



# AFFORDABLE HOUSING AND HIGH ROADS JOB ACT APPROVAL - MIXED INCOME HOUSING PROJECTS (AB 2011)

## INFORMATIONAL AND APPLICATION PACKET

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.

**Tiếng Việt:** Nếu quý vị muốn được hỗ trợ hoàn thành đơn này bằng tiếng Việt, vui lòng gọi 628.652.7550. Xin lưu ý rằng Sở Quy Hoạch cần ít nhất một ngày làm việc để phản hồi.

### WHAT IS A HOUSING DEVELOPMENT STREAMLINED APPROVAL USING ASSEMBLY BILL 2011 (AB 2011)?

In response to California's housing crisis, the State Legislature has introduced numerous bills to fund, incentivize, and legalize new housing. On September 29, 2022, Governor Gavin Newsom signed into law Assembly Bill 2011 (AB 2011), the Affordable Housing and High Road Jobs Act of 2022. Additionally, on September 19, 2024, Governor Newsom signed Assembly Bill 2243 (AB 2243) further amending AB 2011. Generally, AB 2011 creates a ministerial approval process for multifamily housing developments on certain sites where office, retail or parking are principally permitted in exchange for certain amounts of on-site affordable housing and workforce commitments.

### IS MY PROJECT ELIGIBLE FOR HOUSING DEVELOPMENT STREAMLINED APPROVAL USING AB 2011?

In order to be eligible for streamlining, the project must meet all of the development and eligibility criteria in CA Govt. Code 65912 et seq. Please review [Planning Director Bulletin 9](#) and CA Govt. Code 65912 et seq. for additional information. This section summarizes certain general requirements. In the event of any conflict between the provisions of the CA Govt. Code section 65912 et seq, and this AB 2011 application, the Government Code shall control.

This housing development streamlined approval application is for mixed income housing projects only. To qualify as a mixed-income project, it must include a minimum number of affordable units. Please see [Planning Director Bulletin 9](#) for mixed-income affordability requirements.

AB 2011 Mixed Income Housing Projects must meet the following requirements:

- propose at least five dwelling units and meet the definition of Housing Development Project found in CA Govt. Code Section 65912.101(e);
- be located on streets that are between 70 and 150 feet wide, including sidewalks, and have at least 50 feet of frontage on that street;
- the project shall be developed at a minimum density of at least 75% of 80 units/acre. (CA Govt. Code 65912.123(b)(3)(A)(ii) or (B).);

- if located in the Coastal Zone, the project site must be subject to a certified local coastal program or a certified land use plan. Coastal zone sites that are in areas vulnerable to five feet of sea level rise; located within 100-feet of a wetland, or on prime agricultural land, are not eligible for AB 2011 approval. Projects within the coastal zone must comply with objective standards of San Francisco's local costal program, or certified land use plan. For more information, please see the requirements in CA Govt. Code Section 65912.124(e) and 65913.4(a)(6)(A); and
- meet all other objective standards within the Planning Code, including any objective design standards, and agree to minimum labor/workforce standards.

## **WHAT IS THE PROCESS FOR HOUSING DEVELOPMENT STREAMLINED APPROVAL USING AB 2011?**

To apply for AB 2011 approval, please submit a complete AB 2011 Application. AB 2011 projects on vacant sites require notification to the California Native American Tribes and must submit a Notice of Intent to initiate the tribal notification process. Any requested tribal consultation must be completed before the applicant can submit an AB 2011 application. More information is available in Planning Director Bulletin 9.

Following any required tribal notification, projects seeking approval under AB 2011 must submit a complete application package to the Planning Department.

The Planning Department will determine if the development application is complete within 30 days from submittal of the application. Following completeness, the Department will determine eligibility and compliance with objective standards within 60 days from submittal for projects of 150 units or fewer or 90 days from submittal for projects with more than 150 units. The Planning Department has 60 days (for projects of 150 units or fewer) or 90 days (for projects with more than 150 units) from when the project is deemed consistent with objective standards to approve or deny the application.

Certain requirements, including workforce requirements, Phase 1 environmental review and mitigation, replacement dwelling unit requirements, and commercial relocation requirements will be included as conditions on the site permit and must be recorded in a Notice of Special Restrictions.

## **FEE**

After you submit your application, Planning calculates your fees based on your estimated construction cost. You must pay the full development application fee for your application to be complete. If Planning staff spend more time or materials than the initial fee covers, the Department charges extra fees based on time and materials. See the [Fee Schedule](#) for details



# AFFORDABLE HOUSING AND HIGH ROADS JOB ACT APPROVAL - MIXED INCOME HOUSING PROJECTS (AB 2011)

## GENERAL INFORMATION

### Property Information

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Existing Project Address(s): Existing Block/Lot(s):

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Proposed Project Address(s): Proposed Block/Lot(s):

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### Property Owner's Information

Name:

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Email Address:

Address:

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Telephone:

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### Applicant Information

Same as above

Name:

---

Email Address:

Address:

---

Telephone:

---

Please Select Billing Contact:

Owner

Applicant

Other (see below for details)

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Name: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

## PROJECT INFORMATION

### Project Description

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Please provide a narrative project description that summarizes the project.

**Estimated Construction Cost:** \_\_\_\_\_

**SB-1214 Authorization:** [Senate Bill 1214](#) allows applications to limit the plans available to the public. You can find more information on our [website](#).

Yes, all plans may be shared publicly.

No, floor plans may not be shared publicly. A reduced plan set with only a massing diagram and site plan has been provided with this submittal for public distribution.

## PROJECT INFORMATION

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## PROJECT AND LAND USE TABLES

All fields relevant to the project **must be completed** in order for this application to be accepted.

	Existing / As-Built	Proposed
<b>General Land Use</b>	Parking GSF	
	Residential GSF	
	Retail/Commercial GSF	
	Office GSF	
	Industrial-PDR GSF	
	Medical GSF	
	Hotel GSF	
	Laboratory GSF	
	CIE (Cultural, Institutional, Educational) GSF	
<b>Project Features</b>	Dwelling Units - Affordable	
	Dwelling Units - Market Rate	
	Dwelling Units - Total	
	Hotel Rooms	
	Number of Building(s)	
	Number of Stories	
	Parking Spaces	
	Loading Spaces	
	Bicycle Spaces	
	Car Share Spaces	
	Useable Open Space GSF	
	Public Open Space GSF	
	Roof Area GSF - Total	
	Living Roof GSF	
	Solar Ready Zone GSF	
	Other: _____	
<b>Land Use - Residential</b>	Studio Units	
	One Bedroom Units	
	Two Bedroom Units	
	Three Bedroom (or +) Units	
	Group Housing - Rooms	
	Group Housing - Beds	
	SRO Units	
	Micro Units	
	Accessory Dwelling Units For ADUs, list all ADUs and include unit type (e.g. studio, 1 bedroom, 2 bedroom, etc.) and the square footage area for each unit.	

## MIXED INCOME PROJECT ELIGIBILITY CRITERIA SUPPLEMENTAL

(Pursuant to Govt. Code Sections 65912.101-104; 65912.120-124)

ELIGIBILITY OF PROPERTY		YES	NO
1	<p>Is the development located on a street with a right of way between 70' and 150', measured from property line to property line, and the subject parcel has at least 50' of frontage along that street?</p> <p>Street Width: _____</p> <p>Parcel Frontage Length: _____</p>		
2	<p>Is the development located on a legal parcel in a zone where either office, retail, or parking are a principally permitted use?</p> <p>For purposes of an AB 2011 application, principally permitted means “a use that may occupy more than one-third of the square footage of designated use on the site and does not require a conditional use permit” (see CA Govt. Code Section 65912.101(n).)</p> <p>Zoning District: _____</p>		
3	<p>Is the development located on a property that contains prime farmland, wetlands, a high fire hazard severity zone, a delineated earthquake fault zone, a flood plain, a floodway, a community conservation plan area, a habitat for protected species, or that is under a conservation easement? (CA Govt. Code Section 65912.121(g).)</p> <p>If yes, the development is not eligible for AB 2011 approval.</p>		
4	<p>Is the development site a hazardous waste site? (CA Govt. Code Section 65912.121(g); 65913.4(a)(6)(e).)</p> <p>If yes, you must secure a letter from the State Department of Public Health, State Water Resources Control Board, or the Department of Toxic Substance Control stating that the site is suitable for residential uses prior to submitting an AB 2011 application. Applications for projects on hazardous waste sites without a letter from the appropriate government agency stating that the site is suitable for residential uses will not be accepted as complete.</p>		
5	<p>Will any of the housing on the development site be located less than 500 feet from a freeway, defined in California Vehicle Code section 332, but not including freeway on ramps or off ramps?</p> <p>If yes, the project must include MERV 16 (“Minimum efficiency reporting value”) filtration and all outdoor intakes as well as building balconies, must face away from the freeway.</p>		
6	<p>Is the development site on or adjacent to a lot where more than 1/3 of the square footage on the site is “dedicated to industrial uses”? For a definition of “industrial uses” please see <a href="#">Planning Director Bulletin 9</a>.</p> <p>Adjacent to includes a development separated by a street or highway from any lot where more than 1/3 of the square footage on the site is dedicated to industrial uses.</p> <p>Please complete the attached AB 2011 Industrial Uses Affidavit.</p>		
7	<p>Is the development located on a site greater than 20 acres, or, if a regional mall (defined in CA Govt. Code Section 65912.101(r)), greater than 100 acres?</p> <p>Site Square Footage _____</p>		
8	<p>Does the development require the demolition of any historic structure placed on a national, state, or local historic register (Planning Code Article 10 or 11)?</p>		

ELIGIBILITY OF PROPERTY, CONTINUED			YES	NO
9	<p>Does the existing site contain 1 to 4 dwelling units?</p> <p>Is the site vacant and zoned for housing, but not for multi-family (5 or more units) residential use?</p>			
10	Does the development require the demolition of any of the following types of housing: affordable housing that is subject to a deed restriction restricting rents to levels affordable to persons and families of moderate, low, or very low income; housing subject to rent or price controls; housing that has been occupied by tenants in the last 10 years, excluding any manager's units; permanent housing that was occupied by tenants, excluding manager's units, and demolished in the last 10 years? (CA Govt. Code Section 65912.121(h)(2).)			
11	<p>Is the development site vacant? Please see <a href="#">Director Bulletin 9</a> for additional information.</p> <p>If the site is vacant, the Department will conduct tribal consultation as described by Section 21080.3.1 of the Public Resources Code to confirm that the site does not contain tribal cultural resources. (CA Govt. Code Section 65912.111(h).)</p>			
12	<p>Is the development in the coastal zone?</p> <p>If the development is in the coastal zone, the site must be subject to and compliant with a certified local coastal program or a certified land use plan. The site may not be in an area vulnerable to five feet of sea level rise, located within 100-feet of a wetland, or on prime agricultural land. For more information, please see the requirements in CA Govt. Code Section 65913.4(a)(6)(A).</p>			

### SUBMITTAL REQUIREMENTS

**Commercial Tenants:** If there are existing commercial tenants, they may be eligible for relocation assistance. See CA Govt. Code Section 65912.123 for additional guidance.

Please include a proof of service that the following documents have been provided to each commercial tenant on the development site:

1. Notification to Commercial Tenants of Assembly Bill 2011
2. AB 2011 Commercial Tenants Affidavit

### ADDITIONAL DEVELOPMENT REQUIREMENTS

**Affordability:** The Project must meet the required affordability requirements as specified in AB2011 and described in [Planning Director Bulletin 9](#).

## CHECKLISTS

In order for the Planning Department to consider a Ministerial Project Application as accepted, the application must be accompanied by all required supporting materials and all relevant supplemental applications, as listed below.

Review and complete the checklist to determine if the materials are required as part of your Ministerial Project Application submission.

PROJECT SUBMISSION CHECKLIST						
<b>Documents</b> <i>(completed and signed)</i>	<b>When is it required?</b>	<b>Applicants:</b> <i>is this required as part of your project &amp; submitted?</i>		<b>Planning staff only:</b> <i>verification of submission &amp; completeness</i>		
Completed AB 2011 Mixed Income Application	Always	Yes	No	Yes	N/A	Missing
<a href="#">Letter of Authorization</a>	When the property owner appoints an authorized agent to submit a project application on their behalf.	Yes	No	Yes	N/A	Missing
Electronic copy of the plans in pdf format, formatted to print at 11" x 17". Please see the Department's Plan Submittal Guidelines for more information about the required contents of plan submittals.	Required for paper building permit applications and entitlement only projects.	Yes	No	Yes	N/A	Missing
<b>Supplemental Documents</b> <i>(completed and signed)</i>	<b>When is it required?</b>	<b>Applicants:</b> <i>is this required as part of your project &amp; submitted?</i>		<b>Planning staff only:</b> <i>verification of submission &amp; completeness</i>		
<a href="#">Preliminary Housing Development (SB-330)</a>	Optional for all projects to lock in Planning Code requirements and applicable objective standards.  SB 423 projects and certain AB 2011 and SB 4 projects are required to submit a preliminary application to initiate tribal notification. If your project has submitted a Preliminary Housing Development Application to initiate required tribal notification, and the PPS form indicates that you have elected Option 1 to lock in the Code, then a second PPS application is not required.	Yes	No	Yes	N/A	Missing

## PROJECT SUBMISSION CHECKLIST

<b>Supplemental Documents</b> <i>(completed and signed)</i>	<b>When is it required?</b>	<b>Applicants:</b> <i>is this required as part of your project &amp; submitted?</i>	<b>Planning staff only:</b> <i>verification of submission &amp; completeness</i>
<a href="#">SB-330 Unit Replacement Relocation Affidavit</a>	Required if demolishing existing residential units (Dwelling Units or Group Housing Rooms).	Yes      No	Yes      N/A      Missing
<a href="#">First Source Hiring Affidavit</a>	Projects proposing 10 or more units or 25,000 sqft or more of gross commercial floor area.	Yes      No	Yes      N/A      Missing
<a href="#">Better Streets Plan Checklist</a>	<p>Project subject to Planning Code Section 138.1.</p> <p>The project is on a lot that is greater than one-half acre in total area; or includes more than 50,000 gross square feet of new construction; or contains 150 feet of total lot frontage on one or more publicly-accessible right-of-ways; or its frontage encompasses the entire block face between the nearest two intersections with any other publicly-accessible right-of-way;</p> <p>AND</p> <p>The project includes new construction of 10 or more Dwelling Units; or new construction of 10,000 gross square feet or greater of non-residential space; or an addition of 20% or more of Gross Floor Area to an existing building; or a Change of Use of 10,000 gross square feet or greater of a PDR use to a non-PDR use.</p>	Yes      No	Yes      N/A      Missing

## PROJECT SUBMISSION CHECKLIST

Commercial Projects	When is it required?	Applicants: is this required as part of your project & submitted?	<b>Planning staff only:</b> verification of submission & completeness		
<a href="#">Formula Retail Affidavit</a>	Alterations, new construction, tenant improvements, changes of use or signage to commercial businesses subject to Planning Code <a href="#">Section 303.1</a> .	Yes      No	Yes	N/A	Missing
<a href="#">Flexible Retail Screening and Affidavit</a>	Projects that propose a flexible retail use.	Yes      No	Yes	N/A	Missing
<a href="#">Institutional Master Plan Application</a>	Projects that propose a medical institution or post-secondary educational institution.	Yes      No	Yes	N/A	Missing
Residential Projects	When is it required?	Applicants: is this required as part of your project & submitted?	<b>Planning staff only:</b> verification of submission & completeness		
<a href="#">100% Affordable Housing Bonus Program (AHBP)</a>	Required for projects seeking to use the local density bonus for 100% affordable housing; cannot use Individually Requested State Density Bonus Program and cannot request discretionary exceptions under the program.	Yes      No	Yes	N/A	Missing
<a href="#">Commercial to Residential Adaptive Reuse Projects Supplemental</a>	Projects that seek to turn vacant or underutilized commercial buildings into housing, either by reusing existing buildings or replacing them with new residential or mixed-use development.	Yes      No	Yes	N/A	Missing
<a href="#">Fourplex Density Bonus in RH Districts</a>	Projects in RH Zoning Districts that seek to exceed the permitted density and elect to use this program.	Yes      No	Yes	N/A	Missing
<a href="#">Housing Choice - SF Program Supplemental Application (HC - SF)</a>	Projects in R-4 Height and Bulk Districts that seek additional development capacity beyond base zoning limits.	Yes      No	Yes	N/A	Missing
<a href="#">HOME-SF Supplemental Application</a>	Required for projects seeking to use the local density bonus for mixed-income housing; cannot use Individually Requested State Density Bonus and cannot request discretionary exceptions under the program	Yes      No	Yes	N/A	Missing

## PROJECT SUBMISSION CHECKLIST

<b>Residential Projects</b>	<b>When is it required?</b>	<b>Applicants:</b> <i>is this required as part of your project &amp; submitted?</i>	<b>Planning staff only:</b> <i>verification of submission &amp; completeness</i>		
<a href="#"><u>In-Kind Agreement Supplemental</u></a>	Projects in certain Area Plans that elect to satisfy their development impact fees this way.	Yes      No	Yes	N/A	Missing
<a href="#"><u>State Density Bonus Application (Individually Requested)</u></a>	Required for projects seeking to use the State Density Bonus Law on sites that principally permit 5 or more residential units.  Not available for SB 9 projects.	Yes      No	Yes	N/A	Missing
<a href="#"><u>Inclusionary Affordable Housing Compliance Affidavit</u></a>	Projects that propose 10 or more residential units (Dwelling Units or Group Housing Rooms).	Yes      No	Yes	N/A	Missing
<a href="#"><u>Anti-Discrimination Housing Policy Affidavit</u></a>	Projects that propose 10 or more dwelling units.	Yes      No	Yes	N/A	Missing
<b>Commercial or Residential Projects</b>	<b>When is it required?</b>	<b>Applicants:</b> <i>is this required as part of your project &amp; submitted?</i>	<b>Planning staff only:</b> <i>verification of submission &amp; completeness</i>		
<a href="#"><u>Shadow Analysis Supplemental Application</u></a>	Projects that meet all of the following criteria:  1. over 40 feet in height 2. will cast shadow on a park with a maximum amount of shadow allowed (“budgeted park”) under the jurisdiction of the San Francisco Recreation and Parks Department, and 3. not using the State Density Bonus Program.	Yes      No	Yes	N/A	Missing
<a href="#"><u>Coastal Zone Authorization</u></a>	Projects located in the Coastal Zone.	Yes      No	Yes	N/A	Missing

## PROJECT SUBMISSION CHECKLIST

Commercial or Residential Projects	When is it required?	Applicants: is this required as part of your project & submitted?	Planning staff only: verification of submission & completeness		
<a href="#">Transportation Demand Management Supplemental</a>	<p>Projects that propose an addition of:</p> <ul style="list-style-type: none"> <li>• 10 or more dwelling units; or</li> <li>• group housing bedrooms, or</li> <li>• new construction resulting in more than 10,000 sqft of non-residential use, or</li> <li>• change of use of more than 25,000 sqft, or</li> <li>• 100% affordable projects are exempted from Transportation Demand Management requirement.</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes	N/A	Missing
<a href="#">Notice of Use of Transferable Development Rights Application</a>	Projects that use Transferable Development Rights (TDR) on their project or projects that assume TDR in a State Density Bonus Program Base Density Study.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes	N/A	Missing

## PLAN SUBMITTAL CHECKLIST

*To be reviewed and completed by a design professional*

Title Page Requirement	When is it required?	Applicants: <i>is this required as part of your project &amp; submitted?</i>		<b>Planning staff only:</b> <i>verification of submission &amp; completeness</i>		
Written Project Description	Always	Yes	No	Yes	N/A	Missing
Address, Block, Lot	Always	Yes	No	Yes	N/A	Missing
<b>Zoning</b> District, <b>Height and Bulk</b> District, any <b>Special Use</b> District	Always	Yes	No	Yes	N/A	Missing
Number of Commercial Units and Residential Dwelling Units (Existing and Proposed)	Always	Yes	No	Yes	N/A	Missing
Building square footage and breakdown by units (existing and proposed) as defined by gross floor area in Planning Code Section 102	Always	Yes	No	Yes	N/A	Missing
Height of existing building/ structures and height of proposed building/structures	Always	Yes	No	Yes	N/A	Missing
Dwelling Unit Mix Breakdown (Number of Studio, One bedrooms etc.)	Residential Projects	Yes	No	Yes	N/A	Missing
Percentage and number of on-site affordable units	Required for projects with 10 or more units. Optional for others.	Yes	No	Yes	N/A	Missing
Number of vehicle parking spaces and car share spaces	Always	Yes	No	Yes	N/A	Missing
Number of bicycle parking spaces	Always	Yes	No	Yes	N/A	Missing
Square footage of useable open space	Always	Yes	No	Yes	N/A	Missing
Better roofs ordinance, including total roof area, living roof area, and solar ready zone area	Project subject to Planning Code Section 149	Yes	No	Yes	N/A	Missing
Describe average slope of the projects site (%)	Projects with exterior expansions	Yes	No	Yes	N/A	Missing
Licensed design professional stamp and signature- may be electronic	According to <a href="#">California State Licensing Board on Design Limitations for Professionals</a>	Yes	No	Yes	N/A	Missing

## PLAN SUBMITTAL CHECKLIST

*To be reviewed and completed by a design professional*

<b>Site Survey Requirement</b>	<b>When is it required?</b>	<b>Applicants:</b> <i>is this required as part of your project &amp; submitted?</i>	<b>Planning staff only:</b> <i>verification of submission &amp; completeness</i>		
Signed by licensed surveyor, 1/8" or 1" scale, full width of all buildings on adjacent lots, front setback of all adjacent buildings, curb elevation in line with the mid-point of the subject building and adjacent lots, grade elevation at the mid-point of the front wall of adjacent buildings, roof elevations including elevation of eaves/peaks of pitched roofs, contour lines, utility lines, street trees, existing structure on site, north arrow.	New construction, Lot splits or mergers	Yes      No	Yes	N/A	Missing

## PLAN SUBMITTAL CHECKLIST

*To be reviewed and completed by a design professional*

Site Plans Requirement	When is it required?	Applicants: <i>is this required as part of your project &amp; submitted?</i>	<b>Planning staff only:</b> <i>verification of submission &amp; completeness</i>		
<b>Scale:</b> 1/8" = 1' (or 1" = 10' if project is too large).	Always	Yes      No	Yes	N/A	Missing
<b>Separate existing and proposed site plans:</b> showing all buildings on the lot.	Only if exterior changes proposed	Yes      No	Yes	N/A	Missing
<b>Adjacent lots</b> showing full width outlines of all buildings on adjacent properties.	Always	Yes      No	Yes	N/A	Missing
<b>Direction of true north:</b> show project north if it is different from true north.	Always	Yes      No	Yes	N/A	Missing
<b>Dimensions:</b> show the distance from the existing building walls to property lines and other structures on the lot. Include width of sidewalk from front property line to curb.	Always	Yes      No	Yes	N/A	Missing
<b>Landscape and permeable surface:</b> show/dimension the space to be landscaped/ permeable within the required front setback (include permeability and landscape calculations).	Only if existing front setback	Yes      No	Yes	N/A	Missing
<b>Usable open space:</b> show the dimensions of decks, terraces and yards.	Residential Projects	Yes      No	Yes	N/A	Missing
<b>Curb cuts:</b> existing and proposed curb cuts, curb lines, including both adjacent properties.	If removing or adding parking	Yes      No	Yes	N/A	Missing
<b>Dimensioned setback requirements:</b> Front setback, rear yard and side yard of the subject and adjacent buildings.	Always	Yes      No	Yes	N/A	Missing
<b>Street Names</b>	Always	Yes      No	Yes	N/A	Missing
<b>Street tree:</b> show the location of existing and proposed street trees or add a notation if you pay the in-lieu fee.	Always	Yes      No	Yes	N/A	Missing

## PLAN SUBMITTAL CHECKLIST

*To be reviewed and completed by a design professional*

<b>Floor and Roof Plans Requirement</b>	<b>When is it required?</b>	<b>Applicants:</b> <i>is this required as part of your project &amp; submitted?</i>	<b>Planning staff only:</b> <i>verification of submission &amp; completeness</i>
<b>Separate existing and proposed floor and roof plans:</b> include adjacent structures	When changes are made to the floor or roof.	Yes      No	Yes      N/A      Missing
<b>Scale:</b> $\frac{1}{4}'' = 1'$ (unless project is too large in which case $\frac{1}{8}'' = 1'$ is acceptable).	Always	Yes      No	Yes      N/A      Missing
<b>North Arrow</b>	Always	Yes      No	Yes      N/A      Missing
<b>On all plan views:</b> label the intended use of rooms and areas.	Always	Yes      No	Yes      N/A      Missing
<b>Toters:</b> show location of dedicated space for trash, recycling and compost carts on private property and screened from public view. Visit <a href="http://www.recology.com/recology-san-francisco">www.recology.com/recology-san-francisco</a> for more information.	Always	Yes      No	Yes      N/A      Missing
<b>Laundry and storage:</b> show the locations.	Always	Yes      No	Yes      N/A      Missing
<b>Parking:</b> show dimensions and outlines of all existing and proposed vehicle and bicycle parking.	Always	Yes      No	Yes      N/A      Missing
<b>Electrical Transformers:</b> show the locations.	Always	Yes      No	Yes      N/A      Missing
<b>Roof:</b> Total roof area, living roof area, and/or solar ready zone area in gross square feet (existing and proposed).	Always	Yes      No	Yes      N/A      Missing
<b>Walls:</b> Those to remain and those to be removed or added (with key). If substantial amounts of demolition are proposed, include demolition calculations pursuant to Planning Code Section 317.	Always	Yes      No	Yes      N/A      Missing
<b>Door and Windows:</b> Existing and Proposed.	Always	Yes      No	Yes      N/A      Missing

## PLAN SUBMITTAL CHECKLIST

*To be reviewed and completed by a design professional*

<b>Building Elevation Requirement</b>	<b>When is it required?</b>	<b>Applicants:</b> <i>is this required as part of your project &amp; submitted?</i>	<b>Planning staff only:</b> <i>verification of submission &amp; completeness</i>
<b>Separate existing and proposed elevations:</b> if exterior changes are proposed, provide separate existing and proposed elevations for only the building face(s) related to the work.	Only if exterior changes proposed.	Yes      No	Yes      N/A      Missing
<b>Profiles of Adjacent Buildings:</b> Show the full outline of each adjacent building/structure. Side elevations should show the full profile of adjacent buildings, window openings, and light wells that face the project. Show the grade plane and heights of buildings. Identify the height limit pursuant to Planning Code Section 260.	Only if exterior changes proposed.	Yes      No	Yes      N/A      Missing
<b>Exterior materials:</b> if exterior changes are proposed, include existing and proposed exterior materials for new or replacement doors, windows, and exterior finish material. If an elevation is not required, this information can go elsewhere in the plan set.	Only if exterior changes proposed.	Yes      No	Yes      N/A      Missing
<b>Windows:</b> include dimensions, operation, and material type. Provide plan section detail of new windows.	Only if exterior changes proposed.	Yes      No	Yes      N/A      Missing
<b>Heights:</b> (in feet and number of stories, calculated as defined in Planning Code Sections 102 and 260) and any difference in elevation due to pitched roofs or steps in building mass.	Always	Yes      No	Yes      N/A      Missing

## PLAN SUBMITTAL CHECKLIST

*To be reviewed and completed by a design professional*

Sections Requirement	When is it required?	Applicants: is this required as part of your project & submitted?		<b>Planning staff only:</b> verification of submission & completeness		
<b>At least two sections (longitudinal and latitudinal)</b>  <b>Longitudinal:</b> show relation between the street, front property line, subject building, rear yard, and rear property line  <b>Latitudinal:</b> show relation between subject building and the outline of each adjacent building	Expansions and projects with excavation.	Yes	No	Yes	N/A	Missing
<b>Separate existing and proposed sections</b>	If there is a change in floor to ceiling heights or if excavation is proposed.	Yes	No	Yes	N/A	Missing
<b>Scale:</b> $\frac{1}{4}''=1'$ (unless the project is too large)	For all sections.	Yes	No	Yes	N/A	Missing
<b>Height datum point:</b> Center line of the building, top of curb	For all sections.	Yes	No	Yes	N/A	Missing
<b>Floor to Ceiling height dimensions</b>	For all sections.	Yes	No	Yes	N/A	Missing
<b>Existing and Proposed Grade</b>	For all sections.	Yes	No	Yes	N/A	Missing
<b>Key section location of floor plans and site plans</b>	For all sections.	Yes	No	Yes	N/A	Missing

## PLAN SUBMITTAL CHECKLIST

*To be reviewed and completed by a design professional*

Additional Requirement	When is it required?	Applicants: <i>is this required as part of your project &amp; submitted?</i>	<b>Planning staff only:</b> <i>verification of submission &amp; completeness</i>
<b>Rendings</b>	New construction	Yes      No	Yes      N/A      Missing
<b>Photographs</b>	Always	Yes      No	Yes      N/A      Missing
<b>As Built Plans:</b> In addition to the requirements above, as-built plans are required. This will demonstrate what the current conditions are as differentiated from the existing plans (last legal condition) and the proposed plans (future condition that legalizes unauthorized work and proposes code compliant work.	If permit is to abate an enforcement case (either DBI or PLN).	Yes      No	Yes      N/A      Missing
<a href="#"><u>San Francisco Design Standards</u></a>	The San Francisco Design Standards are required for projects that are protected under the Housing Accountability Act.	Yes      No	Yes      N/A      Missing
<a href="#"><u>Preservation Design Standards</u></a>	Preservation Design Standards for additions and modifications to existing historic buildings are required for Category A and A* Properties projects that are protected under the Housing Accountability Act.	Yes      No	Yes      N/A      Missing

## PLAN SUBMITTAL CHECKLIST

*To be reviewed and completed by a design professional*

<b>Additional Requirements for State Density Bonus Projects</b>	<b>When is it required?</b>	<b>Applicants:</b> <i>is this required as part of your project &amp; submitted?</i>	<b>Planning staff only:</b> <i>verification of submission &amp; completeness</i>
Base Density (in gross residential sqft and in number of units)	State Density Bonus Projects	Yes      No	Yes      N/A      Missing
Bonus Density (in gross residential sqft and in number of units)	State Density Bonus Projects	Yes      No	Yes      N/A      Missing
Density Bonus Percentage sought	State Density Bonus Projects	Yes      No	Yes      N/A      Missing
Required Inclusionary Percentage	State Density Bonus Projects	Yes      No	Yes      N/A      Missing
Overall percentage of on-site affordable units provided, and number of affordable units broken down by affordability level (AMI)	State Density Bonus Projects	Yes      No	Yes      N/A      Missing
Tenure of project (rental or ownership)	State Density Bonus Projects	Yes      No	Yes      N/A      Missing
Unit mix table (number of units broken down by # of bedrooms for total project and for just on-site affordable units)	State Density Bonus Projects	Yes      No	Yes      N/A      Missing
Waivers Requested	State Density Bonus Projects	Yes      No	Yes      N/A      Missing
Incentives Requested	State Density Bonus Projects	Yes      No	Yes      N/A      Missing

## PLAN SUBMITTAL CHECKLIST

*To be reviewed and completed by a design professional*

<b>Additional Requirements for Ministerial Projects</b>	<b>When is it required? (Ministerial Program)</b>	<b>Applicants:</b> <i>is this required as part of your project &amp; submitted?</i>	<b>Planning staff only:</b> <i>verification of submission &amp; completeness</i>
Letter from State Department of Public Health, State Water Resources Control Board, or the Department of Toxic Substance Control stating that the site is suitable for residential uses.	Required for AB 2011, SB 4, SB 423, or SB 684 project located on property classified as hazardous waste site.	Yes      No	Yes      N/A      Missing
Tribal and Culatural Resources (TCR) Agreement	Applicable AB 2011, SB 4, and SB 423 Project	Yes      No	Yes      N/A      Missing
<b>Lot Size:</b> Area of existing and proposed lots	Required for SB 684 projects, SB 9 projects proposing a lot split, or other projects proposing lot line adjustments or lot mergers.	Yes      No	Yes      N/A      Missing
<b>Demolition Calculations Table</b> Pursuant to Planning Code Section 317 or Article 10.	Required for any ministerial project proposing alterations to an existing building that contains residential units.	Yes      No	Yes      N/A      Missing
<b>Demolition Calculations Table</b> Pursuant to Planning Code Section 1005	Required for any ministerial project proposing alterations to a Category A* property.	Yes      No	Yes      N/A      Missing
<b>Unit Amenities:</b> Each unit, other than the manager's unit, must have a refrigerator, a bathroom, and a sink.	AB 2162 Projects.	Yes      No	Yes      N/A      Missing
<b>Supportive Services Area:</b> 90 square feet must be dedicated to supportive services	AB 2162 Projects with 20 units or fewer.	Yes      No	Yes      N/A      Missing
<b>Supportive Services Area:</b> 3% of the floor area must be dedicated to supportive services	AB 2162 Projects with 21 units or fewer.	Yes      No	Yes      N/A      Missing

# OWNER'S AFFIDAVIT FOR COMMERCIAL TENANT NOTIFICATION

Under penalty of perjury the following declarations are made:

- a) I, the undersigned, am the owner/owner's agent of the property that is the subject of this application.
- b) The information presented is true and correct to the best of my knowledge.
- c) I acknowledge that the Planning Department or Department of Building Inspection may request additional information or applications prior to a decision on this application.
- d) I have notified each of the eligible commercial tenants with current leases or leases that have expired within the past three years and provided them with a copy of this AB 2011 application and with the Commercial Tenant's Affidavit prior to or concurrently with the submittal of this AB 2011 application.
- e) The following tenants have leases at the subject property within the three years preceding this AB 2011 application submission. These leases have expired or will expire within three years following this AB 2011 application. These businesses were still in operation on the site at the time of the expiration of these leases. I have attached a copy of each of these leases to this submission.

There have been no commercial tenants on the parcel within the last 3 years.

f) 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 AB 2011 application or Affidavits attached thereto. 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

\* AB 2011 legislation with the specific criteria for tenant relocation assistance.

For Department Use Only

Application received by Planning Department:

By:

Date:



# NOTICE TO COMMERCIAL TENANTS OF ASSEMBLY BILL 2011 APPLICATION

*The applicant shall provide this notice to all existing commercial tenants before or concurrently with submittal of this AB 2011 Application. Please fill all blanks prior to providing notice. Proof of service of this notice to all existing commercial tenants shall be provided with the application.*

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.

## WHY AM I RECEIVING THIS NOTICE?

The owner of or agent for property at \_\_\_\_\_ is submitting an application to build a  
\_\_\_\_\_ Address residential project Assembly Bill 2011 (2022), the Affordable Housing and High Road Jobs Act of 2022. As part of the AB 2011 Application, the project applicant must send this notice to each current tenant at \_\_\_\_\_ Under the provisions of AB 2011, commercial tenants may be entitled to  
\_\_\_\_\_ Address relocation assistance.

## WHAT IS THE AFFORDABLE HOUSING AND HIGH ROADS JOBS ACT OF 2022?

In response to California's housing crisis, the State Legislature has introduced numerous bills to fund, incentivize, and legalize new housing. Assembly Bill 2011, the Affordable Housing and High Road Jobs Act of 2022, CA Govt. Code Section 65912.120 et seq., effective July 1, 2023, creates a ministerial approval process for multifamily housing developments on certain sites where office, retail or parking are principally permitted. The project must include a minimum amount of on-site affordable housing and the project sponsor must agree to certain workforce commitments. Under AB 2011, eligible commercial tenants located on the parcel that is the subject of the application may be entitled to relocation assistance (CA Govt. Code Section 65912.123(i)).

## WHO QUALIFIES FOR RELOCATION ASSISTANCE UNDER THE AFFORDABLE HOUSING AND HIGH ROADS JOBS ACT OF 2022?

Relocation assistance shall be provided to eligible commercial tenants upon expiration of the lease of that commercial tenant. To qualify for commercial tenant relocation assistance, the commercial tenant must meet all of the following criteria:

- A) The commercial tenant is an independently owned and operated business with its principal office located in the City and County of San Francisco.
- B) The commercial tenant's lease expired and was not renewed by the property owner.
- C) The commercial tenant's lease expired within the three years following the development proponent's submission of the application for a housing development.

- D) The commercial tenant employs 20 or fewer employees and has annual average gross receipts under one million dollars (\$1,000,000) for the three taxable year period ending with the taxable year that precedes the expiration of their lease.
- E) The commercial tenant is still in operation on the site at the time of the expiration of its lease.

**ADDITIONAL CRITERIA APPLY.** Please see CA Govt. Code Section 65912.123(i) for details. The specific criteria for tenant relocation assistance and a link to the AB 2011 text can be found at [AB 2011 legislative text](#).

## **WHAT IS THE TIMELINE FOR HOUSING DEVELOPMENT STREAMLINED APPROVAL USING AB 2011?**

The Planning Department will determine if the development submitted pursuant to AB 2011 is eligible for approval within 60 to 90 days of submittal of a complete application depending on the size of the development and will conduct design review of the proposed development within 90 to 180 days.

Projects seeking to use AB 2011 must be ministerially approved, which means they will not be reviewed by the Planning Commission, Board of Supervisors or Board of Appeals. Commercial tenant relocation requirements will be included as conditions on the site permit and will be recorded in a Notice of Special Restrictions.

**Please return the enclosed “Commercial Tenant Affidavit” within 90 days of receipt to [carly.grob@sfgov.org](mailto:carly.grob@sfgov.org).**

If you have any questions about this project application, please contact [carly.grob@sfgov.org](mailto:carly.grob@sfgov.org) or 628.652.7532.

For further assistance or questions about operating your business in the City and County of San Francisco please contact the Office of Small Business at [sfosb@sfgov.org](mailto:sfosb@sfgov.org) or 628.652.4949 or visit <https://sf.gov/departments/office-economic-and-workforce-development/office-small-business>.

# COMMERCIAL TENANT'S AFFIDAVIT

*The applicant shall provide this notice to all existing commercial tenants before or concurrently with submittal of this AB2011 Application. Please fill all blanks prior to providing notice. Proof of service of this notice to all existing commercial tenants shall be provided with the application.*

Under penalty of perjury the following declarations are made:

Signature

Name (Printed)

Date

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

Phone

Email

\*AB 2011 legislation with the specific criteria for tenant relocation assistance.

If you would like assistance determining your eligibility for relocation benefits, please contact the Office of Small Business.

# **PROOF OF SERVICE**

I, \_\_\_\_\_ declare as follow:  
*Name*

I am a citizen of the United States, over the age of eighteen years. I am employed \_\_\_\_\_.  
*name and location of employer*

On \_\_\_\_\_, I served the following document(s):  
*Date*

Notice to Commercial Tenants of Assembly Bill 2011 Application  
Commercial Tenant Affidavit  
Affordable Housing and High Roads Jobs Act (AB 2011) Application

to the following persons at the locations specified:

<b>LIST ALL COMMERCIAL TENANT(S) BEING SERVED</b>	
<b>Name of Commercial Tenant</b>	<b>Address of Commercial Tenant</b>

in the matter indicated below:

**BY UNITED STATES MAIL:** Following ordinary business practices, I sealed true and correct copies of the above documents in addressed envelope(s) and placed them at my workplace for collection and mailing with the United States Postal Service. I am readily familiar with the practices of \_\_\_\_\_ for collecting and *Name of Employer*

processing mail. In the ordinary course of business, the sealed envelope(s) that I placed for collection would be deposited, postage prepaid, with the United States Postal Service that same day.

**BY PERSONAL SERVICE:** I sealed true and correct copies of the above documents in addressed envelope(s) and caused such envelope(s) to be delivered by hand at the above locations by a professional messenger service. **A declaration from the messenger who made the delivery is attached.**

**BY OVERNIGHT DELIVERY:** I sealed true and correct copies of the above documents in addressed envelope(s) and placed them at my workplace for collection and delivery by overnight courier service. I am readily familiar with the practices of the \_\_\_\_\_ for sending overnight deliveries. In the ordinary course of *Name of Employer*

business, the sealed envelope(s) that I placed for collection would be collected by a courier the same day.

**BY ELECTRONIC MAIL:** I caused the documents to be sent to the person(s) at the electronic service address(es) listed above. Such document(s) were transmitted via electronic mail from the electronic address:

\_\_\_\_\_ in portable document format (“PDF”) Adobe Acrobat.  
*Email Address*

I declare under penalty of perjury pursuant to the laws of the State of California that the foregoing is true and correct.

Executed on \_\_\_\_\_, at San Francisco, California.  
*Date*

\_\_\_\_\_ *Signature*

# INDUSTRIAL USES AFFIDAVIT

List the uses on the subject lot and surrounding lots. If you are unsure how to classify a business as a use, please consult [Planning Code Section 102](#) or contact [pic@sfgov.org](mailto:pic@sfgov.org).

If there is an industrial use in the subject or adjacent lots, complete the table below.

Under penalty of perjury the following declarations are made:

- a) The existing uses on the development site are \_\_\_\_\_.
- b) The existing use on the adjacent lots to the development site are \_\_\_\_\_.
- c) The existing uses on the lots separated by a street or highway from the development site are \_\_\_\_\_.

	Subject Lot	Lot North of Subject Property	Lot South of Subject Property	Lot East of Subject Property	Lot West of Subject Property
Block / Lot Number					
Total Building Sqft					
Use #1 Sqft					
Use #2 Sqft					

---

Signature

---

Name (Printed)

---

Date

---

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

---

Phone

---

Email



## **PREVAILING WAGE AND APPRENTICESHIP STANDARDS FOR AB 2011 MIXED INCOME PROJECTS (CA GOT. CODE SEC. 659 12.100-65912.140)**

This Project has applied for streamlined ministerial approval process pursuant to California Government Code Section 65912.120.

The Developer agrees to comply with the following requirements, which will be made conditions of approval on a building or site permit:

1. All construction workers employed in the execution of the development will be paid at least the general prevailing rate of per diem wages for the types of work and geographic area, as determined by the Director of Industrial Relations pursuant to Sections 1773 and 1773.9 of the Labor Code, except that apprentices registered in programs approved by the Chief of the Division of Apprenticeship Standards may be paid at least the applicable apprentice prevailing rate.
2. All contracts will include language requiring compliance for all covered work with requirements to submit, maintain, and verify payroll records via the City's certified payroll reporting system.
3. All contracts will include language acknowledging the Office of Labor Standards Enforcement as the enforcement entity of these terms and requiring full cooperation with the Office of Labor Standards Enforcement in any potential investigations.

### **Project Sponsor's Information**

Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

### **Property Information and Related Applications**

Project Address: \_\_\_\_\_

Block / Lot (s): \_\_\_\_\_

Building Permit Application No(s): \_\_\_\_\_

Planning Department Case No(s): \_\_\_\_\_

Planning Commission Motion No(s) (if applicable): \_\_\_\_\_

Estimated Residential Units: \_\_\_\_\_

Estimated SQFT Space (per land use): \_\_\_\_\_

Estimated Height / Floors: \_\_\_\_\_

Estimated Construction Cost: \_\_\_\_\_

Anticipated Start Date: \_\_\_\_\_

# AFFIDAVIT FOR PREVAILING WAGE AND APPRENTICESHIP STANDARDS

Complete this affidavit only if you've completed the prevailing wage and apprenticeship standards on page 22.

## DECLARATION OF SPONSOR OF PRINCIPAL PROJECT

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PRINT NAME AND TITLE OF AUTHORIZED REPRESENTATIVE

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EMAIL

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PHONE

**I hereby declare that the information provided herein is accurate to the best of my knowledge.**

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SIGNATURE OF AUTHORIZED REPRESENTATIVE

---

DATE

**For Planning Department Staff Only:** Please email an electronic copy of the completed affidavit for Prevailing Wage and Apprenticeship Standards to OLSE's Prevailing Wage Team at [prevailingwage@sfgov.org](mailto:prevailingwage@sfgov.org).

Office of Labor Standards Enforcement

**Address:** 1 Dr. Carlton B. Goodlette Place, Room 430, San Francisco, CA 94102

**Phone:** 415.554.6573

# PROJECT 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: \_\_\_\_\_