



# REQUEST A LETTER OF DETERMINATION

## INFORMATIONAL AND REQUEST FORM

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.

**Tiếng Việt:** Nếu quý vị muốn được hỗ trợ hoàn thành đơn này bằng tiếng Việt, vui lòng gọi 628.652.7550. Xin lưu ý rằng Sở Quy Hoạch cần ít nhất một ngày làm việc để phản hồi.

## WHAT IS A LETTER OF DETERMINATION?

Letters of Determination (LOD) are a written determination from the Zoning Administrator in response to a request to provide formal guidance on a specific Planning Code interpretation or determination. These determinations may address any provision of the Planning Code, such as:

- Permitted uses
- Development controls like yards, setbacks, building heights, and others
- Nonconforming status of existing uses
- Process applicability

LODs are optional and not required prior to the submittal of any development application. They are often complex and require further research on the part of the Planning Department and/or requestor. While LODs are formal, appealable determinations, they are not a development approval or permit. Upon issuance, applicants still must obtain all required authorizations and permits before a use or project may commence.

For current land use and zoning information of a specific property or a Rebuild Letter, please request a [Zoning Verification Letter](#) instead.

## WHO MAY APPLY FOR AN LOD?

Any member of the public may request an LOD regarding any Planning Code provision or any lot within the City and County of San Francisco that is subject to the Planning Code.

## HOW TO SUBMIT:

To submit your Request for a Letter of Determination (LOD), please complete the attached Request Form and follow one of the two options below:

1. [Accela Citizen Access \(ACA\) Public Portal](#): Complete the LOD Request Form. After registering or login, go to “+ New” and select “Planning Application.” Select from the list of available applications and follow all instructions.
2. Email: Submit a completed PDF request form and all required documents identified within this request form to [CPC.ZAintake@sfgov.org](mailto:CPC.ZAintake@sfgov.org).

## FEES:

Please refer to the [Planning Department Fee Schedule](#) available at [www.sfplanning.org](http://www.sfplanning.org). For questions related to the Fee Schedule, please email the Planning counter at the Permit Center at [pic@sfgov.org](mailto:pic@sfgov.org).

## APPEAL INFORMATION:

An appeal of an issued LOD may be filed with the Board of Appeals within 30 days of the date of such determination. For detailed information on the appeal process and submittal requirements, please contact the Board of Appeals in person at 49 South Van Ness Ave, Suite 1475, call (628) 652-1150, email [boardofappeals@sfgov.org](mailto:boardofappeals@sfgov.org), or visit [www.sfgov.org/bdappeal](http://www.sfgov.org/bdappeal).



**San Francisco**  
**Planning**

## LETTER OF DETERMINATION

### REQUEST FORM

#### Requestor Information

Name: \_\_\_\_\_

Company/Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

#### Billing Contact

Same as Requestor

Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

#### Property Information (if applicable)

Property Address: \_\_\_\_\_

Block/Lot(s): \_\_\_\_\_

#### Summary of Request:

Below or within an attached document, please provide a narrative description that summarizes the request and/or question along with any additional information that may provide aid in analysis. This may include Building Permit records, copies of leases if applicable, and other documents that provide further insight into the question posed.

To request Car-Share certification, please include the name of the organization, a description of the organization and how its service meets the characteristics of Planning Code Section 166(b)(1), and a brief executive summary of the findings of the Certification Study that describes how two or more of the identified environmental performance measures are achieved. For more details, please see the [Car-Share Program](#).

#### Topic:

Verify Planning Code definition of a specific land use:

Verify permitted use

Confirm permitted use

Clarify Planning Code or Interpretation regarding Section:

Certify Car-Share Organization