

## Complete Communities Now – Focused Preliminary Review Instructions

The purpose of this document is to provide guidance on the focused multi-disciplinary Preliminary Review required for the Complete Communities Now fast-track program (see [Information Bulletin 411](#) for more details on Complete Communities Now). The materials described in this document supplement the requirements of the [Preliminary Review webpage](#).

This review is limited to the items listed on this form to confirm eligibility for the Complete Communities Now program and, once resolved, applicants may ask additional (up to 5) questions for staff review as part of a subsequent “cycle” (via hourly charge).

### I. Required Materials

In order for staff to properly assess project qualifications, the following materials must be included in the Preliminary Review application.

1. Title Report
2. Site Plan. Ensure the materials show the following:
  - a. Scope of Work, consistent with [Project Submittal Manual](#) Section 3.1.
  - b. Fire Access.
  - c. Density Information: What does the base zone allow and what does the project propose?
  - d. Affordability Information: Dwelling Units Summary Table (as described in the [Project Submittal Manual](#)) which includes the following: total number of units, bedroom count for each proposed unit, and total number of affordable units in each affordability category per [SDMC Section 143.1015](#).
  - e. Proposed water, fire and sewer demands.
  - f. Existing and proposed condition contour information, maximum cut/fill slope outside of the building footprint, and the total disturbance area in acres.
  - g. Proposed impervious area calculations.
  - h. Any proposed project encroachment to the established FEMA 100-year floodplain and floodway limits.
3. Drainage Study quantifying pre-development and post-development peak flows to demonstrate proper peak flow and velocity mitigation to each point of compliance to the satisfaction of the City Engineer.
4. Completed Stormwater Requirements Applicability Checklist ([Form DS-560](#)).
5. [Preliminary Review Questionnaire](#)
  - a. Select “Yes” in question 5 indicating that this is a “Complete Communities Now” Preliminary Review.
  - b. In question 6, please write “Standard Questions for Targeted Complete Communities Now Preliminary Review.”
  - c. A response to question 9 is not required.
6. Attachment with responses to the following questions:
  - a. What incentives or waivers are expected? Which development regulations are proposed not to be met? Provide a short description of the need for each deviation.

- Note:** Incentives cannot be used to waive a dedication requirement and cannot be used to deviate from any requirements of the Complete Communities program.
- b. Has the project incorporated the [required parkway width and configuration](#)?
  - c. Is the project proposing a public promenade pursuant to [SDMC Section 143.1020\(b\)](#)?
  - d. Are there any existing easements (utility, drainage, water and sewer) that need to be vacated?
  - e. Is the project proposing affordable, off-site dwelling units?
    - i. If yes, provide a list that describes the comparable on-site amenities to those in the market-rate project.
  - f. Is the project proposing to demolish residential dwelling units?
    - i. If yes, provide the bedroom count and income information for the current/most recent tenant for each unit to be demolished. **Note:** The demolition of existing dwelling units is subject to the replacement regulations of [SDMC Section 143.1005](#).
  - g. Does the existing public water/sewer infrastructure support the proposed development? Will water and sewer studies be required?
  - h. Is the property a designated historical resource or located within a designated historic district? **Note:** Properties that are designated historical resources or within a designated historical district, except for the Ocean Beach Cottage Emerging Historical District, are not eligible for the Complete Communities Now program.
  - i. Does the project site contain a structure over 45 years of age?
    - i. If yes, please submit current photos and an Assessor's building record. For more information on the potentially historic review, please see [Information Bulletin 580](#).
  - j. Is the project proposing Factory-Built Housing (FBH)? For more information on FBH, please see [Information Bulletin 241](#).

Staff will address the following questions as part of the review.

- a. Does this project meet the requirements of the [Complete Communities Housing Solutions Regulations](#) (location, density, affordability levels, public infrastructure amenities, and if applicable, off-site requirements and required replacement of existing affordable units)? (**DSD-Planning or DSD-Downtown** (depending on project location))
- b. If the project assumes the City grant incentives or waivers, does the applicant propose appropriate incentives or waivers and are there sufficient incentive and waivers available? (**DSD-Planning or DSD-Downtown** (depending on project location))
- c. Does the project design take into account the following:
  - a. Any public improvements that are likely to be required? (**DSD-Traffic Safety, DSD-Engineering**)
  - b. Sufficient width to meet parkway and sidewalk requirements? (**DSD-Traffic Safety**)

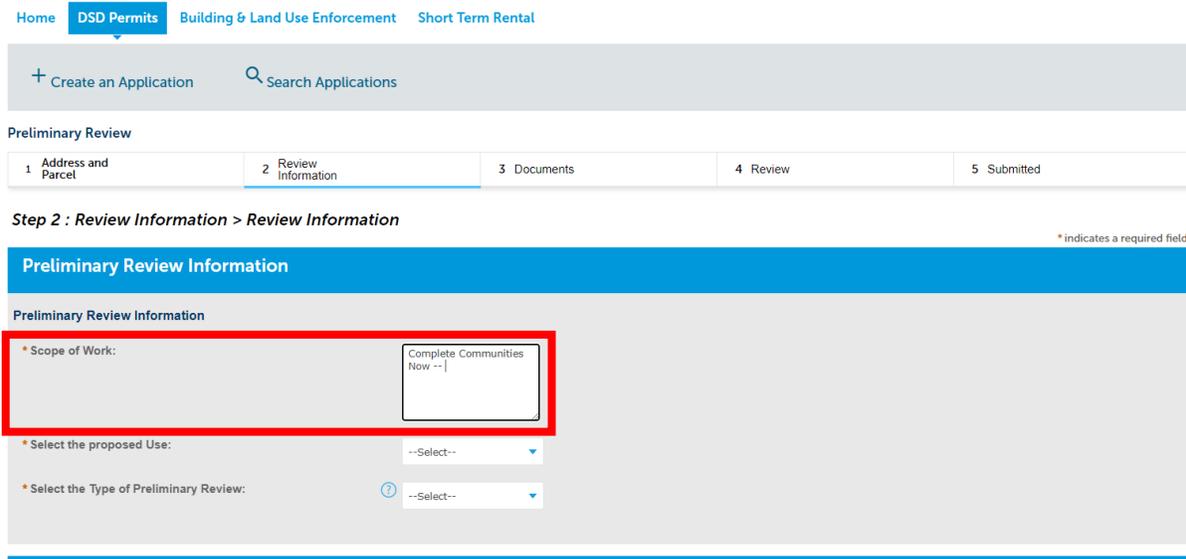
- d. Are any discretionary permits expected to be needed (including, for example, that no easements will need to be vacated)? (**DSD-Planning or DSD-Downtown, DSD-Engineering, DSD-Historic, DSD-Water and Sewer**)
- e. Informational:
  - a. Does the proposed project have adequate fire access? (**Fire-Plan Review**)
  - b. Does the proposed project require a grading permit? (**DSD-Engineering**)
  - c. Is the proposed project a Priority Development Project? (**DSD-Engineering**)

**Note:** These informational items may not preclude entry to the program, but they may require additional applicant actions prior to formal building permit submittal.

## II. Submittal

The application must be submitted through the [Preliminary Review webpage](#). Please also email [DSDMinisterialPM+CCN@sandiego.gov](mailto:DSDMinisterialPM+CCN@sandiego.gov) at the time of submittal to initiate the focused preliminary review.

In Step 2 of the Online Application, include “Complete Communities Now” in the beginning of the *Scope of Work* field. Ensure the scope of work incorporates the information described in [Project Submittal Manual](#) Section 3.1.



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+ Create an Application Search Applications

Preliminary Review

1 Address and Parcel	2 Review Information	3 Documents	4 Review	5 Submitted
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Step 2 : Review Information > Review Information \* indicates a required field.

**Preliminary Review Information**

Preliminary Review Information

\* Scope of Work:

\* Select the proposed Use:

\* Select the Type of Preliminary Review:

Select only the following review disciplines:

- DSD-Engineering
- DSD-Historic
- DSD-Traffic Safety
- DSD-Water and Sewer
- DSD-Planning or DSD-Downtown (depending on project location)
- Fire-Plan Review

### III. Fees

The Multiple Discipline Preliminary Review flat fee will apply (see [Information Bulletin 513](#) for more information).