



# REQUEST A BLOCK BOOK NOTICE

## 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.

### WHAT IS A BLOCK BOOK NOTICE?

A Block Book Notice (BBN) is a request made by a member of the public to be provided notice of permits on any property within the City and County of San Francisco that is subject to the San Francisco Planning Code. Applications that do not require San Francisco Planning Department Review WILL NOT be subject to a BBN (examples include applications for plumbing permits, electrical permits and building permits that do not require Planning Department review). BBNs are intended to provide the requestor notice of applications reviewed by the Planning Department that they may not otherwise receive.

### WHEN CAN AN APPLICATION FOR A BLOCK BOOK NOTICE BE FILED?

An application for a BBN may be filed at any time. The Planning Department requires an annual fee for the first Assessor's Parcel, plus an additional fee for each additional parcel included in the same request. While legislation does not allow a fee exemption for any individual or groups, neighborhood organizations (defined as having been in existence for 24-months prior to the request and listed on the Planning Department's neighborhood organization notification list) require an annual fee for the first Assessor's Block, plus an additional fee for each additional block included in the same request. If you are an authorized representative of a neighborhood organization (as defined above), please also include the organization name and your title on this application form.

### HOW DOES THE PROCESS WORK?

Once an Application is filed on a property, a notice of the application that requires San Francisco Planning Department review is provided to the BBN Requestor. The Planning Department notifies a Requestor under a BBN, or if another notice is otherwise required, the Requestor is also included in the required notice. Please note that should a particular Planning Code Section (e.g. Sections 303, 305, 311, 312) require a notice, the BBN Requestor may not receive notice immediately following submittal of a permit to the Planning Department but rather through notice requirements in accordance with the specific Planning Code Section. The Department is required to hold a permit for 10 days so that the BBN Requestor may review it, with the exception of ministerial permits, such as State-Mandated Accessory Dwelling Units (ADUs). The BBN procedure is a notification process only and any individual receiving notice has the options available to any citizen and no more. If the BBN Requestor has a concern regarding approval of the subject permit they may ultimately file a request for Discretionary Review for qualifying projects.

If you are submitting a permit that requires San Francisco Planning Department review and there is a BBN filed on the subject property, you may ask the Planning Department at the Planning Information Center to call the BBN Requestor to determine if they are willing to waive the notification requirement, in which case the Planning Department may proceed without sending a 10 day notice letter. The permit applicant may also contact the BBN Requestor in advance or during the 10 day notice period to obtain their agreement to forego notice where the permit under consideration is not of concern to them.

If the Requestor does not waive the notice requirement, the permit will be accepted for submittal and internally routed from the Building Department to the Planning Department for staff assignment. It may take a week or more for the routing, assignment and for the planner to be able to send out a notice, based upon their workload. The planner assigned to the case will send a notice to the Requestor indicating they have 10 days from the date of the Planning Department's letter to raise any concerns with the project and/or initiate Discretionary Review.

### **WHO MAY APPLY FOR A BBN?**

Any member of the public may request a BBN on any lot within the City and County of San Francisco that is subject to the San Francisco Planning Code.

### **INSTRUCTIONS:**

Please complete the attached Application to Request a Block Book Notice and email the completed application to [CPC.Intake@sfgov.org](mailto:CPC.Intake@sfgov.org). Upon receiving the completed application, the Department will follow-up with instructions on payment. The application is not deemed complete until payment is received.

Please refer to the Planning Department [Fee Schedule](http://www.sfplanning.org) available at [www.sfplanning.org](http://www.sfplanning.org). For questions related to the Fee Schedule, please email the Planning counter at the Permit Center at [pic@sfgov.org](mailto:pic@sfgov.org).



**BLOCK BOOK NOTICE**

**APPLICATION**

**Applicant Information**

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

Company/Organization: \_\_\_\_\_

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

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

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

**BBN Property Location**

Block/Lot information can be found on the [San Francisco Property Information Map](#)

Subject Parcel Address: \_\_\_\_\_

Assessors Block/Lot: \_\_\_\_\_

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

**Notification Preference**

Please identify the type(s) of applications reviewed by the Planning Department for which you are interested in receiving notification (check all that apply):

All Building Permit Applications (interior and exterior)

Any Exterior Work (windows, garage doors, horizontal and vertical additions)

Horizontal and / or Vertical Additions

Changes of Use

Conditional Use and Variance

Other: \_\_\_\_\_

**Payment**

Refer to [Fee Schedule](#) re Block Book Notification

First Assessor's Parcel:      \$      \_\_\_\_\_

(# of Additional Block/Lots: \_\_\_\_\_ X additional fee \$ \_\_\_\_\_ )      =      \$      \_\_\_\_\_

Total Enclosed:      \$      \_\_\_\_\_

Requestor's Signature \_\_\_\_\_

Date \_\_\_\_\_