



INCLUSIONARY REDUCTION REQUEST FOR PIPELINE PROJECTS

SUPPLEMENTAL INFORMATIONAL AND REQUEST FORM

On September 5, 2023, the Board of Supervisors approved legislation to temporarily reduce the Inclusionary Affordable Housing requirements for certain residential projects to improve the feasibility of residential development.

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.

OVERVIEW

On September 5, 2023, the Board of Supervisors approved legislation to temporarily reduce the Inclusionary Affordable Housing requirements for certain residential projects to improve the feasibility of residential development. The legislation was signed into law by Mayor London Breed on September 14, 2023, and became effective on October 14, 2023 (Board File No. [230769](#)). Pipeline Projects are eligible for an inclusionary rate reduction and may seek administrative approval from the Planning Director, or their designee, to modify conditions of approval to lower the inclusionary requirement, extend the performance period of an entitled project, and to make State Density Bonus findings related to minor modifications to the income tiers for a Pipeline Project. Projects must procure a First Construction Document on or before May 1, 2029. More information is available on the [Inclusionary Affordable Housing Program page](#) of the Planning Department's website.

WHAT IS A PIPELINE PROJECT?

Planning Code Section 415A offers temporary reductions for Pipeline Projects. A project is considered a Pipeline Project if it meets all the following criteria:

1. it is a residential project subject to the Inclusionary Affordable Housing Program,
2. it was finally approved by November 1, 2023, and
3. it has not been issued a first construction document.

Final Approval means 1) the date that a project's first Development Application was approved; or 2) if a project only requires a building permit, the date the first site or building permit was issued; or 3) if the first Development Application or first site or building permit was appealed, then the date the appeal of that approval or issuance was finally decided by the relevant City Board or Commission. "Finally Approved" or "Final Approval" does not include any modification of the approval under Section 415A.5.

If a residential project does not meet the definition of a Pipeline Project, then it may be eligible for temporary inclusionary rate reductions pursuant to Section 415B. More information is available on the [Planning Department's inclusionary webpage](#).

IS MY PROJECT ELIGIBLE FOR ADMINISTRATIVE APPROVAL?

A modification to a Pipeline Project may be eligible for **administrative approval** by the Planning Director, or their designee, if the modifications are limited to the following scopes of work:

- i. Changes to the Affordable Housing Fee rate;
- ii. Changes to the on-site or off-site rate;
- iii. Incentives related to the affordability tiers for projects that use the State Density Bonus Law; and/or
- iv. Extension of performance standards.

A project is **not eligible** for administrative approval, and requires Planning Commission approval if it includes any of the following modifications to the project scope:

- i. Change in the number of residential units by 20%, or
- ii. Change in Gross Floor Area by more than 10%, or
- iii. Substituting approved dwelling units with group housing rooms, or
- iv. Changes to project tenure.

Note that this list is not exhaustive. Other modifications to the project scope may also require Commission review and approval. Pipeline Projects that require Commission Approval shall follow the generally applicable process for modifying an approved application. Additional information regarding project modifications are available on the [Modification of an Approved Project webpage](#).

HOW TO SUBMIT?

Submit a completed Inclusionary Reduction Request for Pipeline Project Form, along with the required supplemental documents, to CPC.intake@sfgov.org.

SUBMITTAL REQUIREMENTS

If a Pipeline Project only seeks to reduce the applicable inclusionary rate and **does not propose any physical modifications to the scope of work**, the following materials are required:

1. Completed Inclusionary Reduction Request Form
2. Letter of Authorization
3. Completed Inclusionary Affordable Housing Program [Affidavit of Compliance](#)
4. Recorded documents from the approved project as applicable, including but not limited to:
 - a. Notice of Special Restrictions with conditions of approval
 - b. Regulatory Agreement for the previously approved project
 - c. Below Market Rate (BMR) Notice of Special Restrictions (NSR)
5. An 11" x 17" copy of the approved permit plans for the project
6. SB 330 Preliminary Application (optional)

If a Pipeline Project seeks to reduce the applicable inclusionary rate **and propose physical modifications to the project scope**, the following materials are required in addition to the items listed above:

- a. [Modification of an Approved Project Screening Form](#),
- b. [Project Application](#) (be sure to answer every question),
- c. A revised set of plans (showing the proposed changes) that meet the [Plan Submittal Guidelines](#), and
- d. Any other supplemental applications and information required for the modified project (E.g., Individually Requested State Density Bonus Supplemental Application, Conditional Use Authorization, etc.)

FEES

Pipeline Projects that are eligible for administrative approval shall pay the application fee to amend the Conditions of Approval of a previous project as set forth in the [Planning Department Fee Schedule](#). If the project scope is modified such that it requires additional environmental review, then the application fee for the required environmental review will apply. For questions related to the Fee Schedule, call the Planning counter at 628.652.7300 or email pic@sfgov.org where planners are able to assist you.



INCLUSIONARY REDUCTION REQUEST FOR PIPELINE PROJECTS

REQUEST FORM

Property Information

Project Address: _____

Block/Lot(s): _____

Zoning District: _____

Special Use District (as applicable): _____

Property Owner's Information

Name: _____

Address: _____

Email Address: _____

Telephone: _____

Applicant Information

Same as above

Name: _____

Company/Organization: _____

Address: _____

Email Address: _____

Telephone: _____

Please Select Billing Contact: Owner Applicant Other (see below for details)

Name: _____ Email: _____ Phone: _____

Please Select Primary Project Contact: Owner Applicant Billing

RELATED APPLICATIONS

Related Planning Applications (List all the Planning Applications associated with the Pipeline Project approval)

N/A

Planning Application Number(s): _____

Related Building Permit Applications (List any active building permits associated with the project)

N/A

Building Permit Application Number(s): _____

PROJECT INFORMATION

PROJECT DESCRIPTION:

Provide a narrative of the changes to the previously entitled project, including the inclusionary rate reduction (fee and/or on-site) the project is seeking, the changes necessary to the conditions of approval, and any other relevant details. The [Affidavit of Compliance](#) includes the temporary reduced rates. If the project seeks a reduction in the number of on-site units, please ensure that the project continues to comply with the unit mix requirements, AMI level distribution requirements, and other criteria in the Planning Code and [Zoning Administrator Bulletin 10](#).

IMPACT FEE REDUCTION:

Pursuant to Section 403, certain development fees assessed on or before November 1, 2026 shall be reduced by 33% for qualifying Pipeline Projects if a First Construction Document is issued on or before May 1, 2029.

Would this project like to request a 33% reduction to the applicable impact fees? YES NO

WAIVERS, INCENTIVES AND CONCESSIONS (STATE DENSITY BONUS PROJECTS ONLY):

Please describe any changes to requested waivers, incentives and concessions. Note that use of an incentive is required to 'collapse' the income tiers otherwise required by the inclusionary program.

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: _____