



DOWNTOWN LARGE PROJECT AUTHORIZATION (DNX)

SECTION 309

INFORMATIONAL AND SUPPLEMENTAL APPLICATION PACKET

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

Pursuant to Planning Code Section 309, there are certain review criteria and exceptions that may be granted for projects located in the C-3 Districts. The first pages consist of instructions which should be read carefully before the application form is completed.

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.

WHAT IS A DOWNTOWN LARGE PROJECT AUTHORIZATION?

Planning Code Section 309 establishes a framework for review of construction or substantial alteration of structures in C-3 (Downtown Commercial) Zoning Districts. Projects are reviewed for conformity with the Planning Code and the General Plan, and modifications may be imposed on various aspects of the project to achieve this conformity. These aspects include overall building form, impacts to public views, shadows and wind levels on sidewalks and open spaces, traffic circulation, relationship of the project to the streetscape, design of open space features, improvements to adjacent sidewalks (including street trees, landscaping, paving material, and street furniture), quality of residential units (if applicable), preservation of on-site and off-site historic resources, and minimizing significant adverse environmental effects. Through the Section 309 Review process, the project sponsor may also request exceptions from certain requirements of the Planning Code, if the applicable criteria can be satisfied.

WHEN IS A PLANNING CODE SECTION 309 APPLICATION NECESSARY?

While Planning Code Section 309 applies to nearly all new construction or substantial alterations in C-3 Zoning Districts, not all projects will require a Section 309 Application. Some projects may be reviewed through the Project Application (PRJ) review process, without filing a separate Section 309 Application with the Planning Department.

Planning Commission Review - Section 309 Application Required: The Planning Commission will conduct a public hearing to consider the following types of projects within C-3 Zoning Districts:

- the project includes the construction of a new building greater than 120 feet in height (excluding any exceptions permitted per Section 260(b)), or includes a vertical addition to an existing building with a height of 120 feet or less resulting in a total building height greater than 120 feet.
- the project would require an exception as provided in Subsection 309(a); provided that the hearing requirements of this Section 309 shall not apply to Commercial to Residential Adaptive Reuse projects seeking exceptions or modifications pursuant to Section 210.5(d).

Planning Staff Review - No Section 309 Application Required: For the following types of projects within C-3 Zoning Districts, Planning Department staff will review a Project Application (PRJ) for compliance with Planning Code Section 309:

- Projects that do not exceed the thresholds for height described above; and
- Projects that comply with the requirements of the Planning Code.

WHO MAY APPLY FOR A SECTION 309 APPLICATION?

A Section 309 approval is an entitlement that runs with the property; therefore, the property owner or a party designated as the owner's agent may submit a Section 309 Supplemental Application in conjunction with a Project Application. [A letter of agent authorization from the owner must be attached.]

FEES

Please refer to the [Planning Department Fee Schedule](#) available at **www.sfplanning.org**. For questions related to the Fee Schedule, you can call the Planning counter at 628.652.7300 or email pic@sfgov.org where planners are able to assist you.

Fees will be determined based on the estimated construction costs. Should the cost of staff time exceed the initial fee paid, an additional fee for time and materials may be billed upon completion of the hearing process or permit approval. Additional fees may also be collected for preparation and recordation of any documents with the San Francisco Assessor-Recorder's office and for monitoring compliance with any conditions of approval.



DOWNTOWN LARGE PROJECT AUTHORIZATION (DNX)

SECTION 309

SUPPLEMENTAL APPLICATION

Property Information

Project Address:

Block/Lot(s):

Project Description:

Downtown Project Authorization - Request for Planning Code Section 309 Exceptions

Pursuant to Planning Code Section 309, projects may seek specific exceptions to the provisions of this Code as provided for below. Please describe how the project meets specified criteria, complete with justifications.
(Add additional sheets if necessary)

1. Building siting, orientation, massing and facade treatment, including proportion, scale, setbacks, materials, cornice, parapet and fenestration treatment, and design of building tops.
2. Aspects of the project affecting views and view corridors, shadowing of sidewalks and open spaces, openness of the street to the sky, ground-level wind current, and maintenance of predominant streetwalls in the immediate vicinity.
3. Aspects of the project affecting parking, traffic circulation and transit operation and loading points.

Downtown Project Authorization - Request for Planning Code Section 309 Exceptions (Continued)

4. Exceptions to the limitation on curb cuts for parking access as permitted in Section 155(r).
5. Exceptions to the limitations on above-grade residential accessory parking as permitted in Section 155(s).
6. Exceptions to the freight loading and service vehicle space requirements as permitted in Section 161(e).
7. Exceptions to the off-street tour bus loading space requirements as permitted in Section 162.
8. Exceptions to the use requirements in the C-3-O(SD) Commercial Special Use Subdistrict in Section 248.
9. Exceptions to the height limits for buildings taller than 550 feet in height in the S-2 Bulk District for allowance of non-occupied architectural, screening, and rooftop elements that meet the criteria of Section 260(b)(1)(M).
10. Exceptions to the volumetric limitations for roof enclosures and screens as prescribed in Section 260(b)(1)(F). For existing buildings, exceptions to the volumetric limitations for roof enclosures and screens shall be granted only if all rooftop equipment that is unused or permanently out of operation is removed from the building

Downtown Project Authorization - Request for Planning Code Section 309 Exceptions (Continued)

11. Exceptions to the height limits for vertical extensions as permitted in Section 260(b)(1)(G) and for upper tower extensions as permitted in Section 263.9.

12. Exceptions to the height limits in the 80-130F and 80-130X Height and Bulk Districts as permitted in Section 263.8 and in the 200-400S Height and Bulk District as permitted in Section 263.10.

13. Exceptions to the bulk requirements as permitted in Sections 270 and 272.

14. Exceptions to the exposure requirements as permitted in Section 140.

15. Exceptions to the usable open space requirements as permitted in Section 135.

16. Exceptions to the Micro-Retail requirements as permitted in Section 249.33.

Downtown Project Authorization - Request for Planning Code Section 309 Exceptions (Continued)

17. Exceptions to the height and bulk limits for parcels within the Van Ness & Market Residential Special Use District as defined by Section 270(f)(2). In considering such exceptions, the Planning Commission shall consider the extent to which the project achieves the following: (A) sculpts the building massing to achieve an elegant and creative tower form that enhances the skyline; (B) reduces or minimizes potential impacts on winds and shadows; (C) provides ground floor uses that serve a range of income levels and enrich the social landscape of the area such as: Arts Activities, Child Care Facility, Community Facility, Public Facility, School, Social Service, priority health service or neighborhood-serving retail; and (D) maximizes housing density within the allowed envelope.

18. Exceptions to the percent lot coverage requirements of Section 270.2(e)(6) for projects within the Van Ness & Market Residential Special Use District. The Planning Commission shall only grant such exceptions if the Planning Commission finds that: (A) the proposed mid-block alley and percent coverage do not negatively affect the use and purpose of the alley as a means of creating a more efficient pedestrian network, as described in subsections 270.2(a)-(b); and (B) the proposed percent coverage does not negatively impact the quality of the mid-block alley as an area of pedestrian and retail activity and public open space. An exception shall not be granted for any mid-block alley that is less than 35 percent open to the sky.

19. Exceptions to the required minimum dwelling unit mix in Section 207.6 for projects within the Van Ness & Market Residential Special Use District. In considering such exceptions, the Planning Commission shall consider the following criteria:
 - (A) whether the project demonstrates a need or mission to serve unique populations; or
 - (B) whether the project site or existing building(s), if any, feature physical constraints that make it unreasonable to fulfill the requirements of Section 207.6 or subsection 309(a)(19)A.2

20. Exceptions to the permitted obstructions requirements in Section 136 for projects within the Van Ness & Market Special Use District as defined by Section 270(f)(2). The Planning Commission shall only grant such an exception if it finds that the proposed obstructions assist the proposed development to meet the requirements of Section 148, or otherwise reduce wind speeds at the ground-level or at upper level open space.

Downtown Project Design Review

In addition to the requirements set forth in this Code, additional design requirements and limitations (hereafter referred to as modifications) may be imposed on the following aspects of a proposed project, through the imposition of conditions, in order to achieve the objectives and policies of the General Plan or the purposes of this Code

1. Exceptions to the setback, streetwall, tower separation, and rear yard requirements as permitted in Sections 132.1 and 134(d).
2. Exceptions to the ground-level wind current requirements as permitted in Section 148.
3. Exceptions to the sunlight to public sidewalk requirement as permitted in Section 146.
4. Aspects of the project affecting its energy consumption.
5. Aspects of the project related to pedestrian activity, such as placement of entrances, street scale, visual richness, location of retail uses, and pedestrian circulation, and location and design of open space features.
6. Aspects of the project affecting public spaces adjacent to the project, such as the location and type of street trees and landscaping, sidewalk paving material, and the design and location of street furniture as required by Section 138.1.
7. Aspects of the project relating to quality of the living environment of residential units, including housing unit size and the provisions of open space for residents.
8. Aspects of the design of the project which have significant adverse environmental consequences.
9. Aspects of the project that affect its compliance with the provisions of Sections 1109(c), 1111.2(c), 1111.6(c), and 1113 regarding new construction and alterations in conservation districts
10. Other aspects of the project for which modifications are justified because of its unique or unusual location, environment, topography or other circumstances.

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: _____