



SUPPORTIVE HOUSING STREAMLINED APPROVAL PURSUANT TO ASSEMBLY BILL 2162 (CA GOVT. CODE SECTION 65650) AND PLANNING DIRECTOR BULLETIN #5

INFORMATIONAL AND APPLICATION PACKET

California Assembly Bill No. 2162 (AB 2162) was signed by Governor Jerry Brown on September 26, 2018, and became effective on January 1, 2019. AB 2162 applies statewide and requires that supportive housing be a use that is permitted by right in zones where multifamily and mixed-use development is permitted. AB 2162 amends CA Govt. Code Section 65583 and adds CA Govt. Code Section 65650 et seq. to require local entities to streamline the approval of housing projects containing a minimum amount of Supportive Housing by providing a ministerial approval process, removing the requirement for CEQA analysis and removing the requirement for Conditional Use Authorization or other similar discretionary entitlements granted by the Planning Commission.

For questions, you can call the Planning counter at 628.652.7300 or email 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 SUPPORTIVE HOUSING?

Supportive Housing is defined as housing with no limit on the length of stay, that is occupied by the target population, and is linked to on-site or off-site services that assist the supportive housing resident in retaining the housing, improving their health status, and maximizing their ability to live and, when possible, work in the community (CA-HSC 50675.14). Target populations include homeless individuals, youth and families, and people with disabilities.

WHAT IS MINISTERIAL APPROVAL?

A ministerial decision involves only the use of fixed or objective standards, and government agencies cannot use personal, subjective judgment in deciding whether or how the project should be carried out. Ministerial projects are not subject to environmental review under the California Environmental Quality Act (CEQA) or conditional use authorization or other similar discretionary review or entitlements under the Planning Code. AB 2162 is a voluntary program that a project sponsor may elect to pursue, provided that certain eligibility criteria are met.

IS MY PROJECT ELIGIBLE FOR STREAMLINED APPROVAL UNDER AB 2162?

In order to be eligible for streamlining, the project must meet all of the following criteria:

- **Affordability.** All of the proposed residential units must be dedicated as affordable to households at 80% AMI or below for a period of at least 55 years. At least 25% of the total number of units, or 12 units (whichever is greater) must be restricted for residents of Supportive Housing who meet the Target Population. If there are fewer than 12 units in the project, then the entire project must be restricted for residents of Supportive Housing.
- **Supportive Services.** Supportive Services include, but are not limited to, a combination of subsidized, permanent housing, intensive case management, medical and mental health care, substance abuse treatment, employment services, and benefits advocacy. For projects with 20 units or fewer, at least 90 square feet of space must be dedicated to supportive services. For projects with more than 20 units at least 3% of the floor area must be dedicated to supportive services.
- **Zoning.** The project must be in a District that allows for multifamily (2 or more units) or mixed-use zoning.
- **Replacement of Existing Units.** If the project demolishes any existing residential unit, then the project must include replacement unit(s) in the Supportive Housing Development in the manner described in CA Govt. Code Section 65915(c)(3).
- **Amenities.** Each unit, excluding the manager's unit, must have at least a bathroom, refrigerator, stovetop and sink.
- **Consistent with Objective Standards.** The project must comply with objective, written development standards and policies which apply to other multifamily developments within the same Zoning District. Such objective standards are those that require no personal or subjective (discretionary) judgment, such as objective dimensional requirements, and as otherwise set forth below.

WHAT IS THE PROCESS FOR STREAMLINED APPROVAL?

Projects seeking approval under AB 2162 will have different submission requirements than discretionary Planning Department submissions. Projects seeking approval under AB 2162 must submit a complete application package to the Planning Department.

The Planning Department must determine if the application is complete and determine if the project is eligible for ministerial approval under AB 2162 within 30 days of submittal. If the Department provides written comments to a Project Sponsor detailing how a project is not eligible for AB 2162 as proposed, then the 30-day timeline will restart upon the submittal of a revised development application.

After determining the application is complete, the Department will issue a Plan Check Letter within 60 days of submittal for projects with 150 units or less and with 90 days for projects with more than 150 units. The Plan Check letter will identify and explain any conflicts with any applicable development standards. The Department will approve or deny the application within 60 days of completeness determination for projects with 50 units or fewer, or 120 days for projects with more than 50 units. Planning will toll time that the project is with the applicant after the date the application is determined to be complete and the date of approval.

Once a project is deemed compliant with all objective development standards, the Planning Department will issue a Planning Approval Letter. After receiving the Planning Approval Letter, an applicant may [submit post-entitlement building permits](#) with the Department of Building Inspection for review by DBI and other City agencies.

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



SUPPORTIVE HOUSING STREAMLINED APPROVAL PURSUANT TO ASSEMBLY BILL 2162 AND PLANNING DIRECTOR BULLETIN #5

GENERAL INFORMATION

Property Information

Project Address:

Block/Lot(s):

Property Owner's Information

Name:

Address:

Email Address:

Telephone:

Applicant Information

Same as above

Name:

Company/Organization:

Address:

Email Address:

Telephone:

Please Select Billing Contact:

Owner

Applicant

Other (see below for details)

Name: _____ Email: _____ Phone: _____

Please Select Primary Project Contact:

Owner

Applicant

Billing

PROJECT INFORMATION

Project Description:

Please provide a narrative project description that summarizes the project and its purpose. Please include the AMI levels of the populations to be served in the development and the overall percentage of Permanent Supportive Housing units within the building. Pursuant to CA Govt. Code Section 65652, provide documentation below or in a separate attachment to demonstrate that supportive services will be provided onsite to residents in the project, specifying (a) the name of the service provider(s), (b) the proposed funding source(s) for the supportive services, and (c) the proposed staffing levels.

What percentage of the units in the project will be provided as supportive housing? _____

What is the Target Population for the supportive housing? _____

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 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 |
|------------------|--|---------------------|----------|
| General Land Use | Parking GSF | | |
| | Residential GSF | | |
| | Retail/Commercial GSF | | |
| | Office GSF | | |
| | Industrial-PDR GSF | | |
| | Medical GSF | | |
| | Hotel GSF | | |
| | Laboratory GSF | | |
| | CIE (Cultural, Institutional, Educational) GSF | | |

| | | | |
|------------------|------------------------------|--|--|
| Project Features | 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: _____ | | |

| | | | |
|------------------------|--|--|--|
| Land Use - Residential | 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. | | |

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 | | | | | | |
|---|--|--|----|---|-----|---------|
| Documents <i>(completed and signed)</i> | When is it required? | Applicants: <i>is this required as part of your project & submitted?</i> | | Planning staff only: <i>verification of submission & completeness</i> | | |
| Completed AB 2162 Application | Always | Yes | No | Yes | N/A | Missing |
| Letter of Authorization | 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 |
| Supplemental Documents <i>(completed and signed)</i> | When is it required? | Applicants: <i>is this required as part of your project & submitted?</i> | | Planning staff only: <i>verification of submission & completeness</i> | | |
| Preliminary Housing Development (SB-330) | 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 | | | | | | |
|--|--|---|----|---|-----|---------|
| Supplemental Documents (completed and signed) | When is it required? | Applicants: <i>is this required as part of your project & submitted?</i> | | Planning staff only: <i>verification of submission & completeness</i> | | |
| SB-330 Unit Replacement Relocation Affidavit | Required if demolishing existing residential units (Dwelling Units or Group Housing Rooms). | Yes | No | Yes | N/A | Missing |
| First Source Hiring Affidavit | Projects proposing 10 or more units or 25,000 sqft or more of gross commercial floor area. | Yes | No | Yes | N/A | Missing |
| Better Streets Plan Checklist | <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: <i>is this required as part of your project & submitted?</i> | | Planning staff only: <i>verification of submission & completeness</i> | | |
| Formula Retail Affidavit | Alterations, new construction, tenant improvements, changes of use or signage to commercial businesses subject to Planning Code Section 303.1 . | Yes | No | Yes | N/A | Missing |
| Flexible Retail Screening and Affidavit | Projects that propose a flexible retail use. | Yes | No | Yes | N/A | Missing |
| Institutional Master Plan Application | Projects that propose a medical institution or post-secondary educational institution. | Yes | No | Yes | N/A | Missing |
| Residential Projects | When is it required? | Applicants: <i>is this required as part of your project & submitted?</i> | | Planning staff only: <i>verification of submission & completeness</i> | | |
| 100% Affordable Housing Bonus Program (AHBP) | 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 |
| Commercial to Residential Adaptive Reuse Projects Supplemental | 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 |
| Fourplex Density Bonus in RH Districts | Projects in RH Zoning Districts that seek to exceed the permitted density and elect to use this program. | Yes | No | Yes | N/A | Missing |
| Housing Choice - SF Program Supplemental Application (HC - SF) | Projects in R-4 Height and Bulk Districts that seek additional development capacity beyond base zoning limits. | Yes | No | Yes | N/A | Missing |
| HOME-SF Supplemental Application | 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 | | | | | | |
|--|---|---|----|--|-----|---------|
| Residential Projects | When is it required? | Applicants: <i>is this required as part of your project & submitted?</i> | | Planning staff only: <i>verification of submission & completeness</i> | | |
| In-Kind Agreement Supplemental | Projects in certain Area Plans that elect to satisfy their development impact fees this way. | Yes | No | Yes | N/A | Missing |
| State Density Bonus Application (Individually Requested) | 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 |
| Inclusionary Affordable Housing Compliance Affidavit | Projects that propose 10 or more residential units (Dwelling Units or Group Housing Rooms). | Yes | No | Yes | N/A | Missing |
| Anti-Discrimination Housing Policy Affidavit | Projects that propose 10 or more dwelling units. | Yes | No | Yes | N/A | Missing |
| Commercial or Residential Projects | When is it required? | Applicants: <i>is this required as part of your project & submitted?</i> | | Planning staff only: <i>verification of submission & completeness</i> | | |
| Shadow Analysis Supplemental Application | 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 |
| Coastal Zone Authorization | Projects located in the Coastal Zone. | Yes | No | Yes | N/A | Missing |

| PROJECT SUBMISSION CHECKLIST | | | | | | |
|--|--|---|----|---|-----|---------|
| Commercial or Residential Projects | When is it required? | Applicants: <i>is this required as part of your project & submitted?</i> | | Planning staff only: <i>verification of submission & completeness</i> | | |
| Transportation Demand Management Supplemental | Projects that propose an addition of : <ul style="list-style-type: none"> • 10 or more dwelling units; or • group housing bedrooms, or • new construction resulting in more than 10,000 sqft of non-residential use, or • change of use of more than 25,000 sqft, or • 100% affordable projects are exempted from Transportation Demand Management requirement. | Yes | No | Yes | N/A | Missing |
| Notice of Use of Transferable Development Rights Application | Projects that use Transferable Development Rights (TDR) on their project or projects that assume TDR in a State Density Bonus Program Base Density Study. | Yes | No | 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 & submitted?</i> | Planning staff only: <i>verification of submission & completeness</i> |
|--|---|--|---|
| Written Project Description | Always | Yes No | Yes N/A Missing |
| Address, Block, Lot | Always | Yes No | Yes N/A Missing |
| Zoning District, Height and Bulk District, any Special Use 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 California State Licensing Board on Design Limitations for Professionals | Yes No | Yes N/A Missing |

PLAN SUBMITTAL CHECKLIST

To be reviewed and completed by a design professional

| Site Survey Requirement | When is it required? | Applicants: <i>is this required as part of your project & submitted?</i> | Planning staff only: <i>verification of submission & 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 & submitted?</i> | | Planning staff only: <i>verification of submission & completeness</i> | | |
|--|-----------------------------------|---|----|---|-----|---------|
| Scale: 1/8" = 1' (or 1" = 10' if project is too large). | Always | Yes | No | Yes | N/A | Missing |
| Separate existing and proposed site plans: showing all buildings on the lot. | Only if exterior changes proposed | Yes | No | Yes | N/A | Missing |
| Adjacent lots showing full width outlines of all buildings on adjacent properties. | Always | Yes | No | Yes | N/A | Missing |
| Direction of true north: show project north if it is different from true north. | Always | Yes | No | Yes | N/A | Missing |
| Dimensions: 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 |
| Landscape and permeable surface: 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 |
| Usable open space: show the dimensions of decks, terraces and yards. | Residential Projects | Yes | No | Yes | N/A | Missing |
| Curb cuts: existing and proposed curb cuts, curb lines, including both adjacent properties. | If removing or adding parking | Yes | No | Yes | N/A | Missing |
| Dimensioned setback requirements: Front setback, rear yard and side yard of the subject and adjacent buildings. | Always | Yes | No | Yes | N/A | Missing |
| Street Names | Always | Yes | No | Yes | N/A | Missing |
| Street tree: 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

| Floor and Roof Plans Requirement | When is it required? | Applicants: <i>is this required as part of your project & submitted?</i> | | Planning staff only: <i>verification of submission & completeness</i> | | |
|--|---|--|----|---|-----|---------|
| Separate existing and proposed floor and roof plans: include adjacent structures | When changes are made to the floor or roof. | Yes | No | Yes | N/A | Missing |
| Scale: ¼" = 1' (unless project is too large in which case 1/8" = 1' is acceptable). | Always | Yes | No | Yes | N/A | Missing |
| North Arrow | Always | Yes | No | Yes | N/A | Missing |
| On all plan views: label the intended use of rooms and areas. | Always | Yes | No | Yes | N/A | Missing |
| Toters: show location of dedicated space for trash, recycling and compost carts on private property and screened from public view. Visit www.recology.com/recology-san-francisco for more information. | Always | Yes | No | Yes | N/A | Missing |
| Laundry and storage: show the locations. | Always | Yes | No | Yes | N/A | Missing |
| Parking: show dimensions and outlines of all existing and proposed vehicle and bicycle parking. | Always | Yes | No | Yes | N/A | Missing |
| Electrical Transformers: show the locations. | Always | Yes | No | Yes | N/A | Missing |
| Roof: 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 |
| Walls: 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 |
| Door and Windows: Existing and Proposed. | Always | Yes | No | Yes | N/A | Missing |

PLAN SUBMITTAL CHECKLIST

To be reviewed and completed by a design professional

| Building Elevation Requirement | When is it required? | Applicants: <i>is this required as part of your project & submitted?</i> | | Planning staff only: <i>verification of submission & completeness</i> | | |
|---|------------------------------------|---|----|---|-----|---------|
| Separate existing and proposed elevations: 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 |
| Profiles of Adjacent Buildings: 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 |
| Exterior materials: 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 |
| Windows: include dimensions, operation, and material type. Provide plan section detail of new windows. | Only if exterior changes proposed. | Yes | No | Yes | N/A | Missing |
| Heights: (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: <i>is this required as part of your project & submitted?</i> | | Planning staff only: <i>verification of submission & completeness</i> | | |
|--|--|---|----|---|-----|---------|
| At least two sections (longitudinal and latitudinal) Longitudinal: show relation between the street, front property line, subject building, rear yard, and rear property line Latitudinal: show relation between subject building and the outline of each adjacent building | Expansions and projects with excavation. | Yes | No | Yes | N/A | Missing |
| Separate existing and proposed sections | If there is a change in floor to ceiling heights or if excavation is proposed. | Yes | No | Yes | N/A | Missing |
| Scale: 1/4"=1' (unless the project is too large) | For all sections. | Yes | No | Yes | N/A | Missing |
| Height datum point: Center line of the building, top of curb | For all sections. | Yes | No | Yes | N/A | Missing |
| Floor to Ceiling height dimensions | For all sections. | Yes | No | Yes | N/A | Missing |
| Existing and Proposed Grade | For all sections. | Yes | No | Yes | N/A | Missing |
| Key section location of floor plans and site plans | For all sections. | Yes | No | Yes | N/A | Missing |

PLAN SUBMITTAL CHECKLIST

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| Additional Requirement | When is it required? | Applicants: <i>is this required as part of your project & submitted?</i> | | Planning staff only: <i>verification of submission & completeness</i> | | |
|--|--|---|----|---|-----|---------|
| Renderings | New construction | Yes | No | Yes | N/A | Missing |
| Photographs | Always | Yes | No | Yes | N/A | Missing |
| As Built Plans: 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 |
| San Francisco Design Standards | The San Francisco Design Standards are required for projects that are protected under the Housing Accountability Act. | Yes | No | Yes | N/A | Missing |
| Preservation Design Standards | 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

| Additional Requirements for State Density Bonus Projects | When is it required? | Applicants: <i>is this required as part of your project & submitted?</i> | | Planning staff only: <i>verification of submission & 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

| Additional Requirements for Ministerial Projects | When is it required? (Ministerial Program) | Applicants: <i>is this required as part of your project & submitted?</i> | | Planning staff only: <i>verification of submission & 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 Culaturla Resources (TCR) Agreement | Applicable AB 2011, SB 4, and SB 423 Project | Yes | No | Yes | N/A | Missing |
| Lot Size: 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 |
| Demolition Calculations Table 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 |
| Demolition Calculations Table Pursuant to Planning Code Section 1005 | Required for any ministerial project proposing alterations to a Category A* property. | Yes | No | Yes | N/A | Missing |
| Unit Amenities: 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 |
| Supportive Service Plan- Include the total floor area within the project dedicated to supportive services limited to tenant use, including but not limited to community rooms, case management offices, computer rooms and community kitchen. Provide names of the proposed entity that will provide services and funding source, or source of services and proposed staffing levels. | AB 2162 Projects | Yes | No | Yes | N/A | Missing |
| Supportive Services Area: 90 square feet must be dedicated to supportive services | AB 2162 Projects with 20 units or fewer. | Yes | No | Yes | N/A | Missing |
| Supportive Services Area: 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 |

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: _____