

**DEPARTMENT OF  
PLANNING & DEVELOPMENT SERVICES**

**Request for a Design Exception  
to a Road Standard and/or  
Modification to Project Conditions**

Project Number: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Project Location: \_\_\_\_\_

Thos. Bros. Map/Grid: \_\_\_\_\_ APN: \_\_\_\_\_

Requestor Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

Requested Design Exception and/or Modification (attach engineering sketches showing existing layout, details, and notes): \_\_\_\_\_

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Reason for requested Design Exception and/or Modification (provide attachment if additional space is required):

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List alternatives that could mitigate the requested Design Exception and/or Modification (attach engineering sketches showing proposed layouts, details and notes): \_\_\_\_\_

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Describe the hardship(s) to the property owner(s) and/or neighbor(s) if the request is not approved (see note 3. on reverse): \_\_\_\_\_

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Provide Design and Cost Estimate for meeting the Condition (see note 3. on reverse): \_\_\_\_\_

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See reverse for directions and important information.

This form is to be used for the following:

- A. Request design exception and/or modification to a Road Standard and/or modify PDS Conditions included in the **Preliminary Approval** *prior* to the issuance of the Final Approval.
- B. Request design exception and/or modification to a Road Standard and/or modify PDS Conditions included in the **Final Approval** document(s) *prior* to the recordation of the map, which may also require an amendment of conditions.

Note: Request for modifications to conditions of a recorded map, in most cases, requires a map modification, which is a separate process.

This request may be initiated by the owner or by an agent or consultant, the local fire prevention district or the local planning group acting on behalf of the owner. Where professional opinions, judgments, analysis, etc. are included, these documents shall be signed, sealed and dated by the responsible licensed professional.

The following guidelines apply to this request:

1. Incomplete or unclear requests, or requests not supported by appropriate documents will be returned as incomplete applications. Requests must be specific and clear.
2. This request must be completed and submitted with supporting attachments. Attachments may consist of documents from the relevant County departments, regulatory agencies, fire prevention districts, water and utility districts, and planning groups. Photos, plan and profile sketches, diagrams, engineering studies, certifications, cost estimates, and other pertinent information may also be included.
3. Provide detailed cost estimates for work included in this request. Single figure summary and "bottom line" cost estimates will not be accepted. Please note that financial hardship cannot be the sole basis of a modification request.

Example 1: A request to reduce an intersectional sight distance condition must, as a minimum, be supported by a detailed plan of the intersection showing the right-of-way easements, the available/required line(s) of sight and the existing obstructions to the line(s) of sight, a certification by a registered engineer of the prevailing speed along the major road, certification as to the minimum acceptable sight distance and the availability of such distance, as well as a detailed cost estimate for compliance with the initial condition.

Example 2: A request to reduce road width improvement standard must, as a minimum, cite the reasons necessitating the request, a letter from the local Fire Prevention District stipulating the acceptable changes to the road(s), plan and profile sketches of the road showing centerline stationing, nature, size and location of utilities that are impacted, and a detailed cost estimate for compliance with the initial improvement condition(s).

4. The applicant will be contacted if additional information or clarification is required. Your request may be forwarded to the local planning group for input. The PDS Project Team responsible for the project area will evaluate the request and make a recommendation to the Director through the Deputy Director. The Director's decision, which is final, will be conveyed to the applicant in writing, with copies to all parties and agencies concerned.
5. Requests take an average of ten (10) working days to process. They may take longer if submitted without the proper supporting documents or if there is insufficient balance in the project account.
6. Mail or submit your completed request(s) to the Department of Planning & Development Services (PDS), 5510 Overland Ave (MS-O650), Suite 110, San Diego, CA, 92123. An emailed pdf copy is recommended, also.
7. Staff time to process this request will be charged against the project account. The applicant will be contacted for additional funds if the account balance is insufficient to cover the estimated charges for processing the request.