

COUNTY OF SAN DIEGO
REPORT FORMAT AND CONTENT REQUIREMENTS
WILDLAND FIRE AND FIRE PROTECTION



LAND USE AND ENVIRONMENT GROUP

Department of Planning and Land Use
Department of Public Works

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PURPOSE

The purpose of this document is to describe the format and content of a Fire Protection Plan. These guidelines apply to maps, spreadsheets and reports completed for all privately initiated discretionary projects reviewed by the Department of Planning and Land Use. These guidelines are designed to:

- Ensure the quality, accuracy and completeness of reports and to aid in staff's ability to review reports/assessments in a consistent manner
- Provide enough information to make appropriate planning decisions and to make determinations regarding conformance with applicable regulations
- Increase the efficiency of the environmental review process and to avoid unnecessary time delays

TABLE OF CONTENTS

1.0	INTRODUCTION	1
1.1	<u>General Guidelines for Writing a Fire Protection Plan</u>	1
1.2	<u>General Guidance and Key Compliance Points for Preparing a Fire Protection Plan</u>	2
2.0	REPORT FORMATS	4
2.1	<u>Fire Protection Plan – Full Report Outline</u>	4
2.2	<u>Fire Behavior Model (Appendix to Full Report)</u>	10
2.3	<u>Fire Protection Plan – Letter Report Outline</u>	15

TABLES

Table 1	BEHAVE Plus 5.0.1 Worst case sustained winds (10 minute average and peak) Fuel Model 1 at 50% slope	12
Table 2	BEHAVE Plus 5.0.1 Worst case sustained winds (10 minute average and peak) Fuel Model 4 at 50% slope	13
Table 3	BEHAVE Plus 5.0.1 Worst case sustained winds (10 minute average and peak) Fuel Model 10* at 50% slope	14

1.0 INTRODUCTION

The Fire Protection Plan (FPP) shall follow the formats and guidance in this document. The overall length of the FPP and the amount of information included will vary depending on the size and scope of the project, the combustible vegetation threat, the unique topographical/geographical conditions of the site, and the type of emergency response (i.e. fire or medical). Following the submittal of a discretionary project, the County's Scoping Letter may require that one or more of the following be submitted:

- Fire Protection Plan (Full Report)
May be required, pursuant to the County Fire Code and County Consolidated Fire Code, for larger projects or where the site has topographic, geographic, and/or combustible vegetation conditions that require detailed review and analysis.
- Fire Fuel Assessment (Fire Behavior Model)
May be required in conjunction with a Fire Protection Plan (Full Report) for larger projects and/or projects with high fuel loads and/or steep topography.
- Fire Protection Plan (Letter Report)
Can be authorized by the County for projects that are located within the State Responsibility Areas and limited to infill projects with virtually no wildlands in the immediate vicinity. The FPP – Letter Report fulfills the requirements of the County Fire Code and County Consolidated Fire Code and may be prepared by the project applicant or the applicant's representative. The FPP – Letter Report is a simple narrative documenting site information and fire code compliance, and is not intended to require the services of a Fire Consultant. If upon review of the FPP – Letter Report code issues are determined to be unresolved or inadequately addressed, a Full Report will be required.

1.1 General Guidelines for Writing a Fire Protection Plan

Contents

- The overall content of an FPP is outlined in the County Fire Code and the County Consolidated Fire Code.

Format

- Unless an exception is granted by the County, every draft FPP shall have the components described in this Report Format and Content Requirements document.
- **DOCUMENTS THAT DO NOT CONTAIN ALL OF THE MANDATORY SECTIONS DESCRIBED IN THIS DOCUMENT WILL NOT BE ACCEPTED AS COMPLETE BY COUNTY STAFF UNLESS AN EXCEPTION IS APPROVED BY THE DIRECTOR OF THE DEPARTMENT OF PLANNING AND LAND USE (DPLU).**

Electronic Format

- Any draft text submitted electronically to the County for comment and review shall be formatted in Microsoft Word (2003 version or later). Staff may also request draft text to be submitted in PDF files. The electronic submission of draft text should be placed on a CD.

Document Length

- The length of the draft FPP must be kept to the absolute minimum. The document shall be only as long as required to accurately convey the pertinent fire code issues and to contain the level of analysis required to legally comply with the CEQA. Extraneous and "filler" material must always be omitted from the FPP.

Editorial Matters

- The draft FPP must be properly edited for correct format, spelling, grammar, page numbering, internal consistency and other editorial matters. It must also be consistent with project submittals. The draft FPP must be prepared in a clear format, written in clear language for review and understanding by decision-makers and the public (see CEQA Guidelines, § 15140). Complex and extremely analytical materials must be summarized and simplified, with the details and harder to comprehend materials placed in the technical appendices.
- The draft FPP must be written in a factual and objective manner. The document must provide a good-faith effort of full disclosure (e.g. if code requirements are not met, that information must be stated, accompanied by proposed mitigation measures).
- The draft FPP must cite all documents used in its preparation including, the section number of any relevant codes or regulations. Other documents may be incorporated by reference, provided that the referenced document is summarized in the draft FPP and is made available for public inspection at a public place identified in the draft FPP, which shall include a County office.

1.2 General Guidance and Key Compliance Points for Preparing a Fire Protection Plan

- Include only information that is directly pertinent to the FPP. Do not include extraneous, surplus, and anecdotal information.
- Instead of simply referring to "County Policy ...," specify whether the cited document is an official Board of Supervisors Policy, a Departmental Policy, or an informal policy or practice.
- Use consistent terminology. For example, do not refer to "Fire Behavior Model" in one section of the report and "Fire Model" in another.

- Present discussion and analysis with a tone that is professional, academic and impartial, rather than argumentative or project advocacy.
- Where other documents are incorporated by reference, explain the purpose for doing so and briefly describe or summarize the part or parts incorporated. The reference should be placed in the applicable narrative sections.
- Provide factual SUPPORT and RATIONALE for all conclusions stated.
- Check the accuracy of all factual statements. For example, do not state that a County regulation sets forth a particular requirement if, in fact, it does not.
- With the exception of the FPP – Letter Report, reports should be technical in nature.
- Reports should be concise and written in a professional manner suitable for peer review. Staff may reject reports based on quality if the report is written in such a manner that a timely and accurate review cannot be completed.
- Attached plot plans and maps must be to standard engineering scale and contain a north arrow and both number and bar scales. A scale of *1" = 160 feet*, or *1" = 80 feet* would not be acceptable. When maps are reduced, they must be scalable by using a standard engineering scale (e.g. 1" = 10' (or 100) thru 60' (or 600') in 10 foot intervals). Irrespective of scale, all maps and plot plans must be **clearly legible** to County staff.
- In draft copies of the report, all changes made in response to staff comments must be shown in strikeout/underline form. "Strikeout/underline" draft and "clean" copies should be submitted simultaneously. Final copies of the report must be clean, with all editing marks removed.
- The Draft Fire Protection Plan will be reviewed for technical accuracy and completeness by a County Fire Code Specialist and the fire district's Fire Marshal, if appropriate. The plan is considered to be draft until County staff determines the report to be complete.
- The FPP shall use mandatory, not permissive language, as the document will be binding on the project if the project is approved.

2.0 REPORT FORMATS

2.1 Fire Protection Plan – Full Report Outline

BINDER COVER & COVER PAGE

The Cover Page of the FPP Full Report shall include the following information:

- Project common name
- Project applications numbers. Must include all associated discretionary permit numbers (e.g. TM XXXX, TPM XXXXX, ZAPXX-XXX) and the environmental log number (Log No. XX-XX-XXX)
- Date of the original report, followed by the date(s) of all iterations
- Principal author's name, firm name and address
- Signature of principal author
- Project applicants' names and addresses
- A statement that reads: "*Prepared for the County of San Diego*"
- Color photo of the project site

TABLE OF CONTENTS AND HEADINGS

The table of contents must follow the order and format outlined in this document. Page numbers should be assigned when possible. Titles of each attachment/appendix should be listed in the order in which they are found in the document. The Table of Contents must be formatted in the following manner:

CHAPTER I. CHAPTERS SHALL BE SPECIFIED BY NUMBER AND SHALL BE PRESENTED IN BOLD AND IN ALL CAPS

I.I First level subchapters shall be specified by number and shall be presented in upper and lower case, bold, and underlined

I.I.I Second level subchapters shall be specified by number and shall be presented in upper and lower case, and bold.

I.I.I.I Third level subchapters shall be specified by number and shall be presented in upper and lower case, italics, and bold.

EXECUTIVE SUMMARY

The purpose of the Executive Summary is to provide a quick reference for the public and decision-makers. Therefore, the language should be less technical than that used in the remainder of the document and should be no more than one page in length. The Executive Summary should include a brief summary of the project, the topographic/geographic and combustible vegetation conditions/challenges of the site and surrounding areas, existing fire related services, potential project impacts/issues and proposed mitigation. The summary should include a brief discussion of anticipated fire behavior in the vicinity, based in part on fire behavior modeling (expanded in the body of the FPP). No information should be provided in the summary that is not further explained elsewhere in the document.

Chapter 1. INTRODUCTION

Every Fire Protection Plan shall include the following introductory language:

This Fire Protection Plan (FPP) has been prepared for the (*insert common name of the project here*). The purpose of the FPP is to assess the potential impacts resulting from wildland fire hazards and identify the measures necessary to adequately mitigate those impacts. As part of the assessment, the plan has considered the property location, topography, geology, combustible vegetation (fuel types), climatic conditions, and fire history. The plan addresses water supply, access (including secondary/emergency access where applicable), structural ignitability and fire resistive building features, fire protection systems and equipment, impacts to existing emergency services, defensible space, and vegetation management. The plan identifies and prioritizes areas for hazardous fuel reduction treatments and recommends the types and methods of treatment that will protect one or more at-risk communities and essential infrastructures. The plan recommends measures that property owners will take to reduce the probability of ignition of structures throughout the area addressed by the plan.

1.1 Project Location, Description and Environmental Setting

1.1.1 Project Location

Discuss the project location in the local and regional context. Include a copy of the site plan/plot plan with topographical overlay. If the subject site is adjacent to steep topography or dangerous fuels, additional mapping information may be required.

1.1.2 Project Description

Provide a very detailed description of the project, including all on-site and off-site components. An 8.5"x11" or 11"x17" copy of the proposed subdivision map/plot plan must be attached to the report as a numbered figure(s). The project description should be as detailed as possible and, at a minimum, include the following information (additional information may be required):

- Size of project site and area proposed for development.

- Purpose and scale of proposed uses associated with the project, such as residential development or recreational camping.
- Proposed structures (size, location, purpose, etc.).
- Location of all easements, including those for biological open space, steep slopes, riparian areas, limited building zones, utilities and roads.
- Proposed or potential uses within open space or riparian areas.
- Off-site improvements, such as for roads or utility extensions, and brief analysis of existing off-site road conditions (e.g. width, grade, and paving).

1.1.3 Environmental Setting

Describe the physical characteristics of the subject site and surrounding areas. At a minimum, the Environmental Setting section must include the following information:

- Dates of all site inspections/visits conducted
- Topography
- Vegetation (type and density)
- Fuel loads
- Fire history for the area
- Elevation
- Climate (general and seasonal)
- Public and private ownership of land in the vicinity, particularly any preserved lands adjacent or contiguous to the site
- A description of the existing land uses on site and on surrounding lands

Chapter 2. GUIDELINES FOR THE DETERMINATION OF SIGNIFICANCE

Detailed guidelines for the determination of significance are identified in section 4 of the Wildland Fire and Fire Protection Guidelines for Determining Significance. This section of the FPP must list those thresholds as described under section 4 and explain how the project complies with those thresholds.

Chapter 3. ANTICIPATED FIRE BEHAVIOR IN THE VICINITY

The applicant should provide a fairly brief narrative of anticipated fire behavior in the project vicinity in terms of fuels, terrain, weather, and intensity, both before and after mitigation (if any). This narrative should include a brief summary of fire behavior modeling results, and set the tone for project analysis and mitigation measures that follow. This is the appropriate chapter in which to review FIRE HISTORY.

Chapter 4. ANALYSIS OF PROJECT EFFECTS

This section must include an evaluation of project compliance with the Significance Guidelines listed in section 2.0, above. The project must be analyzed to identify potential adverse impacts and to identify adequate mitigation measures for impacts resulting from wildland fire hazards. At a minimum, an analysis must include an evaluation of the following areas:

4.1 Adequate Emergency Services

This section of the report must discuss the following:

- Fire jurisdiction providing service, location of the nearest fire station obligated to respond, and its emergency responsibility
- Travel distance and travel time (include methodology used)
- Compliance/non-compliance with the San Diego County General Plan
- First alarm response to wildland fire and to structure fire

4.2 Fire Access

The analysis must include a description of the existing off-site and proposed on-site road network, including the following:

- Main/additional access
- Road widths, angles of approaches/departures, obstructions (gates), fire lane marking and turnarounds, including analysis of off-site roads from a public-way and all deviations from fire code requirements
- Road grades and surface improvements
- On-going road maintenance (identify entity responsible and private funding mechanism)
- Compliance/non-compliance with codes/regulations and significance standards

4.3 Water

4.3.1 For projects inside a Public or Private Water District:

- Provide a copy of the Water Service Availability Form along with a map that shows existing and proposed hydrant locations and spacing
- Fireflow in mains in wildland areas for new development must be a minimum 2500 GPM, unless reduced by the fire authority having jurisdiction, consistent with code
- Compliance/non-compliance with codes/regulations and significance standards

4.3.2 For projects outside a Public or Private Water District:

- Demonstrate compliance with County Fire Code or Consolidated Fire Code

4.4 Ignition-Resistant Construction and Fire Protection Systems

- County Building Code specifies construction standards for all structures located within the Wildland-Urban Interface areas. Provide a list of the structures and their uses and clearly identify proposed deviations from applicable sections of the applicable codes. Justification must be provided for alternatives to code requirements; DO NOT simply repeat the code.
- Identify fire sprinkler requirements.

4.5 Fire Fuel Assessment

- Summarize the wildland and non-native fuels on and adjacent to the site and their potential threat of burning, prior to Vegetation Management.

4.6 Fire Behavior Modeling

- Summarize fire behavior modeling results, linking the results to fuel assessment and defensible space. (Details, such as data input and output, should be presented in the Technical Appendices.)

4.7 Defensible Space and Vegetation Management

This section of the report must:

- Provide an overview of flammable vegetation within and adjacent to the project site (type and density, and location relative to specific lots)
- Identify Fuel Modification Zones (with dimensions) for building pads and access roads and link to Fire Fuel Assessment, Fire Behavior Modeling.
- Include vegetation management (clearing) practices that will be implemented during the life of the project and the organization responsible for maintenance.
- Identify how boundaries of vegetation management zones will be permanently identified in the field.
- Identify plant species that are proposed as part of new landscaping, if known.
- Demonstrate compliance/non-compliance with codes/regulations and significance standards.

4.8 Cumulative Impact Analysis

This and other projects may have a cumulative impact on the ability to protect residents from wildfires. This project and other development in the area will increase the population in the rural areas, which may increase the chances of a wildfire and increase the number of people and structures exposed to risk of loss, injury or death.

Explain how the project and other proposed development in the area may contribute to this cumulative impact and what mitigation measures are proposed to address this impact (e.g. establishing/participating in a Community Facility District, project compliance with or exceeding codes/standards).

Chapter 5. MITIGATION MEASURES AND DESIGN CONSIDERATIONS

Briefly describe proposed mitigation measures and design considerations. For each measure, state the impact being mitigated. Some mitigation measures MAY require additional details or analysis of potential impacts.

Chapter 6. CONCLUSION

For each significant impact, determine if the proposed mitigation measures have reduced the significance level to “less than significant” in accordance with the stated Significance Guidelines and, if so, explain why.

Chapter 7. LIST OF PREPARERS AND PERSONS AND ORGANIZATIONS CONTACTED

Provide a list of preparers, noting each person included on the County list of approved consultants. Note that the principal author must be on the County list or the report will not be accepted.

Chapter 8. REFERENCES

Include a list of all references used in the report (not personal references for the preparer.)

TECHNICAL APPENDICES

The Table of Contents for the Appendices must list each document attached to the report in the order in which it is included. The following documents must be included in the report, either in the text (if size is appropriate) or as an appendix:

- Site Map/Plot Plan with topography overlay
- Aerial photo of site and immediate vicinity – with property lines shown
- Photos of the site at ground level
- Fire Model (if required)
- Completed and signed form “DPLU #399F – Project Facility Availability Form for Fire”

2.2 Fire Behavior Model

Summary Narrative

As part of the Fire Behavior Model, a Summary Narrative must be included that provides an overview of the assumptions and findings. Please ensure that the narrative includes discussion of wind compression, spotting potential, fire location/direction, assessment of neighboring fuel beds, and topographical impacts. The language should be less technical than that used in the Fire Model Report and should be no more than one page in length.

Use of Model Inputs - Caveat

The Fire Behavior Model is a tool for fire authorities to estimate the behavior of fire that is moving towards a structure given certain assumptions. The Fire Behavior Model is only an estimate and not designed to replace eye-witness accounts or the experience of the local FAHJ who is familiar with wildland fire behavior.

The standard weather parameters that are discussed below are designed to provide local FAHJ and fire consultants with a generally accepted set of model inputs to ensure overall fire modeling consistency for certain fuel types. The inputs are not stagnant and will constantly be revised and amended as additional information becomes available and modeling software changes. The County will post changes to these standard weather parameters on DPLU's website as the changes occur. Before finalizing modeling inputs, fire consultants must contact the local FAHJ to confirm that the model inputs proposed are reasonably accurate for the area being considered.

Note that BehavePlus is not the only recognized fire model that is available; it is identified in this report only because it is a model currently most used by fire consultants. Three fuel models are listed as a comparison of fire behavior values under BehavePlus, but other recognized models may be used. Use of these alternative models will be accepted if the consultant provides documentation that supports and justifies the assumptions that are used.

Model Inputs – Historical Background

The requirement to submit a Fire Protection Plan for development in wildland areas has demonstrated a need for a generally accepted set of weather parameters for extreme fire conditions during summer time and Santa Ana fire weather patterns.

Analysis of 44 years of weather data (1961-2005) from the USDA Forest Service's Weather Information Management System (WIMS) provides a sampling of weather patterns across San Diego County. The County is divided into five climate zones from the coast to the desert. (Climates of San Diego County, Agricultural Relationships, University of California, Agricultural Extension Service, and U.S. Weather Bureau.) Daily afternoon weather observations were manually taken at selected fire stations across the county between 1961 and the early 1990's. Remote Automated Weather Stations (RAWS) replaced manual observations beginning in 1992. <http://famweb.nwcg.gov/weatherfirecd/>

Fire Family Plus software (USDA Forest Service) was used to summarize and analyze historical daily fire weather observations and to compute fire danger indices based on the National Fire Danger Rating System (NFDRS).

Weather data from April 15th through December 31st was chosen to represent the general limits of the fire season. Fires have occurred between January 1st and April 14th, but while dangerous fire weather conditions occur during this period, they typically are not as severe as September and October weather conditions. Including winter weather records would dilute the data and add numerous winter storms that require manual interpretation. Summer fire conditions were derived from records beginning on June 15th and ending September 15th.

Maximum wind speed data was checked for reasonableness by comparing speed with surrounding stations. Winds associated with winter storms were identified by cross checking with precipitation and relative humidity observations and then excluded. Santa Ana wind season is assumed to start on September 15th. Wind speed is measured at 20 feet above the ground and averaged for at least 10 minutes.

Maximum wind speed was calculated by taking the difference between the maximum recorded wind speed and the 99th percentile wind speed, adding this difference to the 99th percentile wind, adding 10 percent for a safety margin, and rounding the answer up. This had the effect of throwing out the outliers while including the highest reasonable winds. A table showing days with winds over the 99th percentile is included for each zone. Peak wind for each zone is the highest recorded wind by a RAWS during the Cedar fire (October 26, 2003).

The program for calculating fire behavior and spread requires temperature and relative humidity ranges as inputs. Temperature ranges of 90°-109°F and relative humidities of 5%-9% are reasonable for most areas of the county under Santa Ana conditions.

The Burning Index graph is included for reference. It represents the relative difficulty of controlling a wildfire and is calculated from temperature, wind, relative humidity, fuel (vegetation) moisture and wind.

Actual weather records may be used in lieu of these numbers if they can be demonstrated to be representative of the actual site, recorded by a recognized system, and represent at least five years of data.

**Table 1
BEHAVE Plus 5.0.1**

Worst case sustained winds (10 minute average and peak) Fuel Model 1 at 50% slope

Zone	Period	Temperature	Relative Humidity	Sustained Wind Speed	Burning Index (99%)	Rate of Spread Feet/min	Flame length
Maritime	Summer	70-89°F	30-34%	17 mph	41	300	8
	Santa Ana	90-109°F	5-9%	18 mph	64	470	10
	Peak	90-109°F	5-9%	22 mph	-	550	11
Coastal	Summer	90-109°F	10-14%	19 mph	57	430	9
	Santa Ana	90-109°F	0-4%	21 mph	112	600	12
	Peak	90-109°F	0-4%	26 mph	-	730	13
Transitional	Summer	90-109°F	10-14%	19 mph	119	430	9
	Santa Ana	90-109°F	5-9%	28 mph	145	730	13
	Peak	90-109°F	5-9%	41 mph	-	730	13
Interior	Summer	90-109°F	5-9%	18 mph	153	470	10
	Santa Ana	90-109°F	5-9%	24 mph	168	730	13
	Peak	90-109°F	5-9%	56 mph	-	730	13
Desert	Summer	90-109°F	5-9%	18 mph	153	470	10
	Santa Ana	90-109°F	5-9%	24 mph	168	730	13
	Peak	90-109°F	5-9%	56 mph	-	730	13

Table 2
BEHAVE Plus 5.0.1
Worst case sustained winds (10 minute average and peak) Fuel Model 4 at 50% slope

Zone	Period	Temperature	Relative Humidity	Sustained Wind Speed	Burning Index (99%)	Rate of Spread Feet/min	Flame length
Maritime	Summer	70-89°F	30-34%	17 mph	41	480	47
	Santa Ana	90-109°F	5-9%	18 mph	64	620	56
	Peak	90-109°F	5-9%	22 mph	-	700	60
Coastal	Summer	90-109°F	10-14%	19 mph	57	989	50
	Santa Ana	90-109°F	0-4%	21 mph	112	740	61
	Peak	90-109°F	0-4%	26 mph	-	870	65
Transitional	Summer	90-109°F	10-14%	19 mph	119	615	54
	Santa Ana	90-109°F	5-9%	28 mph	145	1100	73
	Peak	90-109°F	5-9%	41 mph	-	1600	87
Interior	Summer	90-109°F	5-9%	18 mph	153	620	56
	Santa Ana	90-109°F	5-9%	24 mph	168	870	66
	Peak	90-109°F	5-9%	56 mph	-	2400	105
Desert Chaparral	Summer	90-109°F	5-9%	18 mph	153	620	56
	Santa Ana	90-109°F	5-9%	24 mph	168	870	66
	Peak	90-109°F	5-9%	56 mph	-	2400	105

**Table 3
BEHAVE Plus 5.0.1**

Worst case sustained winds (10 minute average and peak) Fuel Model 10* at 50% slope

Zone	Period	Temperature	Relative Humidity	Sustained Wind Speed	Burning Index (99%)	Rate of Spread Feet/min*	Flame length*
Maritime	Summer	70-89°F	30-34%	17 mph	41	-	-
	Santa Ana	90-109°F	5-9%	18 mph	64	-	-
	Peak	90-109°F	5-9%	22 mph	-	-	-
Coastal	Summer	90-109°F	10-14%	19 mph	57	-	-
	Santa Ana	90-109°F	0-4%	21 mph	112	-	-
	Peak	90-109°F	0-4%	26 mph	-	-	-
Transitional	Summer	90-109°F	10-14%	19 mph	119	-	-
	Santa Ana	90-109°F	5-9%	28 mph	145	-	-
	Peak	90-109°F	5-9%	41 mph	-	-	-
Interior	Summer	90-109°F	5-9%	18 mph	153	30	10
	Santa Ana	90-109°F	5-9%	24 mph	168	40	11
	Peak	90-109°F	5-9%	56 mph	-	100	17
Desert	Summer	90-109°F	5-9%	18 mph	153	-	-
	Santa Ana	90-109°F	5-9%	24 mph	168	-	-
	Peak	90-109°F	5-9%	56 mph	-	-	-

* Surface Fire Only. Behave does not model crown fires in timber fuel types

2.3 Fire Protection Plan – Letter Report Outline

The Fire Protection Plan (FPP) – **Letter Report** is for project applicants who are processing minor projects that have little to no anticipated risk of loss, injury or death involving wildland fires. Discretionary permits that may qualify for a FPP – Letter Report include projects that are located within the State Responsibility Areas and are “infill” projects with virtually no wildlands in the immediate vicinity. The FPP – Letter Report may be prepared by the applicant or the applicant’s representative, instead of a fire consultant. However, the applicant may employ the services of a fire consultant to prepare a Letter Report FPP. The Letter Report FPP preparer does not have to be on the County’s approved list of consultants.

If upon review of the completed FPP - Letter Report, the County determines that code issues are unresolved or inadequately addressed or the project cannot comply with required conditions that are specified in the “Project Exposure to Wildland Fires” section below, the project does not qualify for a FPP – Letter Report, and a FPP – Full Report will be required. The Full FPP Report must be prepared by a consultant currently approved by the County for such reports, and must follow the prescribed format.

The FPP – Letter Report must be written in the following format. Guidance on how to complete certain sections of the report is shown in *(italics)*. Questions on how to complete the form can be directed to the DPLU Fire Service Section at (858) 694-2960.

(Date)

County of San Diego
Department of Planning and Land Use
5201 Ruffin Road, Suite B
San Diego, CA 92123

(Local Fire Agency/District Having Jurisdiction)
(Address)
(City, State, Zip)

SUBJECT: FIRE PROTECTION PLAN – LETTER REPORT
(Project Common Name)
(Project Application Number – e.g. TPM #####)
(Assessor Parcel Numbers e.g. ###-###-##-00)

This Fire Protection Plan (FPP) – Letter Report is submitted pursuant to the County Fire Code and County Consolidated Fire Code, to address the adverse environmental effects that a proposed project may have from wildland fire and to provide mitigation of those impacts to ensure that the project does not expose people or structures to a significant risk of loss, injury or death involving wildland fires.

PROJECT DESCRIPTION

(Briefly describe the project being proposed – acreage, parcel size range (e.g. “24.5 acre parcel in A-72 zone divided into four 4.0 to 6.5 acre residential lots”)

ENVIRONMENTAL SETTING

1. **Location:** *(give the community where the project is located [e.g. Fallbrook] and describe the character of the area that surrounds the subject property , i.e. how it is currently developed)*
2. **Topography:** *(generally identify the terrain of the site and adjacent properties (e.g. land is generally flat immediately off Access Street for 100 yards followed by rolling hills. Unusually high steep terrain can be found in the northwestern corner of the site and beyond)*
3. **Geology:** *(describe any geological features that might affect access roads or building pad design, or increase or reduce wildfire potential on the site.)*
4. **Flammable Vegetation:** *(discuss the type and density of vegetation – this information is typically available in the project Biology Report. If a Biology Report is not required for your project, generally describe the types of plants that are found on the property and the density of vegetation.)*
5. **Climate:** *(identify general climate and seasonal events – e.g. “coastal or west sloping valley or mountainous or desert climate – subject to Santa Ana wind events, flash flooding”, etc.)*

PROJECT EXPOSURE TO WILDLAND FIRES

1. **Water Supply:** *(Describe how water is going to be supplied to the project. NOTE: If the project is outside the boundaries of a water district, include the following language in this section of the FPP – Letter Report: “All proposed structures shall have a water tank, with size, location and fire department connection (FDC) consistent with the County and Consolidated Fire Code.”*

If the project is inside the boundaries of a water district, a copy of the Service Availability Form for water must be attached to this FPP – Letter Report. Furthermore, include the following language in this section of the FPP – Letter Report: “Hydrants shall be located along fire access roadways as determined by the Fire Marshal to meet operational needs, at intersections, at cul-de-sacs, and at intervals pursuant to the County and Consolidated Fire Code. Required fireflow in water main is 2500 gallons per minute.

2. Fire Access Roads

Location. *(Describe the location of all access roads and the number of parcels that will access each road, include development pads and driveways). Explain how the primary access road complies with the distance thresholds specified under the County Fire Code and County Consolidated Fire Code.*

Width: *(Describe the width of all access roads. NOTE: All fire access roads including driveways must be improved to a minimum 16' width all-weather surface suitable for travel by 50,000 lb. fire apparatus. Fire access roads serving more than two single-family dwellings shall be a minimum 24' wide with all-weather surface suitable for travel by 50,000 lb. fire apparatus.*

Vertical Clearance: *(Include a statement that "minimum vertical clearance of 13 feet 6 inches must be maintained for the entire required width of fire access roads".)*

Grade: *(Describe the maximum grade in percent for the roads and driveways. NOTE: Grades greater than 15% are not permitted without mitigation; grades greater than 20% are prohibited.)*

Surface: *(Describe the surface improvements for all roads and driveways. Be specific rather than quoting this entire code section).*

3. **Setback from Property Lines:** *(The minimum setback from any property line in high hazard areas is 30 feet (even though Zoning Setback may be less). Exceptions may be allowed if parcels are smaller than one acre, upon review and approval from the FAHJ and County. Minimum setback from property lines abutting national forests, open space preserves, and designated riparian areas is 100 feet. The applicable statement must appear in this section, and any such forest, preserve or riparian areas must be identified.)*
4. **Building Construction:** *(The Report must include the following statement: "All structures shall comply with the ignition-resistive construction requirements: Wildland-Urban Interface areas of Chapter 7A of the County Building Code.")*
5. **Fire Protection Systems:** *(The Report must include the following statement: "All habitable structures and attached garages shall have residential fire sprinklers per County Code or County Consolidated Code requirements.")*
6. **Defensible Space:** *(The Report must include the following statement: "A minimum 100-foot Fuel Management Zone will be established and maintained around all structures over 250 square feet in size. No off-site clearing is required or authorized.")*
7. **Vegetation Management:** *(The Report must include the following statement: "Prescribed Defensible Space (fuel management zones) will be maintained by the property owners at least annually or more often as needed. Boundaries of fuel*

management zones will be clearly and permanently marked. Plants used in the Defensible Space will be from an approved fire resistant planting materials list that is maintained by County of San Diego, Department of Planning and Land Use.”)

8. **Fire Behavior Computer Modeling:** Based on preliminary evaluation by the County Fire Marshal, Computer Fire Behavior Modeling is not required for this **FPP – Letter Report**-(Note: Contact the Fire Authority Having Jurisdiction [FAHJ] to confirm).

Prepared By (Signature) ¹	Date	Printed Name	Title
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Property Owner (Signature) ¹	Date	Printed Name
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¹ The FPP – Letter Report will not be accepted without original signatures.