



Rancho Santa Fe Fire Protection District

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May 9, 2017

To: Architects and Contractors
Subject: Preliminary Plan Reviews

The Rancho Santa Fe Fire Protection District offers preliminary site plan reviews in an effort to assist homeowners and architects with the building process. Preliminary site plan reviews are defined as conceptual review of a site plan. The following items will be reviewed:

- Fire hydrant locations
- Access (gates and driveways) length, width, grade, turnarounds, and surface material
- Hose Pull
- Building setback from top of slope
- Other fire and safety related site concerns

There is also a conceptual preliminary site plan review for landscape which includes the following:

- Access
- Landscape
- Vegetation clearance
- Fire code requirements

There are two separate fees associated with these plan reviews. The site plan review (Ordinance 1.15) is \$152.00. The site plan review for landscape (Ordinance 1.14) is \$135.00. These fees are separate due to the fact that they are routed to different plan checkers and they are looking at separate fire related issues for the project. All fees are due upon submittal to the Fire District. The fee will cover the initial review and one re-submittal per the Fire District corrections only. Subsequent submittals after the Fire Districts approval will be subject to additional fees, as defined in the fee schedule (ordinance #2.7).

These preliminary site plan reviews are **NOT** a substitution for a full set of County approved building, grading or landscape plans. These reviews are not required but recommended to help assist the property owner and the homeowner's association with the planning process. A full plan review will still be required for building and landscape and additional fees are associated with those services. The Fire District has a plan check turnaround of 10-15 business days; however, we make every attempt to review them before that time frame. We suggest that plans are submitted to the Fire District as soon as possible in order to meet any approaching deadlines

Please refer to our website at www.rsf-fire.org or call (858) 756-5971 to inquire about fees for individual projects. To set up an appointment, send your request to: scheduling@rsf-fire.org. Please include the following information:

- Scope of work being proposed
- Assessor's parcel number
- Property address
- Owner's last name

Sincerely,

Marlene Donner
Fire Marshal

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