



# GASOLINE SERVICE STATION CONVERSION (CUA)

## 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 228 through 228.5 the Planning Commission or the Zoning Administrator shall hear and make determinations regarding applications for the authorization of a conversion of a gasoline service station. The first pages on this document consist of instructions which should be read carefully before the application form is completed.

For questions, you can call 415.558.6377, email [pic@sfgov.org](mailto:pic@sfgov.org) or visit the Planning Information Center (PIC) at 1660 Mission Street, San Francisco, where planners are available to assist you.

**Español:** Si desea ayuda sobre cómo llenar esta solicitud en español, por favor llame al 415.575.9010. 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415.575.9010。請注意，規劃部門需要至少一個工作日來回應。

**Tagalog:** Kung gusto mo ng tulong sa pagkumpleto ng application na ito sa Filipino, paki tawagan ang 415.575.9120. Paki tandaan na mangangailangan ang Planning Department ng hindi kukulangin sa isang araw na pantrabaho para makasagot.

### WHAT IS A GASOLINE SERVICE STATION CONVERSION?

The Gasoline Service Station Conversion Ordinance allows for the removal of any underground storage tank at a service station where removal of the tank is required to comply with a local, state or federal regulatory agency with jurisdiction over underground storage tanks. The removal of an underground tank pursuant to this Section does not otherwise exempt a property owner from the requirement of obtaining a Conditional Use Authorization or conversion determination to convert a gasoline service station.

Where the Department of Building Inspection and Fire Department determine that the service station is unsafe or dangerous and that demolition is the only feasible means to secure public safety, the gasoline service station may be demolished. This provision, however, shall not relieve the property owner from continued use of the property as a gasoline service station.

### WHEN IS A GASOLINE SERVICE STATION CONVERSION NECESSARY?

A gasoline service station conversion application is necessary whenever an existing gasoline service station is proposed to be converted to a different type of use or removed. There are two separate processes that may be applicable when seeking to remove or convert a gas station. The first process is a determination made by the Zoning Administrator. To qualify for this option, the Applicant must make certain findings and prove that there is a financial hardship in the continued operation of the gas station. Please see findings listed on page 6 of this application.

The second process for removing or converting a gas station is through the Conditional Use Authorization process. A Conditional Use Authorization is heard before the Planning Commission. For gas stations that cannot make the findings of financial hardship associated with the Zoning Administrator determination, the Conditional Use Authorization process is a viable option. There are additional findings that must be made prior to submittal. Please see findings listed on pages 3-5 of this application.

Depending on the procedure chosen by the Applicant, certain processes and fees apply.

## **HOW DOES THE PROCESS WORK?**

Please review the instructions in this packet of information and ask PIC staff if you have any questions. After filling out the application and collecting the required plans, please fill out an [Intake Request Form](#) and contact the Planning Department for an intake appointment to process your application. At this appointment a planner technician will review your application to ensure that it is complete. The application will then be assigned to a planner, dependent upon the location of the subject property. The assigned planner will review the application against the San Francisco General Plan, the Planning Code, adopted design guidelines, and Planning Department policies and set a Planning Commission or Zoning Administrator hearing date. The assigned planner will gather comments and concerns from the neighborhood during the notification period.

## **WHO MAY APPLY FOR A GASOLINE SERVICE STATION CONVERSION?**

The property owner or party designated as the owner's agent may apply for a Gasoline Service Station Conversion and supplemental Conditional Use (if applicable). [A letter of agent authorization from the owner must be attached.]

## **FEES**

Please refer to the [Planning Department Fee Schedule](#) or at the Planning Information Center (PIC) located at 1660 Mission Street, San Francisco. For questions related to the Fee Schedule, please call the PIC at 415.558.6377.

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.



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## SUPPLEMENTAL APPLICATION

### Property Information

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Project Address:

Block/Lot(s):

### Project Description:

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### CRITERIA FOR CONDITIONAL USE AUTHORIZATION FOR GASOLINE SERVICE STATION CONVERSION

Action(s) Requested (Include Planning Code Section which authorizes action)

The Planning Commission shall approve the application and authorize the service station conversion if it determines from the facts presented that the reduction in availability of automotive goods and services resulting from the service station conversion would not be unduly detrimental to the public.

Under the provisions of Section 202.5, the Planning Commission shall consider either of the two following criteria in acting on any application for Conditional Use Authorization for Gasoline Service Station Conversion. In the space below and on separate paper, if necessary, please present facts and state in detail the manner in which you believe each of these requirements is met in your case.

1. Comparable automobile goods and services are available at other reasonably accessible locations. In making a determination the Planning Commission shall consider the following factors:
  - (a) The types of services offered by the gasoline service station sought to be converted and the hours and days during which such goods and services are available;

(b) The volume of gasoline and other motor fuel sold and the number of vehicles serviced at such gasoline service station during each 24 months preceding the filing of the Conditional Use application;

(c) Whether the volume of gasoline and other motor fuel sold and the number of vehicles serviced each month during the period set forth in subsection (b) has increased or decreased during the 24 month period immediately preceding the Conditional Use authorization; and

(d) The accessibility of comparable automobile goods and services offered by other gasoline service stations and repair garages which serve the same geographic area and population segments (e.g. neighborhood residents, in-town or out-of-town commuters, tourist) as the service station sought to be converted.

2. The benefits to the public of the service station conversion would outweigh any reduction in automobile goods and services because the proposed new use is more necessary or desirable for the neighborhood or community than continued gasoline service station use. In making a determination, the Planning Commission shall consider the following factors:

(a) If the proposed use is a residential use, the total number of units to be provided and the number of these units that are affordable units;

(b) If the proposed new use is a commercial use, the types of goods and services to be offered and the availability of comparable products and services in the vicinity;

- (c) The importance of the street on which the service station fronts to walking, cycling, and public transit, and the impact of automobile access and egress to the service station, and of the proposed new uses and structure on the safety and comfort of pedestrians , cyclists, and transit riders;
  
- (d) The relative environmental dangers posed by the current and proposed uses, including but not limited to the quality and character of waste generated, noxious or offensive emissions, fire and explosion hazards and noise, and whether the gasoline service station conversion would facilitate the clean up of existing contamination at the property;
  
- (e) The relative employment opportunities offered by the gasoline service station and the proposed new use;
  
- (f) The relative amount of taxes or other revenues to be received by the City or other governmental bodies from the gasoline service station use and the proposed new use; and
  
- (g) The compatibility of the existing service station and of the proposed new use or structure with the General Plan and area plan, Urban design policies and the street frontage standards of the code.
  
- (h) Whether the gasoline service station use and the proposed use are permitted principal uses, conditional use or nonconforming use.



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