



How to Submit Your Intake Materials Electronically via E-mail:

Your intake materials can be electronically processed; an in-person intake appointment is not required. Please send an e-mail with this form and your [Project Application](#) to: CPC.Intake@sfgov.org. You will receive an e-mail confirmation within three business days that will include a comprehensive list of the documents required for your specific application type.

How to Submit Your Intake Materials Electronically via Our Public Portal:

[Project Applications](#) can be filed and paid for online 24 hours a day, 7 days a week via our [Public Portal](#).

Only new projects that require an entitlement may be filed online. Projects that require a Building Permit must be submitted directly to the Department of Building Inspections located at: 49 South Van Ness Avenue, 2nd Floor, San Francisco, CA 94103.

For all Other Intake-Related Questions:

For all other intake-related questions, please e-mail: CPC.Intake@sfgov.org.

INTAKE APPOINTMENT REQUEST FORM

Property Information

Property Address: _____

Assessor's Block / Lot(s): _____

Contact Person

Please complete the following with the information of the person **attending** the meeting.

Name: _____ Company: _____

Email: _____ Phone: _____

Application Type (check all that apply)

- Certificate of Appropriateness / Permit to Alter (Major)
- Conditional Use Authorization-including PUD (303 & 304) / Wireless/EFR
- Downtown Residential Project Authorization (309 and 309.1)
- Large Project Authorization (329)
- Medical Cannabis Dispensary
- Mandatory Discretionary Review
- Office Allocation (321)
- Planning Code and/or Zoning Map Amendment
- Variance
- Accessory Dwelling Unit
- Other: _____

Reason for Submittal

Planning Code Section(s): _____

Construction Cost: _____

Description: _____

Priority Processing (Signed Approval by Planning **REQUIRED**)

CB3P (Community Business CUA)

Director's Bulletin No. 2

Supplemental Applications

HOME-SF

State Density Bonus - Analyzed

State Density Bonus - Individually Requested
