



# STATEMENT OF ELIGIBILITY FOR TRANSFERABLE DEVELOPMENT RIGHTS

## INFORMATIONAL AND SUPPLEMENTAL APPLICATION PACKET

**ATTENTION: A Project Application must be completed and/or attached prior to submitting this Supplemental Application. See the [Project Application](#) for instructions.**

This is an application to the Zoning Administrator for determination of whether the lot is a Transfer Lot and the amount of transferable development rights available for transfer specifically provided for in Section 128 of the Planning Code. This application contains general information about the Statement of Eligibility, step-by-step instructions on how to file a Statement of Eligibility application to the Zoning Administrator and all the necessary forms.

For questions, you can call the Planning counter at 628.652.7300 or email [pic@sfgov.org](mailto:pic@sfgov.org) where planners are able to assist you.

**Español:** Si desea ayuda sobre cómo llenar esta solicitud en español, por favor llame al 628.652.7550. Tenga en cuenta que el Departamento de Planificación requerirá al menos un día hábil para responder.

中文：如果您希望獲得使用中文填寫這份申請表的幫助，請致電628.652.7550。請注意，規劃部門需要至少一個工作日來回應。

**Filipino:** Kung gusto mo ng tulong sa pagkumpleto ng application na ito sa Filipino, paki tawagan ang 628.652.7550. Paki tandaan na mangangailangan ang Planning Department ng hindi kukulangin sa isang araw na pantrabaho para makasagot.

## GENERAL INFORMATION

Transferable Development Rights are units of gross floor area that may be transferred from a Transfer Lot to a Development Lot (per the provisions of Section 128 of the Planning Code). Each one square foot of gross floor area is one unit of TDR. Transferring unused or excess TDR units enables the Preservation Lot to sell “excess” TDR units as an extra financial incentive towards the preservation of that structure and allows a structure on a Development Lot to be built that exceeds the basic floor area ratio.

The process involves three steps, each step involving the submittal of an application to the Department and the ultimate recordation of a legal document that is signed by the Zoning Administrator. These steps are:

1. Statement of Eligibility Application and Document
2. Certificate of Transfer Application and Document
3. Notice of Use Application and Document

Applications can be found at the Planning Information Counter or on the Department’s website. Please refer to the current Fee Schedule, as set forth by Section 353(d)(6)-(8) of the Planning Code, for appropriate fees for each application type.

## **WHAT IS A STATEMENT OF ELIGIBILITY?**

A Statement of Eligibility is the first step in a three-step process to determine the amount of TDR units available on the Preservation Lot. A Preservation Lot may also be referred to as a Transfer Lot. A parcel of land that is considered a Preservation Lot is a parcel of land located within a C-3 zoning district and contains either:

1. A Category I, II, III, or IV building per Article 11 of the Planning Code;
2. A Category V building that has complied with the eligibility requirements set forth in Article 11 of the Planning Code;  
or
3. A structure designated as an individual landmark per Article 10 of the Planning Code.

## **HOW DOES THE PROCESS WORK?**

To file the completed application, follow the instructions on the [Intake Request Form](#).

Following the intake appointment, the Zoning Administrator (ZA) or his/her designee reviews the complete application to determine whether the lot qualifies as a Transfer Lot, if so, arrives at the amount of TDR units available for transfer, then the Statement of Eligibility Document is prepared and signed by the ZA.

Any appeal of the proposed Statement of Eligibility Document shall be filed with the Board of Permit Appeals within 20 days of the date of issuance of this statement. If not appealed, the proposed Statement of Eligibility shall become final on the 21st day after the date of issuance; at such time the Applicant shall proceed to pick up the document for recordation at the Office of the County Recorder.

A certified copy of the original recorded Statement of Eligibility shall be returned to the ZA.

Alteration of the gross floor area of any building on the Transfer Lot may decrease the amount of TDR available and require an amendment to this Statement of Eligibility.

All information and exhibits submitted in connection with this application will be retained as part of the permanent public record in this case. The permanent public record is subject to the Public Record Act and made available to any person upon request.



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## SUPPLEMENTAL APPLICATION

### Property Information (for Preservation/ Transfer Lot)

Project Address:	Block/Lot(s):
Article 10/11 Classification:	Landmark #:

### Project Description:

Gross Floor Area	
Total area (square feet) within building envelope(s)	(a)
Total area (square feet) not included within gross floor area	(b)
Gross floor area of existing building(s)	(c) = (a)-(b)

### Prior Transfers Affecting TDR

Please state whether or not any TDRs have been transferred, or previously been made eligible for transfer at the subject site.

TDR Calculations	
Base floor area ratio (FAR) of Zoning District	(Line 1)
Total area (square feet) of Lot	(Line 2)
Gross floor area of existing building(s) ( <i>same as Line c above</i> )	(Line 3)
Estimated amount of TDR available	Line 4 = (Line 1 x Line 2) - (Line 3)

# APPLICANT'S AFFIDAVIT

Under penalty of perjury the following declarations are made:

- a) The undersigned is the owner or authorized agent of the owner of this property.
- b) The information presented is true and correct to the best of my knowledge.
- c) Other information or applications may be required.
- d) I hereby authorize City and County of San Francisco Planning staff to conduct a site visit of this property as part of the City's review of this application, making all portions of the interior and exterior accessible through completion of construction and in response to the monitoring of any condition of approval.
- e) I attest that personally identifiable information (PII) - i.e. social security numbers, driver's license numbers, bank accounts - have not been provided as part of this application. Furthermore, where supplemental information is required by this application, PII has been redacted prior to submittal to the Planning Department. I understand that any information provided to the Planning Department becomes part of the public record and can be made available to the public for review and/or posted to Department websites.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (Printed)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Relationship to Project  
(i.e. Owner, Architect, etc.)

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Email

For Department Use Only

Application received by Planning Department:

By: \_\_\_\_\_

Date: \_\_\_\_\_