PROJECT REVIEW MEETING APPLICATION PROCEDURES

Effective August 31, 2012

THE PROJECT REVIEW PROCESS

The Project Review Meeting provides members of the public and Planning Department staff an opportunity to discuss Code requirements, planning processes and Departmental policies related to a specific proposed project.

FEES

$384.00 One to five residential units and all affordable housing projects
$909.00 More than five residential units and all other projects, including commercial projects

There is a non-refundable fee equivalent to $384.00 on all Project Review applications. There is no fee for Project Review meetings held for active cases within the Planning Department. Building Permit applications filed through the Department of Building Inspection are not the same as Planning Department project cases.

APPLYING FOR A PROJECT REVIEW MEETING

Applicants must submit a completed application form either by person or by mail. Application forms are available in our website at www.sfplanning.org and at our Planning Information Counter at the ground floor of 1660 Mission Street.

Checks are to be made payable to the SAN FRANCISCO PLANNING DEPARTMENT. Please submit your application form and fee payment to:

Project Review Meeting Coordinator
San Francisco Planning Department
1650 Mission Street, Suite 400
San Francisco, CA 94103

Telephone: (415) 558-6378
FAX: (415) 558-6409

Always include the Assessor's Block/Lot Number(s) and Planning Department Case Number, if assigned, on all correspondence. Please bring recent photographs of the project site and if available, a proposed site plan, floor plans, and sections and elevations of existing and proposed structures. Please retain a copy of the application form for your records.

PROJECT REVIEW MEETING SCHEDULING

Project Review Meetings are scheduled weekly on Tuesdays and Wednesdays. Appointment varies depending on availability of slots, amount of applications received, and availability of the planners. Turn around of appointments is usually 1 to 2 weeks.

Appointment can be rescheduled if we are notified before 12:00 noon on Thursday before your scheduled appointment. If you cancel your meeting, some fees may be refunded to you less the refund processing fee. Please arrive 15 minutes prior to your scheduled start time and check in with the Receptionist at 1650 Mission Street, Suite 400.

PROJECT REVIEW MEETING APPLICATION FORM

APPLICATION DATE: _____

PROJECT CONTACT:

Name _____ Phone No. ( )_____

Address _____

FAX No. (_____)_____

Owner_____

PROJECT INFORMATION:

Property Address_____

How many units does the subject property have? _____

Assessor's Block/Lot(s) _____ Zoning District_____

Height and Bulk Districts _____

PROJECT DESCRIPTION / PURPOSE OF MEETING: (Use attachments if necessary)

_____

_____

_____

_____

Land Use Type	Existing	Proposed	Net Change
Number of Dwelling Units			
Commercial Square Footage:			
Retail			
Office			
Number of Hotel Rooms			
Industrial Square Footage			
Other Uses: _____			
Number of Parking Spaces			

Previously contacted Planning Department staff_____

Will this project be publicly funded? (specify) _____