



SMALL COMMERCIAL PROJECT APPLICATION (PRJ)

FOR SMALL COMMERCIAL / RETAIL PROJECTS

A Project Application must be submitted for any project application that requires an intake /in-house for Planning Department review, including but not limited to environmental evaluation or neighborhood notification. A Project Application is also required for any project that seeks an entitlement from the Planning Department, such as a Conditional Use Authorization or Variance. For more, see the [Project Application Informational Packet](#).

This Project Application (PRJ) application is for a small scale commercial only project, including but not limited to:

- formula retail,
- changes of use that require a conditional use authorization
- massage uses, or
- cannabis uses.

Cost for Time and Materials: Any time and materials exceeding initial fees charged for services provided are subject to billing.

For questions, you can call the Planning counter at 628.652.7300 or email 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.

HOW TO SUBMIT:

Planning Department Approvals: To submit your Project Application (PRJ) materials for a Planning Approval Letter, you have two options:

1. [Accela Citizen Access](#) (ACA) Public Portal: No need to complete this entire PDF application. Instead, complete the PRJ application online through the public portal. Only complete the PRJ checklist within this application along with any other required documents identified within this PRJ application.
2. Email: Submit a completed PDF application and all required documents identified within this application to CPC.Intake@sfgov.org

Once you receive a Planning Approval Letter, you may submit an [application for a building permit](#).

Other: AB-2011 projects, SB-35 projects, SB-9 projects, Unauthorized Dwelling Unit (UDU) screenings, Project Review Meeting (PRV), and Temporary Use Authorization (TUA) application submissions do not need to complete this Project Application. Submit the respective application and any supporting documents to CPC.Intake@sfgov.org.



SMALL COMMERCIAL PROJECT APPLICATION (PRJ)

GENERAL INFORMATION

Property Information

Project Address:

Block/Lot(s):

Property Owner's Information

Name:

Address:

Email Address:

Telephone:

Applicant Information

Same as above

Name:

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

PROJECT INFORMATION

PROJECT DESCRIPTION:

Please provide a narrative project description that summarizes the project and its purpose. Please list any required approvals (e.g. Variance) or changes to the Planning Code or Zoning Maps if applicable.

PROJECT DETAILS:

| | | | | |
|---------------|----------------------------|---------------------------------|--------------------|------------------|
| Change of Use | New Construction | Demolition | Facade Alterations | ROW Improvements |
| Additions | Legislative/Zoning Changes | Lot Line Adjustment-Subdivision | Other: _____ | |

Non-Residential:

| | | | |
|-------------------|-----------------------------|-------------------------------------|-----------------------|
| Formula Retail | Medical Cannabis Dispensary | Massage Establishment | Other: _____ |
| Financial Service | Cannabis Retail | Tobacco Paraphernalia Establishment | Outdoor Activity Area |
| Fleet Charging | Electric Vehicle Charging | | |

Indicate whether a Preliminary Housing Development Application (SB-330) is or has been submitted: Yes No

Estimated Construction Cost: _____

SB-1214 Authorization: [Senate Bill 1214](#) allows applications to limit the plans available to the public. You can find more information on our [website](#).

Yes, all plans may be shared publicly.

No, floor plans may not be shared publicly. A reduced plan set with only a massing diagram and site plan has been provided with this submittal for public distribution.

PROJECT AND LAND USE TABLES

All fields relevant to the project **must be completed** in order for this application to be accepted.

| | | Existing | Proposed |
|-------------------------|--|----------|----------|
| General Land Use | Parking GSF | | |
| | Residential GSF | | |
| | Retail/Commercial GSF | | |
| | Office GSF | | |
| | Industrial-PDR | | |
| | Medical GSF | | |
| | Hotel GSF | | |
| | CIE (Cultural, Institutional, Educational) | | |
| | Electric Vehicle (EV) Charging GSF | | |
| | Fleet Charging GSF | | |

| | | | |
|-------------------------|---|--|--|
| Project Features | Dwelling Units - Affordable | | |
| | Dwelling Units - Market Rate | | |
| | Dwelling Units - Total | | |
| | Hotel Rooms | | |
| | Number of Building(s) | | |
| | Number of Stories | | |
| | Parking Spaces | | |
| | Loading Spaces | | |
| | Bicycle Spaces | | |
| | Car Share Spaces | | |
| | Useable Open Space GSF | | |
| | Public Open Space GSF | | |
| | Roof Area GSF - Total | | |
| | Living Roof GSF | | |
| | Solar Ready Zone GSF | | |
| | Number of EV Chargers | | |
| | Number of Fleet Chargers | | |
| | Percent of Chargers Onsite that are Dedicated to Fleet Charging | | |
| | Other: _____ | | |

CHECKLISTS

In order for the Planning Department to consider a Project Application as accepted, the application must be accompanied by all required supporting materials and all relevant supplemental applications, as listed below.

Review and complete the checklist to determine if the materials are required as part of your Project Application submission.

| PROJECT SUBMISSION CHECKLIST | | | | | | |
|---|---|---|----|---|-----|---------|
| Documents <i>(completed and signed)</i> | When is it required? | Applicants: <i>is this required as part of your project & submitted?</i> | | Planning staff only: <i>verification of submission & completeness</i> | | |
| Project Application (PRJ) | Always | Yes | No | Yes | N/A | Missing |
| Letter of Authorization | When the property owner appoints an authorized agent to submit a project application on their behalf. | Yes | No | Yes | N/A | Missing |
| Pre Application Meeting including: <ul style="list-style-type: none"> A copy of the invitation letter noting a phone number, video conferencing link, and an in-person meeting location A list of the neighborhood organizations and individuals invited to the meeting A copy of the sign-in sheet A summary of the discussion from the meeting The affidavit One reduced copy of the plans presented at Pre-App | Projects subject to 311 Notification that include: <ul style="list-style-type: none"> New Construction; Any vertical addition of 7 feet or more; Any horizontal addition of 10 feet or more; and Decks over 10 feet above grade or within the required rear yard. Also, the following projects: <ul style="list-style-type: none"> Cannabis retail uses; All Formula Retail uses subject to a Conditional Use Authorization; Community Business Priority Processing (CB3P); Projects in PDR-1-B Districts subject to Section 313; and Local Program ADU(s) that will be constructed under a cantilevered room or deck in the rear yard | Yes | No | Yes | N/A | Missing |
| | | Yes | No | Yes | N/A | Missing |
| | | Yes | No | Yes | N/A | Missing |
| | | Yes | No | Yes | N/A | Missing |
| | | Yes | No | Yes | N/A | Missing |
| Electronic copy of the plans in pdf format, formatted to print at 11" x 17". Please see the Department's Plan Submittal Guidelines for more information about the required contents of plan submittals. | Required for paper building permit applications and entitlement only projects. | Yes | No | Yes | N/A | Missing |

PROJECT SUBMISSION CHECKLIST

| Supplemental Documents <i>(completed and signed)</i> | When is it required? | Applicants: <i>is this required as part of your project & submitted?</i> | Planning staff only: <i>verification of submission & completeness</i> |
|--|---|--|---|
| Reasonable Modification Application | For applicants with a disability that would like to seek a modification to their residence to accommodate their disability. | Yes No | Yes N/A Missing |
| Entitlement Applications <i>(dependent on scope, consult Planning Information Counter if unsure)</i> | When is it required? | Applicants: <i>is this required as part of your project & submitted?</i> | Planning staff only: <i>verification of submission & completeness</i> |
| Conditional Use Authorization | Projects that propose a use that is conditionally permitted. | Yes No | Yes N/A Missing |
| Variance | Projects that seek an exception from Planning Code Standards (such as rear yard or front setback) | Yes No | Yes N/A Missing |
| Commercial Projects | When is it required? | Applicants: <i>is this required as part of your project & submitted?</i> | Planning staff only: <i>verification of submission & completeness</i> |
| Community Business Priority Processing Program (CB3P) Checklist | For small business projects that need a Conditional Use Authorization and qualify to use this program. | Yes No | Yes N/A Missing |
| Formula Retail Conditional Use Supplemental | For change of use projects with 11+ locations worldwide. | Yes No | Yes N/A Missing |
| Formula Retail Affidavit | Alterations, new construction, tenant improvements, changes of use or signage to commercial businesses subject to Planning Code Section 303.1 . | Yes No | Yes N/A Missing |
| Flexible Retail Screening and Affidavit | Projects that propose a flexible retail use. | Yes No | Yes N/A Missing |
| Institutional Master Plan Application | Projects that propose a medical institution or post-secondary educational institution. | Yes No | Yes N/A Missing |
| Wireless Telecommunications Facilities Supplemental | Projects that propose a new wireless facility or add antennas to an existing facility where wireless facilities are conditionally permitted. | Yes No | Yes N/A Missing |

PROJECT SUBMISSION CHECKLIST

| Commercial Projects | When is it required? | Applicants: <i>is this required as part of your project & submitted?</i> | | Planning staff only: <i>verification of submission & completeness</i> | | |
|---|---|---|----|---|-----|---------|
| Cannabis Uses Application | Projects that propose a cannabis use. | Yes | No | Yes | N/A | Missing |
| Shadow Analysis Supplemental Application | For Projects over 40 feet in height that will cast shadow on a property under the jurisdiction of the San Francisco Recreation and Parks Department. | Yes | No | Yes | N/A | Missing |
| Legislative Amendment | Projects that seek to reclassify a parcel, amend the Planning Code, or modify the General Plan. | Yes | No | Yes | N/A | Missing |
| Staff Initiated Discretionary Review | For removal of conditions of approval applied through a previous discretionary review. | Yes | No | Yes | N/A | Missing |
| Coastal Zone Authorization | Projects located in the Coastal Zone. | Yes | No | Yes | N/A | Missing |
| Transportation Demand Management Supplemental | Projects that propose an addition of : <ul style="list-style-type: none"> • 10 or more dwelling units; or • group housing bedrooms, or • new construction resulting in more than 10,000 sqft of non-residential use, or • change of use of more than 25,000 sqft. | Yes | No | Yes | N/A | Missing |

PROJECT SUBMISSION CHECKLIST

| Projects Altering Historic Buildings (Marked as A*, Article 10 or 11 on PIM) | When is it required? | Applicants: <i>is this required as part of your project & submitted?</i> | | Planning staff only: <i>verification of submission & completeness</i> | | |
|--|--|--|----|---|-----|---------|
| Major Permit to Alter Application | Projects that seek to alter a building designated under Article 11 of the Planning Code. | Yes | No | Yes | N/A | Missing |
| Minor Permit to Alter Application | Projects that seek to alter a building designated under Article 11 of the Planning Code with a scope determined to be minor. Contact PIC to confirm Minor vs. Major. | Yes | No | Yes | N/A | Missing |
| Certificate of Transfer of Development Rights Application | Projects that seek to transfer development rights from a preservation lot to another lot. | Yes | No | Yes | N/A | Missing |
| Certificate of Appropriateness Application | Projects that seek to alter a building designated under Article 10 of the Planning Code. | Yes | No | Yes | N/A | Missing |
| Administrative Certificate of Appropriateness Application | Projects that seek to alter a building designated under Article 10 of the Planning Code with a scope determined to be minor. Contact PIC to confirm Minor vs. Major. | Yes | No | Yes | N/A | Missing |

PLAN SUBMITTAL CHECKLIST

To be reviewed and completed by a design professional

| Title Page Requirement | When is it required? | Applicants: <i>is this required as part of your project & submitted?</i> | | Planning staff only: <i>verification of submission & completeness</i> | | |
|--|--|--|----|---|-----|---------|
| Written Project Description | Always | Yes | No | Yes | N/A | Missing |
| Address, Block, Lot | Always | Yes | No | Yes | N/A | Missing |
| Zoning District, Height and Bulk District, any Special Use District | Always | Yes | No | Yes | N/A | Missing |
| Number of Commercial Units and Residential Dwelling Units (Existing and Proposed) | Always | Yes | No | Yes | N/A | Missing |
| Building square footage and breakdown by units (existing and proposed) as defined by gross floor area in Planning Code Section 102 | Always | Yes | No | Yes | N/A | Missing |
| Height of existing building/ structures and height of proposed building/structure | Always | Yes | No | Yes | N/A | Missing |
| Number of vehicle parking spaces and car share spaces | Always | Yes | No | Yes | N/A | Missing |
| Number of bicycle parking spaces | Always | Yes | No | Yes | N/A | Missing |
| Square footage of useable open space | Always | Yes | No | Yes | N/A | Missing |
| Better roofs ordinance, including total roof area, living roof area, and solar ready zone area | Project subject to Planning Code Section 149 | Yes | No | Yes | N/A | Missing |
| Describe average slope of the projects site (%) | Projects with exterior expansions | Yes | No | Yes | N/A | Missing |
| Licensed design professional stamp and signature- may be electronic | Always | Yes | No | Yes | N/A | Missing |

PLAN SUBMITTAL CHECKLIST

To be reviewed and completed by a design professional

| Site Survey Requirement | When is it required? | Applicants: <i>is this required as part of your project & submitted?</i> | Planning staff only: <i>verification of submission & completeness</i> |
|--|---|--|---|
| Signed by licensed surveyor, 1/8" or 1" scale, full width of all buildings on adjacent lots, front setback of all adjacent buildings, curb elevation in line with the mid-point of the subject building and adjacent lots, grade elevation at the mid-point of the front wall of adjacent buildings, roof elevations including elevation of eaves/peaks of pitched roofs, contour lines, utility lines, street trees, existing structure on site, north arrow. | New construction, Lot splits or mergers | Yes No | Yes N/A Missing |
| Site Plans Requirement | When is it required? | Applicants: <i>is this required as part of your project & submitted?</i> | Planning staff only: <i>verification of submission & completeness</i> |
| Scale: 1/8" = 1' (or 1" = 10' if project is too large). | Always | Yes No | Yes N/A Missing |
| Separate existing and proposed site plans: showing all buildings on the lot. | Only if exterior changes proposed | Yes No | Yes N/A Missing |
| Adjacent lots showing full width outlines of all buildings on adjacent properties. | Always | Yes No | Yes N/A Missing |
| Direction of true north: show project north if it is different from true north. | Always | Yes No | Yes N/A Missing |
| Dimensions: show the distance from the existing building walls to property lines and other structures on the lot. Include width of sidewalk from front property line to curb. | Always | Yes No | Yes N/A Missing |

PLAN SUBMITTAL CHECKLIST

To be reviewed and completed by a design professional

| Site Plans Requirement | When is it required? | Applicants: <i>is this required as part of your project & submitted?</i> | | Planning staff only: <i>verification of submission & completeness</i> | | |
|---|--------------------------------|--|----|---|-----|---------|
| Landscape and permeable surface: show/dimension the space to be landscaped/ permeable within the required front setback (include permeability and landscape calculations). | Only if existing front setback | Yes | No | Yes | N/A | Missing |
| Curb cuts: existing and proposed curb cuts, curb lines, including both adjacent properties. | If removing or adding parking | Yes | No | Yes | N/A | Missing |
| Dimensioned setback requirements: Front setback, rear yard and side yard of the subject and adjacent buildings. | Always | Yes | No | Yes | N/A | Missing |
| Street Names | Always | Yes | No | Yes | N/A | Missing |
| Street tree: show the location of existing and proposed street trees or add a notation if you pay the in-lieu fee. | Always | Yes | No | Yes | N/A | Missing |

PLAN SUBMITTAL CHECKLIST

To be reviewed and completed by a design professional

| Floor and Roof Plans Requirement | When is it required? | Applicants: <i>is this required as part of your project & submitted?</i> | | Planning staff only: <i>verification of submission & completeness</i> | | |
|--|---|--|----|---|-----|---------|
| Separate existing and proposed floor and roof plans include adjacent structures | When changes are made to the floor or roof. | Yes | No | Yes | N/A | Missing |
| Scale: ¼" = 1' (unless project is too large in which case 1/8" = 1' is acceptable). | Always | Yes | No | Yes | N/A | Missing |
| North Arrow | Always | Yes | No | Yes | N/A | Missing |
| On all plan views: label the intended use of rooms and areas. | Always | Yes | No | Yes | N/A | Missing |
| Toters: show location of dedicated space for trash, recycling and compost carts on private property and screened from public view. Visit www.recology.com/recology-san-francisco for more information. | Always | Yes | No | Yes | N/A | Missing |
| Laundry and storage: show the locations. | Always | Yes | No | Yes | N/A | Missing |
| Parking: show dimensions and outlines of all existing and proposed vehicle and bicycle parking. | Always | Yes | No | Yes | N/A | Missing |
| Electrical Transformers: show the locations. | Always | Yes | No | Yes | N/A | Missing |
| Roof: Total roof area, living roof area, and/or solar ready zone area in gross square feet (existing and proposed). | Always | Yes | No | Yes | N/A | Missing |
| Walls: Those to remain and those to be removed or added (with key). If substantial amounts of demolition are proposed, include demolition calculations pursuant to Planning Code Section 317. | Always | Yes | No | Yes | N/A | Missing |
| Door and Windows: Existing and Proposed. | Always | Yes | No | Yes | N/A | Missing |

PLAN SUBMITTAL CHECKLIST

To be reviewed and completed by a design professional

| Building Elevation Requirement | When is it required? | Applicants: <i>is this required as part of your project & submitted?</i> | Planning staff only: <i>verification of submission & completeness</i> |
|---|------------------------------------|--|---|
| Separate existing and proposed elevations: if exterior changes are proposed, provide separate existing and proposed elevations for only the building face(s) related to the work. | Only if exterior changes proposed. | Yes No | Yes N/A Missing |
| Profiles of Adjacent Buildings: Show the full outline of each adjacent building/structure. Side elevations should show the full profile of adjacent buildings, window openings, and light wells that face the project. Show the grade plane and heights of buildings. Identify the height limit pursuant to Planning Code Section 260. | Only if exterior changes proposed. | Yes No | Yes N/A Missing |
| Exterior materials: if exterior changes are proposed, include existing and proposed exterior materials for new or replacement doors, windows, and exterior finish material. If an elevation is not required, this information can go elsewhere in the plan set. | Only if exterior changes proposed. | Yes No | Yes N/A Missing |
| Windows: include dimensions, operation, and material type. Provide plan section detail of new windows. | Only if exterior changes proposed. | Yes No | Yes N/A Missing |
| Heights: (in feet and number of stories, calculated as defined in Planning Code Sections 102 and 260) and any difference in elevation due to pitched roofs or steps in building mass. | Always | Yes No | Yes N/A Missing |

PLAN SUBMITTAL CHECKLIST

To be reviewed and completed by a design professional

| Sections Requirement | When is it required? | Applicants: <i>is this required as part of your project & submitted?</i> | | Planning staff only: <i>verification of submission & completeness</i> | | |
|---|--|--|----|---|-----|---------|
| <p>At least two sections (longitudinal and latitudinal)</p> <p>Longitudinal: show relation between the street, front property line, subject building, rear yard, and rear property line</p> <p>Latitudinal: show relation between subject building and the outline of each adjacent building</p> | Expansions and projects with excavation. | Yes | No | Yes | N/A | Missing |
| Separate existing and proposed sections | If there is a change in floor to ceiling heights or if excavation is proposed. | Yes | No | Yes | N/A | Missing |
| Scale: ¼"=1' (unless the project is too large) | For all sections. | Yes | No | Yes | N/A | Missing |
| Height datum point: Center line of the building, top of curb | For all sections. | Yes | No | Yes | N/A | Missing |
| Floor to Ceiling height dimensions | For all sections. | Yes | No | Yes | N/A | Missing |
| Existing and Proposed Grade | For all sections. | Yes | No | Yes | N/A | Missing |
| Key section location of floor plans and site plans | For all sections. | Yes | No | Yes | N/A | Missing |

PLAN SUBMITTAL CHECKLIST

To be reviewed and completed by a design professional

| Additional Requirement | When is it required? | Applicants: <i>is this required as part of your project & submitted?</i> | Planning staff only: <i>verification of submission & completeness</i> |
|--|---|---|---|
| Renderings | New construction | Yes No | Yes N/A Missing |
| Photographs | Always | Yes No | Yes N/A Missing |
| As Built Plans: In addition to the requirements above, as-built plans are required. This will demonstrate what the current conditions are as differentiated from the existing plans (last legal condition) and the proposed plans (future condition that legalizes unauthorized work and proposes code compliant work. | If permit is to abate an enforcement case (either DBI or PLN). | Yes No | Yes N/A Missing |
| Demolition Calculations: Pursuant to Planning Code Section 317. | If vertical addition and significant demolition of at least one additional wall OR If horizontal addition with significant demolition of two walls. | Yes No | Yes N/A Missing |

ENVIRONMENTAL EVALUATION SCREENING FORM

All projects must complete this section.

| Applications (completed and signed) | When is it required? | Applicants: <i>is this required as part of your project & submitted?</i> | Planning staff only: <i>verification of submission & completeness</i> |
|---|--|---|---|
| Provide foundation design type, if applicable (e.g., mat foundation, spread footings, drilled piers, etc.). | Select “N/A” if the information is not applicable. | Yes N/A Foundation type: _____ | Yes N/A Missing |
| Provide <ol style="list-style-type: none"> 1. area on site to be excavated in square feet; 2. depth of excavation (including foundation work) in feet; and 3. volume of excavation/ disturbance below grade in cubic yards | Projects proposing ground disturbance. | Yes N/A Area (sq. ft): _____ Depth (ft): _____ Volume (yd ³): _____ | Yes N/A Missing |
| Provide section and plan showing area and depth of soil disturbance in feet (including foundation work). | Projects in Archeological Zone 1 (review in PIM) with more than 2 feet and 25 cubic yards of soil disturbance OR Project in Archeological Zone 2 with more than 5 feet and 50 cubic yards of soil disturbance. | Yes N/A | Yes N/A Missing |
| Historic Resource Review | Projects that involve demolition of a building constructed 45 years ago or more, or a building contributing to a historic district? For demolitions, scope the report by contacting: CPC-HRE@sfgov.org OR Projects that involve complete alteration to a front facade or add a substantial vertical addition visible from public rights-of-way (applicable only to Category A*, A & B). | Yes N/A | Yes N/A Missing |

| Applications (completed and signed) | When is it required? | Applicants: <i>is this required as part of your project & submitted?</i> | Planning staff only: <i>verification of submission & completeness</i> |
|---|---|--|---|
| Submit copy of an Application for Article 38 Compliance with proof of receipt from the Department of Public Health. | For new construction, major alteration, or change of use projects located in an Air Pollution Exposure Zone (2022) as identified on PIM THAT ALSO Propose a sensitive use (i.e. childcare, school, senior center, residential uses, and health care facilities). | Yes N/A | Yes N/A Missing |
| Submit copy of the Maher Application with proof of receipt from the Department of Public Health. | Projects on Maher site OR sites suspected of containing potential subsurface soil or groundwater contamination AND requires more than 50 cubic yards of excavation OR change of use from industrial use to residential or institutional uses | Yes N/A | Yes N/A Missing |
| Phase 1 environmental site evaluation AND Documentation of Enrollment in DPH's Maher Program | Projects on Maher site with more than 50 cubic yards of excavation OR Projects proposing a change of use from industrial use to residential or institutional uses. Projects on Cortese sites OR Projects on a site with an existing or former gas station, parking lot, auto repair, dry cleaner, manufacturing use, or a site with current or former underground storage tanks OR AB 2011 applications. | Yes N/A | Yes N/A Missing |

| Applications (completed and signed) | When is it required? | Applicants: <i>is this required as part of your project & submitted?</i> | | Planning staff only: <i>verification of submission & completeness</i> | | |
|--|---|--|-----|---|-----|---------|
| Geotechnical Study | <p>Projects located within a Landslide Hazard Zone, Liquefaction Zone as shown on PIM,</p> <p style="text-align: center;">OR</p> <p>Projects on a lot with an average slope of 25% or greater</p> <p style="text-align: center;">AND</p> <p>Projects involving:</p> <ul style="list-style-type: none"> • construction of a new building; • horizontal additions with increases more than 50%; • vertical additions with increases more than 500 square feet of new roof area; • substantial grading disturbing 5,000 cubic yards of material); • substantial cuts for grading (e.g., 10 feet in vertical height or steep slopes); • a deep foundation system (e.g., piers, piles); or • any grading within a Landslide Hazard Zone or Liquefaction Zone. | Yes | N/A | Yes | N/A | Missing |
| Consultant prepared shadow fan. | <p>Projects over 40 feet in height</p> <p style="text-align: center;">AND</p> <p>If it is known that the Project will cast shadow on a property under the jurisdiction of the Recreation and Parks Department</p> <p>If unknown, this information will be relayed to applicant by Department staff in the response to this submittal.</p> | Yes | N/A | Yes | N/A | Missing |

| Applications (completed and signed) | When is it required? | Applicants: <i>is this required as part of your project & submitted?</i> | | Planning staff only: <i>verification of submission & completeness</i> | | |
|---|--|--|-----|---|-----|---------|
| Childcare pickup and drop off management plan and application | If proposing a childcare facility with 30 or more students or 1,500 sqft or more of new space. | Yes | N/A | Yes | N/A | Missing |
| Major Projects | Projects over 10,000 sqft OR Project proposing more than 25 units. | Yes | N/A | Yes | N/A | Missing |
| Categorical Exemption Certificate Fee | The project involves: <ul style="list-style-type: none"> • 25 units or less; • 10,000 square feet or less of non-residential uses (either as change of use or addition); <p>AND</p> <p>does not require an amendment to the General Plan or Planning Code (e.g. special use district).</p> | Yes | N/A | Yes | N/A | Missing |

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: _____