



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

- Completed application, submitted electronically via San Francisco Planning's Public Portal, 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(s) giving permission to communicate with the Planning Department on the owner's behalf, if the applicant is not also the owner.
- An electronic copy of plans in pdf format, formatted to print at 11" x 17", including but not limited to plans showing adjacent structures, existing and proposed floor plans, elevations, sections, location of electrical transformer(s), and site plan elements including, curb lines, parking areas with dimensioned driveways, curb cuts and sidewalk width.
- Photographs, showing the subject and surrounding properties. 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.
- Payment for the required intake fee amount. (See [Fee Schedule and/or Calculator](#)). Electronic payment is preferred. Non-electronic forms of payment are also accepted. For questions related to the Fee Schedule or fee payment, you can call the Planning counter at 628.652.7300 or email pic@sfgov.org.

OPTIONAL MATERIALS

Providing optional materials may expedite review.

- Renderings that illustrate a 3-D representation of your project in relation to its context.
- Conceptual Streetscape Plan showing dimensioned width of right-of-way and sidewalk along all project frontages. Plan should illustrate additional features beyond baseline and may include, bike racks, benches, street trees, etc.
- 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

Name: _____

Address: _____ Email Address: _____

Telephone: _____

Applicant Information (if applicable)

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

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

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

	Existing	Proposed
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?

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?

If yes, please provide the following:

Depth of excavation/disturbance below grade (in feet): _____

Area of excavation/disturbance (in square feet): _____

Amount of excavation (in cubic yards): _____

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)?

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?
This information can be found under the 'Safety' tab of https://sfplanninggis.org/TIM | YES | NO |
| 8. | Is the project in a Community Plan Area (for example, Market/Octavia)?
If yes, please identify the area. | YES | NO |
| 9. | Does the subject property for the proposed project include any of the following: <ul style="list-style-type: none"> • Greater than 1/2 acre in total area; or • Includes more than 50,000 gross square feet of new construction; or • Contain 150 feet of total lot frontage on one or more publicly-accessible rights-of-way; or • Frontage encompassing the entire block face between the nearest two intersections with any other publicly-accessible rights-of-way. | YES | NO |
| 10. | Does the subject property for the proposed project include any of the following: <ul style="list-style-type: none"> • New construction of 10 or more dwelling units; or • New construction of 10,000 gross square feet or greater of non-residential space; or • Addition of 20% or more of gross floor area to an existing building; or • Change of Use of 10,000 gross square feet or greater of a PDR use to a non-PDR use. | 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?
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.

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: _____