

2.3 Fire Protection Plan – Letter Report Outline

The Fire Protection Plan (FPP) – **Letter Report** is for project applicants who are processing minor projects that have little to no anticipated risk of loss, injury or death involving wildland fires. Discretionary permits that may qualify for a FPP – Letter Report include projects that are located within the State Responsibility Areas and are “infill” projects with virtually no wildlands in the immediate vicinity. The FPP – Letter Report may be prepared by the applicant or the applicant’s representative, instead of a fire consultant. However, the applicant may employ the services of a fire consultant to prepare a Letter Report FPP. The Letter Report FPP preparer does not have to be on the County’s approved list of consultants.

If upon review of the completed FPP - Letter Report, the County determines that code issues are unresolved or inadequately addressed or the project cannot comply with required conditions that are specified in the “Project Exposure to Wildland Fires” section below, the project does not qualify for a FPP – Letter Report, and a FPP – Full Report will be required. The Full FPP Report must be prepared by a consultant currently approved by the County for such reports, and must follow the prescribed format.

The FPP – Letter Report must be written in the following format. Guidance on how to complete certain sections of the report is shown in (*italics*). Questions on how to complete the form can be directed to the San Diego County Fire Authority at (858) 974-5999.

(Date)

County of San Diego
Planning & Development Services
5510 Overland Ave., Suite 321
San Diego, CA 92123

(Local Fire Agency/District Having Jurisdiction)
(Address)
(City, State, Zip)

SUBJECT: FIRE PROTECTION PLAN – LETTER REPORT
(Project Common Name)
(Project Application Number – e.g. TPM #####)
(Assessor Parcel Numbers e.g. ###-###-##-00)

This Fire Protection Plan (FPP) – Letter Report is submitted pursuant to the County Fire Code and County Consolidated Fire Code, to address the adverse environmental effects that a proposed project may have from wildland fire and to provide mitigation of those impacts to ensure that the project does not expose people or structures to a significant risk of loss, injury or death involving wildland fires.

PROJECT DESCRIPTION

(Briefly describe the project being proposed – acreage, parcel size range (e.g. “24.5 acre parcel in A-72 zone divided into four 4.0 to 6.5 acre residential lots”)

ENVIRONMENTAL SETTING

1. **Location:** *(give the community where the project is located [e.g. Fallbrook] and describe the character of the area that surrounds the subject property, i.e. how it is currently developed)*
2. **Topography:** *(generally identify the terrain of the site and adjacent properties (e.g. land is generally flat immediately off Access Street for 100 yards followed by rolling hills. Unusually high steep terrain can be found in the northwestern corner of the site and beyond)*
3. **Geology:** *(describe any geological features that might affect access roads or building pad design, or increase or reduce wildfire potential on the site.)*
4. **Flammable Vegetation:** *(discuss the type and density of vegetation – this information is typically available in the project Biology Report. If a Biology Report is not required for your project, generally describe the types of plants that are found on the property and the density of vegetation.)*
5. **Climate:** *(identify general climate and seasonal events – e.g. “coastal or west sloping valley or mountainous or desert climate – subject to Santa Ana wind events, flash flooding”, etc.)*

PROJECT EXPOSURE TO WILDLAND FIRES

1. **Water Supply:** *(Describe how water is going to be supplied to the project. NOTE: If the project is outside the boundaries of a water district, include the following language in this section of the FPP – Letter Report: “All proposed structures shall have a water tank, with size, location and fire department connection (FDC) consistent with the County and Consolidated Fire Code.”*

If the project is inside the boundaries of a water district, a copy of the Service Availability Form for water must be attached to this FPP – Letter Report. Furthermore, include the following language in this section of the FPP – Letter Report: “Hydrants shall be located along fire access roadways as determined by the Fire Marshal to meet operational needs, at intersections, at cul-de-sacs, and at intervals pursuant to the County and Consolidated Fire Code. Required fireflow in water main is 2,500 gallons per minute.

2. Fire Access Roads

Location. *(Describe the location of all access roads and the number of parcels that will access each road, include development pads and driveways). Explain how the primary access road complies with the distance thresholds specified under the County Fire Code and County Consolidated Fire Code.*

Width: *(Describe the width of all access roads. NOTE: All fire access roads including driveways must be improved to a minimum 16' width all-weather surface suitable for travel by 75,000 lb. fire apparatus. Fire access roads serving more than two single-family dwellings shall be a minimum 24' wide with all-weather surface suitable for travel by 75,000 lb. fire apparatus.*

Vertical Clearance: *(Include a statement that "minimum vertical clearance of 13 feet 6 inches must be maintained for the entire required width of fire access roads".)*

Grade: *(Describe the maximum grade in percent for the roads and driveways. NOTE: Grades greater than 15% are not permitted without mitigation; grades greater than 20% are prohibited.)*

Surface: *(Describe the surface improvements for all roads and driveways. Be specific rather than quoting this entire code section).*

3. **Setback from Property Lines:** *(The minimum setback from any property line in high hazard areas is 30 feet (even though Zoning Setback may be less). Exceptions may be allowed if parcels are smaller than one acre, upon review and approval from the FAHJ and County. Minimum setback from property lines abutting national forests, open space preserves, and designated riparian areas is 100 feet. The applicable statement must appear in this section, and any such forest, preserve or riparian areas must be identified.)*
4. **Building Construction:** *(The Report must include the following statement: "All structures shall comply with the ignition-resistive construction requirements: Wildland-Urban Interface areas of Chapter 7A of the County Building Code.")*
5. **Fire Protection Systems:** *(The Report must include the following statement: "All habitable structures and shall have automatic fire sprinklers per County Code or County Consolidated Code requirements.")*
6. **Defensible Space:** *(The Report must include the following statement: "A minimum 100-foot Fuel Management Zone will be established and maintained around all structures over 250 square feet in size. No off-site clearing is required or authorized.")*
7. **Vegetation Management:** *(The Report must include the following statement: "Prescribed Defensible Space (fuel management zones) will be maintained by the property owners at least annually or more often as needed. Boundaries of fuel*

management zones will be clearly and permanently marked. Plants used in the Defensible Space will be from an approved fire resistant planting materials list that is maintained by County of San Diego, Planning & Development Services.”)

8. **Fire Behavior Computer Modeling:** Based on preliminary evaluation by the County Fire Marshal, Computer Fire Behavior Modeling is not required for this **FPP – Letter Report**-(Note: Contact the Fire Authority Having Jurisdiction [FAHJ] to confirm).

Prepared By (Signature) ¹	Date	Printed Name	Title
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Property Owner (Signature) ¹	Date	Printed Name
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¹ The FPP – Letter Report will not be accepted without original signatures.