



# LEGALIZATION OF UNAUTHORIZED UNITS CHECKLIST

Look up your property and zoning information on the [Property Information Map](#).

<b>Project Address</b>		<b>Block</b>	<b>Lot</b>	<b>Zoning District</b>	
<b>Project Contact Name</b>		<b>Email</b>	<b>Phone</b>		<b>Historic Status (circle)</b>
					Article 10 Article 11
<b>Dwelling Unit Count</b>		<b>Number of Stories</b>		<b>Total Excavation (Cubic Yards)</b>	<b><a href="#">Screening Form</a></b>
(E) per 3R:	# DU:	(E)	(N)		Required prior to submittal of permit application.

Checklist	Required?
<b>Site Plan showing:</b> <i>If exterior changes are proposed (expansions, stairs, decks, etc.), include separate existing and proposed site plans.</i>	
<b>Adjacent Lots:</b> (both sides) with full outlines of buildings on those adjacent properties.	Yes
<b>Direction of True North:</b> indicate if project North is different.	Yes
<b>Dimensions:</b> Dimension the distance from the existing Building Walls to Property Lines and other structures on the lot.	Yes
<b>Landscape and Permeable Surface:</b> show areas in Required Front Setback.	Only if there is an existing front setback
<b>Curb Cuts:</b> if vehicle parking is to be removed, show curb cut(s) to be removed and note "remove curb cut".	Only if removing off-street parking
<b>Street Tree:</b> indicate the location of existing and proposed street trees.	Yes
<b>Floor Plans, existing and proposed for all floors, showing:</b> <i>On all plan views, label the street names, rooms, and areas.</i>	
<b>Location of New Unit:</b> New Unit ##, and square foot area of new unit.	Yes
<b>Existing Dwelling Units:</b> location of all dwelling units in the building. These units to be labeled "Existing Units" with all the rooms and spaces labeled according to their use(s).	Yes
<b>Laundry and Storage:</b> location of services.	Yes
<b>Toters:</b> location of dedicated space for trash, recycling and compost carts on private property and screened from public view. Visit SFRecology.com for more information.	Yes
<b>Parking:</b> include dimensions and outline of all existing and proposed vehicle and bicycle parking.	Yes
<b>Building Elevations:</b> <i>As stated in the Plan Submittal Guidelines, if there are any exterior changes proposed; provide separate existing and proposed elevations for only the building face(s) related to the work.</i>	
<b>Partial Elevations for Non-Public Facing Facades:</b> partial elevations of floor level on which work is proposed will be accepted in-lieu of full elevations if the project does not include an expansion. These partial elevations would be suitable for new openings or modifications to openings.	Only if small modifications are proposed

<b>Exterior Materials:</b> if changes proposed to exterior, include existing and proposed exterior materials on drawings for new or replacement doors, windows, and exterior finish material. If an elevation is not required, this information may be provided elsewhere in the plan set.	Only if exterior changes are proposed
<b>Windows:</b> include dimensions, operation, and material type. Provide plan section detail of new windows.	Yes
<b>Sections:</b> <i>Provide a section to confirm floor to ceiling heights and/or excavation at the level(s) of the unit.</i>	
<i>If there is a change in floor to ceiling heights or excavation is proposed, include separate existing and proposed sections with floor to ceiling heights.</i>	Only if changes proposed