



## DISCRETIONARY REVIEW (DR) FEE WAIVER FOR NEIGHBORHOOD ORGANIZATIONS INFORMATIONAL AND APPLICATION PACKET

Pursuant to Planning Code Section 350 and 352(d), the Planning Director shall consider and make determinations regarding applications for the authorization of a Discretionary Review Fee Waiver.

For questions, you can call the Planning counter at 628.652.7300 or email [pic@sfgov.org](mailto:pic@sfgov.org) where planners will be 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 AN DISCRETIONARY REVIEW (DR) FEE WAIVER?

Section 352(d) of the San Francisco Planning Code establishes a waiver from the Discretionary Review Request fees if the appeal is filed by a neighborhood organization. An application for a Discretionary Review Fee Waiver is appropriate when a neighborhood organization can demonstrate its existence 24 months prior to the filing date of the request, is listed on San Francisco Planning's neighborhood notification list, and can demonstrate that the organization is affected by the proposed project.

### WHO MAY APPLY FOR A DISCRETIONARY REVIEW FEE WAIVER?

Any individual or neighborhood group can file for a DR Fee Waiver. Exact criteria for neighborhood group organizations in order to qualify for a fee waiver are specified below:

- the appellant is a member of the stated neighborhood organization and is authorized to file the appeal on behalf of the organization. Authorization may take the form of a letter signed by the President or other officer of the organization;
- the appellant is appealing on behalf of the organization that is registered with the Planning Department and that appears on the Planning Department's current list of neighborhood organization. To determine if the neighborhood group organization is registered with the Planning Department, visit <https://sfplanning.org/resource/neighborhood-group-organizations>;
- the appellant is appealing on behalf of an organization that has been in existence at least 24 months prior to the submittal of the fee waiver request. Existence may be established by evidence including that relating to the organization's activities at that time such as meeting minutes, resolutions, publications, website or roster; and
- the appellant is appealing on behalf of a neighborhood organization that is affected by the project and that is the subject of the appeal.

### HOW DO I SUBMIT THE APPLICATION?

If the requirements above are met, complete the following application, along with any necessary supporting materials, and email it to [cpc.intake@sfgov.org](mailto:cpc.intake@sfgov.org).

A payment must be made and sent to Yvonne Ko, 49 South Van Ness Avenue, Suite 1400, San Francisco, CA 94103 for the correct amount per the [Planning Department Fee Schedule](#), payable to San Francisco Planning Department. Once the Department determines that the requestor is eligible for the fee waiver, the Department will mail the check back to the entity.



## DISCRETIONARY REVIEW (DR) FEE WAIVER FOR NEIGHBORHOOD ORGANIZATIONS

### APPLICATION

#### Discretionary Review Requestor's Information

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

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

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

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

#### Neighborhood Group Organization Information

Name of Organization: \_\_\_\_\_

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

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

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

#### Property Information

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

Project Application (PRJ) Record No: \_\_\_\_\_ Building Permit No: \_\_\_\_\_

Date of Decision (if any): \_\_\_\_\_

#### Required Criteria for Granting Waiver

All must be satisfied; please attach supporting materials.

REQUIRED CRITERIA	YES	NO
The appellant is a member of the stated neighborhood organization and is authorized to file the appeal on behalf of the organization. Authorization may take the form of a letter signed by the President or other officer of the organization.		
The appellant is appealing on behalf of an organization that is registered with the Planning Department and that appears on the Department's current list of neighborhood organizations.		
The appellant is appealing on behalf of an organization that has been in existence at least 24 months prior to the submittal of the fee waiver request. Existence may be established by evidence including that relating to the organization's activities at that time such as meeting minutes, resolutions, publications and rosters.		
The appellant is appealing on behalf of a neighborhood organization that is affected by the project and that is the subject of the appeal.		

#### For Department Use Only

Application received by Planning Department:

By: \_\_\_\_\_ Date: \_\_\_\_\_

#### Submission Checklist:

- APPELLANT AUTHORIZATION     CURRENT ORGANIZATION REGISTRATION     MINIMUM ORGANIZATION AGE
- PROJECT IMPACT ON ORGANIZATION

WAIVER APPROVED     WAIVER DENIED