



BUSINESS ASSOCIATION

Public Right-Of-Way Enhancement Program Checklist

BUSINESS NAME: _____ DATE _____

- Determine if you are eligible to apply.
 - Is your business located within the Hillcrest Business Improvement Association boundaries?
 - Is your business 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 guidelines to the [Hillcrest Public Right Away Enhancement Program](#)?

- Provide evidence of having one million dollars of liability insurance \$1 naming the Hillcrest Business Improvement District, the property owner, the City of San Diego, their agents, officers, and employees as additional insured.

- Provide two copies of scaled drawings- no smaller than 8 1/2" x 11" nor larger than 11" x 17."

- Provide two copies of a photograph or photographs of the proposed area of enhancement. The photograph(s) shall include the entire area of the enhancement as well as the adjacent property to each side. Applicants for any business located at a corner property or street-to-street property shall provide photographs for both street frontages.

- Attend a free training demonstration provided by the HBIA prior to displaying a free-standing sign or outdoor displays or opening an outdoor dining area (may be waived and provided at time permit is delivered).

- Provide a copy of your 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>

- Download and fill out the Hillcrest PROW Program Application and Payment Information.

- Notes / Comments / Questions _____

After completing the Hillcrest PROW Checklist and Application, please arrange an appointment with Hillcrest Business Improvement District Member Services Director, Eddie Reynoso by email at eddie@Hillcrestbia.org or over the phone by calling 619-299-3330. Applications must be submitted through the BID, and not directly to the City.