



WHAT IS CENTERLINE REVIEW?

A Centerline Review is a review process required for some types of development to ensure adequate public right-of-way and infrastructure is available based on the scope of the project. This process is usually tied to a Building Permit, but it can be initiated prior to a Building Permit if identified through a Site Plan Permit, Administrative Permit, or another discretionary permit. The San Diego County [Centerline Ordinance](#) sets requirements for right-of-way, street improvement standards, and setbacks.

The Centerline Review is performed by the Department of Planning & Development Services (PDS) and on behalf of the Department of Public Works (DPW). The Building Division will identify whether a Centerline Review is required during the plan check submittal process, and the application will be processed through the Land Development Division. Once the review is complete, Land Development will issue a letter (referred to as a Centerline Referral Letter) identifying the required public road improvements or right-of-way dedications (if any). If improvements are required, the customer must process an Improvement Plan Permit or Construction Permit for the work. The Building Plan process can occur concurrently, but the Building Permit cannot be issued until all required Centerline permits are issued. Additionally, occupancy cannot be issued for the building until all conditions of the Centerline Referral Letter are satisfied, including completion of improvements and road dedications, if required. The Land Development Counter will stamp the building plans once evidence of completion of the Centerline Referral Conditions are provided.

PDS is committed to helping customers navigate the centerline review process and ensuring customer satisfaction. When issues arise, applicants can request a [Project Issue Resolution](#) (PIR) Conference at any time in the process to discuss issues with Executive Management and County project staff.

WHEN DO YOU NEED A CENTERLINE REVIEW?

The San Diego County Centerline Ordinance contains criteria on what types of activities require a Centerline Review. A summary of these scenarios is listed below:

- New construction on property in a commercial zone
- New construction on property in a manufacturing zone
- New construction on property in a multi-family zone
- The alteration of an existing building or accessory structure or the construction or erection of one or more buildings or accessory structures on the same property where the total value of the work to be completed within any one-year period exceed one-half of the current market value of all existing structures on that property and the alteration of any existing building on the property will result in a "change of use" or "change of occupancy" as those terms are used in the County Building Code.

In some circumstances, Section 51.305 of the Centerline Ordinance exempts specific work from requiring a centerline review. The following is a summary of activities that are exempt from the Centerline Ordinance:

- A one-family or two-family dwelling unit and any structure accessory to the dwelling unit.
- The alteration of an existing building or accessory structure or the construction or erection of one or more buildings or accessory structures on the same property where the total value of the work to be completed within any one-year period will not exceed one-half of the current market value of all existing structures on that property and the alteration of any existing building on the property will not result in a "change of use" or "change of occupancy" as those terms are used in the County Building Code.
- An outdoor sign or other advertising display.
- An agricultural building.
- An oil well.

Land Use Regulation on Tribal Reservation Fee Lands – County regulatory authority and ordinances do not apply to Tribal Reservation Fee Lands. Therefore, although not subject to County Centerline Ordinance, the County Department of Public Works (DPW) Director is delegated authority in the County Code to condition encroachment permits to protect public road right-of-way. A Public Road Improvement Plan along with a Special Conditions Agreement detailing the performance and obligations for completion of improvements must be submitted and reviewed by County staff to allow the necessary right-of-way permits to be issued to construct and inspect any work performed within County public right-of-way.



To determine if your project requires a Centerline Review or qualifies for one of the exemptions listed above, please contact our Building Services Division at (858) 565-5920 or toll-free (888) 336-7553.

APPLICABLE ORDINANCES

In addition to the Centerline Ordinance, there are several other ordinances that a proposed project may need to comply with. Below is a list and link to some of the common ordinances that may apply:

- ➔ [Zoning Ordinance](#)
- ➔ [Landscape Ordinance](#)
- ➔ [California Building Code](#)
- ➔ [Grading Ordinance](#)
- ➔ [County Fire Code](#)

In addition to the Ordinances listed above, the proposed project must conform with adopted County design manuals and standards. The most common design manuals and standards are listed below:

- ➔ [Public Road Standards](#)
- ➔ [San Diego County DPW Design Standard Drawings](#)
- ➔ [San Diego Area Regional Standard Drawings](#)
- ➔ [County Hydrology Manual](#)
- ➔ [County Hydraulic Design Manual](#)

OTHER JURISDICTIONS & DEPARTMENTS

For the completion of any required improvements or right-of-way dedications, coordination with various departments may be required, depending upon the proposed project and potential impacts. Depending upon the specifics of the project, outside agency approval can also be required. Some examples of other departments and jurisdictions that may be involved in the permit process include:

Internal:

- ➔ The Department of Public Works: Private Development Construction Inspection, Field Operations, Materials Lab, Traffic Engineering, Watershed Protection, and Capital Improvement Program (CIP) Divisions.
- ➔ Department of General Services

External:

- ➔ Local Fire District
- ➔ CalTrans



HOW DO I SUBMIT A CENTERLINE REVIEW APPLICATION?





Centerline Review

application user guide

County of San Diego, Planning & Development Services | October 11, 2022

submittal requirements

SUBMITTAL REQUIREMENT'S INTRODUCTION

The tables below indicate the forms and deposits that must be submitted for a Centerline application ([PDS-811](#)). Please review this information and complete and submit the submittal checklist and required documents listed below.

For in-person submittals, please bring the completed checklist, all completed forms and application materials, and a check for the correct amount Land Development Counter located at 5510 Overland Avenue, Suite 110 (First Floor). Applications can be submitted Monday – Friday from 8:00 a.m. to 11:45 a.m. and 12:30 p.m. to 4:00 p.m. (Except County Holidays).

PDS is happy to assist you with any questions you may have on this process. Please call our Land Development Counter at (858) 694-2055 with any questions.

PART 1: FORMS

Please complete a Centerline Application ([PDS-811](#)) form with all information completed. Please also complete an Application Deposit Acknowledgement and Agreement ([PDS-126](#)) form. A link to these forms is included in part 3.

PART 2: FEE AND DEPOSIT SCHEDULE

The deposit required for Centerline Review application is shown below. A copy of our complete fee ordinance can be found [here](#).

Item		Fee/Deposit
Centerline Review Application	\$1,660	Deposit

- ➡ Deposit accounts are charged based on the time staff spends reviewing the project. Depending upon the staff time needed to review the project, an additional deposit may be required.

PART 3: CENTERLINE REVIEW APPLICATION SUBMITTAL CHECKLIST

For an application to be accepted, the forms and documents listed in part one (forms) must be submitted along with the required deposit or fee listed in part 2 (fee and deposit schedule). Please place a checkmark in each form being submitted and bring this page with you when you submit your application.

Type of application being submitted: _____

- Centerline Application ([PDS-811](#))
- Application Deposit Acknowledgement and Agreement ([PDS-126](#))
- 3 Plot Plans (24" x 36") with proposed Frontage
- Deposit: _____
- USB Drive Containing PDF of each document listed in this checklist



County of San Diego, Planning & Development Services
PERMIT APPLICATION
LAND DEVELOPMENT DIVISION

RECORD ID# _____

PROJECT SITE INFORMATION

Project Site Address: _____

Assessor Parcel Number(s): _____

Legal Description: _____

Ex: (Portion of : Lot. No. : Map No. : ETC)

APPLICANT/CONTACT INFORMATION:

Owner on Application: _____

Mailing Address: _____

E-mail: _____ Phone: _____

Permittee Name: _____

Mailing Address: _____

E-mail: _____ Phone: _____

Engineer-of-Work _____ RCE# _____

Mailing Address: _____

E-mail: _____ Phone: _____

Soils Engineer: _____ RCE# _____

Mailing Address: _____

E-mail: _____ Phone: _____

PROJECT INFORMATION:

Yes No Project contains or is for Affordable housing (if yes, make sure to complete [PDS-336](#))

Yes No Project is a grading violation (if yes, you will need to have Code compliance stamp the plans prior to submittal)

Yes No Site Plan Exemption/Waiver, if yes record ID# _____

Yes No LD Initial Consultation, if yes record ID# _____

Proposed use of site: _____

Other permits associated with this permit: _____



PLEASE CHECK ONE OF THE FOLLOWING PERMIT APPLICATION TYPES:

Grading Plan		
Major Grading (sect. 87.208)	# Of Units: _____	Proposed Grading Quantity (All Grading Types) CY CUT: _____ CY FILL: _____ CY IMPORT: _____ CY EXPORT: _____
Minor Grading (sect. 87.206)	# Of Units: _____	
Agricultural Grading (sect. 87.205)		
Stockpile Grading (sect. 87.218)		
Watercourse Grading (sect. 87.603)		

Improvement Plan		
Major Improvement Plan	Minor Improvement Plan	Public Improvement Plan

Plan Changes/Record Plan/Permit Extensions		
Plan Change	Record Plan	Extensions/New Record

The following is in conjunction with a Building Permit		
Centerline Review –	Commercial/Industrial Improvement	Multi-Family Residential Improvement
Priority Development Project – PDP SWQMP	Other: _____	

I hereby agree to provide the indemnification as required by Chapter 2 of Division 6 of Title 8 of the San Diego County Code. I hereby acknowledge that I have read the application and state the information I have provided is correct and agree to comply with all County Ordinances and State Regulations regarding excavating and grading and the provisions and conditions of any permit issued pursuant to this application. "I declare under penalty of perjury under the laws of the State of California that the statements made herein are true and correct."

Signature of Owner/Agent

Date

AN IRS W-9 MAY BE REQUIRED PRIOR TO ISSUANCE OF A GRADING PERMIT



County of San Diego, Planning & Development Services

**APPLICATION DEPOSIT
ACKNOWLEDGEMENT AND AGREEMENT**
SUPPORT SERVICES DIVISION

Do you already have an existing active Trust Account with PDS/DPW for the same site/application/project: Yes No

This can be through a Use Permit, Site Plan, TM, GP, or other Discretionary approval. Grading permits associated with a site that has a Discretionary permit in place should be tied to that trust account.

Are we linking this site/application/project to the existing Trust Account: Yes No

If the existing Discretionary permit has been approved it should still be tied to the work being done through this action for tracking purposes.

If linking, please provide existing Trust Account number:

No additional information is necessary. The rest of this form does not need to be completed.

If you do not know the trust account number but know the record associated with the Use Permit, Site Plan, TM, or GP, please indicate the discretionary permit number here:

INTRODUCTION

It is the policy of the County of San Diego to recover from applicants for land development approvals the full cost of processing such applications, including all time spent by County staff to review, comment, coordinate and communicate with applicants and the public on the processing of a proposed application. (See Board of Supervisors' Policy B-29: <http://www.sdcountry.ca.gov/cob/docs/policy/B-29.pdf>). For [application types](#) where processing costs vary substantially between individual applications, the County establishes a Trust Account to assure cost recovery. In such cases, an initial **deposit** is required, in an amount as set by ordinance to cover the estimated costs of the initial review (Scoping) of a project following intake of the application. In the event the estimated deposit is not sufficient to cover actual costs of the initial scoping, an additional deposit will be required. At the conclusion of scoping of the project (approximately 30 days after application), a refined project-specific estimate of total costs to process your application to completion, based upon a number of assumptions, will be provided with a complete listing of project specific issues, revisions, and studies required as deemed necessary for compliance with State and County codes and ordinances.

The cost associated with processing a discretionary permit with Planning & Development Services (PDS) varies widely depending on the type of entitlement being applied for and the complexity of the project. Estimates of processing costs for a variety of permit types have been identified based on historic data for recently completed projects. These summaries are available on the PDS website at <http://www.sandiegocounty.gov/content/dam/sdc/pds/zoning/formfields/PDS-PLN-369.pdf>. Actual cost may vary substantially from the ranges listed online due to project location, environmental issues, planning constraints, appeals or code/ordinance compliance. The applicant is required to pay all costs associated with application processing, regardless of the original estimate provided or historic costs. When the application and case closure process is complete, any remaining funds in the Trust Account will be refunded.

----- OFFICIAL USE ONLY -----

5510 OVERLAND AVE, SUITE 110, SAN DIEGO, CA 92123

For any questions, please contact us at:
Land Development: (858) 694-2055 • Zoning: (858) 694-8985 or PDSZoningPermitCounter@sdcounty.ca.gov
<http://www.sdcounty.ca.gov/pds>





County of San Diego, PDS, Support Services Division
APPLICATION DEPOSIT ACKNOWLEDGEMENT AND AGREEMENT

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AGREEMENT

The person named below as "Depositor" is herewith depositing, or has previously deposited with the County of San Diego the sum of \$ _____ for the initial review (Scoping) of the following application being filed with the County:

Said deposit and any subsequent deposits are made on behalf of the person, corporation or partnership named below as the "Financially Responsible Party". With reference to said application and deposits, Depositor and Financially Responsible Party hereby acknowledge and agree as follows:

1. Said initial deposit and any subsequent deposits shall be held by the County in an account under the name of Financially Responsible Party, and Financially Responsible Party shall be considered the owner of all funds in said account, and Depositor (if different from Financially Responsible Party) releases any interest in said funds. Except as provided below, any funds remaining in said account at the completion of work shall be refunded to the Financially Responsible Party at the address below. In the case that the Financially Responsible Party transfers ownership of the subject property and wishes to transfer responsibility of the Trust Account to the new owner, a Change of Financial Responsibility form must be completed to authorize transfer of ownership of funds in said account. The Financially Responsible Party may contact the Trust Account Customer Service Unit at: PDSDevDep@sdcounty.ca.gov or by calling (858) 694-2320 to request the form
2. All costs incurred by the County in processing said application, including overhead, whether within or over the amount of project-specific estimate provided at the conclusion of the initial Scoping of the project (typically 30 days), shall be paid by the Financially Responsible Party. This is the Financially Responsible Party's personal obligation and shall not be affected by sale or transfer of the property subject to the application, changes in Financially Responsible Party's business organization, or any other reason. As work proceeds on an application, actual County costs, as established by County Ordinance, will be recorded and invoiced against the deposit account. County is authorized to deduct such costs from said deposits at such times and in such amounts as County determines. The County may allow incremental deposit submittals by the Financially Responsible Party over the course of the project processing such as prior to each submittal, public review, and hearing(s), as applicable to the permit. "Costs incurred by the County" as identified in this paragraph may include costs for the services of an outside contractor. Where the County determines it is necessary to engage the services of an outside contractor or other County Departmental staff to assist with application processing, costs for such services are to be paid by the Financially Responsible Party in the same manner identified above. If the Financially Responsible Party withdraws an application not involving a violation of a County ordinance, County will cease processing of the application within one day and will proceed with the case closure process. The Financially Responsible Party is responsible for all case closure costs. Case closure costs will be minimized to the maximum extent practicable.
3. If it is determined that the estimated cost provided in the original cost estimate will not be adequate to cover all costs associated with application processing, the estimate will be refined, and additional monies may be required. County may make a written demand for additional deposit(s) and the Financially Responsible Party shall deposit with County such additional sums demanded within 14 days of the date of County's request. If Financially Responsible Party fails to deposit such additional sums within said period, County staff will cease work on said application until such funds have been deposited. If no deposit is received within 30 days, the County may forward said application to the appropriate decision-maker with a recommendation for denial. The application will not be finalized for hearing or decision until required deposits are paid in full. If at any point in the processing of the project, the deposit account becomes depleted, County staff shall stop work on the project until sufficient funds are restored. When the processing of the application is completed, any unused amount in deposit account will be refunded.
4. If the amount of costs incurred by County exceeds the amount of funds on deposit, and the Financially Responsible Party has failed to pay County sufficient funds to cover said deficit after demand, County may, in addition to ceasing work on said application, take any or all of the following actions:
 - a) cease work and refer the account to the County's collection agency;
 - b) commence suit or pursue any other legal or equitable remedies available to it.
5. If County commences suit to recover any deficit in processing costs, the party prevailing in such suit shall be entitled to recover as costs from the other party its costs of litigation, including reasonable attorneys' fees.

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**County of San Diego, PDS, Support Services Division
APPLICATION DEPOSIT ACKNOWLEDGEMENT AND AGREEMENT**

Continued

FINANCIALLY RESPONSIBLE PARTY

The information of the Financially Responsible Party provided below must be 100% accurate. All Developer Deposit customer statements and refund checks, if any, will be mailed to the name and address stated below.

If the information stated on this form is inconsistent with our system, then the Financially Responsible Party must clarify and correct before the application can be accepted.

If the Financially Responsible Party is a COMPANY or ORGANIZATION, please complete below (additional information may be required if an agent signed this form):

Company/Business/Trust Name: _____

If Attention/Care of/ Doing Business as: _____

Billing Address: _____

City: _____ State: _____ Zip Code: _____

Preferred Phone: _____ Alt. Phone: _____

Email: _____

If the Financially Responsible Party is an INDIVIDUAL, please complete below:

First Name: _____ MI: _____ Last Name: _____

Billing Address: _____

City: _____ State: _____ Zip Code: _____

Preferred Phone: _____ Alt. Phone: _____

Email: _____

I have read this form and understand all funds deposited into the Trust Account are owned by and any refund will be sent to the Financially Responsible Party (FINRESP) listed above. I understand and agree that the Financially Responsible Party is responsible for payment of all fees associated with this project including all hourly or other fees which may accrue during the review and/or post-issuance whether the permit is issued or whether the application is canceled or denied before the permit is issued.

Financially Responsible Party Name (Print): _____

Financially Responsible Party's Signature: _____ Date: _____

Did you know you can request access to your Trust Account online—which allows you to review charges, make deposits, and see your account balances—in real time? Please go to <http://www.sandiegocounty.gov/content/sdc/pds/AccelaUpdates.html> for additional instruction.

----- OFFICIAL USE ONLY -----				
Trust Account No.		-	-	
Associated Records:				
Associated Records:				

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**County of San Diego, PDS, Support Services Division
APPLICATION DEPOSIT ACKNOWLEDGEMENT AND AGREEMENT**

Continued

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Trust Account #

	-		-	
--	---	--	---	--

Reference Contact ID

Trust Account Type

Unique Identifier

The Trust Account shown above has been linked to the following Records ID(s):

Counter Staff: _____

Trust Account Types

	A	PDS	Cash Guarantees for Resource Management Plans		N	ALL	Future Use - Dept Trust Account Type
	B	PDS	Cash Guarantees for Model Homes		O	DEH	Hazardous Materials Division (HMD)
	C	PWS	Construction & Demolition Recycling		P	DPW	Cash guarantee for Prior-to-Occupancy
	D	ALL	DEH, PKS, PDS, PDS LD, PWR, PWW -- Trust Accounts		Q	DEH	Cash guarantee for Land & Water Quality Well Bond (LWQD Well Bond)
	E	DEH	Land & Water Quality (LWQD PP)		R	DPW	Cash guarantee for Right-Of-Way
	F	DPW	Cash guarantee for Future Improvements		S	DPW	Cash guarantee for SWMP Maintenance Agreement
	G	DPW	Cash guarantee for Grading		T	PDS	Cash guarantee for Misc. PDS Guarantees
	H	PDS	Cash guarantee for Health Care Trailers		U	DPW	Cash guarantee for Improvements Labor & Maintenance and Faithful Performance
	I	PDS	Cash Guarantees for Defense and Indemnity Agreement		V	DPW	Cash guarantee for Misc. DPW Guarantees
	J	DEH	Land & Water Quality Site Assessment Mitigation (LWQD SAM)		W	PDS	Cash guarantee for Lien Contract
	K	DEH	Community Health Division (CHD)		X	PDS	Cash guarantee for Restoration
	L	PDS	Cash Guarantees for Landscape / Re-Vegetation Plans		Y	ALL	Future Use - Dept Trust Account Type
	M	PDS	Cash Guarantees for Surface Mining and Inspection		Z	ALL	Future Use - Dept Trust Account Type

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County of San Diego, Planning & Development Services
FLASH DRIVE SUBMITTAL CHECKLIST
LAND DEVELOPMENT DIVISION

Project Name:

Record ID:

Instructions: Place a check mark next to the files included on the Flash Drive. The Flash Drive MUST include individual PDF files of all required documents, plans, and reports. ZIP files, encrypted or password protected are not allowed. The file name must follow the name in the File Naming Convention, unless otherwise noted. For questions, please contact your Land Development Project Manager, or the Land Development Counter at ldpermitcounter@sdcounty.ca.gov

File Naming Convention	Description
PDS-LD-Permit Application	Completed Application Form scanned into one PDF file
PDS-LD-Financially Responsible Party	PDS-126 signed
PDS-LD-Pre-screen Checklist	Completed Pre-Screen Checklist
PDS-LD-EOW Cost Estimate	Engineer's Cost Estimate for work
PDS-LD-Centerline Review Application	Centerline Application
PDS-LD-Centerline Plans	Plans for Centerline project
PDS-LD-Final Map	Final Map
PDS-LD-Parcel Map	Parcel Map
PDS-LD-Redlines	Final/Parcel Map redlines from previous review
PDS-LD-Grading Plan	Major or Minor Grading Plans
PDS-LD-Grading Plan Redlines	Grading Plan redlines from previous review
PDS-LD-Improvement Plan	Major, Minor, or Public Improvement Plans
PDS-LD-Improvement Plan Redlines	Improvement Plan redlines from previous review
PDS-LD-Drainage Study	Hydrology/Hydraulic Study or Report
PDS-LD-Executable Files*	Special program files - HEC-RAS, WSPG, etc. <i>*These files do not have to follow the naming convention</i>
PDS-LD-SWQMP	Standard or Priority Development Project SWQMP Report
PDS-LD-Misc. Executable Files	Special program files -SDHM, SWMM, etc. <i>*These files do not have to follow the naming convention</i>
PDS-LD-Geotechnical Reports	Geotechnical Report
PDS-LD-Structural Reports	Structural Report
PDS-LD-Bio Study	Environmental
PDS-LD-Arch Study	Environmental
PDS-LD-MOU	Environmental
PDS-LD-Design Exception Study	Design Exception Request (DER) and supporting documents in one pdf file
PDS-LD-Misc. Document	Any other document not listed above. Include description below: