



County of San Diego, Planning & Development Services

**APPLICATION FOR APPOINTMENT TO A
PLANNING OR SPONSOR GROUP VACANCY**

*For Non-Election Appointments Only –
Not to be used for Regular Planning Group Elections*

To be considered by a Community Planning or Sponsor Group for an appointment recommendation, interested candidates shall complete the following application. Once complete, the applicant shall submit the application to the group Chair. After the application is signed by the group's current Chair, the Chair will submit the application to the Registrar of Voters for certification. However, completion of the aforementioned process does not ensure that the candidate will be recommended for appointment or subsequently appointed.

Planning or Sponsor Group Name: _____

Applicant Name: _____

Supervisorial District: _____

Current Membership on Other Boards, Commissions or Committees (BCC):

Name of BCC:

Date Appointed:

Specialized Experience or Knowledge:

Occupational Experience:

Employer

Position Title

Dates of Employment

Current: _____

Past: _____

Past: _____

Statement of why you feel you would be the best candidate to fill this vacancy:



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The undersigned agrees to comply with all Board of Supervisors policies pertaining to Community Planning or Sponsor Groups and understands that group members are subject to the open meeting requirements of the Ralph M. Brown Act.

By signing below, I declare that the information provided is accurate and complete to the best of my knowledge.

If applying for a Planning Group: I declare that I am a registered voter living within the Planning Group's boundaries.

If applying for a Sponsor Group: I declare that I am a registered voter and currently own property in or reside within the Sponsor Group's boundaries.

If appointed, I will file a Form 700, Statement of Economic Interest, in a timely manner as instructed in the appointment letter.

Signature: _____ Date: _____

Print Name on Voter's Registration Form: _____
First Name Last Name

Community Planning/Sponsor Group Chair or Designated Representative Endorsement:

Group Chair:

As the current Chair of the _____ Community Planning/Sponsor Group, I confirm that I have reviewed this application for completeness, and it may be certified by the ROV.

Signature: _____ Date: _____

Print Name: _____ Date Elected Chair: _____

Email Address: _____ Phone: _____

For Internal Use Only:

Registrar of Voters Confirmation:

I certify that the applicant is a registered voter and is eligible for membership of the _____
_____ Community Planning/Sponsor Group for which he/she seeks to be appointed.

Voter ID # _____ Signed: _____
Deputy Registrar of Voters

ROV Date Stamp:



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This application is a public record and is subject to the rules of disclosure.

The following private information is for internal use only and will not be posted to the website.

Name: _____ Supervisorial District: _____

Residence Address:

Mailing Address (if different from above):

Business Address:

E-mail Address:

Telephone Numbers (include area code):

Home: _____

Cell: _____

Work: _____



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PROCEDURES TO FILL PLANNING OR SPONSOR GROUP VACANCIES

1. After receiving a member's resignation, the Planning/Sponsor Group Chair posts a Vacancy Announcement (VA) in a public place.
2. The Planning/Sponsor Group Chair shall inform PDS, at CommunityGroups.LUEG@sdcounty.ca.gov, within 10 days following a vacancy by providing a copy of the resignation letter and a copy of the VA including the date and location of the posting. PDS will send a copy to The Clerk of the Board of Supervisors (COB) to ensure that the seat is vacated and notify the District Supervisor.
3. Interested candidates complete an "Application For Appointment to a Planning/Sponsor Group Vacancy" which can be obtained from the Group, the County's web site, or at the following link:
https://www.sandiegocounty.gov/content/dam/sdc/pds/Groups/Chair_Resources/Application.pdf
4. The applicant submits the application to the Planning/Sponsor Group Chair for signature.
5. The Planning/Sponsor Group Chair, or designated representative as identified in Article IV, Section V of Policy I-1, signs the application and obtains certification from the Registrar of Voters (ROV) to confirm that the candidate meets the membership requirements as outlined in Policy I-1. Chairs may request certification by sending the completed application to ROV at rovmail@sdcounty.ca.gov. If preferred, applications may be sent through PDS (CommunityGroups.LUEG@sdcounty.ca.gov). ROV responses should be received within five working days of receipt.
6. Once the candidate's application has been certified by ROV, the Planning/Sponsor Group places the consideration and recommendation of applicants on their next meeting Agenda.
7. The Agenda is posted, as required by Policy I-1 and in compliance with the Brown Act, at least 72 hours before the meeting is held outside the meeting location.
8. All submitted applications are considered at the next scheduled Planning/Sponsor Group meeting.
9. The Planning/Sponsor Group recommends one candidate for each vacant seat.
10. The Chair sends a letter to the District Supervisor with a copy of the candidate's certified application and a copy of the meeting minutes that reflect the vote of the Planning/Sponsor Group recommendation. The documents may be sent to the District Supervisor and/or to PDS. (County of San Diego, Attn: Supervisor _____, 1600 Pacific Highway, MS: 500, San Diego, CA 92101)
11. If the District Supervisor approves of the recommendation, he/she asks the Clerk of the Board to place the appointment on the next Board of Supervisors' (BOS) meeting Agenda.
12. The Clerk of the Board prepares and docket a Board Letter containing the District Supervisor's recommendation for appointment.
13. If the BOS approves the appointment, the Clerk of the Board's office will send a confirmation letter and a Form 700, Statement of Economic Interests, to the newly appointed person.
14. Once the candidate's appointment is confirmed by the BOS, he or she may attend Group meetings. However, the candidate must wait until the effective date of the appointment and have completed the Planning/Sponsor Group training online or in person before being seated and acting as a Group member as stated in Policy I-1.