



# CHARITABLE EXEMPTIONS UNDER THE TRANSPORTATION SUSTAINABILITY FEE (TSF) IMPACT FEE PROGRAM

## INFORMATIONAL AND APPLICATION PACKET

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

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 PROJECTS QUALIFY FOR CHARITABLE EXEMPTION?

Pursuant to Planning Code Section 411A.3(b)(7), an exemption from the Transportation Sustainability Fee (TSF) may be granted for projects located on property that is exempt from real property taxation or possessory interest taxation under California Constitution, Article XIII, Section 4, as implemented by California Revenue and Taxation Code Section 214, so long as the property continues to enjoy such tax exemption. Any Hospital or Health Service that requires an Institutional Master Plan under Planning Code Section 304.5 shall not be eligible for this charitable exemption and shall be subject to the TSF as would otherwise be required.

Additionally, if the subject property loses its exempt status within 10 years of the issuance of the project's Certificate of Final Completion and Occupancy, the project will be obligated to pay the TSF at a rate calculated pursuant to Planning Code Section 411A.3(b)(7). Such payment shall be required within 90 days of the property losing its tax-exempt status.

Projects that qualify for the Charitable Exemption shall record a Notice in the Official Records of the Recorder of the City and County of San Francisco for the subject property prior to the issuance of a building or site permit. This Notice shall state the amount of the TSF exempted and other requirements as outlined in Section 411A.3(b)(7).

## NOTE ON POLICY CREDITS

The TSF in Planning Code Section 411A was designed to replace the earlier Transit Impact Development Fee (TIDF) in Section 411. In addition to Charitable Exemptions, the TIDF allowed certain projects to reduce their TIDF fees through "Policy Credits" for small businesses and/or reduced parking. The current TSF in Section 411A does not contain similar Policy Credits. Please note this application is only for Charitable Exemptions as described above.

## SUBMITTAL INSTRUCTIONS

The attached application for a Charitable Exemption may only be submitted in conjunction with an entitlement or Building Permit Application.



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## SUPPLEMENTAL APPLICATION

### Property Information

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

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

### Property Owner's Information

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

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

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

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

## RELATED APPLICATIONS

### Related Building Permit Applications (any active building permits associated with the project)

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

Project Application Number: \_\_\_\_\_

### Project Description

Please provide a brief description of the project:

### Charitable Exemption

Is the property exempt from real property taxation or possessory interest taxation under California Constitution, Article XIII, Section 4, as implemented by California Revenue and Taxation Code Section 214?

YES      NO

If yes, please attach the appropriate documentation issued by the State, City, or relevant agency.

Please provide a brief description of the tax-exempt status:

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

**PLANNING DEPARTMENT USE ONLY**

<b>PROPERTY ADDRESS:</b>	<b>BLOCK:</b>	<b>LOT:</b>

**DECISION AND ALLOCATION OF POLICY CREDITS:**

**ELIGIBLE FOR CHARITABLE EXEMPTION**

Amount of otherwise-applicable Transportation Sustainability Fee: \$ \_\_\_\_\_

Resulting amount after applying Charitable Exemption: \$ \_\_\_\_\_

**NOT ELIGIBLE FOR CHARITABLE EXEMPTION**

Reason: \_\_\_\_\_

**CURRENT PLANNING STAFF:**

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

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

**ZONING ADMINISTRATOR OR DEPUTY ZONING ADMINISTRATOR:**

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

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

**\*\*\*Decision not valid without BOTH signatures!\*\*\***