



THE CITY OF SAN DIEGO

HOW TO PREPARE A

Site Plan and Vicinity Map

CITY OF SAN DIEGO DEVELOPMENT SERVICES
1222 FIRST AVENUE, MS 301 SAN DIEGO, CA 92101-4101

INFORMATION
BULLETIN

122

February 2021

This Information Bulletin describes how to prepare a typical site plan and vicinity map for construction projects. Plans submitted or reviewed over the counter for a construction permit may require a site plan. The site plan shall also include a vicinity map.

Documents referenced in this Information Bulletin

- California Building Code, (CBC)
- San Diego Municipal Code, (SDMC)
- [Bulletin #1: Brush Management Guide](#)

I. SITE PLAN

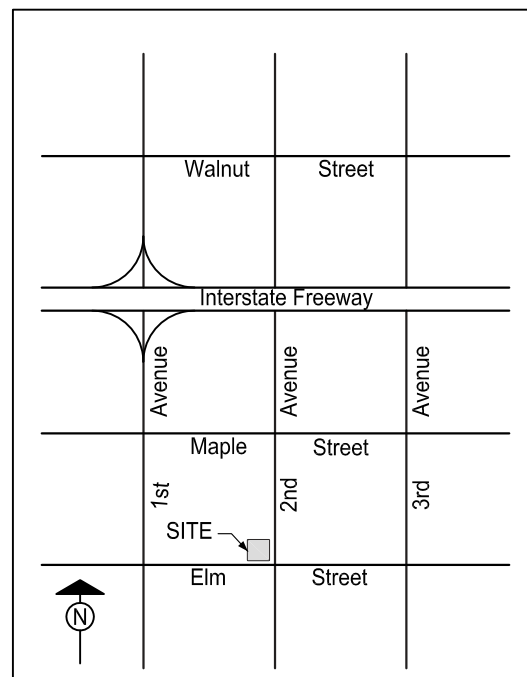
A site plan is a drawing that shows all property lines, lot lines, easements, public right-of-ways, buildings, structures located on the parcel of property (existing and new). This plan must be legible and drawn to scale. The site plan and vicinity map must be shown on a sheet not smaller than 11" x 17" in size. For an example of a vicinity map and site plan see Figures 1 and 2. This illustration shows several different types of additions and miscellaneous structures. Noted below is a list of items to be shown on the site plan:

- A. Scope of work.** A brief statement clearly describing the scope of work being proposed.
- B. Property lines** (site boundaries) with dimensions.
- C. Exterior dimensions** of all existing and proposed buildings, additions and structures, with dimensions to property lines, dimensions between buildings and structure, and dimensions of architectural projections such as bay windows, fireplaces, etc.
- D. Public Right-of-way dimensions.** Curb to property line distance, or centerline of street to property line distance. Width of alley, if applicable, and type of paving.
- F. Public improvements.** All existing and proposed curb, sidewalk, pedestrian ramps, driveways, etc.
- G. Easements.** Dimensions and location of all easements.
- H. Property owner information.** Name and address and phone number of the property owner.
- I. Site address.** Address of the proposed construction site.
- J. Legal description** of the construction site and Assessor's Parcel Number (APN).
- K. North arrow.**
- L. Drawing scale.**
- M. Brush management zones.** For detailed information refer to Brush Management Regulations, Bulletin #1: Brush Management Guide.

II VICINITY MAP

A vicinity map specifies the location of a proposed project in relation to major streets in the area. It is not required to have this map drawn to scale

Figure 1 / Typical Vicinity Map



but it should be proportional. Show at least two major cross streets and all other roadways leading to the site. A north arrow is also required. See Figure 1 for an example.

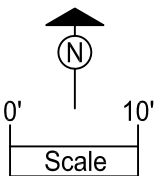
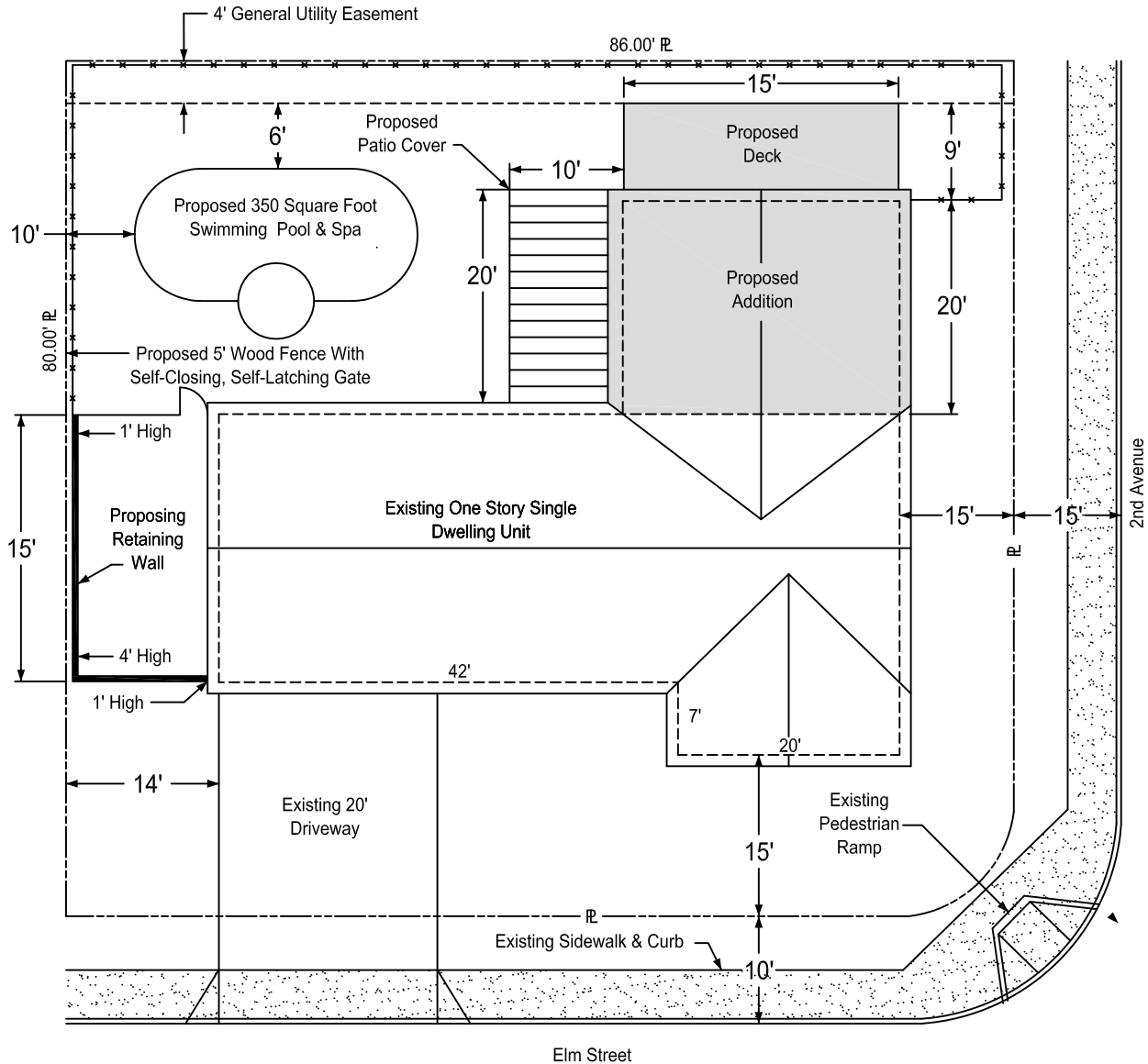
III. RECORDS INFORMATION

Information regarding a particular lot may be obtained from the Records Section of the Development Services Department, located at 1222 First Avenue, Second floor. Information Bulletin 110 provides options to obtain permit records and mapping information or call (619) 446-5200.

IV. SITE INFORMATION

The preparation of a Site Plan showing property lines, easements and fixed works embraced within the practice of Civil Engineering per the California Business and Professions Code, Section 6731 shall be sealed, signed and dated by a person authorized to practice Land Surveying per the California Business and Professions Code Section 8700 et. seq.

Figure 2 / Typical Site Plan



Legal Description:
Lot 123, Block 4 of
City Heights
Subdivision
Map 5678
APN# 123-456-78

Site Address:
1234 Elm Street
San Diego, CA 92100

Ownership Information:
Mr. & Mrs. Smith
1234 Elm Street
San Diego, CA 92100
(619) 555-1234