



PLANNING & DEVELOPMENT SERVICES

INITIAL STUDY RESEARCH PACKET (ISRP) AUTOMATION USERGUIDE

STEP 1:

Access the ISRP site [here](#).

STEP 2:

Enter APN(s) in the first field. Use commas to separate APNs if researching multiple parcels.

The screenshot shows the 'Initial Study Research Packet' form. The 'List of APNs (Separated by comma):' field is highlighted with a red border. Below it, the 'Record ID:' field is also highlighted in red. The 'Project Title:' field is optional. The 'Create Report' and 'Clear' buttons are visible. Two orange callout boxes provide additional instructions: 'Note: The APN field is a required field. The field will turn red and user will not be able to continue if no APN is entered.' and 'Note: Click "Clear" to erase data if invalid APN is entered.'

STEP 3:

The Record ID and Project Title fields are optional.

The screenshot shows the 'Initial Study Research Packet' form. The 'Record ID:' and 'Project Title:' fields are highlighted with a red border. The 'List of APNs (Separated by comma):' field contains the value '1881200900'. The 'Create Report' and 'Clear' buttons are visible. The 'Job Status' field is also present.

STEP 4:

Click the **Create Report** button.

County of San Diego - Planning & Development Services
Initial Study Research Packet

List of APNs (Separated by comma): 1881200900 (e.g.: 2843403500 or 1...)

Record ID: Optional (e.g.: PDS2013-MUP-13)

Project Title: Optional (Up to 32 characters) (e.g.: Smith Subdivisio...)

Create Report Clear

Job Status: Enter Data and click Create Report to start

JobID: JobID

0%

Cancel Creating Report
Download Report PDF

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Geographic Information Services

Note: Due to the large amount of data being compiled, it may take up to 10 minutes to create the report.

STEP 5:

The "Job Status" field indicates if the report has been created successfully or not. Reasons for failure to generate the report will be noted in this field. Click on the **Download Report PDF** link to download the report when the report has been successfully created.

County of San Diego - Planning & Development Services
Initial Study Research Packet

List of APNs (Separated by comma): 1881200900

Record ID: Optional

Project Title: Optional (Up to 32 characters)

Create Report Clear

Job Status: Successfully created report. Please click on links blow to download result.

JobID: Get Map:jfe71f42d6bf42468a20ae3bd0dc3e64

100%

Cancel Creating Report
Download Report PDF

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