanical/Electrical/Plumbing Standalone
 - Sign

Continue Application





Step 5a - Streetary Right-of-Way Permit

Select a Record Type

- For new engineering or mapping submittals, elect "Grading, ROW, Mapping - Standalone"
- Click *Continue Application*

Note: For PTS Permits, please refer to instruction in the [OpenDSD User Guide to PTS Projects](#).

- ▶ Grading, Right of Way, Mapping Applications
 - Deferred As Graded
 - Engineering Construction Change
 - Grading, ROW, Mapping - Associated Submittal
 - Grading, ROW, Mapping - Standalone
 - Right of Way - Dry Utilities
 - Right of Way - Minor - Rapid Review

Continue Application »





Step 6 - Streetary Right-of-Way Permit

Submittal Validation

Answer the submittal validation questions.

If the answer is "Yes" to both questions you must submit a **Grading, ROW, Mapping- Associated** submittal to complete the permit application

Otherwise, click *Continue Application*

Submittal Validation

Submittal Validation

*Will this application have associated approvals such as Grading, Yes No Right of Way, or Mapping Actions on the same site :

Are you submitting this application as an "Associated Submittal" to Yes No an existing Grading, Right of Way, or Mapping Actions in progress:

*



Step 7 - Streetary Right-of-Way Permit

Address Validation

- Indicate if there is an address for the Project Site
- Click *Continue Application*

ADDRESS VALIDATION

*Do you have an address for the project site?: Yes No

Continue Application »





Step 8 - Streetary Right-of-Way Permit

Address or Parcel Entry

- Enter Street No. and Street name only
- Click *Search* (the system will populate the parcel info)

Tip: For numeric **Street Names** in single digits, add a zero (0). For example, for 1st Av use 01st

*Street No.:	Direction:	*Street Name:	Street Type:
<input type="text" value="1222"/>	--Select▼	<input type="text" value="01st"/>	Av ▼

Step 9 - Streetary Right-of-Way Permit

Code Validation

Answer the Code enforcement Case question:

- If "no," continue application:
- If "yes," answer the additional questions

Code Validation

CE CASE VALIDATION

* Is there a code enforcement violation case on this site?: Yes No

Code Enforcement Case Validation

Code Enforcement

* Is there a code enforcement violation case on this site?: Yes No

Code Enforcement case number(s): *

Is this application related to the code violation?: * Yes No

Will this application resolve the code violation?: * Yes No

[Continue Application »](#) ←

Step 10 - Streetary Right-of-Way Permit

Project Information

Provide the following:

1. Project scope
 2. Processing timeline
 3. Applicant type
 4. Associated discretionary permit number(s), if applicable. If none, enter "N/A."
- When complete, click *Continue Application*

The screenshot shows the 'Project Information' form in the 'DSD Permits' system. The breadcrumb trail is 'Home > DSD Permits > DSD Code Enforcement'. Below this are links for 'Create an Application' and 'Search Applications'. A progress bar indicates the current step is '3. Project Information', with other steps being '1. Validation', '2. Project Location', '4. Project Documents', '5. Review', and '6.'. The form title is 'Step 3: Project Information > Project Information'. A note states '* Indicates a required field.' The form has an orange header 'Custom Fields' and a section 'Project Information'. It contains four required fields: 1. 'New Traffic Signal' (text input), 2. 'What is the processing timeline requested for this application?' (dropdown menu), 3. 'Authorized Agent of' (text input), and 4. 'Provide associated prior Discretionary Approval Number(s)' (text input). At the bottom, there are two buttons: 'Save and resume later' and 'Continue Application'. A grey arrow points up to the 'Continue Application' button.



Step 11 - Streetary Right-of-Way Permit

Permit Specific Requirements

- Select permit type and answer any additional questions
- Click *Continue Application*

Step 3: Project Information > Permit Requirements

Custom Fields

PERMIT REQUIREMENTS

* Select the permit type:

Select the type of Grading Permit: *



Step 12 - Streetary Right-of-Way Permit

Upload Required Project Documents

Required documents will be listed

- Select 'Choose File' and drag/drop or search your files to attach them.
- You will not be able to continue if files have not been uploaded.

If you encounter Failed Scout Validation, use the [Scout link](#) and check your files.

[Scout Validation Help](#)

Right of Way - Minor - Rapid Review



Step 4: Project Documents > Required Documents

Required Documents

The maximum file size allowed is **200 MB**.

• Required Documents

1. Required Attachment - Construction Plan (DS-3179)

No file chosen

2. Required Attachment - Storm Water Req. Applicability Checklist (DS-560)

No file chosen

[Continue Application »](#)





Step 13 - Streetary Right-of-Way Permit

Additional Documents

Upload any Additional Documents you wish to include with your submittal

- Click *Add*

Step 4: Project Documents > Additional Documents

Please add any additional documents/forms or reference material that you feel are pertinent to the review and approval of this permit applicati

Additional Documents

The maximum file size allowed is **200 MB**.

File Name	File Size	Type
DS-3179 final draft BD.pdf	130.14 kB	Construction Plan (DS-3179)
DS-560.pdf	1.12 MB	Storm Water Req. Applicability Checklist (DS-560)

Add



Step 14 - Streetary Right-of-Way Permit

- Select 'Choose File' and drag/drop or search your files to attach them
- Click 'Type' drop-down and select file type
- Provide a brief description of the document
- Click the *Submit* button
- Click *Continue Application*

New Attachment

New Attachment

Building Con...ns Vol 2.pdf

Type

Building Construction Plans Vol. 2

Description

Volume 2

Close

Submit

Continue Application »



Step 15 - Streetary Right-of-Way Permit

Review Application

Review the Application and return to previous steps by clicking on green and yellow steps tabs



The screenshot shows the 'EED Permit' application review interface. At the top, there are tabs for 'EED Permit' and 'EED Code Enforcement'. Below the tabs are buttons for 'Create an Application' and 'Search Applications'. A red box highlights a navigation bar with five tabs: '1. Home', '2. EED Permit', '3. EED Code Enforcement', '4. Declaration', and '5. Review'. The 'Review' tab is highlighted in yellow, indicating the current step. Below the navigation bar, there are several sections for reviewing the application, including 'Save and resume later', 'Continue Application', 'Record Type', 'Address Validation', 'Parcel', 'Code Enforcement Case Validation', 'Select Scope and Timeline', 'Permit Specific Requirements', and 'Historic Designation'.

Step 16 - Streetary Right-of-Way Permit

- Acknowledge the final certification
- Click *Continue Application*

I certify that I have read this application and state the above information is true and correct. I understand that this application is not a guarantee of entitlement to the use of the property that is the subject of this application and that it is subject to the policies and regulations applicable to the proposed development or use, including before or during final inspections. City of San Diego regulation, nor does it constitute a waiver by the City to pursue any other action against the city to enter the above-identified property for inspection purposes.

By checking this box, I agree to the above certification.

[Continue Application »](#)





Step 17 - Streetary Right-of-Way Permit

Your record number will be created and displayed, and an email with further instructions will be sent.

Step 8: Submitted



Your application has been successfully submitted.
Please print your record and retain a copy for your records.

Thank you for using our online services.

Your Record Number is PRJ-8001732.

You will need this number to check the status of your application or to schedule/check results of inspections. Fees have been assessed or permit issuance has been processed.

Choose "View Record Details" to Schedule Inspections, check status, or make other updates.

[View Record Details »](#)



Step 18 - Streetary Right-of-Way Permit

You will receive a system generated email with your project number and what to expect next.

Hello DONNA DORSI,

Development Services has created your application.

Record ID: PRJ-8003236

Record Address: 1222 01st Av, San Diego, CA

Record Type: General

Please do not reply to this email, this mailbox is not monitored.

We received the documents you submitted and the current status of your project is **In Queue**.

Please allow 2-3 business days for your submittal to be processed. During **Pre-Screen** the documents will be reviewed by staff for completeness in accordance with the [Project Submittal Manual](#).

An email notification will be sent with the next steps to complete the submittal process.

The progress of your application can be tracked through your [Online Permitting Account](#)

For questions about your user account or help uploading, contact DSDProjectInfo@saniego.gov

Thank you,

City of San Diego

Development Services Department



Streetary Permit Process Timeframes

Completeness Check – Currently 12 Working Days

First Review – 20 Working Days

Second Review – 11 Working Days

Issuance - Currently 12 Working Days

Express Option

Applicant's Designer Response Time



Development Services Department



Economic
Development

SDBusiness@sandiego.gov



Online Virtual Appointments Development Services Webpage

Small Business and Restaurant Assistance
Program





Questions?