



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 becomes effective on October 14, 2023 (Board File No. [230769](#)). Pipeline Projects are eligible for the deepest inclusionary rate reductions and may seek administrative approval from the Planning Director, or their designee, to take advantage of the lower rates, 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. 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 has been 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 is approved; or 2) if a project only requires a building permit, the date the first site or building permit is issued; or 3) if the first Development Application or first site or building permit is appealed, then the date the appeal of that approval or issuance is 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 website.

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 these scopes of work:

1. Changes to the Affordable Housing Fee rate,
2. Changes to the off-site or on-site rate,
3. Incentives related to the affordability tiers for projects that use the State Density Bonus Law, and/or
4. Extension of performance standards.

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

1. Change in the number of residential units by 20%, or
2. Change in Gross Floor Area by more than 10%, or
3. Substituting approved dwelling units with group housing rooms, or
4. 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 standard process for modifying an approved application. Please contact the Planning Department for additional information.

HOW TO SUBMIT?

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

SUBMITTAL REQUIREMENTS

- Completed Inclusionary Reduction Request Form
- Letter of Authorization
- Completed Inclusionary Affordable Housing Program Affidavit of Compliance
- Recorded documents from the approved project as applicable, including but not limited to:
 - Notice of Special Restrictions with conditions of approval
 - Regulatory Agreement for the previously approved project
 - Below Market Rate (BMR) Notice of Special Restrictions (NSR)
- An 11" x 17" copy of the approved plans for the project
 - If there are any proposed physical changes to the project, please include the approved plans as well as plans showing proposed changes
- SB 330 Preliminary Application (optional)

FEES

Pipeline Projects that are eligible for administrative approval shall pay the application fee for a modification of conditions of approval for a conditional use authorization application as set forth in the [Planning Department Fee Schedule](#) available at **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.



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, specifically 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. Please reference the [Affidavit of Compliance](#) for the temporary rates.

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

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

LAND USE TABLES

In the “Approved Pipeline Project” column, please provide the applicable project details for the approved project. You may leave the field blank if the approved project does not include that project feature. In the “Proposed” column, please indicate any changes to that project feature in the modified project. If there are no changes to that project feature, please write “no change” in the Proposed column.

	Approved Pipeline Project	Proposed
General Land Use	Parking GSF	
	Residential GSF	
	Retail/Commercial GSF	
	Office GSF	
	Industrial-PDR	
	Medical GSF	
	Hotel GSF	
	CIE (Cultural, Institutional, Educational)	

Project Features	Dwelling Units - Affordable	
	Dwelling Units - Market Rate	
	Dwelling Units - Total	
	Hotel Rooms	
	Number of Building(s)	
	Number of Stories	
	Parking Spaces	
	Loading Spaces	
	Bicycle Spaces	
	Car Share Spaces	
	Useable Open Space GSF	
	Public Open Space GSF	
	Roof Area GSF - Total	
	Living Roof GSF	
	Solar Ready Zone GSF	
Other: _____		

Land Use - Residential	Studio Units	
	One Bedroom Units	
	Two Bedroom Units	
	Three Bedroom (or +) Units	
	Group Housing - Rooms	
	Group Housing - Beds	
	SRO Units	
	Micro Units	
	Accessory Dwelling Units For ADUs, list all ADUs and include unit type (e.g. studio, 1 bedroom, 2 bedroom, etc.) and the square footage area for each unit.	

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: _____