



# MODIFICATION OF AN APPROVED PROJECT SCREENING FORM (MOD)

## INFORMATIONAL AND REQUEST FORM PACKET

**ATTENTION: A Project Application may be required when prior to submitting this request form. Review the instructions below if a [Project Application](#) requirement applies to your modified project.**

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.

## INTRODUCTION

For previously approved projects, a Project Sponsor may submit a Modification Screening Form (MOD) instead of a new application provided certain criterias are met. An approved project is one that has been approved by the Planning Commission or Department, and/or, the project sponsor has an issued Planning Approval Letter. This does not apply to **active** projects that are seeking to change the scope midway through the development review process.

## TIMELINES

All state-mandated review timelines are re-started at the submittal of a MOD screening form. Planning staff will review the application for completeness within 30 days of submittal.

## WHEN IS A MODIFICATION SCREENING FORM NECESSARY AND WHAT IS REQUIRED?

There are three types of project scopes that may be submit a modification screen form for previously approved projects. These include:

### 1. No physical changes

These projects include modifications to an approved project that do not include any physical changes. This screening form will retain the same Project Record number as the previously approved version of the project. These changes do not require submittal of a new Project Application (PRJ).

- Requests for an [Inclusionary Rate Reduction](#) (IRR) may file an IRR form, which is generally processed administratively.
- Other modifications to conditions of approval require a modified entitlement application (CUA, DNX, LPA, etc.). Some modifications can be processed administratively, while others may require Planning Commission approval.

Please refer to either Minor physical changes or Major physical changes below if there are proposed physical modifications.

## 2. Minor physical changes

These projects include physical changes to the approved project that fall under a specified threshold.

- If a project was previously approved through a **discretionary process**, the total gross floor area of the modified project is within 20% of the total gross floor area of the approved project (this is the bonus project if using State Density Bonus).

To modify a project that had been approved through a discretionary process, you are required to submit a:

- a. MOD Screening Form,
- b. a new [Project Application](#) (PRJ) with the modified project detail,
- c. a set of plans that comply with the Plan Submittal Guidelines,
- d. any required supplemental applications, and
- e. associated application fees.

Additional materials may be required to complete any environmental review triggered by the modifications. A new record number will be assigned to the MOD Screening Form and related to the PRJ that is being modified.

- If a project was approved through a **ministerial process**, the total gross floor area of the modified project or total number of units is within 15% of the approved project.

Modifications to approved ministerial projects (e.g. SB 423, AB 2011) are required to submit:

- a. MOD Screening Form,
- b. a supplemental application for the appropriate ministerial program,
- c. a set of plans that comply with the Plan Submittal Guidelines,
- d. any required supplemental applications, and
- e. associated application fees.

A Project Application (PRJ) is not required. A new record number will be assigned to the MOD application and related to the PRJ that is being modified.

## 3. Major physical changes

These projects include physical changes to the approved project that fall under a specified threshold. Specifically, the modified project increases or decreases the total gross floor area, or changes to a use square footage of the approved project by more than 20%.

Proposed modified projects that meet this threshold are required to submit:

- a. MOD Screening Form
- b. a new [Project Application](#) (PRJ) with the modified project detail,
- c. a set of plans that comply with the Plan Submittal Guidelines,
- d. any required entitlement supplemental applications, and
- e. associated application fees.

Other proposed modified projects that classify major physical changes include:

- An approved discretionary project is resubmitted for review under a ministerial approval program (e.g. SB 423, AB 2011); or
- An approved ministerial project changes from one ministerial program to another.

Additional materials may be required to complete any environmental review triggered by the modifications. A new record number will be assigned to the MOD Screening Form and related to the PRJ that is being modified.

## **APPLICABILITY OF PRELIMINARY APPLICATIONS UNDER SB-330**

If the base density, or use square footages are not changing more than 20%, a project can still use the previous Preliminary Application under SB 330 (PPS) to lock in the Planning Code requirements in place at the time of submittal. If the project changes more than 20% (or the base project if using State Density Bonus), the Department can apply new objective standards. This applies whether the project is determined to be a modified application or new application. A project may use a PPS from a previous version of a project provided it does not exceed the thresholds mentioned above. A Project Sponsor may submit new PPS to lock into a later version of the Planning Code. Please see Planning Director Bulletin 7 for additional information about SB 330.

For modifications to ministerial applications the Planning Department can apply new objective standards if the project exceeds 15% more units or gross floor area.

## **FEES**

The Planning Department will collect application fees when applicable for both Current Planning and Environmental Planning review.

Projects that have no physical changes will require submittal of an Inclusionary Rate reduction application or modified entitlements to amend the conditions of approval. The Department charges fees for both submittals.

Minor physical changes will be considered as modifications and therefore will not trigger any new Planning application fees; however, if additional environmental review is required, there may be additional environmental review fees.

Major physical changes will require submittal of new applications and payment of all application fees. Fees will be determined based on the estimated construction costs and the [Planning Department's Fee Schedule](#). Should the cost of staff time exceed the initial fee paid, an additional fee for time and materials may be billed upon completion of the hearing process or permit approval.

Please refer to the [Planning Department Fee Schedule](#) available at [sfplanning.org](http://sfplanning.org).

## **HOW DO I SUBMIT A MOD SCREENING FORM?**

Submit a completed PDF screening form and all required documents identified in these instructions to [CPC.Intake@sfgov.org](mailto:CPC.Intake@sfgov.org)



# MODIFICATION OF AN APPROVED PROJECT (MOD)

## GENERAL INFORMATION

### Property Information

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Project Address:

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Block/Lot(s):

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### Property Owner's Information

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Name:

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Address:

Email Address:

Telephone:

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### Applicant Information

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Same as above

Name:

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Company/Organization:

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Address:

Email Address:

Telephone:

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Please Select Billing Contact:

Owner

Applicant

Other (see below for details)

Name: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Please Select Primary Project Contact:

Owner

Applicant

Billing

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## MODIFIED PROJECT INFORMATION

Planning Application No(s) of approved project to be modified: \_\_\_\_\_

Is there a Preliminary Housing Application (SB 330) on file for the approved project?      Yes      No

GFA of previously approved project: \_\_\_\_\_

GFA proposed in modified project: \_\_\_\_\_

% Change in GFA: \_\_\_\_\_

### **PROJECT DESCRIPTION:**

Please provide a narrative describing the current iteration of the project and the major ways that the project has changed since it was originally approved.

## APPLICANT SCREENING FORM VERIFICATION

I, the project applicant, am proposing a modification to a project previously approved by the Planning Department. I have identified the level of modification below and attached all of the required submission materials.

**NON- PHYSICAL CHANGES TO PROJECT:** The modification includes ONLY non-physical changes to the approved project ( e.g. tenure changes, and reduction in inclusionary levels).

### Required Submission Materials

MOD Screening Form and an [Inclusionary Reduction Request Form](#) for fee reduction or inclusionary reduction;

### OR

MOD Screening Form, a new [Project Application](#) (PRJ), and entitlement application such as a Conditional Use Authorization (CUA) to amend conditions of approval from previous entitlement.

## MINOR PHYSICAL CHANGES

The modification includes physical changes and may include some non-physical changes to an approved **discretionary project**. The physical changes represent a change of 20% or less to the previously proposed (bonus density) project gross floor area and/or unit count.

### Required Submission Materials

MOD Screening Form  
a new [Project Application](#) (PRJ) with the modified project detail  
a set of plans that comply with the [Plan Submittal Guidelines](#)  
any required supplemental applications

The modification includes physical and may include some non-physical changes to an approved **ministerial project (AB 2011, SB 423)**. The physical changes represent a change of 15% or less of project gross floor area and/or unit count.

### Required Submission Materials

MOD Screening Form  
a supplemental application for the appropriate ministerial program  
a set of plans that comply with the [Plan Submittal Guidelines](#)  
any required supplemental applications

## MAJOR PHYSICAL CHANGES

The modification includes physical changes and may include some non-physical changes to the approved project. The physical changes represent a change of more than 20% to the previously proposed (bonus density) project gross floor area and/or unit count.

### Required Submission Materials

MOD Screening Form  
a new [Project Application](#) (PRJ) with the modified project detail  
a set of plans that comply with the [Plan Submittal Guidelines](#)  
all entitlement supplemental applications

The modification includes changes from one ministerial program to another ministerial program or the change from a discretionary approval to a ministerial approval.