



# AFFIDAVIT ACKNOWLEDGING SF PLANNING CODE UNAUTHORIZED DWELLING UNIT REGULATIONS

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 is the Purpose of this Affidavit?

The purpose of this affidavit is to alert property owners to the “Unauthorized Dwelling Unit” (UDU) provisions of the Planning Code [Planning Code Section 317(b)(13)] and to advise them that use of rooms in a fashion other than indicated on approved plans may trigger significant additional City requirements and costs.

## What is a Unauthorized Dwelling Unit (aka UDU)?

An Unauthorized Dwelling Unit is defined as one or more rooms within a building that have been used, without the benefit of a permit, as a separate and distinct living or sleeping space independent from other Residential Units on the property.

A UDU must meet two criteria:

1. it must be independent from other Residential Units on the property, which means that the space has independent access and a total lack of connection to another Residential Unit on the property; and,
2. it must have a full bathroom.

Please note that a UDU does not need to have any cooking facilities; a space may still be considered a UDU even if it does not have a kitchen.

Once a UDU has been established, property owners are required to legalize the unit or seek a Conditional Use Authorization from the Planning Commission to remove the unit.

## Why Must I Sign this Affidavit?

In order to make property owners aware of this Planning Code requirement and to prevent the unintended creation of an Unauthorized Dwelling Unit that can lead to significant expenses for the current or future property owner(s), this affidavit is required as part of the City’s approval of any ground floor remodel of a residential building. The City is requiring property owner acknowledgment that if any space is used separately from the legal dwelling unit(s) on the property, you may be required to legalize the space as a separate unit or seek a Conditional Use Authorization from the Planning Code.

The City encourages the creation of legal dwelling units. For more information, please visit our [ADU website](#) or contact a planner at [pic@sfgov.org](mailto:pic@sfgov.org) for property-specific questions.



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### Property Information

Project Address:

Block/Lot(s):

### Related Building Permits Applications

Check if permit does not require review by Planning

Building Permit Applications No(s):

### Applicant Information

Name: \_\_\_\_\_ Owner      Authorized Agent

Primary Phone Number: \_\_\_\_\_

## 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) I understand that if I use the space being developed under this permit separately from the legal dwelling unit(s) on this property, the space may be considered an Unauthorized Dwelling Unit pursuant to Planning Code Section 317(b)(13) and I – or any future owner – may be subject to the Dwelling Unit Removal or Legalization processes outlined in Planning Code Section 317(g)(7-8), including all costs associated with such processes.
- 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