



**BUSINESS IMPROVEMENT DISTRICT
PUBLIC RIGHT-OF-WAY ENHANCEMENT
PROGRAM (P.R.O.W.) CHECKLIST**

BUSINESS NAME: _____ **DATE** _____

- Planning your P.R.O.W.
 - Is your location fronting the public right of way and on the first floor?
 - Is your proposed enhancement in front of your business?
 - Have you read the compliance with General Requirements, Standards and Conditions of the program?
 - Do you understand the program is for temporary use and program is two-year test?

- Proof of insurance \$1 million naming the Mission Hills Business Improvement District, the Business Improvement District Council (BIDC), property owner, the City of San Diego, their agents, officers, and employees as additional insured.

- Two copies of scaled drawing 8 1/2" x 11" or 11" x 17."

- Two copies of photo(s) of proposed area of enhancement (street corners require info for both street frontages).

- Attended Site Visit Review.

- Copy of curb-to-property line card. Apply online for your curb-to-property line card at: <https://www.sandiego.gov/sites/default/files/legacy/development-services/pdf/industry/forms/ds689.pdf> For questions call City Records 619-446-5200.

- Café Seating \$150 annual fee, attached.

- A-frame/Display sign \$100 annual fee, attached.

- Post permit in window from MHBID

- Notes / Comments / Special _____

After completing the **PROW Checklist** and **Application**, please arrange an appointment with **Mission Hills Business Improvement District Executive Director**, Susan McNeil Schreyer by email at MissionHillsBID@gmail.com or over the phone by calling 619-559-9502. Applications must be submitted through the BID, and not directly to the City.

More info: MissionHillsBID.com/PROW