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

INFORMATION BULLETIN
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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 extraordinary/special services for which fees are collected. The following sections of this Bulletin describe when fees are collected and where in the process they are collected.

The Development Services Department (DSD) offers online payments for your convenience. Payment may also be made in person by cash, check, or credit card. Checks should be made payable to "City Treasurer." Credit card payments may be made in person or online at the "City Treasurer." Please review the system generated invoice for actual amount prior to issuing any payment to DSD.

Plan check fees and some administrative fees are non-refundable. For additional refund information, See the Refund Policy noted within Refund Application Form DS-315.

II. Plan Review Fees

1. **Minor Public Right-of-Way Permits**
   Fees for Minor Public Right-of-Way Permits that qualify for a rapid review process per Information Bulletin 585-100, "How to Obtain a Public Right-of-Way Permit for Minor Public Improvements." *The fees at the initial setup are calculated and associated with Table 502-A - Construction Permit Plan Check and are due at the initial setup for the plan check.*

   Encroachment Agreement (only)..... $1,160

2. **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 that must be paid prior to subsequent reviews or project approval.

   An additional hourly fee will be assessed for projects whose 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 inspected by the Telecom and Utility Division (T&U). Field Inspection Team (FIT). Inspection fees/deposits are collected during permit issuance.

1. **Inspection Fees**
   An inspection fee may be charged instead of an inspection deposit for standard public improvements constructed by the Regional Standard Drawings and shown on construction plans such as, but not limited to, the installation, replacement, or removal of driveways, sidewalks, curb ramps, curb and gutter, pedestrian ramps, and other similar improvements of undeveloped utilities, and street paving operations. This fee includes the pre-construction meeting, mark out, interpretational coordination, construction stormwater Best Management Practices (BMP), traffic control, demolition, excavations, form, installation, concrete pour, restoration, and final/close out. Services conducted by Engineering and Capital Projects (E&CP) are charged separately and shown below in Other Fees Section II.

   DSD ROW, Minor (1)
   - Linear projects (0 to 300 LF).....$2,176 total
   - Linear projects (301 to 750 LF).....$3,808 total
   - Linear projects (751 LF and above).....Add $1,088 to each additional 750 LF above Item 3.
   - Mar. utility (5).....$1,760 each

   2. Examples:
   - Telecom linear project supervision (1).....$2,176
   - Telecom linear project supervision (2) (including street restoration limits) = $2,176
   - Telecom linear project supervision (3) (including street restoration limits) = $3,808
   - Telecom linear project supervision (4) (including street restoration limits) $3,808+ $1,088 = $4,896
   - Telecom linear project supervision (5) (including street restoration limits) = $3,808 +$1,088 x 2 = $5,984
   - Single-family development within 300 LF (sig. curb, gutter, sidewalk, driveway, water service, sewer lateral, gas service, including street restoration limits) = $2,176 +$1,760 = $3,936 (1 ROW)
   - Mixed use / multi-family development within 450 LF (sig. curb, gutter, sidewalk, driveways, curb outlet, ADA curb ramps, 5 water laterals, 2 sewer laterals, 1 storm drain lateral, 2 gas service laterals, including street restoration limits) = $3,808 + $1,760 (1 ROW) and (450 – 300 = 150 LF)

   Larger scaled projects may need to be converted to being submitted as a deposit account (See A. Inspection Deposits below).

2. **Inspection Deposits**
   Prior to the pre-construction meeting, identifies the inspection deposit amount required at permit issuance. The inspection deposit is established from the approved construction cost estimate of the public right-of-way improvements 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. 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 is responsible for the payment of the inspection deposit. Upon completion of the work, the Financially Responsible Party receives a 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.

   a. After Hours Inspections
   Upon request, and subject to the project site, after hours inspections may be required. If needed, inspections may occur before 7 a.m. or after 6 p.m., Monday through Friday, and in some instances, the weekends. An approved Traffic Control Permit will provide the dates and times authorized for after hours construction. Customers should provide 72 hours advance notice when requesting an after hours inspection. They will respond to all requests within 24 hours or sooner.

   All fees must be paid below scheduling an after hours inspection. If customers have questions about scheduling after hours inspections, contact 619-557-4 or 619-446-5345 or FIT.DSD@sandiego.gov.

   b. Private Grading
   Private grading permits are required when proposing to obtain a grading permit on private property where building construction is proposed. Private grading involves grading review, so plan check fees are due at the time of project submittal. These fees are verified during project review and updated accordingly per SF-300 ...

   Private Grading (up to 5 shares).....$4,922
   Increment Rate (for shares over 5).....$725

   c. Sidewalk Cafe Fee
   This fee is charged upon the submittal of a sidewalk cafe with only fewer standing tables and chairs within four feet, six inches of the building façade.

   Sidewalk Cafe ROW Permit (P).....$1,525

   This fee is charged upon permit issuance of a sidewalk cafe:
   - DSD ROW, Minor.....$2,176
   - Increment Rate (first 2 shares).....$1,632
   - Increment Rate (for shed over 3).....$1,088

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.

1. **General Plan Maintenance Fee**
   A fee is charged at permit issuance 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.....$548

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

   Mapping Fee.....$ 815

3. **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, Engineering & Capital Projects Inspection Fees).

   Fee Collection – Other Agency/Department.....$14

4. **Recording Fee for Mapping Submittals**
   This fee is charged upon submitting final mapping documents for recordation with the County Recorder.

   Recordation Fee for Mapping Submittals.....$870

5. **County Recording Fees**
   These fees are charged at permit issuance to cover the cost charged by the County at the time of recordation. See the County Recorder/County Clerk Fee Schedule. ...

6. **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 remediation, 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
   - Cost Estimate over $500,000.....$5,446

   Special Inspection
   Upon request, a reduced review period can be accomplished by paying an Express Plan Check Administration Fee of $652 plus 1.5 times the regular plan check fee (or 1.5 times the hourly rate, when applicable).

   Street Damage Fee
   A Street Damage Fee may be assessed to partially recover the increased repairing and reconstruction costs incurred by the City attributed to the wear and tear on streets caused by the use of the City's streets in connection with the construction of the project. The fee is based on and is calculated by the revenue during the project review. The fees are calculated consulting the history of the projects and evaluation as detailed in the Street Preservation Ordinance. The fees are calculated on a project by project basis and are dependent on the means and methods proposed for the project design. These fees are collected at permit issuance.

   Naming or Renaming of Public Streets or Other Public Rights of Way
   Per Section 62.0202 of the Municipal Code, the City Council may name or rename public streets and other rights of way, which includes private streets, private driveways, non-dedicated roads on City property, and private alleys. A separate fee will be assessed for this service. *Note: Street name changes that do not qualify as a Process 2 approval per SDMC §125.0240 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 SF-300 ...

7. **Deviations from Standard**
   During the course of technical reviews, if it is determined that the proposed improvements cannot meet standards, a Deviation from Standards approval must be obtained. This may be requested by completing the Deviations from Standard Form and paying the non-refundable fee due at permit issuance.

   Deviations from Standard (per form).....$1,037.26

V. Other Fees

1. **Application 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 request 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.....$145

2. **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 the Application for an Extension of Time for Grading/Right-of-Way Permits (Form DS-318). ...

   Permit Extension.....$278.86

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

   Partial Bond Release.....$580

4. **Construction Change Fee**
   An hourly plan check fee per discipline will be assessed and billed when the construction change is placed into review. Additional plan check fees will be assessed for any time spent on project.

5. **Stormwater High Priority & Area of Special Biological Significance (ASBS) Inspection Fee**
   The Regional Water Quality Control Board requires weekly or biweekly Stormwater inspections on large projects in close proximity to sensitive biological water resources. During plan review, all projects are classified as ASBS, High, Medium, or Low Priority according to their proximity to sensitive water resources. The Stormwater Inspection Fee is based on the number of hours required for additional inspections. This fee covers the first four (4) Stormwater inspections performed beyond normal inspections. If more than four (4) additional Stormwater inspections are required, additional Stormwater Inspection fees will be assessed by inspector staff.

   Storm Water Inspections (Up to four).....$1,088
   Each Additional Inspection.....$272

6. **Traffic Control Permit**
   A separate Public Right of Way Permit for Traffic Control is required. Except traffic control provided as part of D-permits, the plan check and inspection fees for this approval are contained in B-117. "How to Obtain a Permit for Traffic Control."

7. **Warrantee Excavation Waiver Form**
   This fee is charged at permit issuance for the "Waiving Warrantee Water Beyond" to cover the costs of reviewing and validating the Warrantee Excavation Waiver Request, and Documenting the "Excavation Warrantee Waiver" request form. This ensures the request does not conflict with other permits or city projects. The fee also supports thorough coordination and record-keeping for the waiver process.

   Excavation Warrantee Waiver.....$ 206

8. **Hourly Rates for Services Not Covered Above**
   1. Development Services:
      - All hourly rates for all disciplines within DSD are.....$148
      - DSD FIGHT inspection after hours.....$217.50
   2. Engineering and Capital Projects (E&CP):
      - E&CP Inspection.....$116
      - E&CP Inspection after hours.....$174
      - E&CP Materials Lab.....$88
      - E&CP Surveys.....$148
      - E&CP Supervisor.....$124

Table 502A - Construction Permit Plan Check

Grading Plan	Plan Check	Deposit/Fee
Grading & Right-of-Way Permit, D-Sheet		
	Up to 5 sheets	$12,710
	per sheet over 5	$1,015
Grading Permit, D-Sheet		
	Up to 5 sheets	$10,083
	per sheet over 5	$1,015
Grading Permit, Construction Plan, Large Format Only for: 1. **Site Reconnaissance** 2. **Reorganization / Site Restoration**		
	Up to 5 sheets	$5,258
	per sheet over 5	$257
Right-of-Way Permit, Construction Plan, Large Format		
	Up to 5 sheets	$6,673
	per sheet over 5	$507
Traffic Control Construction Plan Small 11x17	Between 1 to 5 pages	$290
	Per sheet over 5 pages	$72
Traffic Control Construction Plan Large 24x18	Between 1 to 5 pages	$725
	Per sheet over 4 pages	$72
Right-of-Way Permit, Construction Plan, Small Format	Up to 5 sheets	$1,747
	Per sheet over 2	$290
Right-of-Way Permit, D-Sheet	Up to 5 sheets	$8,559
	Per sheet over 3	$1,015
Specialty Items - An additional fee will be assessed when the right-of-way plans include any items below.		
Agreement, Deferred Improvement	Each	$2,178
Agreement, Subdivision Improvement	Each	$3,917
	Up to 5 sheets	$4,279
Bridge	per sheet over 5	$940
	Up to 3 sheets	$2,037
Traffic Control (on a D-Sheet)	each add'l sheet	$580
Traffic Signal, Simple[1]	per intersection	$870
Traffic Signal, Standard[2]	per intersection	$2,756
Traffic Signal, Complex[3]	per intersection	$5,077

Tie-bid fee 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 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 video detection, or other similar minor modifications. The proposed location has no existing sidewalk, curb and gutter, or other improvements, no issues, conflicts, or concerns as determined by the inspection forming initial review may determine traffic signal review requires standard 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 that requires minor modifications to existing infrastructure such as curb and gutter, or other improvements as part of a new location. The proposed location has existing sidewalk, curb and gutter, but no other improvements, or the proposed location is a right-of-way width of at least 70 feet; the proposed location has an existing sidewalk, curb and gutter; 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. has more than four approaches or skewed/offset approaches; involves impacts to transit (ex. including trolley, Amtrak/Caltrain, or cargo trains, buses); there are visibility issues due to horizontal/vertical curvature; changes to pole numbering, relocation of poles, or installation of new poles; requires coordination with other jurisdictions; requires coordination with other jurisdictions; involves 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 inspection forming initial review may determine this complex review.

Table 502B Technical Report - An additional fee for the time below will be assessed.

Technical Report	Plan Check	Deposit/Fee
Drainage Study - Commercial/Industrial/MDU	Each	$2,531
Drainage Study - SDU	Each	$1,741
Drainage Study - Subdivision	Each	$4,352
Geotechnical Study	Each	$1,106
Lighting Study	Each	$1,530
Sewer Study	Up to 25 Page	$2,466
Sewer Study	Per page over 25	$72
Stormwater Pollution Prevention Plan (SWPPP)	Each	$1,071
Stormwater Quality Management Plan, Standard Dev	Each	$3,086
Stormwater Quality Management Plan, Priority Dev	Each	$5,048
Water Pollution Control Plan, Minor per DS-570	Each	$725
Water Pollution Control Plan	Each	$1,305
Water Study	Up to 25 Page	$2,466
Water Study	Per page over 25	$72

Table 502C - Mapping Action Fees

Mapping Action	Plan Check	Deposit/Fee
Certificate of Compliance	Each	$1,741
Certificate of Correction (Maximum fee calculated at 12 additional sheets)	1-2 sheets	$798 $362
Certificate of Correction	Over 12 pages	$2,466
Easement Convenient Of	Per Deed	$3,119 $1,015
Easement Dedication – Single Type	1-2 sheets	$2,576 $798
Easement Dedication – Such Additional Type	1-3 sheets	$2,466 $798
Final map	1-3 sheets	$5,222 $870
Final Map with Improvements	1-3 sheets	$5,948 $1,305
Lot Line Adjustment PLAT (with structures)	1-3 sheets	$5,440 $1,015
Lot Line Adjustment PLAT (without structures)	1-3 sheets	$4,279 $870
Lot Tie Agreement	Each	$1,378 $1,378
Monumentation Fee	Each	$1,305 $1,305
Parcel Map—LLA (with structures)	1-3 sheets	$4,570 $870
Parcel Map—LLA (w/ structures)	1-3 sheets	$3,095 $725
Parcel Map - Subdivision (without improvements)	1-3 sheets	$5,077 $1,015
Parcel Map - Subdivision (with improvements)	1-3 sheets	$5,513 $1,305
Public Right-of-Way Dedication	First sheet	$3,336 $725
Reversion to Acreage	1-3 sheets	$3,191 $870

Table 502D - Inspection Deposit

Construction Cost Estimate	Inspection Deposit	Construction Cost Estimate	Inspection Deposit
$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	$10,000	4% of amount over $100,000	$6,000
$250,001 and over	$25,000	4% of amount over $250,000	$10,000

VII. References

- Project Submittal Manual (Project Submittal Manual)
- Deposit Account/Financially Responsible Party (SF-300)
- How to Obtain a Public Right-of-Way Permit for Minor Public Improvements (IB-585)
- How to Obtain a Permit for Traffic Control (B-117)
- 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-318)
- Application Extension Requests for Grading/Right-of-Way and Mapping Projects (SF-318)
- Minor Water Pollution Control Plan (DS-570)
- Refund Application (DS-315)
- How to Obtain a Permit for Private Grading (IB-509)
- How to Obtain a Public Right-of-Way Permit for Traffic Control (B-117)
- Submittal Requirements and Procedures Small Cell Wireless Communication Facilities (IB-545)

VIII. Previous Versions of this Information Bulletin

This section contains previous versions of this Information Bulletin by the last day they were effective.

- 2019-10-24 (IB-502) (PDF)
- 2019-06-21 (IB-502) (PDF)
- 2019-06-21 - IB-502 (PDF)

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