



Intake Master Checklist

In order for the Planning Department to consider a Project Application or Ministerial Application as accepted, the application must be accompanied by all required supporting materials and any applicable supplemental applications. Please review the checklists below to help determine which materials may be required as part of your specific Project Application submission and to confirm that all applicable materials have been included prior to submittal.

This checklist is intended primarily as an internal tool for the Planning Department to verify that the submitted documentation accurately reflects the scope of your proposed project request.

Project Submission Checklist - Requirements

DOCUMENT (completed and signed)	When is it required?	Planning staff only: verification and completeness
Project Application (PRJ)	Always if the development project is not a state ministerial project .	<input type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> Missing
Ministerial Application <ul style="list-style-type: none"> AB 2011 AB 2162 SB 4 SB 9 SB 423 SB 684 Housing Element Sites Streamlined Approval 	Always if the development project is a state ministerial housing development project.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> Missing
Letter of Authorization	When the property owner appoints an authorized agent to submit a project application on their behalf.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> Missing
Pre-Application Meeting including: <ul style="list-style-type: none"> A copy of the invitation letter noting a phone number, video conferencing link, and an in-person meeting location A list of the neighborhood organizations and individuals invited to the meeting A copy of the sign-in sheet A summary of the discussion from the meeting The affidavit One reduced copy of the plans presented at Pre-App 	Is the project subject to Planning Code Section 311 Notification ? If yes, if the project involves any of the following scopes of work, a Pre-Application Meeting is required: <ul style="list-style-type: none"> New Construction; Any vertical addition of 7 feet or more; Any horizontal addition of 10 feet or more; and Decks over 10 feet above grade or within the required rear yard. The following project scopes require a Pre-Application Meeting regardless of location: <ul style="list-style-type: none"> All Formula Retail uses subject to a Conditional Use Authorization; Projects in PDR-1-B Districts subject to Section 313; Local Program ADU(s) that will be constructed under a cantilevered room or deck in the rear yard; and Removal of a Residential or Unauthorized Unit, pursuant to Section 317(c)(2)(G). 	<input type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> Missing
		<input type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> Missing
		<input type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> Missing
		<input type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> Missing
		<input type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> Missing
		<input type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> Missing
Community Outreach Meeting including: <ul style="list-style-type: none"> A copy of the invitation letter noting a phone number, video conferencing link, and an in-person meeting location A list of the neighborhood organizations and individuals invited to the meeting A copy of the sign-in sheet A summary of the discussion from the meeting The affidavit One reduced copy of the plans presented at the meeting. 	Projects seeking to qualify for the Planning Code Section 317(c) OR Project seeking approval pursuant to the Family and Senior Housing Opportunity Special Use District, Planning Code Section 249.94 (c)(12)	<input type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> Missing
		<input type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> Missing
		<input type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> Missing
		<input type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> Missing
		<input type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> Missing
		<input type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> Missing
Electronic copy of the plans in PDF format, formatted to print at 11" x 17". Please see the Department's Plan Submittal Guidelines for more information about the required contents of plan submittals.	Always	<input type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> Missing
Preliminary Housing Development (Housing Crisis Act)	Optional to lock in Planning Code requirements. SB 423 projects and certain AB 2011 and SB 4 projects are required to submit a "Notice of Intent" to initiate tribal notification. If your project has submitted a Preliminary Housing Development Application to initiate required tribal notification, and the Notice of Intent indicates that you have elected Option 1 to lock in the Code, then a second PPS application is not required.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> Missing

Project Submission Checklist - Supplemental Documents

Dependent on scope of your project. Consult with the Planning Information Counter if you're unsure.

DOCUMENT (completed and signed)	When is it required?	Planning staff only: verification and completeness
Conditional Use Authorization	Projects that propose a use that is conditionally permitted.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> Missing
Variance	Projects that seek an exception from Planning Code Standards (such as rear yard or front setback).	<input type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> Missing
Reasonable Modification Application	For applicants with a disability that would like to seek a modification to their residence to accommodate their disability.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> Missing
Shadow Analysis Supplemental Application	Projects over 40 feet in height that will cast shadow on a property under the jurisdiction of the San Francisco Recreation and Parks Department.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> Missing
Legislative Amendment	Projects that seek to reclassify a parcel, amend the Planning Code, or modify the General Plan.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> Missing
Coastal Zone Authorization	Projects located in the Coastal Zone.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> Missing
Staff Initiated Discretionary Review	For removal of conditions of approval applied through a previous discretionary review.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> Missing
Wireless Telecommunications Facilities Supplemental	Projects that propose a new wireless facility or add antennas to an existing facility where wireless facilities are conditionally permitted.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> Missing
Institutional Master Plan Application	Projects that propose a medical institution or post-secondary educational institution.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> Missing

Project Submission Checklist - Commercial Project Applications

Dependent on scope of your project. Consult with the Planning Information Counter if you're unsure.

DOCUMENT (completed and signed)	When is it required?	Planning staff only: verification and completeness
Commercial tenant contact information for tenant spaces being demolished as part of the Project Application including: <ul style="list-style-type: none"> • Business Name • Business mailing address • Name of primary point of contact for the business • Email address for primary point of contact of business. 	Under Planning Code Section 202.17, the Planning Department must notify the Office of Small Business and any existing commercial tenants at the project site once a Development Application to demolish and displace the tenant space is deemed complete.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> Missing <input type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> Missing <input type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> Missing <input type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> Missing
Priority Processing Program for Certain Commercial Uses (Formerly CB3P) Checklist	For certain small and mid-sized business projects that need a Conditional Use Authorization and qualify to use this program.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> Missing
Formula Retail Conditional Use Supplemental	For change of use projects with 11+ locations worldwide.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> Missing
Formula Retail Affidavit	Alterations, new construction, tenant improvements, changes of use or signage to commercial businesses subject to Planning Code Section 303.1 .	<input type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> Missing
Flexible Retail Screening and Affidavit	Projects that propose a flexible retail use.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> Missing
Cannabis Uses Application	Projects that propose a cannabis use.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> Missing

Project Submission Checklist – Housing Programs Applications

Dependent on scope of your project. Consult with the Planning Information Counter if you're unsure.

DOCUMENT (completed and signed)	When is it required?	Planning staff only: verification and completeness
Dwelling Unit Removal: Demolition	Projects that will demolish residential unit(s).	<input type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> Missing
Relocation plan and proof of Notice of Tenant Rights	Required for projects that will demolish dwelling units with existing occupants. 'Existing occupants' may refer to more than just the tenants currently residing on the property. Consult Section 317.2(b) for additional details.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> Missing
Dwelling Unit Removal: Merger or Conversion	Projects that will merge or convert residential unit(s).	<input type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> Missing
317 Exemption Affidavit	Projects that meet the eligibility criteria under Planning Code Section 317(c).	<input type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> Missing
100% Affordable Housing Bonus Program (AHBP)	100% affordable projects that seek to use this program.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> Missing
Commercial to Residential Adaptive Reuse Projects Supplemental	Projects that seek to turn vacant or underutilized commercial buildings into housing, either by reusing existing buildings or replacing them with new residential or mixed-use development.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> Missing
Interim Use for Housing with Hotel & Motel Affidavit	Projects that will temporarily convert tourist hotels and motels as interim housing.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> Missing
Fourplex Density Bonus in RH Districts	Projects in RH Zoning Districts that seek to exceed the permitted density and elect to use this program.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> Missing
Housing Choice - SF Program Supplemental Application (HC - SF)	Projects in R-4 Height and Bulk Districts that seek additional development capacity beyond base zoning limits.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> Missing
HOME-SF Supplemental Application	New construction projects providing at least 20% of units as affordable that elect to use this program.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> Missing
Housing Sustainability District Application	Projects in the Central SoMa HSD that elect to use this program.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> Missing
State Density Bonus Application (Individually Requested)	Projects on sites that principally permit 5 or more residential units and elect to use this program.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> Missing
Inclusionary Affordable Housing Compliance Affidavit	Projects that propose 10 or more dwelling units.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> Missing
Anti-Discrimination Housing Policy Affidavit	Projects that propose 10 or more dwelling units.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> Missing

Project Submission Checklist – Large Project Applications

Dependent on scope of your project. Consult with the Planning Information Counter if you're unsure.

DOCUMENT (completed and signed)	When is it required?	Planning staff only: verification and completeness
Transportation Demand Management Supplemental	Projects that propose an addition of: <ul style="list-style-type: none"> • 10 or more dwelling units; or • group housing bedrooms, or • new construction resulting in more than 10,000 sqft of non-residential use, or • change of use of more than 25,000 sqft. 	<input type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> Missing
Downtown Residential Project Authorization	Projects greater than 50,000 sqft or 85 ft in height in the RH-DTR Zoning District.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> Missing
Downtown Large Project Authorization	Most new construction and major alterations in C-3 Zoning.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> Missing
Large Project Authorization in Eastern Neighborhoods	Projects in Eastern Neighborhoods MUDs that will exceed 75 feet in height or involve a net addition or new construction of more than 25,000 gross square feet.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> Missing
First Source Hiring Affidavit	Projects proposing 10 or more units or 25,000 sqft or more of gross commercial floor area.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> Missing

Project Submission Checklist – Large Project Applications (continued)

Dependent on scope of your project. Consult with the Planning Information Counter if you're unsure.

DOCUMENT (completed and signed)	When is it required?	Planning staff only: verification and completeness
Better Streets Plan Checklist	<p>Project subject to Planning Code Section 138.1.</p> <p>The project is on a lot that is greater than one-half acre in total area; or includes more than 50,000 gross square feet of new construction; or contains 150 feet of total lot frontage on one or more publicly-accessible right-of-ways; or its frontage encompasses the entire block face between the nearest two intersections with any other publicly-accessible right-ofway;</p> <p>AND</p> <p>The project includes new construction of 10 or more Dwelling Units; or new construction of 10,000 gross square feet or greater of non-residential space; or an addition of 20% or more of Gross Floor Area to an existing building; or a Change of Use of 10,000 gross square feet or greater of a PDR use to a non-PDR use.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> Missing
Notice of Use of Transferable Development Rights Application	Projects that use Transferable Development Rights (TDR) on their project or projects that assume TDR in a State Density Bonus Program Base Density Study.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> Missing

Project Submission Checklist – Preservation

Projects altering historic buildings marked as A*, Article 10 or 11 on the SF Property Information Map. Consult with the Planning Information Counter if you're unsure.

DOCUMENT (completed and signed)	When is it required?	Planning staff only: verification and completeness
Major Permit to Alter Application	Projects that seek to alter a building designated under Article 11 of the Planning Code.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> Missing
Minor Permit to Alter Application	Projects that seek to alter a building designated under Article 11 of the Planning Code with a scope determined to be minor. Contact PIC to confirm Minor vs. Major.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> Missing
Certificate of Transfer of Development Rights Application	Projects that seek to transfer development rights from a preservation lot to another lot.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> Missing
Certificate of Appropriateness Application	Projects that seek to alter a building designated under Article 10 of the Planning Code.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> Missing
Administrative Certificate of Appropriateness Application	Projects that seek to alter a building designated under Article 10 of the Planning Code with a scope determined to be minor. Contact PIC to confirm Minor vs. Major.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> Missing

Plan Submittal Checklist - Title Page Requirement

REQUIREMENT	When is it required?	Planning staff only: verification and completeness
Written Project Description	Always	<input type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> Missing
Address, Block, Lot	Always	<input type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> Missing
Zoning District, Height and Bulk District, any Special Use District	Always	<input type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> Missing
Number of Commercial Units and Residential Dwelling Units (Existing and Proposed)	Always	<input type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> Missing
Building square footage and breakdown by units (existing and proposed) as defined by gross floor area in Planning Code Section 102	Always	<input type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> Missing
Height of existing building/structures and height of proposed building/structure	Always	<input type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> Missing
Dwelling Unit Mix Breakdown (Number of Studio, One bedrooms etc.)	Always	<input type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> Missing
Percentage and number of on-site affordable units	Always required for ministerial projects with 10 or more units. Optional for others.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> Missing
Number of vehicle parking spaces and car share spaces	Always	<input type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> Missing
Number of bicycle parking spaces	Always	<input type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> Missing
Square footage of useable open space	Always	<input type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> Missing
Better roofs ordinance, including total roof area, living roof area, and solar ready zone area	Project subject to Planning Code Section 149	<input type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> Missing
Describe average slope of the projects site (%)	Projects with exterior expansions	<input type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> Missing
Licensed design professional stamp and signature – may be electronic	According to California State Licensing Board on Design Limitations for Professionals	<input type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> Missing

Plan Submittal Checklist - Site Plans Requirement

REQUIREMENT	When is it required?	Planning staff only: verification and completeness
Scale: 1/8" = 1' (or 1" = 10' if project is too large).	Always	<input type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> Missing
Separate existing and proposed site plans: showing all buildings on the lot.	Only if exterior changes proposed	<input type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> Missing
Adjacent lots showing full width outlines of all buildings on adjacent properties.	Always	<input type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> Missing
Direction of true north: show project north if it is different from true north.	Always	<input type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> Missing
Dimensions: show the distance from the existing building walls to property lines and other structures on the lot. Include width of sidewalk from front property line to curb.	Always	<input type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> Missing
Landscape and permeable surface: show/dimension the space to be landscaped/permeable within the required front setback (include permeability and landscape calculations).	Only if existing front setback	<input type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> Missing
Usable open space: show the dimensions of decks, terraces and yards.	Always	<input type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> Missing
Curb cuts: existing and proposed curb cuts, curb lines, including both adjacent properties.	If removing or adding parking	<input type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> Missing
Dimensioned setback requirements: Front setback, rear yard and side yard of the subject and adjacent buildings.	Always	<input type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> Missing
Street Names	Always	<input type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> Missing
Street tree: show the location of existing and proposed street trees or add a notation if you pay the in-lieu fee.	Always	<input type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> Missing

Plan Submittal Checklist - Site Survey Requirement

REQUIREMENT	When is it required?	Planning staff only: verification and completeness
Signed by licensed surveyor, 1/8" or 1" scale, full width of all buildings on adjacent lots, front setback of all adjacent buildings, curb elevation in line with the mid-point of the subject building and adjacent lots, grade elevation at the mid-point of the front wall of adjacent buildings, roof elevations including elevation of eaves/peaks of pitched roofs, contour lines, utility lines, street trees, existing structure on site, north arrow.	New construction, Lot splits or mergers	<input type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> Missing

Plan Submittal Checklist - Floor and Roof Plans Requirement

REQUIREMENT	When is it required?	Planning staff only: verification and completeness
Separate existing and proposed floor and roof plans: include adjacent structures.	When changes are made to the floor or roof.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> Missing
Scale: 1/4" = 1' (unless project is too large in which case 1/8" = 1' is acceptable).	Always	<input type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> Missing
North Arrow	Always	<input type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> Missing
On all plan views: label the intended use of rooms and areas.	Always	<input type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> Missing
Toters: show location of dedicated space for trash, recycling and compost carts on private property and screened from public view. Visit the Recology website for more information.	Always	<input type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> Missing
Laundry and storage: show the locations.	Always	<input type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> Missing
Parking: show dimensions and outlines of all existing and proposed vehicle and bicycle parking.	Always	<input type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> Missing
Electrical Transformers: show the locations.	Always	<input type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> Missing
Roof: Total roof area, living roof area, and/or solar ready zone area in gross square feet (existing and proposed).	Always	<input type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> Missing
Walls: Those to remain and those to be removed or added (with key). If substantial amounts of demolition are proposed, include demolition calculations pursuant to Planning Code Section 317.	Always	<input type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> Missing
Door and Windows: Existing and Proposed.	Always	<input type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> Missing

Plan Submittal Checklist - Building Elevation Requirement

REQUIREMENT	When is it required?	Planning staff only: verification and completeness
Separate existing and proposed elevations: if exterior changes are proposed, provide separate existing and proposed elevations for only the building face(s) related to the work.	Only if exterior changes proposed.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> Missing
Profiles of Adjacent Buildings: Show the full outline of each adjacent building/structure. Side elevations should show the full profile of adjacent buildings, window openings, and light wells that face the project. Show the grade plane and heights of buildings. Identify the height limit pursuant to Planning Code Section 260.	Only if exterior changes proposed.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> Missing
Exterior materials: if exterior changes are proposed, include existing and proposed exterior materials for new or replacement doors, windows, and exterior finish material. If an elevation is not required, this information can go elsewhere in the plan set.	Only if exterior changes proposed.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> Missing
Windows: include dimensions, operation, and material type. Provide plan section detail of new windows.	Only if exterior changes proposed.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> Missing
Heights: (in feet and number of stories, calculated as defined in Planning Code Sections 102 and 260) and any difference in elevation due to pitched roofs or steps in building mass.	Always	<input type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> Missing

Plan Submittal Checklist - Sections Requirement

REQUIREMENT	When is it required?	Planning staff only: verification and completeness
<p>At least two sections (longitudinal and latitudinal).</p> <p>Longitudinal: show relation between the street, front property line, subject building, rear yard, and rear property line.</p> <p>Latitudinal: show relation between subject building and the outline of each adjacent building.</p>	Expansions and projects with excavation.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> Missing
Separate existing and proposed sections	If there is a change in floor to ceiling heights or if excavation is proposed.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> Missing
Scale: 1/4"=1' (unless the project is too large)	For all sections.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> Missing
Height datum point: Center line of the building, top of curb	For all sections.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> Missing
Floor to Ceiling height dimensions	For all sections.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> Missing
Existing and Proposed Grade	For all sections.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> Missing
Key section location of floor plans and site plans	For all sections.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> Missing

Plan Submittal Checklist - Additional Requirement

REQUIREMENT	When is it required?	Planning staff only: verification and completeness
Renderings	New construction	<input type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> Missing
Photographs	Always	<input type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> Missing
As Built Plans: In addition to the requirements above, as-built plans are required. This will demonstrate what the current conditions are as differentiated from the existing plans (last legal condition) and the proposed plans (future condition that legalizes unauthorized work and proposes code compliant work.	If the permit proposes to abate an open complaint from either the Department of Building Inspection (DBI) or SF Planning.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> Missing
Demolition Calculations: Pursuant to Planning Code Section 317.	If vertical addition and significant demolition of at least one additional wall OR If horizontal addition with significant demolition of two walls.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> Missing
San Francisco Design Standards	San Francisco Design Standards are required for projects that are protected under the Housing Accountability Act.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> Missing
Preservation Design Standards	Preservation Design Standards for additions and modifications to existing historic buildings are required for Category A and A* Properties projects that are protected under the Housing Accountability Act.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> Missing

Plan Submittal Checklist - Additional Requirement for State Density Bonus Projects

REQUIREMENT	When is it required?	Planning staff only: verification and completeness
Base Density in Numerical Zoning Districts (in number of units)	State Density Bonus Projects	<input type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> Missing
Base Density Study in Form-Based Zoning Districts (in number of units, as shown in plans per Planning Director Bulletin 6)	State Density Bonus Projects	<input type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> Missing
Bonus Density (in gross residential sqft and in number of units)	State Density Bonus Projects	<input type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> Missing
Density Bonus Percentage sought	State Density Bonus Projects	<input type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> Missing
Demolition Calculations: Pursuant to Planning Code Section 317.	State Density Bonus Projects	<input type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> Missing
Required Inclusionary Percentage	State Density Bonus Projects	<input type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> Missing
Overall percentage of on-site affordable units provided, and number of affordable units broken down by affordability level (AMI)	State Density Bonus Projects	<input type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> Missing
Tenure of project (rental or ownership)	State Density Bonus Projects	<input type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> Missing
Unit mix table (number of units broken down by # of bedrooms for total project and for just on-site affordable units)	State Density Bonus Projects	<input type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> Missing
Waivers Requested	State Density Bonus Projects	<input type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> Missing
Incentives Requested	State Density Bonus Projects	<input type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> Missing

Plan Submittal Checklist - Additional Requirement for State Ministerial Projects

REQUIREMENT	When is it required?	Planning staff only: verification and completeness
Letter from State Department of Public Health, State Water Resources Control Board, or the Department of Toxic Substance Control stating that the site is suitable for residential uses.	Required for AB 2011, SB 4, SB 423, or SB 684 project located on property classified as hazardous waste site.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> Missing
Tribal and Cultural Resources (TCR) Agreement	Applicable AB 2011, SB 4, and SB 423 Project	<input type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> Missing
Lot Size: Area of existing and proposed lots	Required for SB 684 projects, SB 9 projects proposing a lot split, or other projects proposing lot line adjustments or lot mergers.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> Missing
Demolition Calculations Table Pursuant to Planning Code Section 317.	Required for any ministerial project proposing alterations to an existing building that contains residential units.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> Missing
Demolition Calculations Table Pursuant to Planning Code Section Article 10.	Required for any ministerial project proposing alterations to a Category A* property.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> Missing
Unit Amenities: Each unit, other than the manager's unit, must have a refrigerator, a bathroom, and a sink.	AB 2162 Projects.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> Missing
Supportive Service Plan- Include the total floor area within the project dedicated to supportive services limited to tenant use, including but not limited to community rooms, case management offices, computer rooms and community kitchen. Provide names of the proposed entity that will provide services and funding source, or source of services and proposed staffing levels.	AB 2162 Projects	<input type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> Missing
Supportive Services Area: 90 square feet must be dedicated to supportive services	AB 2162 Projects with 20 units or fewer.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> Missing
Supportive Services Area: 3% of the floor area must be dedicated to supportive services	AB 2162 Projects with 21 units or fewer.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> Missing

Environmental Evaluation Submittal Checklist

REQUIREMENT	When is it required?	Planning staff only: verification and completeness
Housing Development Statutory Exemption (AB 130) Supplemental Application	Optional. Please review the AB 130 Supplemental Application for details regarding tribal consultation, labor requirements, and other applicable conditions.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> Missing
Provide section and plan showing area and depth of soil disturbance in feet (including foundation work).	Projects in Archeological Zone 1 (review in SF Property Information Map) with more than 2 feet and 25 cubic yards of soil disturbance OR Project in Archeological Zone 2 with more than 5 feet and 50 cubic yards of soil disturbance.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> Missing
Historic Resource Review	Projects that involve demolition of a building constructed 45 years ago or more, or a building contributing to a historic district? For demolitions, scope the report by contacting: CPC-HRE@sfgov.org OR Projects that involve complete alteration to a front facade or add a substantial vertical addition visible from public rights-of-way (applicable only to Category A*, A & B).	<input type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> Missing
Childcare pickup and drop off management plan and application	If proposing a childcare facility with 30 or more students or 1,500 sqft or more of new space.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> Missing
Major Projects	Projects over 10,000 sqft OR Project proposing more than 25 units.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> Missing
Submit copy of an Application for Article 38 Compliance with proof of receipt from the Department of Public Health.	For new construction, major alteration, or change of use projects located in an Air Pollution Exposure Zone (2022) as identified on PIM THAT ALSO Propose a sensitive use (i.e. childcare, school, senior center, residential uses, and health care facilities).	<input type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> Missing
Submit copy of the Maher Application with proof of receipt from the Department of Public Health.	Projects on Maher site OR sites suspected of containing potential subsurface soil or groundwater contamination AND requires more than 50 cubic yards of excavation OR change of use from industrial use to residential or institutional uses	<input type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> Missing
Phase 1 environmental site evaluation AND Documentation of Enrollment in DPH's Maher Program	Projects on Maher site with more than 50 cubic yards of excavation OR Projects proposing a change of use from industrial use to residential or institutional uses. OR Projects on Cortese sites OR Projects on a site with an existing or former gas station, parking lot, auto repair, dry cleaner, manufacturing use, or a site with current or former underground storage tanks OR AB 2011 applications.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> Missing
Consultant prepared shadow fan	Projects over 40 feet in height AND If it is known that the Project will cast shadow on a property under the jurisdiction of the Recreation and Parks Department If unknown, this information will be relayed to applicant by Department staff in the response to this submittal.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> Missing

Environmental Evaluation Submittal Checklist (continued)

REQUIREMENT	When is it required?	Planning staff only: verification and completeness
Geotechnical Study	<p>Projects located within a Landslide Hazard Zone, Liquefaction Zone as shown on the San Francisco Property Information Map,</p> <p>OR</p> <p>Projects on a lot with an average slope of 25% or greater</p> <p>AND</p> <p>Projects involving:</p> <ul style="list-style-type: none"> • construction of a new building; • horizontal additions with increases more than 50%; • vertical additions with increases more than 500 square feet of new roof area; • substantial grading disturbing 5,000 cubic yards of material); • substantial cuts for grading (e.g., 10 feet in vertical height or steep slopes); • a deep foundation system (e.g., piers, piles); or • any grading within a Landslide Hazard Zone or Liquefaction Zone. 	<input type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> Missing
Categorical Exemption Certificate Fee	<p>The project involves:</p> <ul style="list-style-type: none"> • 25 units or less; • 10,000 square feet or less of non-residential uses (either as change of use or addition); <p>AND</p> <p>does not require an amendment to the General Plan or Planning Code (e.g. special use district).</p>	<input type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> Missing
<p>Construction duration information and construction equipment list.</p> <p>Please submit estimated hours and number of days per week of construction and construction equipment list as shown in the Project Construction Information Form.</p>	<p>Projects involving demolition and/or new construction.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> Missing
<p>Describe location and timing and provide plans of construction phasing (e.g., phase 1 will consist of XX units on lots A and B, phase 2 will consist of XX square feet of office on lots C and D and shown on plans).</p>	<p>If project involves multiple new building or structures on multiple lots.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> Missing
<p>Describe the location and provide plans with the number and size (horsepower) and engine tier level of stationary sources or mechanical equipment (e.g., fans, cooling towers, HVAC, backup diesel generators, fire pumps) or other noise or air pollutant sources.</p>	<p>Projects over 75 feet in height</p> <p>OR</p> <p>Projects including more than 2 diesel generators</p> <p>OR</p> <p>Projects proposing grocery stores.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> Missing
<p>Describe and provide plans of number of seats and/or standing capacity (maximum occupancy), frequency and hours of entertainment, and locations where amplified noise may occur (music, events, etc.).</p>	<p>Projects proposing Entertainment uses.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> Missing
<p>Submit estimates of number of daily and peak hour vehicle trips broken down by vehicle type (supported by estimates that include breakdown of space by different parcel delivery uses).</p>	<p>Projects proposing Parcel Delivery Service uses</p>	<input type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> Missing
<p>Describe location and provide plans of any changes to public facilities (e.g., parks and recreation facilities, pump stations, main (not lateral) sewer lines, etc.).</p>	<p>Projects proposing changes to public facilities or infrastructure (excluding roadways).</p>	<input type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> Missing
<p>Driveway and Loading Operations Plan and submit a “Site Circulation Review” fee to SFMTA.</p> <p>You may elect to select a qualified transportation consultant to prepare the Driveway and Loading Operations Plan.</p>	<p>Projects proposing more than 100,000 net new gross square feet in Central SoMa SUD or Van Ness SUD</p> <p>OR</p> <p>Projects proposing more than 100,000 net new gross square feet and requesting a waiver, incentive, variance from off-street loading requirements</p> <p>OR</p> <p>Projects involving 25 or more electric vehicle spaces.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> Missing

Environmental Evaluation Submittal Checklist (continued)

REQUIREMENT	When is it required?	Planning staff only: verification and completeness
Consultant prepared wind scope of work.	Projects over 85 ft in height OR Projects located within use district with wind criteria OR HOME-SF projects	<input type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> Missing
Priority Application Processing for Clean Construction Projects Supplemental	Projects seeking priority application processing for clean construction.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> Missing
Better Streets Plan Checklist	Large development sites with new construction or major alterations (see the application to confirm if required for the project).	<input type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> Missing
Flood Hazard Zone Protection Checklist with the Department of Building Inspection	Projects located within a FEMA Special Flood Hazard Area (AE, AO, and/or VE Zone)	<input type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> Missing
Submit a Tree Removal Permit Process and Application to the Department of Public Works and submit a copy to the Planning Department with this checklist.	Projects that would involve tree removal.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> Missing