



## PRELIMINARY PROJECT ASSESSMENT

### INFORMATIONAL PACKET

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.

### WHAT IS A PRELIMINARY PROJECT ASSESSMENT?

The Preliminary Project Assessment (PPA) is a preliminary process that evaluates moderate to large projects before development applications are 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, and issuance of a PPA letter is not a development approval or denial. For any project that requires a PPA, no development application, including for Environmental Evaluation (EE) will be accepted until after the PPA letter has been issued.

### WHEN IS A PRELIMINARY PROJECT ASSESSMENT REQUIRED?

A PPA is required for any project that includes:

- creation of 10 or more dwelling units\*, and/or
- creation or expansion of any group housing use of 10,000 square feet or more; and/or
- construction of a new non-residential building or non-residential addition of 10,000 square feet or more.

*\*For ADU projects, only proposal of 25 or more new ADUs will require a PPA.*

The Department may also request a PPA review for other complex projects.

### HOW DOES THE PROCESS WORK?

PPA applications must be submitted via electronically through San Francisco Planning's Public Portal, with the required materials. Once the application is deemed completed, you will receive an email notification regarding an electronic payment (see [Fee Schedule and/or Calculator](#) online). The application will not be accepted by mail, messenger or at the Planning Department reception desk. The Department will issue a PPA letter to the applicant within 60 days. Revising or submitting new materials may result in a restart of the 60-day review period. The letter includes procedural requirements (applications, approvals, etc.) and general comments on design and other significant issues. The letter is valid for a period of 18 months. Sponsors may elect to schedule one project review meeting with Department staff within 30 days of the issuance of the PPA letter.

No development application, including an Environmental Evaluation (“EE”) application, will be accepted prior to the issuance of the PPA letter. To the extent appropriate, any development application filed subsequent to the PPA letter issuance should be amended to address input from the PPA letter.

#### *Housing Crisis Act of 2019*

Pursuant to state law, housing development projects may submit a Preliminary Housing Development Application (SB 330) along with the PPA application. For more information please see [Planning Director’s Bulletin No. 7](#), and the [Preliminary Housing Development \(SD-330\) Application](#) available at [sfplanning.org](http://sfplanning.org).

## **WHO MAY APPLY FOR A PRELIMINARY PROJECT ASSESSMENT?**

Any property owner or authorized agent of a property owner may file a PPA application.

If requesting a density bonus under the State Density Bonus Law, provide both the Project Description and Project Summary Table for both the base (Planning Code-compliant) project and the bonus project. Note that the Planning Department will not review requests for specific incentives or concessions as part of the PPA process.

## **SUBMITTAL INSTRUCTIONS**

To submit a Preliminary Project Assessment Application, please provide the following materials with the application:

1. Please submit a [Preliminary Project Assessment Application](#), and complete all requested information as applicable. Incomplete applications will be held by the Department until all missing information has been provided.

*Note: The Department will only respond to one (1) project description per PPA. If there are project variants proposed, a separate PPA will be required for each variant. However, if the project is requesting a density bonus under the State Density Bonus Law, provide both the Project Description and Project Summary Table for both the base (Planning Code-compliant) project and the bonus project. Note that the Planning Department will not be reviewing requests for specific incentives or concessions as part of the PPA process.*

*Note: If the project is subject to Planning Code Section 169, a draft Transportation Demand Management Plan must be provided as a part of the PPA submittal. However, a formal TDM Plan Application or fee is not required at this time.*

2. If the applicant in this case is the authorized agent of the property owner, rather than the owner, a letter signed by the owner and creating or acknowledging that agency must be attached and included in the application for the PPA.
3. In all cases, as part of the electronic submission, the application must be accompanied by plans formatted to print at 11” x 17”, sufficient for proper PPA review. A site plan is required, showing accurately the subject lot and adjacent lots, and existing and proposed structures on both the subject property and on immediately adjoining properties, open spaces, curb lines, driveways, parking areas, trees, and land contours where relevant. Specific to the subject property, existing and proposed driveways, curb cuts, and sidewalk widths should be dimensioned. Drawings of building elevations must be provided, even if they lack facade details. Anticipated location of electrical transformer(s) should be included as well. The site plan must include a scale, north arrow and street name(s).
4. 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](mailto:pic@sfgov.org).

5. Optional design review materials:

It is recommended that the application also include a 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.

Basic 3D representations of the project are also helpful. The Department staff can assist in determining what plans are required. The plans must be dimensioned or include an accurate scale, and should also include a north arrow and a legend for relevant symbols and/or notes.

Any photographs that would be helpful in understanding the site context or reviewing the PPA application.

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.

All plans and other exhibits submitted with this application will be retained as part of the permanent public record in this PPA.

## FEES

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

Fees will be determined based on the estimated construction costs. 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. Additional fees may also be collected for preparation and recordation of any documents with the San Francisco Assessor-Recorder's office and for monitoring compliance with any conditions of approval.

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**To file your Preliminary Project Assessment application, please complete the application and submit through San Francisco Planning's Public Portal with all required materials. Once the application is deemed complete, you will receive an email requiring an electronic payment. Applications will not be accepted by mail, messenger or at the Planning Department reception desk.**

An incomplete application will not be accepted.

**No Development Application or Environmental Evaluation Application will be accepted concurrently with the PPA.**

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**San Francisco  
Planning**

FOR MORE INFORMATION:  
Contact San Francisco Planning

**San Francisco Planning Reception**  
49 South Van Ness Avenue, Suite 1400  
San Francisco CA 94103

**TEL:** 628.652.7600  
**WEB:** [www.sfplanning.org](http://www.sfplanning.org)

**Planning counter at Permit Center**  
49 South Van Ness Avenue, 2nd Floor  
San Francisco CA 94103

**EMAIL:** [pic@sfgov.org](mailto:pic@sfgov.org)  
**TEL:** 628.652.7300