



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
<u>Letter of Authorization</u>	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>		
<u>Preliminary Housing Development</u> (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: is this required as part of your project & submitted?	Planning staff only: verification of submission & completeness		
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: is this required as part of your project & submitted?	Planning staff only: verification of submission & completeness		
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>		
<u>In-Kind Agreement Supplemental</u>	Projects in certain Area Plans that elect to satisfy their development impact fees this way.	Yes No	Yes	N/A	Missing
<u>State Density Bonus Application (Individually Requested)</u>	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
<u>Inclusionary Affordable Housing Compliance Affidavit</u>	Projects that propose 10 or more residential units (Dwelling Units or Group Housing Rooms).	Yes No	Yes	N/A	Missing
<u>Anti-Discrimination Housing Policy Affidavit</u>	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>		
<u>Shadow Analysis Supplemental Application</u>	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
<u>Coastal Zone Authorization</u>	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: <i>verification of submission & completeness</i>		
<u>Transportation Demand Management Supplemental</u>	<p>Projects that propose an addition of :</p> <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. 	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes	N/A	Missing
<u>Notice of Use of Transferable Development Rights Application</u>	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: is this required as part of your project & submitted?		Planning staff only: verification of submission & completeness		
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>		
<p>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.</p>	<p>New construction, Lot splits or mergers</p>	<p>Yes No</p>	<p>Yes</p>	<p>N/A</p>	<p>Missing</p>

PLAN SUBMITTAL CHECKLIST

To be reviewed and completed by a design professional

Site Plans Requirement	When is it required?	Applicants: is this required as part of your project & submitted?	Planning staff only: verification of submission & completeness		
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: $\frac{1}{4}'' = 1'$ (unless project is too large in which case $\frac{1}{8}'' = 1'$ is acceptable).	Always	Yes No	Yes N/A Missing
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: is this required as part of your project & submitted?	Planning staff only: verification of submission & completeness		
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: $\frac{1}{4}''=1'$ (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

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 & submitted?</i>	Planning staff only: <i>verification of submission & completeness</i>		
Rendings	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
<u>San Francisco Design Standards</u>	The San Francisco Design Standards are required for projects that are protected under the Housing Accountability Act.	Yes No	Yes	N/A	Missing
<u>Preservation Design Standards</u>	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 Culatural 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: _____