



County of San Diego, Planning and Development Services  
**MINOR GRADING PLAN CHECK**  
**LAND DEVELOPMENT DIVISION**

---

The following circled items must be added, changed or clarified on the plans in order for the proposed grading to be in compliance with the County Grading Ordinance.

**RETURN THIS CORRECTION LIST WITH THE CORRECTED PLANS**

If new plans are provided when resubmitting, return at least one copy of the original stamped and checked set.

OWNER:	PLAN FILE NO.	
SITE ADDRESS:	APN:	
ENGINEER:	Phone No.	E-Mail:
COMPANY:	1 <sup>st</sup> Review Date:	2 <sup>nd</sup> Review Date:

**BEFORE THE GRADING PERMIT WILL BE ISSUED, ALL OF THE ITEMS CIRCLED BELOW MUST BE CORRECTED. ALL PLANS MUST BE PREPARED ON THE 24" x 36" PDS LD MINOR GRADING PLAN TEMPLATE AND DRAWN TO SCALE.**

**A. DEPARTMENT OF PUBLIC WORKS**

1. Clearance from the Department of Public Works Flood Control Division is required Due to proximity to mapped Floodplain/Floodway.
2. The complexity of grading operations, potential conflict with existing or proposed easements, drainage or storm water issues, unusual soil types, SWQMP reviews for Priority Development Projects, or potential existence of any of the circumstances requiring denial under Section 87.206(b) require this project to submit a Major Grading permit application.
3. The grading does not meet the requirements of minor grading Section 87.206 San Diego County Grading Ordinance.
4. Project site is subject to a Parcel Map Covenant of Improvements. A Parcel Map Improvement Certificate release for PM \_\_\_\_\_ is required before this grading permit can be issued.
5. With concurrence from the County Staff Landscape Architect it is acceptable to defer landscape and irrigation requirements provided the following statement is included on Sheet 1 of the plans: **The property owner is aware of the County Water Conservation in Landscaping Ordinance and will process Landscape and Irrigation plans in accordance with Ordinance No. 10427 during building permit phase.** When applies, otherwise, landscape plans submittal is required.

**B. GRADING PLAN FORMAT/CONTENT**

1. Show location of "Daylight" and limit lines.

2. Show North arrow and scale on all sheets.
3. Vicinity map (show distance to nearest street intersection, page and section of Thomas Brothers).
4. Owner's name, address and telephone number.
5. Civil engineer's name, address, telephone number, signature in title block.
6. Legal Lot description & Site address.
7. Bench mark: show location on plan and describe in space provided (if datum is assumed, so note).
8. California coordinate in title block.
9. Purpose of grading shown in the title block.
10. Required General Notes. Shall include the following. **"A construction permit must be obtained for any work in the County Road Right-of-Way". "Future Development of this property may require additional permits and review by County of San Diego"**
11. NOI# - if disturbed area > 1 acre.
12. Provide "Work to be done" above legend on the plans explaining all symbols and abbreviations.
13. Grading plans must be prepared by a Civil Engineer registered to practice in California.
14. The Civil Engineer who prepared the plans must complete the Declaration of Responsible Charge Block on the plans and shall also stamp and wet sign the plans.
15. The graded area must be drawn at a minimum scale of 1":40'. For large parcels it is acceptable to provide a detailed drawing for the graded area and a reduced scale drawing of the entire parcel that shows that it exactly matches the building plot plan and legal lot description.
16. Show original ground contours.
17. Show all property lines and easements on plans. Show and Label all access easement widths and document numbers. Verify they match those shown on legal lot documents.
18. Show proposed contours.
19. Show proposed elevations.
20. Label proposed use of graded pad.
21. Add note (below) if import/export volume exceeds 1000 CY

### C. GRADING DESIGN/DRAINAGE & SITE ISSUES

1. The proposed grading diverts or concentrates the existing drainage courses and will adversely affect downstream owners. Section 87.211 of the County Grading Ordinance prohibits grading that interferes with any existing drainage courses or creates an unreasonable geological, flood or other

- hazard to person or public or private property. The plans must be modified to eliminate this proposed diversion/concentration.
2. Show that pad drains at 1% minimum slope. Concentrating flow on adjacent property is prohibited.
  3. Show the brow ditch location at the top of cut slopes. Provide a detail with dimensions or **include note below.**
  4. Show the berm location at the top of fill slopes. Provide a detail with dimensions or **include note below.**
  5. Specify proposed slope ratio of cut and fill slopes.
  6. Show dimension from top of each cut slope to the nearest property line. The minimum distance is 3' up to 15' of height, higher slopes require 5' minimum.
  7. Show dimension from toe of each fill slope to the nearest property line. The minimum distance is 1'-6" up to 15' height, higher slopes require 3' minimum.
  8. Retaining walls are required if it is not possible or practical to comply with items C.2 through C.7. Retaining wall must be constructed with this grading permit. Provisions for drainage behind the retaining wall area are to be shown on the grading plan.
  9. The volume of earthwork appears to be different from that shown on the application. Earthwork volume calculations must include all grading on site, including driveways. Provide calculations stamped and signed by a professional land surveyor or a registered civil engineer or architect.
  10. The grading is not a balanced job, as shown. Show what will be done with the excess or shortage. All imported material shall be obtained from a designated legal site and excess disposed of at an identified legal site. Legal site must be documented by providing an address, assessor's parcel number or county permit number.
  11. Evaluate project site drainage effects on adjacent properties. May require submittal of drainage calculations with a basin map of all drainage areas affecting the site.
  12. The plans shall show the location of any building or structure on the site where the work is to be performed and the location of any building or structure on adjacent property that is within 15 feet of the site (Section 87.206(a)15(cc)).
  13. Show driveway grades and transition grade from street to driveway. Driveway grades exceeding 10% shall be surfaced with asphalt concrete or Portland cement concrete prior to final building inspection. Maximum driveway grade allowed is 20%. In addition, see number 2 in Section D., Fire Department Approval. For driveways exceeding 150 feet in length: Show and label an emergency vehicle turnaround meeting County Fire Marshal standards (**Form CFA #363**) near the terminal end or building pad. This area is restricted to vehicle turnaround and may not be used for parking.
  15. Show size, length, gauge and profile of pipes, where drainage is to be installed with the grading plan. Show the width of all drainage easements.

**Details may be omitted if the following statement is placed on plans: "All grading details will be in accordance with the San Diego County Standard Drawings DS-8, DS-10, DS-11 and D-75."**

**D. ADDITIONAL REVIEW/REQUIREMENTS**

1. The property is currently not connected to a public sewer system. As such, Department of Environmental Health (DEH), Land Use Division approval is required and shall be obtained prior to building permit issuance. Include the following note on Grading Plan sheet: **"The property owner is aware of the County Department of Environmental Health Policies and will obtain DEH approval during building permit phase."** When applies, otherwise DEH submittal is required.
2. Fire District approval stamps are required for the following reasons:
  - a. Driveway is less than 16' wide.
  - b. The farthest exterior wall of the first story is located more than 150' from the road via reasonably acceptable terrain for firefighter access.
  - a. Grades greater than 15%.
  - b. Angle of approach (transition grade from street to driveway) is greater than 7 degrees or 12%.
3. Identify water source for grading operation (i.e. water meter, water truck, fire hydrant). For wells, show location on grading plans.
4. The property owner must read and sign the Property Owner Certification Box and the Property Owner Information Box must be completed on the County Minor Grading Plan Template.
5. Show the location and dimension the size of the fuel (vegetation) modification zone. A minimum 100 feet fuel modification zone is required around all structures. This requirement does not authorize clearing on adjacent property.
  - a) Proposed fire buffers less than 100 feet, but greater than 30 feet, measured perpendicular from the subject property line adjacent to wildland fuels, must be reviewed and approved by the Fire Authority Having Jurisdiction.
  - b) Proposed fire buffers less than 30 feet measured perpendicular from the subject property line adjacent to wildland fuels must be reviewed and approved by the Fire Authority Having Jurisdiction and the County Department of Planning and Land Use Fire Safety Division.

**E. STORMWATER COMPLIANCE**

1. The County Storm Water Quality Management Plan (SWQMP), starting from Intake Form, must be completed and signed by the owner. Clearly indicate on the form all Construction Storm Water Best Management Practices (BMP's) that will be used on your project. Including Site Design and Source Control Permanent Post-Construction BMPs.
2. Show Erosion Control and Site Design BMP's on the Erosion Control and Construction BMPs plans. Specify which BMP's will be implemented by cross-referencing to SWQMP or provide details on the plans. All areas disturbed by clearing operations must be stabilized and protected. (The County of San Diego will not accept tracking, mulch, hydro-seeding without watering, or jute matting as the means to protect exposed slopes from erosion.) Specify the Construction Storm Water BMP's proposed for each of the following areas:
  - A. Erosion control for graded slopes

- B. Erosion control for graded flat areas
  - C. Velocity reduction
  - D. Sediment control
  - E. Preventing offsite tracking of sediments
  - F. General site management
  - G. Site Design and Source Control BMPs
  - H. Post Construction
3. Calculate and clearly delineate all disturbed areas on the grading plan. In addition to the graded area the disturbed area also includes any land cleared of vegetation such as driveways, leach fields, etc. If one (1) acre or more, provide the WDID # \_\_\_\_\_ (Waste Discharge Identification Number).
- a. If the fire clearing calculation box quantity is listed at 0 (zero) or the plans are showing less than 100' clearing as required by County Code, add the following note above the calculation box on plans "All required fire clearing will not create a Land Disturbance Activity as defined by County Code".

**F. ENVIRONMENTAL**

- c) CEQA-NOE-Staff to prepare a Notice of Exemption at issuance.
- d) In MSCP, provide a 3<sup>rd</sup> set of plans at issuance.

**G. STAFF NOTES & OTHER CORRECTIONS**

1.) Provide estimate by using 2017 unit price for construction inspection fee calculation.

---

---

---

---

---

---

---

---

---

---

- ☐ Corrections may be submitted "over the counter".
- ☐ Plans are incomplete. Provide complete plans and resubmit.
- ☐ Call the Engineer listed below for an appointment.
- ☐ Resubmit corrected plans for recheck.
- ☐ Plans are approved.

Checked by: \_\_\_\_\_ Date: \_\_\_\_\_

**GENERAL NOTES TO BE SHOWN ON PLAN**

- \_\_\_\_ 1. APPROVAL OF THIS GRADING PLAN DOES NOT CONSTITUTE APPROVAL OF VERTICAL OR HORIZONTAL ALIGNMENT OF ANY PRIVATE ROAD SHOWN HEREON FOR COUNTY ROAD PURPOSES.
- \_\_\_\_ 2. FINAL APPROVAL OF THESE GRADING PLANS IS SUBJECT TO FINAL APPROVAL OF THE ASSOCIATED IMPROVEMENT PLANS WHERE APPLICABLE. FINAL CURB GRADE ELEVATIONS MAY REQUIRE CHANGES IN THESE PLANS.
- \_\_\_\_ 3. IMPORT MATERIAL SHALL BE OBTAINED FROM A LEGAL SITE.
- \_\_\_\_ 4. A CONSTRUCTION, EXCAVATION OR ENCROACHMENT PERMIT FROM THE DEPARTMENT OF PUBLIC WORKS WILL BE REQUIRED FOR ANY WORK IN THE COUNTY RIGHT-OF-WAY.
- \_\_\_\_ 5. ALL SLOPES OVER THREE FEET IN HEIGHT WILL BE PLANTED IN ACCORDANCE WITH SAN DIEGO COUNTY SPECIFICATIONS.
- \_\_\_\_ 6. THE CONTRACTOR SHALL VERIFY THE EXISTENCE AND LOCATION OF ALL UTILITIES BEFORE COMMENCING WORK. NOTICE OF PROPOSED WORK SHALL BE GIVEN TO THE FOLLOWING AGENCIES:

PHONE NUMBER:

SAN DIEGO GAS AND ELECTRIC \_\_\_\_\_  
AT&T TELEPHONE \_\_\_\_\_  
CATV (AGENCY NAME) \_\_\_\_\_  
SEWER (AGENCY NAME) \_\_\_\_\_  
WATER (AGENCY NAME) \_\_\_\_\_

- \_\_\_\_ 7. A SOILS REPORT MAY BE REQUIRED PRIOR TO THE ISSUANCE OF A BUILDING PERMIT.
- \_\_\_\_ 8. APPROVAL OF THESE PLANS BY THE DIRECTOR OF PUBLIC WORKS DOES NOT AUTHORIZE ANY WORK OR GRADING TO BE PERFORMED UNTIL THE PROPERTY OWNER'S PERMISSION HAS BEEN OBTAINED AND VALID GRADING PERMIT HAS BEEN ISSUED.
- \_\_\_\_ 9. THE DIRECTOR OF PUBLIC WORK'S APPROVAL OF THESE PLANS DOES NOT CONSTITUTE COUNTY BUILDING OFFICIAL APPROVAL OF ANY FOUNDATION FOR STRUCTURES TO BE PLACED ON THE AREA COVERED BY THESE PLANS. NO WAIVER OF THE GRADING ORDINANCE REQUIREMENTS CONCERNING MINIMUM COVER OVER EXPANSIVE SOIL IS MADE OR IMPLIED (SECTIONS 87.403 & 87. 410). ANY SUCH WAIVER MUST BE OBTAINED FROM THE DIRECTOR OF PLANNING AND DEVELOPMENT SERVICES.
- \_\_\_\_ 10. ALL OPERATIONS CONDUCTED ON THE PREMISES, INCLUDING THE WARMING UP, REPAIR, ARRIVAL, DEPARTURE OR RUNNING OF TRUCKS, EARTHMOVING EQUIPMENT, CONSTRUCTION EQUIPMENT AND ANY OTHER ASSOCIATED GRADING EQUIPMENT SHALL BE LIMITED TO THE PERIOD BETWEEN 7:00AM AND 6.00PM EACH DAY, MONDAY THROUGH SATURDAY, AND NO EARTHMOVING OR GRADING OPERATIONS SHALL BE CONDUCTED ON THE PREMISES ON SUNDAYS OR HOLIDAYS.
- \_\_\_\_ 11. ALL MAJOR SLOPES SHALL BE ROUNDED INTO EXISTING TERRAIN TO PRODUCE A CONTOURED TRANSITION FROM CUT OR FILL FACES TO NATURAL GROUND AND ABUTTING CUT OR FILL SURFACES.
- \_\_\_\_ 12. NOTWITHSTANDING THE MINIMUM STANDARDS SET FORTH IN THE GRADING ORDINANCE AND NOTWITHSTANDING THE APPROVAL OF THESE GRADING PLANS, THE PERMITTEE IS RESPONSIBLE FOR THE PREVENTION OF DAMAGE TO ADJACENT PROPERTY. NO PERSON SHALL EXCAVATE ON LAND SO CLOSE TO THE PROPERTY LINE AS TO ENDANGER ANY ADJOINING PUBLIC STREET, SIDEWALK, ALLEY, FUNCTION

OF ANY SEWAGE DISPOSAL SYSTEM, OR ANY OTHER PUBLIC OR PRIVATE PROPERTY WITHOUT SUPPORTING AND PROTECTING SUCH PROPERTY FROM SETTLING, CRACKING, EROSION, SILTING, SCOUR OR OTHER DAMAGE WHICH MIGHT RESULT FROM THE GRADING DESCRIBED ON THIS PLAN. THE COUNTY WILL HOLD THE PERMITTEE RESPONSIBLE FOR CORRECTION OF NON-DEDICATED IMPROVEMENTS WHICH DAMAGE ADJACENT PROPERTY.

13. SLOPE RATIOS:

CUT—1 ½: 1 FOR MINOR SLOPES (SLOPES < 15'), 2:1 FOR MAJOR SLOPES.

FILL—2:1

EXCAVATION: \_\_\_\_\_ C. Y. FILL: \_\_\_\_\_ C. Y. WASTE/IMPORT \_\_\_\_\_ C. Y.

(NOTE: A SEPARATE VALID PERMIT MUST EXIST FOR EITHER WASTE OR IMPORT AREAS BEFORE PERMIT TO BE ISSUED).

14. SPECIAL CONDITION: IF ANY ARCHEOLOGICAL RESOURCES ARE DISCOVERED ON THE SITE OF THIS GRADING DURING GRADING OPERATIONS, SUCH OPERATIONS WILL CEASE IMMEDIATELY, AND THE PERMITTEE WILL NOTIFY THE DIRECTOR OF PUBLIC WORKS OF THE DISCOVERY. GRADING OPERATIONS WILL NOT RECOMMENCE UNTIL THE PERMITTEE HAS RECEIVED WRITTEN AUTHORITY FROM THE DIRECTOR OF PUBLIC WORKS TO DO SO.

15. PERMANENT POST-CONSTRUCTION BMP DEVICES SHOWN ON PLAN SHALL NOT BE REMOVED OR MODIFIED WITHOUT THE APPROVAL FROM THE DEPARTMENT OF PUBLIC OF WORKS.

16. THE APPLICANT IS RESPONSIBLE FOR THE ROAD MAINTENANCE (SWEEPING AS NECESSARY) AND REPAIRS OF ANY DAMAGE CAUSED BY THEM TO THE ON-SITE AND OFF-SITE COUNTY MAINTAINED OR PRIVATE ROADS THAT SERVE THE PROPERTY EITHER DURING CONSTRUCTION OR SUBSEQUENT OPERATIONS. THE APPLICANT WILL REPAIR THOSE PORTIONS OF THE ROUTE THAT WOULD BE DAMAGED BY THE HEAVY LOADS THAT LOADED TRUCKS PLACE ON THE ROUTE IDENTIFIED.

17. THE ENGINEER-OF-WORK SHALL COMPLY WITH ALL PROJECT APPLICABLE LAWS THAT INCLUDE, BUT ARE NOT LIMITED TO, HEALTH, SAFETY, AND ENVIRONMENTAL LAWS, ORDINANCES, AND REGULATIONS RELATING TO THE COUNTY OF SAN DIEGO, STATE OF CALIFORNIA, AND U.S. FEDERAL GOVERNMENT. THE PROJECT IS SUBJECT TO ENFORCEMENT UNDER PERMITS FROM THE SAN DIEGO REGIONAL WATER QUALITY CONTROL BOARD (RWQCB) AND THE COUNTY OF SAN DIEGO WATERSHED PROTECTION, STORMWATER MANAGEMENT, AND DISCHARGE CONTROL ORDINANCE NO. 10410, COUNTY OF SAN DIEGO HYDRAULIC DESIGN MANUAL, AND ALL OTHER APPLICABLE ORDINANCES AND STANDARDS FOR THE LIFE OF THIS PERMIT. THE PROJECT SITE SHALL BE IN COMPLIANCE WITH ALL APPLICABLE STORMWATER REGULATIONS REFERENCED ABOVE AND ALL OTHER APPLICABLE ORDINANCES AND STANDARDS. THIS INCLUDES COMPLIANCE WITH THE APPROVED STORM WATER QUALITY MANAGEMENT PLAN (SWQMP), ALL REQUIREMENTS FOR LOW IMPACT DEVELOPMENT (LID), HYDROMODIFICATION, DETENTION FACILITIES, MATERIALS AND WASTES CONTROL, EROSION CONTROL, AND SEDIMENT CONTROL ON THE PROJECT SITE.

18. THE ISSUANCE OF THIS PERMIT/APPROVAL BY THE COUNTY OF SAN DIEGO DOES NOT AUTHORIZE THE APPLICANT FOR THE PERMIT/APPROVAL TO VIOLATE ANY FEDERAL, STATE, OR COUNTY LAWS, ORDINANCES, REGULATIONS, OR POLICIES INCLUDING, BUT NOT LIMITED TO THE FEDERAL ENDANGERED SPECIES ACT AND CLEAN WATER ACT. GRADING AND/OR FURTHER DEVELOPMENT ARE PROHIBITED WITHIN THE AREAS DESIGNATED "LIMITS OF JURISDICTIONAL HABITAT" UNTIL FEDERAL PERMITS AND STATE PERMITS (IF ANY) HAVE BEEN ACQUIRED.

THE FOLLOWING "WORK TO BE DONE" PARAGRAPH SHALL BE INCLUDED ON THE GRADING PLANS ABOVE A LEGEND WITH SYMBOLS AND REGIONAL STANDARD DRAWING NUMBERS FOR ALL ITEMS TO BE CONSTRUCTED:

**WORK TO BE DONE:**

GRADING AND DRAINAGE WORK CONSIST OF THE FOLLOWING WORK TO DONE ACCORDING TO THESE PLANS, THE CURRENT SAN DIEGO AREA REGIONAL STANDARD DRAWINGS. THE SPECIFICATIONS FOR PUBLIC WORKS CONSTRUCTION AND THE SAN DIEGO COUNTY GRADING ORDINANCE

**EROSION CONTROL, NOTES REQUIRED ON PLAN**

**STORM WATER MANAGEMENT NOTES**

1. DURING THE RAINY SEASON THE AMOUNT OF EXPOSED SOIL ALLOWED AT ONE TIME SHALL NOT EXCEED THAT WHICH CAN BE ADEQUATELY PROTECTED BY THE PROPERTY OWNER IN THE EVENT OF A RAINSTORM, 125 % SHALL BE RETAINED ON THE JOB SITE IN A MANNER THAT ALLOWS FULL DEPLOYMENT AND COMPLETE INSTALLATION IN 48 HOURS OR LESS OF A FORECAST RAIN.
2. NO AREA BEING DISTURBED SHALL EXCEED 50 ACRES AT ANY GIVEN TIME WITHOUT DEMONSTRATING TO THE SAN DIEGO COUNTY D.P.W. DIRECTOR'S SATISFACTION THAT ADEQUATE EROSION AND SEDIMENT CONTROL CAN BE MAINTAINED. ANY DISTURBED AREA THAT IS NOT ACTIVELY GRADED FOR 15 DAYS MUST BE FULLY PROTECTED FROM EROSION. UNTIL ADEQUATE LONG-TERM PROTECTIONS ARE INSTALLED, THE DISTURBED AREA SHALL BE INCLUDED WHEN CALCULATING THE ACTIVE DISTURBANCE AREA. ALL EROSION CONTROL MEASURES SHALL REMAIN INSTALLED AND MAINTAINED DURING ANY INACTIVE PERIOD.
3. THE PROPERTY OWNER IS OBLIGATED TO INSURE COMPLIANCE WITH ALL APPLICABLE STORM WATER REGULATIONS AT ALL TIMES. THE B.M.P.'S (BEST MANAGEMENT PRACTICES) THAT HAVE BEEN INCORPORATED INTO THIS PLAN SHALL BE IMPLEMENTED AND MAINTAINED TO EFFECTIVELY PREVENT THE POTENTIALLY NEGATIVE IMPACTS OF THIS PROJECT'S CONSTRUCTION ACTIVITIES ON STORM WATER QUALITY. THE MAINTENANCE OF THE B.M.P.'S IS THE PERMITTEE'S RESPONSIBILITY, AND FAILURE TO PROPERLY INSTALL OR MAINTAIN THE B.M.P.'S MAY RESULT IN ENFORCEMENT ACTION BY THE COUNTY OF SAN DIEGO OR OTHERS. IF INSTALLED B.M.P.'S FAIL, THEY MUST BE REPAIRED OR REPLACED WITH AN ACCEPTABLE ALTERNATE WITHIN 24 HOURS, OR AS SOON AS SAFE TO DO SO.
4. ON PROJECTS OF GREATER THAN ONE ACRES ADD THE FOLLOWING NOTE: A NOTICE OF INTENT (NOI) HAS BEEN, OR WILL BE FILED WITH THE STATE WATER RESOURCES CONTROL BOARD (SWRCB) AND THAT A STORM WATER POLLUTION PREVENTION PLAN (SWPPP) HAS BEEN OR WILL BE PREPARED IN ACCORDANCE WITH THE REQUIREMENTS OF CALIFORNIA GENERAL PERMIT FOR STORM WATER DISCHARGES ASSOCIATED WITH CONSTRUCTION ACTIVITY (PERMIT NO. CAS000002) FOR ALL OPERATIONS ASSOCIATED WITH THESE PLANS. THE NOI NUMBER ASSIGNED BY SWRCB FOR THIS PROJECT IS NOT YET ASSIGNED, BUT WILL BE PROVIDED BEFORE A PERMIT IS ISSUED], THE PERMITTEE SHALL KEEP A COPY OF THE SWPPP ON SITE AND AVAILABLE FOR REVIEW BY COUNTY.

**Required On All sheets:**

**Grading Plan Certification:**

I, certify that the Grading as shown on this Minor Grading Plan satisfies the requirements of the County of San Diego Grading Ordinance.

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Name

RCE No.: \_\_\_\_\_ Expires: \_\_\_\_\_

The County is not responsible for the design in anyway.

By: \_\_\_\_\_ Date: \_\_\_\_\_  
For: Mark Wardlaw, Director Department of Planning & Development Services