



NEIGHBORHOOD NOTIFICATION

GENERAL PLANNING INFORMATION HANDOUT

JANUARY 2019

Pursuant to Planning Code Section 311, the Planning Department shall conduct Neighborhood Notification for building expansions and certain changes of use dependent upon the zoning district of the subject property.

Planning Department staff are available to advise you in the preparation of this application. Call 415.558.6377 for further information.

Español: Si desea ayuda sobre cómo llenar esta solicitud en español, por favor llame al 415.575.9010. 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415.575.9010。請注意，規劃部門需要至少一個工作日來回應。

Tagalog: Kung gusto mo ng tulong sa pagkumpleto ng application na ito sa Filipino, paki tawagan ang 415.575.9121. Paki tandaan na mangangailangan ang Planning Department ng hindi kukulangin sa isang araw na pantrabaho para makasagot.

WHAT IS A NEIGHBORHOOD NOTIFICATION?

As required by Planning Code Section 311, Neighborhood Notification is conducted by the Planning Department for many discretionary permits within certain zoning districts. When an applicant submits a Building Permit to the Department of Building Inspection (DBI), the Planning Department is the first reviewing agency and will conduct the Neighborhood Notification. Neighborhood Notification is mailed to residents and owners of properties located within 150 feet of the subject property and registered neighborhood groups for a 30-day public review period.

Building Permits for work located within the RH Districts (Residential House), RM Districts (Residential Mixed), Residential Enclave Districts (RED), Residential Transit Oriented Districts (RTO), Western SOMA Planning Area Special Use Districts, NC (Neighborhood Commercial) Districts, and Eastern Neighborhood Mixed Use Districts are subject to Neighborhood Notification dependent upon the scope of work. Typically, building expansions, certain changes of use, and formula retail uses (a.k.a. chain stores) require Neighborhood Notification.

WHEN IS NEIGHBORHOOD NOTIFICATION REQUIRED?

Residential Districts

Neighborhood Notification is required in residential districts (RH, RM, and RTO, Districts) for demolition and new construction and when there is an expansion of the building envelope, removal of an unauthorized unit, or a change in use. Removal of more than 75% of interior wall framing or 75% of existing framing will also trigger Neighborhood Notification.

Neighborhood Commercial, RTO, RED, and Eastern Neighborhoods Districts:

Neighborhood Notification is required for all building permit applications for demolition, new construction, or alterations which expand the exterior dimensions of a building. In addition,

Neighborhood Notification is required for all building permit applications for a change of use to a bar, a liquor store, a walk-up facility, other large institutions, other small institutions, a restaurant, a limited restaurant, a massage establishment, an outdoor activity, an adult or other entertainment use, a fringe financial service use, tobacco paraphernalia establishment, or a formula retail use. Note: Supervisorial Districts 4 and 11, Neighborhood Notification is not required for certain uses listed above. In RTO Districts, a commercial change of use follows the provisions set forth in this section. Please refer to the Planning Code for definitions of these uses or contact the Public Information Center (PIC) at 415.558.6377.

Eastern Neighborhood Mixed Use Districts:

Neighborhood Notification is required for all building permit applications for demolition, new construction, removal of an unauthorized unit, or alterations which expand the exterior dimensions of a building. In addition, Neighborhood Notification is required for all building permit applications for a change of use from any one land use category to another land use category. A “land use category” shall mean those categories used to organize individual land uses which appear in the use tables in Article 8 of the Planning Code, and include the following: residential use, institutional use, retail sales and service use, assembly, recreation and entertainment use, office use, motor vehicle services use, industrial home and business service use, or other use.

If you are unsure if your project is subject to Neighborhood Notification, please call the PIC at 415. 558.6377. You may also visit the PIC at 1660 Mission Street, First Floor, San Francisco.

HOW DOES THE PROCESS WORK?

The process is split into four stages: 1) submittal, 2) planning review, 3) notification preparation, and 4) notification period. If you are unsure if your project is subject to Neighborhood Notification, please call the PIC at 415.558.6377. You may also visit the PIC at 1660 Mission Street, San Francisco.

Submittal

Neighborhood Notification materials are not required to be submitted with the Building Permit Application. Submittal of pre-application meeting materials are still required (see below).

Planning Department Review

After submittal, the Building Permit Application will be routed to Planning Department staff for review against the Planning Code, General Plan, Residential Design Guidelines, and/or other application design criteria. Additional review may be required by the Residential Design Team or the Urban Design Advisory Team dependent upon the zoning district and scope of work. During the review, modifications to the project may be requested. Planning staff will send the applicant a “Plan Check Letter,” that will describe necessary revisions, additional information required, and additional procedures needed to complete the application. During the review period, the Planner assigned will notify the sponsor when to submit the Neighborhood Notification materials. These materials generally include plan sets and photographs. The applicant is responsible for the accuracy and completeness of these materials.

Notice Preparation

Once the Building Permit Application is complete and complies with all relevant Planning Codes and guidelines, the assigned planner will draft a notice describing the project. The planner will request an electronic PDF of the plans, formatted for 11” X 17” print size, to be mailed with the notice. The plans must be legible. The Department will prepare the notification materials, and the notice will be mailed to all owners and occupants within 150 feet of the subject property and all registered neighborhood groups.

An additional fee is required for mailing the notices that must be collected prior to the start of the

notification period. Please refer to the Department's [Fee Schedule](#) for additional information.

The planner will also create an 11" X 17" orange poster that must be posted at the subject site during the 30-day notification period. The applicant is responsible for collecting the poster from the Planning Department's main reception at 1650 Mission Street, Suite 400, and ensuring that the poster is up for the duration of the notification period, and is posted in accordance with the Posting Ordinance.

Notification Period

During the 30-day notification period, neighbors may contact the Project Sponsor or Planning staff to voice concerns or make comments regarding the proposal. Revisions to the plans made during the notification period may require a new notice. A neighbor may file for a Discretionary Review, which is a request for the Planning Commission to review the application. The Planning Department only accepts Discretionary Review applications prior to the expiration of the 30-day notification period. For more information regarding the Discretionary Review process, please visit www.sfplanning.org.

If no Discretionary Review application is filed, Planning staff may approve the Building Permit Application after the 30-day notification period has ended and route the permit to DBI for further review. The applicant must submit the Declaration of Posting after the Notification Period.

PRE-APPLICATION MEETING

A Pre-Application Meeting is required for horizontal and vertical expansions that meet specific thresholds, and specific changes of use. Please keep in mind that the Pre-Application process must occur prior to filing a Building Permit Application. For more information on the Pre- Application Meeting process, please read the [Pre-Application Meeting Packet](#).

ENVIRONMENTAL REVIEW

The California Environmental Quality Act (CEQA) and Chapter 31 of the San Francisco Administrative Code implementing that act may require an Environmental Evaluation before the application may be considered. Please consult the Planning Department staff to determine if an Environmental Evaluation application must be submitted with this application. A separate fee is required for environmental review.



San Francisco Planning

FOR MORE INFORMATION:

Call or visit San Francisco
Planning

Central Reception

1650 Mission Street, Suite 400
San Francisco CA 94103-2479

TEL: **415.558.6378**

FAX: **415 558-6409**

WEB: **<http://www.sfplanning.org>**

Planning Information Center (PIC)

1660 Mission Street
San Francisco CA 94103-2479

TEL: **415.558.6377**

Planning staff are available by phone and at the PIC counter.
No appointment is necessary.