



GENERAL PLAN REFERRAL

INFORMATIONAL PACKET

San Francisco Charter Section 4.105 and Sections 2A.52 and 2A.53 of the San Francisco Administrative Code establish the requirement for General Plan Referrals for certain types of projects described in this application packet. The Planning Department or Planning Commission shall review the project and determine whether the project is in conformity with the General Plan, prior to Board of Supervisors' consideration of an ordinance or resolution approving the project.

Planning Department staff are available to advise you in the preparation of this application. Please email CPC.General.Plan.Referrals@sfgov.org for further information.

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.

THE GENERAL PLAN

The City's General Plan serves to guide changes to ensure that the qualities that make San Francisco unique are preserved and enhanced. The General Plan is based on a consensus concerning social, economic, and environmental issues. Adopted by the Planning Commission and approved by the Board of Supervisors, the General Plan serves as a basis for decisions that affect many aspects of our everyday lives from where we live and work to how we move about. It is both a strategic and long term document, broad in scope and specific in nature. It is implemented by decisions that direct the allocation of public resources and that shape public and private development. In short, the General Plan is the embodiment of the community's vision for the future of San Francisco.

WHAT IS THE PURPOSE OF A GENERAL PLAN REFERRAL?

A General Plan Referral is required to evaluate whether certain types of projects would be consistent with the City's General Plan Objectives and Policies. Once an application is submitted to the Planning Department, staff evaluate the proposed project and the Department or Planning Commission provides a recommendation for consideration by the Board of Supervisors regarding whether or not the proposed project would be in conformity with the General Plan. A finding of non-conformity may be overruled by a two-thirds vote of the Board of Supervisors. Early involvement of the Planning Department in the preparation of a project proposal is advisable in order to provide opportunities for staff to review the proposal and, if necessary, recommend changes to the project, and to avoid delays in responding to General Plan Referral applications.

WHEN IS A GENERAL PLAN REFERRAL NECESSARY?

The types of projects that trigger submittal of a General Plan Referral application include:

1. Property acquisition, sale or lease by the City;
2. Ordinances concerning the extension, widening, narrowing, removal, relocation, vacation, abandonment, sale or change in the use of any public way, transportation route, ground, open space, building, or structure owned by the City and County;
3. Subdivisions of land within the City and County;
4. Projects for the construction, improvement of, or demolition of City-owned buildings or structures within the City and County;
5. Programs that link the General Plan to the allocation of local, state and federal resources, the City's annual capital expenditure plan, six-year capital improvement program, a capital improvement project or a long-term financing proposal, general obligation or revenue bonds or nonprofit corporation proposals;
6. Project plans for public housing, or publicly assisted private housing in the City and County;
7. Proposed Redevelopment project plans within the City and County;
8. Substantial change to the above.

HOW DOES THE PROCESS WORK?

The Project Sponsor submits a complete General Plan Referral application. An initial [fee](#) must accompany all General Plan Referral applications. Alternately, City Departments may establish another billing arrangement (work order, etc.) with the Planning Department. The application will not be processed unless it is filled out completely and the appropriate fees are paid in full.

After receiving a complete application with the required fee and materials, the Department will establish a case number and docket for the project. Staff assigned to the case will review the application material to determine whether the material submitted is complete or whether additional information is required. Staff will also determine whether the proposed project is exempt from Environmental Evaluation. If the project is not exempt from Environmental Evaluation, staff will inform the applicant that a separate Environmental Evaluation application will be required. In such cases, the applicant will be responsible for submitting a complete Environmental Evaluation application and pay the required application fee.

The Planning Department has 45 days to complete a General Plan Referral. This timeline may be extended if additional information is required from the Project Sponsor or other factors require extending the review time.

WHO MAY APPLY FOR A GENERAL PLAN REFERRAL?

In most cases, General Plan Referral Applications are submitted by a City Department proposing approval of a project. In some cases, the applicant is a private property owner, seeking approval to utilize a resource that is under the jurisdiction of the City. In such cases, the applicant should submit the General Plan Referral application through the Department which has jurisdiction over the property or project. That Department will forward the completed General Plan Referral application, along with the fee submitted by the applicant, to the Planning Department. If the applicant is acting as the authorized agent of a project sponsor, the agent shall provide a letter signed by the applicant, acknowledging that association, as part of the General Plan Referral application.

SUBMITTAL INSTRUCTIONS

To submit a General Plan Referral Application, please provide the following materials with the application:

1. Please submit a [General Plan Referral Application](#), and complete all requested information as applicable. Provide a complete description of the proposed project and its location. In addition, please provide the street address and Assessor's Block and Lot numbers. If the project is in a public right-of-way, provide the Assessor's Block/Lot numbers of properties fronting on the adjacent public right-of-way.
2. In most cases, General Plan Referral applications are submitted by the City Department proposing approval of a project; in some cases, the applicant is a private property owner seeking approval to utilize a City resource or otherwise require City authorization. As stated above, in these cases, the applicant should submit the application to the City Department with jurisdiction. If the applicant is acting as the authorized agent of a private property owner, the applicant shall provide a letter authorizing the agent to act in his/her behalf, as part of the General Plan Referral application.
3. In all cases the application must be accompanied by one of 11 x 17 inch plans sufficient for proper General Plan Referral review, as well as an electronic copy of the completed application and plans. A site plan is required, showing accurately the subject lot and adjacent lots, and existing and proposed structures on both the subject property and on immediately adjoining properties, open spaces, driveways, parking areas, trees, and land contours where relevant. Drawings of building elevations must be provided, even if they lack facade details. Landscaping should be clearly shown on the plans. Certain types of General Plan Referral cases have additional special requirements and may require additional information to be submitted with the application; the Department staff will assist in determining whether additional materials are required.
4. A digital copy of all documents submitted, containing the application and project drawings.
5. A check made payable to the "San Francisco Planning Department" for the required intake fee amount. (See [Fee Schedule and/or Calculator](#)).
6. Optional design review materials:

Any photographs that would be helpful in understanding the site context or reviewing the General Plan Referral application.

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.

An additional fee for time and materials in excess of the initial fee may be billed upon completion of the case. Fees are payable by check to the San Francisco Planning Department. City agencies may submit payment through an interdepartmental fund transfer. If you are unsure which fee to submit with your application, please contact the General Plan Referral Team at CPC.General.Plan.Referrals@sfgov.org conditions of approval.

ENVIRONMENTAL REVIEW

The California Environmental Quality Act (CEQA) and Chapter 31 of the San Francisco Administrative Code implementing CEQA may require an Environmental Evaluation before a decision on a General Plan Referral application may be considered.

In some cases, a General Plan Referral project may be exempt from environmental review. Please consult Planning Department staff to determine whether an environmental review is required with your General Plan Referral application. A separate fee is required for environmental review if the project is not exempt from Environmental Review.

**To file your completed General Plan Referral application, you can:
email all the required materials to
CPC.General.Plan.Referrals@sfgov.org.**



GENERAL PLAN REFERRAL APPLICATION

APPLICATION SUBMITTAL REQUIREMENTS

Pursuant to San Francisco Charter Section 4.105 and Sections 2A.52 and 2A.53 of the San Francisco Administrative Code establish the requirement for General Plan Referrals for certain types of projects described in this application packet. The Planning Department or Planning Commission shall review the project and determine whether the project is in conformity with the General Plan, prior to Board of Supervisors' consideration of an ordinance or resolution approving the project.

Please read the [General Plan Referral Informational Packet](#) and the instructions in this application carefully before the application form is completed.

WHAT TO SUBMIT:

1. One (1) original of this application signed by owner or agent, with all blanks filled in;
2. One hard copy set of reduced sized (11"x17") plans, including but not limited to plans showing adjacent structures, existing and proposed floor plans, elevations, and sections.
3. Prop M Findings;
4. A Letter of Authorization for Agent from the owner giving you permission to communicate with the Planning Department on their behalf;
5. Name and signature of the City Agency or Department with jurisdiction over the project;
6. Location Map (showing adjacent properties);
7. Current or historic photograph(s) of the subject property and its immediate vicinity, with viewpoints labeled;
8. A digital copy of all documents submitted, containing all applications, project drawings, photos and letter of authorization (if you are not submitting via email); and
9. A check made payable to the "San Francisco Planning Department" for the required intake fee amount. (See [Fee Schedule and/or Calculator](#))

HOW TO SUBMIT:

To file your completed General Plan Referral application and required materials, you may email all the required materials to:
CPC.General.Plan.Referrals@sfgov.org

Should you have questions or want to discuss a project before submitting a completed application, you may contact the General Plan Referral Team with the email listed above.

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GENERAL PLAN REFERRAL APPLICATION

Property Owner's Information

Name: _____

Address: _____

Email Address: _____

Telephone: _____

Applicant Information (if applicable)

Name: _____ Same as above

Company/Organization: _____

Address: _____

Email Address: _____

Telephone: _____

City Agency with Jurisdiction (if applicable) *If more than one department has jurisdiction, attach additional sheets.

Contact Name: _____ Same as above

Name of the Department/Agency: _____

Address: _____

Email Address: _____

Telephone: _____

Please Select Billing Contact: Owner Applicant City Agency Other (see below)

Name: _____ Email: _____ Phone: _____

Please Select Primary Project Contact: Owner Applicant City Agency

Property Information

Project Address: _____ Plan Area: _____

Assessor's Block/Lot No(s): if project is in public right-of-way, provide block/lot numbers of fronting property.: _____

Present or Previous Use: _____ Proposed Use: _____

Current Zoning: _____ Is Proposed Use Allowed Under Current Zoning?:
 Yes No

Project Description:

Please provide a detailed description of the project and the reason for a General Plan Referral request.

Project Details:

Property or Open Space: Acquisition/Lease Sale/Lease Change in Use
 Other: _____

Public Building or Structure: New Construction Alteration Demolition
 Change in Use Acquisition/Lease Sale/Lease
 Other: _____

Redevelopment Area/ Project: New Major Change Other: _____

Sidewalk, Street, Transportation Route: Corner bulbouts or widening less than 1 block* Widening
 Narrowing Extension Encroachment Permit
 Street Vacation Abandonment Other: _____
*qualifies for streamlined referral

Subdivision: New Replat Lot Line Adjustment
 Other: _____

Public Housing: New Construction Major Change Other: _____

Publicly Assisted Private Housing: New Construction Major Change Other: _____

Capital Improvement Plan: Annual Capital Expenditure Plan Capital Improvement Project
 Six Year Capital Improvement Program Other: _____

Long Term Financing Proposal: General Obligation Bond General Revenue Bond Non-Profit Corporation Proposal
 Other: _____

Environmental Review

Prior to issuance of a General Plan Referral, the project must receive clearance under the California Environmental Quality Act (CEQA). Has the project already been covered by previous environmental analysis; or is there a current, ongoing environmental review case associated with the project? If yes, please provide the project name and/or case number if cleared by the San Francisco Planning Department or the agency and project name, and case number if cleared by another lead agency.

Name of the Department/Agency: _____

Project Name: _____

Case Number: _____

PRIORITY GENERAL PLAN POLICIES FINDINGS

PLANNING CODE SECTION 101

(APPLICABLE TO ALL PROJECTS)

Proposition M was adopted by the voters on November 4, 1986. It requires that the City shall find that proposed alterations and demolitions are consistent with eight priority policies set forth in Section 101.1 of the Planning Code. These eight policies are listed below. Please state how the Project is consistent or inconsistent with each policy. Each statement should refer to specific circumstances or conditions applicable to the property. Each policy must have a response. If a given policy does not apply to your project, explain why it is not applicable.

Please respond to each policy; if it's not applicable explain why:

1. That existing neighborhood-serving retail uses be preserved and enhanced and future opportunities for resident employment in and ownership of such businesses enhanced;

2. That existing housing and neighborhood character be conserved and protected in order to preserve the cultural and economic diversity of our neighborhoods;

3. That the City's supply of affordable housing be preserved and enhanced;

4. That commuter traffic not impede Muni transit service or overburden our streets or neighborhood parking;

Please respond to each policy; if it's not applicable explain why:

5. That a diverse economic base be maintained by protecting our industrial and service sectors from displacement due to commercial office development, and that future opportunities for resident employment and ownership in these sectors be enhanced;

6. That the City achieve the greatest possible preparedness to protect against injury and loss of life in an earthquake;

7. That landmarks and historic buildings be preserved; and

8. That our parks and open space and their access to sunlight and vistas be protected from development.

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: _____