

INFORMATION
BULLETIN

165

February 2022

Obtaining a Public Right-of-Way Permit for Standard Public Improvements

This Information Bulletin provides information to apply [online](#) for a Minor Right-of-Way (ROW) Permit. A Minor Right-of-Way application may be processed as a Rapid Review for the following standard improvements:

1. Removal and replacement of existing curb, gutter and sidewalk (up to 150 linear feet)
2. Sidewalk underdrains (residential)
3. New sidewalk next to adjacent existing curb
4. New curb and gutter connecting two established curb lines and gutter
5. Water services and sewer laterals (see Information Bulletin 166, "How to Obtain a Permit for Water, Sewer or Fire Service")
6. Driveways repair/replace and new (residential) driveways and access must comply with [§142.0560\(j\)](#) of the San Diego Municipal Code
7. Free-Standing walls/fences in the ROW (not to exceed 3 feet in height)
8. Sidewalk Café (chairs & tables); Railings require a building permit
9. Canopy signs/awnings
10. Exploratory trenching or soil test borings within the ROW
11. Trenching for utilities (up to 150 linear feet)
12. Potholing (up to 10 potholes)
13. Gas/Electric services
14. Fire service

All other Public Right-of-Way Permits must be submitted [Online](#) by selecting [Grading, ROW, Mapping - Standalone](#) for the record type.

I. Construction Plan Requirements

Plans must be prepared using the City of San Diego Construction Plan Template See [DS-3179](#) template, available Online. Minimum plan submittal requirement must include the following:

- A. Fully dimensioned set of plans
- B. Address and legal description of property (i.e., lot number, block number, subdivision name, map number and assessors parcel number)
- C. Property owner's name
- D. North arrow
- E. Curb and gutter location
- F. Curb-to-property line distance
- G. Existing and proposed sidewalk (if any), dimensioned
- H. Front and side property lines, dimensioned
- I. Location and width of existing and proposed driveway(s)
- J. Existing Utilities (Pipes, Hand holes, vaults, valves,..etc) including but not limited to Water, Sewer, Storm Drain pipes

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- K. Existing Landscape/Non-standard improvements in the parkway (if any). Provide a copy of the previously recorded Encroachment Maintenance and Removal Agreements (EMRA) for previously approved encroachments or for Non-standard Improvements
- L. For new or expanded width residential driveways, provide the following:
 - 1. Existing and proposed structures on-site
 - 2. Length and width of off-street parking area
 - 3. Distance from side property lines to proposed driveways
 - 4. Alley width (if any)

See [Figure 1](#)

II. Installation Standards

All standard public right-of-way improvements must be installed in accordance with the approved plans and consistent with the latest edition of the San Diego Regional Standard Drawings and Standard Specifications for Public Works Construction. Please refer to the [City of San Diego Standard Drawings](#).

III. Approvals

All improvements in the Right-of-Way require review and approval. A Traffic Control Permit (TCP) may also be required in addition to the Right-of-Way Permit for traffic control. A separate fee is assessed for a TCP. For more information, see [Information Bulletin 177, "How to Obtain a Public Right-of-Way Permit for Traffic Control"](#) and visit the following [link](#).

IV. Permit Fees

Permit¹ and inspection fees are paid at the time the permit is issued. See [Information Bulletin 502, "Fee Schedule, Construction Permits - Grading and Public Right of Way"](#) for a list of the required fees.

¹An additional hourly fee will be assessed to projects for which comments have not been completely addressed by the third review cycle.

Reference Table

- [San Diego Municipal Code §142.0560\(j\)](#)
- [San Diego Municipal Code §129.0702](#)
- [San Diego Regional Standard Drawings](#) (Regional Standard Drawings)
- [Construction Permits – Grading and Public Right-of-Way](#) (Land Development Manual)
- [How to Obtain a Permit for Water, Sewer or Fire Service](#) (IB-166)
- [How to Obtain a Permit for Traffic Control](#) (IB-177)
- [Fee Schedule, Construction Permits – Grading and Right-of-Way](#) (IB-502)
- [City of San Diego Construction Plan](#) (Form DS-3179)
- [Forms & Publications](#)

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