



County of San Diego, Planning & Development Services  
**PROCESSING INACTIVE AND DEFICIT  
PROJECTS**  
**ZONING DIVISION**

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**(1) What is an Inactive Project?**

An inactive project is one where the project applicant/owner has not submitted the information and/or document(s) requested in the most recent County correspondence letter, such as a scoping or technical study comment letter, within 12 months from the specified due date.

**(2) What is a Deficit Project?**

A deficit project is one where the project applicant/owner has not submitted funds sufficient to cover an existing deficit within 90 days from date of written notification of account deficit.

**(3) How does a project become placed in idle status?**

A project applicant/owner of any qualified inactive and deficit project will receive a letter from Planning & Development Services (PDS) stating that the project will be placed in idle status after 60 days from the date of the notice letter, if the information and/or document(s) requested in the latest County correspondence, and/or an account deposit is not submitted to Planning & Development Services.

**(4) What does “idle status” mean?**

This means that 1) your project will be temporarily placed on hold, 2) the project will no longer have an assigned Project Manager, 3) your project file(s) will be placed into an idle status library, and 4) all project inquiries will be routed to an appointed PDS “Project Coordinator.”

**(5) How long can I remain in idle status?**

A project may remain in idle status for a cumulative total of two (2) years.

**(6) Can I request to be placed in idle status?**

Yes. If, as of January 1, 2010, your project is not classified as an inactive or deficit project but you wish to be placed in idle status, you may submit a written request to your PDS Project Manager and request that it to be placed in idle status. This request is subject to review and approval of the Director of Planning & Development Services.

**(7) If I am placed in idle status, can I make a request to opt out of this status to reactivate my project?**

Yes. If, after receipt of the notice letter, you wish to keep your project in an active status, you should contact your Project Manager within 60 days from the date of the notice letter. Should you decide to retain your project in an active status, you will be required to process your current discretionary project(s) in accordance with the Estimate of Discretionary Processing Time and Costs included with your most recent County correspondence letter.

**(8) Within 2 years of my project being placed into idle status, how can I reactive my project?**

If you wish to reactive your project prior to the conclusion of the two-year “idle status” time period, please contact the PDS appointed “Project Coordinator.” The appointed Project Coordinator can be reached by calling PDS Project Planning Support Services at (858) 694-2960. When placing this call, please have your project number available for reference.

**(9) Is there a limit to how many times my project can be placed into idle status?**



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No. While there is no limit to the number of times your project can be placed into idle status, the maximum time you are allowed to remain in idle status is a cumulative total of 2 years. Refer to #5 above.

**(10) What happens to my project while it is in idle status?**

The purpose of placing projects in “idle status” is to relieve staff from the on-going administration associated with processing projects in accordance within predetermined timeframes. Since idle projects will not have an assigned PDS Project Manager, there should not be any charges related to the ongoing administration associated with processing a project. However, projects that are in deficit will continue to receive account invoices requesting payment for any deficit accounts, and collection activity will continue. Accounts not in deficit may request to have account funds refunded.

**(11) What will happen to my project if it is not reactivated prior to the conclusion of the 2-year “idle status” time period?**

If your project remains in idle status for 22 months (cumulatively) after the date of the first notice, a letter will be issued to the owner/applicant as a reminder of the upcoming deadline to reactive the “idle status” project.

**(12) What will the happen to my project if it is reactivated prior to the conclusion of the 2-year “idle status” time period?**

All reactivated projects will be assigned a new Project Manager upon verification of sufficient account funds. Projects will also likely be required to submit new and/or updated/current project technical reports to address changes in project, changes in circumstances or new information of substantial importance that was not previously known, project consultants will be required to complete Memorandum of Understanding’s (MOU) pursuant to County CEQA Guidelines (if not already completed), and all project technical reports will be required to comply with the currently effective Guidelines for Determining Significance and Report Format and Content Requirements for the applicable subject areas.

If your project includes a Major/Minor Subdivision, and has been found to be “complete” pursuant to Section 65943 of the Government Code, only those ordinances, policies, and standards that were in effect at the date the Department determined your application to be “complete” will apply in accordance with Section 66474.2 of the Subdivision Map Act. This completeness determination does not apply to new state imposed laws, ordinances, or policies.

If your project includes a Major/Minor Subdivision and has been found to be “incomplete” pursuant to Section 65943 of the Government Code, your project will be evaluated against all existing, new, and/or revised ordinances, policies, and standards that are in effect at the time the project is reactivated, and in accordance with Section 66474.2 of the Subdivision Map Act.

All other discretionary projects will be evaluated against all existing, new, and/or revised ordinances, policies, and standards that are in effect at the time the project is reactivated. All other discretionary projects include, but are not limited to, Major/Minor Use Permits and Site Plans.

**(13) What will happen to my project if it is not reactivated at the conclusion of the “idle status” time period?**

If your project has not been reactivated prior to the conclusion of the idle status time period, a letter will be issued informing you that the “idle status” has concluded and that if the Department does not receive a letter withdrawing the project within 10 days from the date of the letter, the



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project will immediately be taken forward to the appropriate decision making body for a recommendation of denial.

All remaining inactive projects will be recommended for denial pursuant to California Environmental Quality Act (CEQA) Guidelines Section 15109 which states that “[...] *an agency may disapprove a project application where there is unreasonable delay in meeting requests.*”

All remaining deficit projects will be recommended for denial pursuant to Section 362 of Article XX of the San Diego County Administrative Code, Schedule B, 5 and 6, which states that “*The Director of Planning & Development Services may [...] recommend denial of the project based on the applicant’s refusal to pay the estimated deposit and all actual processing costs that may not have been included in the estimates.*”

**(14) Where is the General Plan located on the PDS website?**

Click here: <http://www.sdcounty.ca.gov/pds/generalplan.html>

**Contact Information:**

PDS Main Office:	5510 Overland Ave, Suite 110, San Diego, CA 92123
Project Planning Support Services:	(858) 694-2960
General Information:	(858) 694-2960, or Toll Free at (800) 411-0017
Zoning Counter:	(858) 565-5981, or Toll Free at (888) 267-8770
PDS Website:	<a href="http://www.sdcounty.ca.gov/pds">http://www.sdcounty.ca.gov/pds</a>