



# PRELIMINARY PROJECT ASSESSMENT APPLICATION

## APPLICATION SUBMITTAL REQUIREMENTS

The Preliminary Project Assessment (PPA) is a preliminary process that evaluates moderate to large projects before a Project Application is filed. This early review of the project provides sponsors with feedback and procedural instructions, and also allows staff to coordinate at the beginning in the development process. The PPA application is not a development application. Issuance of a PPA letter is not a development approval or denial.

Please read the [Preliminary Project Assessment Informational Packet](#) and the instructions in this application carefully before the application form is completed.

**Note:** No Project Application will be accepted prior to the issuance of the PPA Letter.

### WHAT TO SUBMIT:

Please check the box to indicate that materials are provided.

### REQUIRED MATERIALS

- Two (2) complete applications signed by owner or agent. All requested information in this application is required, if applicable to the proposed project.

**Note:** The Department will only respond to one (1) project description. If there are project variants proposed, a separate PPA will be required for each variant.

- Letter of Authorization for Agent from the property owner giving permission to communicate with the planning department on the owner's behalf, if the applicant is not also the owner.
- Two (2) sets of reduced sized (11"x17") plans, including but not limited to plans showing adjacent structures, existing and proposed floor plans, elevations, and sections. Please see the Department's Plan Submittal Guidelines <https://sfplanning.org/resource/plan-submittal-guidelines> for more information.
- A digital copy of all documents submitted (CD or USB drive), containing the application and project drawings.
- An electronic payable for the required intake fee amount. (See [Fee Schedule and/or Calculator](#)).

### OPTIONAL MATERIALS

- A proposed project design or concept narrative statement, so that the Department's design review staff have an understanding of the design intent at the time of initial review.
- Photographs, showing the subject and surrounding properties.
- Preliminary Housing Development Application (SB 330)

### HOW TO SUBMIT:

To file your Preliminary Project Assessment application, you must submit the application and required materials via electronically through San Francisco Planning's Public Portal. Once the application is deemed complete, you will receive an email notification regarding an electronic payment.

**Incomplete applications will be held until all missing information or materials are provided.**

Applications will **not** be accepted by mail, messenger or at the Planning Department reception desk.

**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.



# PRELIMINARY PROJECT ASSESSMENT (PPA) APPLICATION

## Property Owner's Information

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

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

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

## Applicant Information (if applicable)

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Name: \_\_\_\_\_ Same as above

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

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

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

**Please Select Billing Contact:**      Owner      Applicant      Other (see below for details)

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

Please Select Primary Project Contact:      Owner      Applicant      Billing

## Property Information

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

Plan Area: \_\_\_\_\_

### PROJECT DESCRIPTION:

Please provide a narrative project description that summarizes the project and its purpose. Please list any special authorizations or changes to the Planning Code or Zoning Maps if applicable.

**REASON FOR PPA:**

Creation of 10 or more dwelling units      Construction of a new non-residential building or addition of 10,000 sq feet or more

Creation or expansion of any Group Housing use of 10,000 square feet or more

**PROJECT DETAILS:**

Change of Use      New Construction      Demolition      Facade Alterations      ROW Improvements

Additions      Legislative/Zoning Changes      Lot Line Adjustment-Subdivision      Other \_\_\_\_\_

**BUILDING ADDITIONS:**

Rear                                  Front                                  Height                                  Side Yard

Estimated Construction Cost: \_\_\_\_\_

**Residential:**      Senior Housing      100% Affordable      Student Housing      Dwelling Unit Legalization  
Inclusionary Housing Required      State Density Bonus      Accessory Dwelling Unit

Indicate whether the project proposes rental or ownership units:      Rental Units      Ownership Units      Don't Know

Indicate whether a Preliminary Housing Development Application (SB 330) is being submitted:      Yes      No

**Non-Residential:**      Formula Retail      Tobacco Paraphernalia Establishment  
Financial Service      Massage Establishment      Other:\_\_\_\_\_

**Related Building Permits Applications**

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Building Permit Applications No(s): \_\_\_\_\_

## PROJECT AND LAND USE TABLES

If you are not sure of the eventual size of the project, provide the maximum estimates.

General Land Use Category		
	Existing (square footage area)	Proposed (square footage area)
Parking GSF		
Residential GSF		
Retail/Commercial		
Office		
Industrial-PDR		
Medical		
Visitor		
CIE (Cultural, Institutional, Educational)		
Useable Open Space		
Public Open Space		

Project Features		
	Existing Unit(s) (Count)	Proposed Unit(s) (Count)
Dwelling Units - Affordable		
Hotel Rooms		
Dwelling Units - Market Rate		
Building Number		
Stories Number		
Building Height		
Parking Spaces		
Loading Spaces		
Bicycle Spaces		
Car Share Spaces		
Public Art		
Other (please specify below)		

**Land Use - Residential**

	<b>Existing</b>	<b>Proposed</b>
Studio Units		
One Bedroom Units		
Two Bedroom Units		
Three Bedroom (or +) Units		
Group Housing - Rooms		
Group Housing - Beds		
SRO Units		
Micro Units		
Accessory Dwelling Units*  *For ADUs, individually list all ADUs and include unit type (e.g. studio, 1 bedroom, 2 bedroom, etc.) and the square footage area for each unit.		

## ADDITIONAL PROJECT INFORMATION

Please answer each question to the best of your ability. If the answer is unknown, please state so and provide a brief explanation. Please note that providing more information about the proposed project may result in additional and/or more detailed feedback from the Department. Please note much of this information can be found on the [San Francisco Property Information Map](#).

- |    |  |     |    |
|----|--|-----|----|
| 1. | Is the project related to a larger project, series of projects, or program previously reviewed or currently under review?<br><br>If yes, provide record number(s) and description.   | YES | NO |
| 2. | Would the project involve a major alteration of a structure constructed 45 or more years ago or a structure in a historic district?  | YES | NO |
| 3. | Would the project involve demolition of a structure constructed 45 or more years ago or a structure located in a historic district?  | YES | NO |
| 4. | Would the project result in excavation or soil disturbance/modification?<br><br>If yes, please provide the following:<br><br>Depth of excavation/disturbance below grade (in feet): _____<br><br>Area of excavation/disturbance (in square feet): _____<br><br>Amount of excavation (in cubic yards): _____<br><br>What type of foundation would be used (if known)?   | YES | NO |
| 5. | Is the project site located on the Maher map or suspected of containing hazardous materials (based on a previous use such as gas station, auto repair, dry cleaners, or heavy manufacturing, or a site with underground storage tanks)?<br><br>If yes, would the project involve change of use from industrial to commercial and/or residential use(s)?  | YES | NO |
| 6. | Would the project impact any public property or right(s)-of-way?   | YES | NO |
| 7. | Does the project front a street segment in the Vision Zero Network?  | YES | NO |
| 8. | Is the project in a Community Plan Area (for example, Market/Octavia)?<br>If yes, please identify the area.  | YES | NO |
| 9. | Does the subject property for the proposed project include <b>any</b> of the following: <ul style="list-style-type: none"> <li>• Greater than 1/2 acre in total area; or</li> <li>• Includes more than 50,000 gross square feet of new construction; or</li> <li>• Contain 150 feet of total lot frontage on one or more publicly-accessible rights-of-way; or</li> <li>• Frontage encompassing the entire block face between the nearest two intersections with any other publicly-accessible rights-of-way.</li> </ul> | YES | NO |

## PROJECT INFORMATION FOR DENSITY BONUS PROJECTS

Please answer each question based on the project proposed in this PPA Application. Any supplemental information required per the instruction below must be provided with the PPA Application when it is submitted.

- |   |     |    |
|---|-----|----|
| 1. Is the project a 100% affordable housing project seeking approval under the 100% Affordable Housing Bonus Program?   | YES | NO |
| 2. Is the project a mixed-income project seeking approval under the HOME SF Density Bonus Program?  | YES | NO |
| 3. Is the project seeking approval under the Analyzed State Density Bonus Program?<br>If yes, please provide the following information with your PPA Application: | YES | NO |

A completed calculation of the base and density bonus, as well as the base and bonus envelope, pursuant to Planning Code Section 206.5(c)(5).

The percentage of affordable units provided in the base project, and their associated affordability levels (in Area Median Income).

- |  |     |    |
|--|-----|----|
| 4. Is the project seeking approval under the Individually Requested State Density Bonus Program? | YES | NO |
|--|-----|----|

If yes, please include the following information with your PPA Application:

Site Plans, Floor Plans, Elevations and Sections for both the Base Project and Density Bonus Projects.

The percentage of affordable units provided in the base project, and their associated affordability levels (in Area Median Income).

A list of requested Concessions and Incentives or Waivers, if they have been identified.

## PROJECT INFORMATION FOR THE TRANSPORTATION DEMAND MANAGEMENT (TDM) PROGRAM

All projects that require a PPA, except for Group Housing projects of fewer than 10 units, are also subject to Planning Code 169, the TDM Program. For all projects subject to the TDM Program, please attach the following information that must be provided as part of this PPA Application.

Proposed TDM Measures:  
Point Target:

Please use the [TDM Tool](#) to enter your project information, find out your point target, and choose the TDM measures that work best for your project and meet the point target.

For questions about the [TDM Program](#) or the TDM Tool, please email us at [tdm@sfgov.org](mailto:tdm@sfgov.org).

# APPLICANT'S AFFIDAVIT

Under penalty of perjury the following declarations are made:

- a) The undersigned is the owner or authorized agent of the owner of this property.
- b) The information presented is true and correct to the best of my knowledge.
- c) Other information or applications may be required.
- d) I hereby authorize City and County of San Francisco Planning staff to conduct a site visit of this property as part of the City's review of this application, making all portions of the interior and exterior accessible through completion of construction and in response to the monitoring of any condition of approval.
- e) I attest that personally identifiable information (PII) - i.e. social security numbers, driver's license numbers, bank accounts - have not been provided as part of this application. Furthermore, where supplemental information is required by this application, PII has been redacted prior to submittal to the Planning Department. I understand that any information provided to the Planning Department becomes part of the public record and can be made available to the public for review and/or posted to Department websites.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (Printed)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Relationship to Project  
(i.e. Owner, Architect, etc.)

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Email

For Department Use Only

Application received by Planning Department:

By: \_\_\_\_\_

Date: \_\_\_\_\_