

Grading/Public Right-of-Way Permits and Mapping Actions

INFORMATION BULLETIN
502
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I. When Fees are Paid

The fees associated with Grading/Right-of-Way Permits and Mapping actions may be collected during different points of the permitting process: at project submittal, during the review, at permit issuance and during the inspection. There are also enhanced/optional services for which fees are collected. The following sections of this fee bulletin describe what fees are collected and when in the process they are collected.

For your convenience, Development Services Department (DSD) offers [online payments](#). Payment may also be made in person by cash, check, debit card, or Visa or Mastercard credit cards. Checks shall be in the exact amount, drawn on U.S. banks, and made payable to the "City Treasurer." Please review the system-generated invoice for actual values prior to issuing any payment to DSD.

Please note that plan check fees and some administrative fees are non-refundable. See the Refund Policy noted within [Refund Application Form DS-721](#) for additional refund information.

II. Plan Review Fees

- A. Minor Public Right-of-Way Permits**
- These fees apply to minor Public Right-of-Way Permits that qualify for a rapid review process per Information Bulletin (IB) 165, "How to Obtain a Public Right-of-Way Permit for Minor Public Improvements." The fees are per permit (up to 500 linear feet of excavations in the right of way), not per item, and are due at permit issuance.
- Right-of-Way Permit/Minor, with or without Encroachment Agreement (Plan Check) \$755.45
 - Encroachment Agreement (only) \$709.69
- B. Grading Permit and/or Right of Way**
1. Fee Table 502A below lists the plan check fees for Grading and Right-of-Way Permits (other than minor)
 2. **Table 502B, located below, also lists the plan check fees for Mapping Actions.**
 3. Plan check fees are due at the time of project submittal and are calculated based on the requested approval type (s).
 4. The fees are verified during project review and updated as appropriate.
 5. Project changes made during staff review may result in additional plan check fees requiring payment prior to subsequent reviews or project approval.

Please note, an additional hourly fee will be assessed to projects for which comments have not been completely addressed by the third review cycle.

III. Inspection Fees/Deposits

Inspections of Public Right-of-Way Permits and most Grading Permits are performed by Engineering and Capital Projects (ENCP). Inspection fees/deposits are collected at the time of permit issuance on behalf of ENCP.

- A. Inspection Fees**
- An inspection fee may be charged in lieu of an inspection deposit for standard public improvements constructed in accordance with the [Regional Standard Drawings](#) and facilities on a construction plan, such as the installation, replacement, or removal of driveways, sidewalks, curbs, pedestrian ramps, excavations and sidewalk underdrains. This fee includes one inspection for each type: mark-out, excavations, form, concrete pour and final. Any inspections required beyond those listed will be charged the hourly inspection rate.
- Right-of-Way Permit Inspection, Minor\$818

B. Inspection Deposits

Table 502C located below, identifies the inspection deposit amount that is required at permit issuance. The inspection deposit is established from the approved construction cost estimate of the public right-of-way improvement work, grading, landscape and irrigation and drainage improvements being done. The estimate must be prepared by a registered civil engineer using the most current DSD - [Unit Price List](#) (UPL). In addition to the Unit Price List, a [Construction Cost Estimate Template](#) is provided for the industry's use.

Inspection deposits are placed into a trust fund account, which is drawn against to pay for the inspection of your project. The Financially Responsible Party (as identified on the Deposit Account/Financially Responsible Party form, [DS-3242](#)) will receive a monthly deposit statement reflecting the charges made against the account. The Financially Responsible Party may receive invoices for additional deposits to maintain the subsequent minimum balance. The payment of this invoice will be required to continue inspections of your project. At the end of the project, any remaining funds will be returned to the Financially Responsible Party.

- C. After Hours Inspections**
- After-hours inspections may be required, considering the location of the project site. If required, inspections may occur before 7 a.m. or after 4 p.m., Monday through Friday and, in certain cases, during the weekends. An approved [Traffic Control Permit](#) will provide the specific dates and times authorized for after-hours construction. Customers should provide 48 hours advance notice when requesting an after-hours inspection. The City will respond within 24 hours or sooner to all requests.
- All fees must be paid before scheduling an after-hours inspection. Should customers have questions regarding the scheduling of after-hours inspections, contact ENCP at 619-533-4207.
- After Hours Inspection (per day)\$764.29

IV. Administrative Fees

The following fees are paid at the time of project submittal or permit issuance, as indicated below. These fees are in addition to the fees or deposits required for the plan review and inspection of the project.

- A. General Plan Maintenance Fee**
- This fee is charged at project submittal for all projects that include a [Right-of-Way Permit](#). The General Plan Maintenance Fee provides funding for the maintenance of the City's General Plan and is collected on behalf of the Planning Department. It is non-refundable and is collected once per project. Projects that do not require plan review are not subject to the fee.
- General Plan Maintenance Fee.....\$450.00

- B. Mapping Fee**
- This fee is charged at project submittal when plans, drawings, maps, or other geographical documents are utilized for project review.
- Mapping Fee.....\$10

- C. Fee Collection - Other Agencies/Departments**
- This fee is charged at permit issuance for fees collected by the DSD for other departments/agencies (e.g., Planning Department General Plan Maintenance Fee, ENCP Inspection Fees).
- Fee Collection - Other Agency/Department.....\$14.75

- D. Records Fee**
- This fee is charged at permit issuance for imaging and archiving the documents in Records.
- Minor Improvements.....\$34.59
 - Grading and/or Public Improvement Projects \$108.81

- Subdivisions:**
- Single Family/Duplex.....\$54.41
 - Non-Residential/Multi-Family.....\$72.54

- E. Recording Fee for Mapping/Subdivision**
- This fee is charged upon submitting final mapping documents for recordation with the County Recorder.
- Recordation Fee for Mapping/Subdivisions.....\$621.39

- F. County Recording Fees**
- These fees are charged at permit issuance to cover the cost charged by the County at the time of recordation, per the [County Recorder/County Clerk Fee Schedule](#).

- G. Long Term Monitoring Fee**
- This fee is charged at permit issuance for grading permit projects with a cost estimate of \$100,000 or greater to monitor project compliance with stormwater, environmental mitigation, slope revegetation, and other permit conditions on an ongoing basis after projects have been completed and a final inspection has occurred.
- Cost Estimate \$100,000 to \$500,000.....\$2,722.25
 - Cost Estimate over \$500,000.....\$5,446.01

- H. Express Plan Check**
- When available, a reduced review period can be accomplished by paying an Express Plan Check Administration Fee of \$792.34 plus 1.5 times the regular plan check fee (or 1.5 times the hourly rate, when applicable).

- I. Street Damage Fee**
- A Street Damage Fee may be assessed to partially recover the increased repaving and reconstruction costs incurred by the City attributed to the impact of an excavation in the public right of way. This fee is collected pursuant to San Diego Municipal Code (SDMC) [§62.1215](#) and is calculated by the reviewer during the project review. The fees are calculated with consideration of the limits of proposed excavation as detailed in the Street Preservation Ordinance. The fees are calculated on a project-by-project basis and dependent on the means and methods proposed with the project design. These fees are collected at permit issuance.

- J. Naming or Renaming of Public Streets or Other Public Rights of Way**
- Approval from the City Engineer is required for any request to name or rename public streets and other rights of way, which includes private streets, private driveways, non-dedicated roads on City property and alleys. A separate fee will be assessed for this service. Note: Street name changes that do not qualify as a Process 1 approval per SDMC [§125.1120](#) will require City Council approval and shall be submitted as a discretionary action requiring a deposit account.
- New Street or Driveway Name.....\$278.86

- Street Name Change**
- Process 1.....\$749.56
 - Process 5.....Deposit Required*
- *See [IB-503](#)

- K. Deviations from Standard**
- During the course of ministerial reviews, if it is determined that the proposed improvements cannot meet standards, a Deviation from Standards approval shall be obtained. This may be requested by completing the Deviations from Standard form and paying the non-refundable fee.
- Deviations from Standard (per form) \$1,037.26

V. Other Fees

- A. Application Extension of Time Request**
- Applications for Grading/Right-of-Way Permits or Process One mapping actions expire two years from the date the application is deemed complete. A non-refundable fee is collected when applicants are requesting an extension of time on an application. To request an extension of time on an application, complete the Application Extension Request for Grading/Right of Way and Mapping Projects.
- Extension of Time-Application.....\$329.04

- B. Permit Extension of Time Request**
- A non-refundable fee is collected when applicants request an extension of time on an issued Grading and/or Right-of-Way Permit. To request an extension of time, complete an Application for an Extension of Time for Grading/Right-of-Way Permits ([Form DS-340](#)).
- Permit Extension.....\$278.86

- C. Partial Bond Release**
- This non-refundable fee is collected when applicants are requesting a partial bond release.
- Partial Bond Release.....\$333.46

- D. Construction Change Fees**
- Changes to approved and permitted plans will be reviewed at the hourly rates for each discipline reviewing the change. Fees will be due prior to permit issuance.

- E. Traffic Control Permit**
- A separate Public Right-of-Way Permit for Traffic Control is required. With the exception of traffic control provided as part of D-sheets, the plan check and inspection fees for this approval are contained in [IB-177](#), "How to Obtain a Permit for Traffic Control."

- F. Hourly Rates for Services Not Covered Above**

Development Services:

DSD-Review Engineering.....	\$267.24
DSD-Review Planning.....	\$199.80
DSD-Mapping.....	\$267.24
DSD-Traffic.....	\$267.24

Engineering and Capital Projects:

ENCP Inspection.....	\$116
ENCP Inspection-after hours.....	\$174
ENCP Materials Lab.....	\$88
ENCP Surveys.....	\$148
ENCP Supervisors.....	\$134

Table 502A - Construction Permit Plan Check

Drawing Type	Increment	Base Rate	Increment Rate
Grading & Right-of-Way Permit, D-Sheet	Up to 5 sheets	\$8,544.50	
	per sheet between 6-10		\$522.31
	per sheet between 11-20		\$419.05
	per sheet over 20		\$370.34
Grading Permit, D-Sheet	Up to 5 sheets	\$6,068.64	
	per sheet between 6-10		\$463.30
	per sheet between 11-20		\$317.22
	per sheet over 20		\$299.53
Grading Permit, Construction Plan, Large Format	Up to 5 sheets	\$4,546.93	
	per sheet between 6-10		\$244.92
	per sheet between 11-20		\$61.95
	per sheet over 20		\$33.94
Right-of-Way Permit, Construction Plan, Large Format	Up to 5 sheets	\$5,505.02	
	per sheet between 6-10		\$296.58
	per sheet between 11-20		\$271.48
	per sheet between 11-20		\$202.14
Right-of-Way Permit, Construction Plan, Small Format	Up to 2 sheets	\$562.16	
	each add'l sheet		\$196.23
Right-of-Way Permit, D-Sheet	Up to 5 sheets	\$5,937.32	
	per sheet between 6-10		\$855.76
	per sheet between 11-20		\$405.74
	per sheet over 20		\$399.85

Specialty Items - An additional fee will be assessed when the right-of-way plans include any of the items below.

Agreement, Deferred Improvement	Each	\$1,844.35
Agreement, Subdivision Improvement	Each	\$3,604.60
Bridge	Up to 5 sheets	\$1,816.32
	per sheet between 6-10	\$132.79
	per sheet between 11-20	\$126.88
	per sheet between 21-40	\$85.58
Traffic Control (on a D-Sheet)	Up to 3 sheets	\$1,429.73
	each add'l sheet	\$439.70
Traffic Signal, Simple ¹	per intersection	\$659.55
Traffic Signal, Standard ²	per intersection	\$1,978.61
Traffic Signal, Complex ³	per intersection	\$3,519.01

¹At the time of initial project submittal, projects that include only modifications to existing traffic signals will be charged the "simple" fee; installation of new traffic signals will be charged the "standard" fee at the time of project submittal. Confirmation of the definition of simple, standard or complex below will be made during review, and the fees will be adjusted accordingly.

Traffic Signal Plan - Simple: A simple traffic signal plan check involves minor modifications to an existing traffic signal such as replacing signal heads (vehicle or pedestrian), replacing or relocating a pedestrian push button, replacing or relocating traffic signal loops, installing or replacing EVPE(s), changing luminaires, etc.; no changes to traffic signal phasing or changes to the number of existing conduits are proposed; standard issues, conflicts, or concerns as determined by the reviewer following initial review may determine traffic signal review requires additional or complex review.

Traffic Signal Plan - Standard: A standard traffic signal plan check involves the installation of a new traffic signal or modification to an existing traffic signal where the roadways intersect nearly perpendicularly to each other or a new traffic signal installation as part of a new subdivision where the proposed design is not confined by existing conditions and has no more than four approaches and curbs to right-of-way width of at least 10 feet; the proposed location has an existing sidewalk, curb and gutter; no changes to traffic signal phasing, conductor schedule, equipment schedule and/or detector assignments; Standard traffic signal plan check must not require coordination with other jurisdictions such as Caltrans, MTS, Airport Authority, neighboring cities, etc.; additional issues, conflicts or concerns as determined by the reviewer following initial review may determine traffic signal review requires complex review.

Traffic Signal Plan - Complex: A complex traffic signal plan check requires the coordination with other jurisdictions such as Caltrans, MTS, Airport Authority, neighboring cities, etc.; has more than four approaches or skewed/offset approaches; involves impacts to transit (rail, including trolley, Amtrak/Coaster, or cargo trains; busses); there are visibility issues due to horizontal/vertical curvature; changes to pole numbering; replacement or relocation of conduits; storm drain inlet conflicts at curb ramps; requires easements at private driveways; proposes to relocate existing traffic signal facilities from raised medians; requires the installation of new sidewalk, curb, and gutter; has less than 10 feet of the curb (edge of pavement) to right-of-way width or requires right-of-way acquisition; traffic signal facilities conflict with existing utilities; other issues, conflicts or concerns as determined by the reviewer following initial review not covered within this description.

Table 502B - Mapping Action Fees

Service Name	Fee Description	Base Fee	Each Additional Fee
Certificate of Compliance	Each	\$1,448.91	\$1,448.91
Certificate of Correction (Maximum fee calculated at 10 additional sheets)	1-2 sheets	\$659.55	\$109.20
Easement Covenant Of	Per Deed	\$2,334.86	\$643.32
Easement Dedication - Single Type	1-3 sheets	\$2,441.93	\$728.88
Easement Dedication - Each Additional Type	1-3 sheets	\$2,083.39	\$728.88
Final map	1-3 sheets	\$4,534.15	\$709.69
Final Map with Improvements	1-3 sheets	\$4,749.58	\$1,209.88
Lot Line Adjustment PLAT (with structures)	1-3 sheets	\$5,060.91	\$963.49
Lot Line Adjustment PLAT (without structures)	1-3 sheets	\$3,725.58	\$823.32
Lot Tie Agreement	Each	\$1,105.15	\$1,105.15
Monumentation Fee	Each	\$987.11	\$987.11
Parcel Map—LLA / LC (with structures)	1-3 sheets	\$4,213.96	\$852.83
Parcel Map—LLA / LC (without structures)	1-3 sheets	\$2,858.01	\$712.67
Parcel Map - Subdivision (without improvements)	1-3 sheets	\$4,181.52	\$932.51
Parcel Map - Subdivision (with improvements)	1-3 sheets	\$4,395.46	\$1,209.88
Public Right-of-Way Dedication	First sheet	\$2,580.62	\$588.71
Reversion to Acreage	1-3 sheets	\$3,215.06	\$942.83

Table 502C - Inspection Deposit

Construction Cost Estimate	Initial Deposit	Increment	Minimum Balance Required
\$0 to \$25,000	\$2,500	-	\$1,000
\$25,001 to \$50,000	\$5,000	-	\$2,000
\$50,001 to \$100,000	\$7,500	4% of amount over \$50,000	\$3,000
\$100,001 to \$250,000	\$15,000	4% of amount over \$100,000	\$5,000
\$250,001 and over	\$25,000	4% of amount over \$250,000	\$10,000

Reference Table

- [Project Submittal Manual](#) (Project Submittal Manual)
- [Deposit Account/Financially Responsible Party](#) (DS-3242)
- [How to Obtain a Public Right-of-Way Permit for Minor Public Improvements](#) (IB-165)
- [How to Obtain a Permit for Traffic Control](#) (IB-177)
- [Regional Standard Drawings](#) (Regional Standard Drawings)
- [Construction Cost Estimate Template](#) (Construction Cost Estimate Template)
- [Application for an Extension of Time for Grading/Right-of-Way Permits](#) (DS-340)
- [Application Extension Requests for Grading/Right-of-Way and Mapping Projects](#) (DS-4100)
- [Minor Water Pollution Control Plan](#) (DS-570)
- [Refund Application](#) (DS-721)