

**COUNTY OF SAN DIEGO, CALIFORNIA**  
**BOARD OF SUPERVISORS POLICY**

**Subject**

Expediting Permit Processing for Residential Drug and Alcohol Treatment/Recovery Facilities

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**Purpose**

To reduce the time required to process permit applications for the establishment and operation of residential drug and alcohol treatment/recovery facilities.

**Background**

Residential drug and alcohol treatment/recovery facilities are needed as part of the County's comprehensive program to alleviate problems caused by substance abuse. Proposals to locate such facilities in certain areas may require obtaining approval of a major use permit. The process to obtain a major use permit is established by the Zoning Ordinance (Section 7350 through Section 7399). Other permits and clearances may also be required before such a facility can begin operation. To help meet the need for residential drug and alcohol treatment/recovery facilities in the shortest possible time, the following policy and procedure are adopted to expedite the processing of required permit applications.

**Policy**

It is the policy of the Board of Supervisors that:

The County shall expedite the processing of permits and other clearances required by the County prior to the establishment and operation of residential drug and alcohol treatment/recovery facilities.

**Procedure**

1. An applicant seeking an expedited permit process for the establishment and operation of a residential drug or alcohol treatment/recovery project shall submit a written request to the Department of Health Services (DHS). The request shall include all of the following:
  - a. Documentation that the facility will provide residential drug and alcohol treatment/recovery facilities through a legally enforceable contract;
  - b. A summary of funding requirements; and
  - c. A proposed timeline and summary of all critical dates associated with project approval and funding (if applicable).
  
2. DHS shall review requests to determine if a proposed development will provide residential drug and alcohol treatment/recovery facilities as described above, and will

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convey its determination to the applicant and the Department of Planning & Development Services (PDS).

3. After receiving a determination from DHS that a proposed development will provide residential drug and alcohol treatment/recovery facilities, a PDS project manager shall be assigned to the project.

4. The PDS project manager shall evaluate the requested expedited permit process timeline and determine if the request is achievable. The PDS project manager shall prepare and authorize a project review schedule that incorporates reasonable expedited permit processing requests. The approved project review schedule shall identify the obligations of the applicant and the PDS staff assigned to the project. The approved project review schedule shall reference applicable federal, state, and local requirements associated with the permit process.

5. The PDS project manager will distribute an expedited project review schedule to the applicant.

6. Whenever the review time indicated in the expedited project review schedule is exceeded, the PDS project manager will contact the applicant. Subsequently, within the means and within the reasonable use of discretion by PDS, the PDS project manager will:

- a. Contact appropriate persons who may assist in facilitating the project; and
- b. If necessary, authorize a revised expedited project review schedule.

**Sunset Date**

This policy will be reviewed for continuance by December 31, 2022.

**Board Action**

01-30-91 (9)  
04-04-95 (28)  
08-07-02 (5)  
06-25-08 (12)  
12-09-08 (33)  
09-25-12 (11)  
12-16-15 (8)

**CAO Reference**

1. Department of Planning & Development Services
2. Department of Health Services