

Revised 6/1/22

Procedure for the Uptown Community
HOW TO FIND INFORMATION about DEVELOPMENT PROJECTS
in the City of San Diego

The Development Services Department maintains a group of website pages called "**Open DSD**". Other agencies maintain maps.

Shortcut to basic information

- a. Connect to: <https://opensd.sandiego.gov/web/approvals/>
- b. Enter the **Project ID** or **address** of the project.
- c. If successful, the project information will appear at the bottom of the screen.

Map Location and Zoning

To locate a property on a map, and find zoning information, there are several methods.

1. Scout Red. Commercial website.

- a. **A quick way to view property information.**

Free information includes a parcel map, Assessor's Parcel Number, lot size and zoning. Also shows Transit Priority Areas. A report costs \$9.

- b. **www.scoutred.com**

2. City of San Diego, Zoning and Parcel Information Portal.

- a. **This is a useful map**, but may take 1-4 minutes to load.
- b. <https://www.sandiego.gov/development-services/zoning>
- c. Click on the first item, Zoning and Parcel Information Portal (ZAPP)
- d. Wait for the map to load, up to 4 minutes!
- e. Enter the address. A small window will appear, "Search Result", showing the location.
- f. The color-coded areas show the zoning, for example, CC-3-8.
- g. Click anywhere within the parcel. Wait for "loading". The box will display the Assessor's Parcel Number (APN), Lot Description, Zoning, and other information.
- h. If there are multiple addresses for a parcel, an arrow will appear. Click the arrow.
- i. To check on nearby parcels, click any location, and the address will display.

3. SANDAG Parcel Lookup Tool

- a. <https://sdgis.sandag.org/>
- b. Enter the address or click on a location.
- c. Choose "layers" like APN (Assessor's Parcel Number)

4. ARC GIS Map

- a. <https://sandiego.maps.arcgis.com/apps/webappviewer/index.html>
- b. Enter the address.
- c. Use the "window" icon to see different views (basemaps). The most useful are "Community Map" (shows parcel boundary) and "Imagery hybrid" (aerial photos and streets).

5. Zoning Grid Map

- a. <https://www.sandiego.gov/development-services/zoning-maps/grid-map>
- b. Uptown is on Grid 18, 19 and 15.
- c. Zoom-in to find the block or parcel to view.

To View and Obtain Documents

1. If you have the Project Number or Project Address:

- a. Start with Development Services.
www.sandiego.gov/development-services
- b. "Permits, Approvals, Inspections" tab.
- c. "Track your project". (at right side of page)
- d. Check "Building" or most projects.
- e. Was the application submitted on or after July 19, 2021? Usually "Yes".
- f. **You'll get to this page, which you should save.**
"Approval Search".
<https://opensd.sandiego.gov/web/approvals/>
- g. Enter the **Project ID** or **address** of the project.
Example: Project 672600 is the development project for the Pernicano's site.
- h. If successful, the project information will appear at the bottom of the screen.
- i. Skip to #3 in this procedure.

2. If you don't have the Project Number or Project Address:

- a. Use the Search field in **Sandiego.gov to find the project**. You'll need key words, or a project name such as "5th and Thorn".
- b. If you visit the project location in person, the building permit may be posted, with the Project Number.

3. Reviewing project information.

Once you find and enter the Project Number or Address, this leads to several links.

- a. The "Project ID" is the overall identifier. Click the link which appears under Project ID.
- b. A project can have several "Approvals" required. Read what's available under each Approval.
- c. You can find: Project description, the name of the applicant, the date submitted, and the DSD contact or Project Manager.

4. **Most documents are not available online**, but require a request to the DSD contact or Project Manager.

a. Documents available soon after application: The completed application form, Grand Deed showing ownership, parcel map, Supplemental Discretionary Application. Also: 300 ft Radius Map and Owner Occupant List showing the nearby owners who were notified. The DSD contact can provide these by email.

b. Documents available 1-2 months after the application is submitted: Assessment Letter and Cycle Issues Report (useful reports). Letters from neighbors which were submitted to DSD. The DSD contact can provide these by email.

c. Documents not available online or by email attachment: The construction drawings (Site Development Plan) are regarded as proprietary. They are generally not available to the public in hard copy or by email. They can be viewed by making an appointment with the DSD contact.

However, the drawings are typically sent to the Community Planning Group, automatically or on request. So it's best to contact your planning group (Uptown Planners) and work through them.

5. **Email or call the Project Manager or Project Contact to answer questions.**

Procedure for participating in the public review of a project

1. Projects which are classified as "Process 2, 3, 4, and 5" are typically reviewed by Uptown Planners, in a public hearing.

To receive notices of Uptown Planners meetings:

*Connect to the website: **UptownPlannersSD.org**.

*At the bottom of the Home page, click "**Join Our Mailing List**".

2. To reach the chair or other officers, contact Uptown Planners using this email:
UptownPlannersSD@gmail.com

Uptown Planners welcomes the participation of Uptown residents, business representatives and other community members.