



## MIXED-USE PROJECT APPLICATION (PRJ)

### FOR LARGE-SCALE COMMERCIAL OR RESIDENTIAL PROJECTS AND PROJECTS WITH MULTIPLE USES

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) is for large scale residential or commercial projects or mixed-use projects.

**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](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.

### 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](mailto: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](mailto:CPC.Intake@sfgov.org).



# MIXED-USE PROJECT APPLICATION (PRJ)

## GENERAL INFORMATION

### Property Information

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Project Address:

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Block/Lot(s):

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### Property Owner's Information

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Name:

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Address:

Email Address:

Telephone:

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### Applicant Information

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Same as above

Name:

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Company/Organization:

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Address:

Email Address:

Telephone:

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Please Select Billing Contact:

Owner

Applicant

Other (see below for details)

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

**Please Select Primary Project Contact:**

Owner

Applicant

Billing

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## 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

### Residential:

Accessory Dwelling Unit State Local Hybrid	Dwelling Unit Legalization Ord. 43-14	Fourplex Density Bonus Exemption	Automotive Housing Density Bonus
Planning Code Section 317 Demolition Conversion Removal	Housing Sustainability District	State Density Bonus (Individually Requested)	Density Bonus Affordable (Assembly Bill 1763)
Senior Housing	Intermediate Length Occupancy Units (ILOs)	Inclusionary Housing Required	HOME-SF
100% Affordable Housing	Permanent Supportive Housing	Housing Tenure Rental Ownership Unknown	

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)	

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	
Other: _____		

Land Use - Residential	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, list all ADUs and include unit type (e.g. studio, 1 bedroom, 2 bedroom, etc.) and the square footage area for each unit.	

## 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						
<b>Documents</b> <i>(completed and signed)</i>	<b>When is it required?</b>	<b>Applicants:</b> <i>is this required as part of your project &amp; submitted?</i>		<b>Planning staff only:</b> <i>verification of submission &amp; completeness</i>		
<a href="#">Project Application</a> (PRJ)	Always	Yes	No	Yes	N/A	Missing
<a href="#">Letter of Authorization</a>	Always	Yes	No	Yes	N/A	Missing
<a href="#">Pre Application Meeting</a> including: <ul style="list-style-type: none"> <li>A copy of the invitation letter noting a phone number, video conferencing link, and an in-person meeting location</li> <li>A list of the neighborhood organizations and individuals invited to the meeting</li> <li>A copy of the sign-in sheet</li> <li>A summary of the discussion from the meeting</li> <li>The affidavit</li> <li>One reduced copy of the plans presented at Pre-App</li> </ul>	<p>Projects subject to 311 Notification that include:</p> <ul style="list-style-type: none"> <li>New Construction;</li> <li>Any vertical addition of 7 feet or more;</li> <li>Any horizontal addition of 10 feet or more; and</li> <li>Decks over 10 feet above grade or within the required rear yard.</li> </ul> <p>Also, the following projects:</p> <ul style="list-style-type: none"> <li>Cannabis retail uses;</li> <li>All Formula Retail uses subject to a Conditional Use Authorization;</li> <li>Community Business Priority Processing (CB3P);</li> <li>Projects in PDR-1-B Districts subject to Section 313; and</li> <li>Local Program ADU(s) that will be constructed under a cantilevered room or deck in the rear yard</li> </ul>	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

<b>Supplemental Documents</b> <i>(completed and signed)</i>	<b>When is it required?</b>	<b>Applicants:</b> <i>is this required as part of your project &amp; submitted?</i>	<b>Planning staff only:</b> <i>verification of submission &amp; completeness</i>
<a href="#">Preliminary Housing Development (SB-330)</a>	<p><b>Required</b> for projects that will:</p> <ul style="list-style-type: none"> <li>• remove,</li> <li>• merge,</li> <li>• convert, or</li> <li>• demolish dwelling units</li> </ul> <p>(per Planning Code Section 317).</p> <p>Optional for all other projects.</p>	Yes    No	Yes    N/A    Missing
<a href="#">First Source Hiring Affidavit</a>	Projects proposing 10 or more units or 25,000 sqft or more of gross commercial floor area.	Yes    No	Yes    N/A    Missing
<a href="#">Prevailing Wage and Apprenticeship Standards Affidavit</a>	Projects that seek to use the Housing Sustainability District program	Yes    No	Yes    N/A    Missing
<a href="#">Reasonable Modification Application</a>	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
<b>Entitlement Applications</b> <i>(dependent on scope, consult Planning Information Counter if unsure)</i>	<b>When is it required?</b>	<b>Applicants:</b> <i>is this required as part of your project &amp; submitted?</i>	<b>Planning staff only:</b> <i>verification of submission &amp; completeness</i>
<a href="#">Conditional Use Authorization</a>	Projects that propose a use that is conditionally permitted.	Yes    No	Yes    N/A    Missing
<a href="#">Variance</a>	Projects that seek an exception from Planning Code Standards (such as rear yard or front setback)	Yes    No	Yes    N/A    Missing
<b>Commercial Projects</b>	<b>When is it required?</b>	<b>Applicants:</b> <i>is this required as part of your project &amp; submitted?</i>	<b>Planning staff only:</b> <i>verification of submission &amp; completeness</i>
<a href="#">Formula Retail Conditional Use Supplemental</a>	For change of use projects with 11+ locations worldwide.	Yes    No	Yes    N/A    Missing
<a href="#">Formula Retail Affidavit</a>	Alterations, new construction, tenant improvements, changes of use or signage to commercial businesses subject to Planning Code <a href="#">Section 303.1</a> .	Yes    No	Yes    N/A    Missing

## PROJECT SUBMISSION CHECKLIST

<b>Commercial Projects</b>	<b>When is it required?</b>	<b>Applicants:</b> <i>is this required as part of your project &amp; submitted?</i>		<b>Planning staff only:</b> <i>verification of submission &amp; completeness</i>		
<a href="#">Flexible Retail Screening and Affidavit</a>	Projects that propose a flexible retail use.	Yes	No	Yes	N/A	Missing
<a href="#">Institutional Master Plan Application</a>	Projects that propose a medical institution or post-secondary educational institution.	Yes	No	Yes	N/A	Missing
<a href="#">Office Allocation Application</a>	Projects that propose to add 25,000 gross sqft of net office space.	Yes	No	Yes	N/A	Missing
<a href="#">Wireless Telecommunications Facilities Supplemental</a>	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
<a href="#">Cannabis Uses Application</a>	Projects that propose a cannabis use.	Yes	No	Yes	N/A	Missing
<b>Residential Projects</b>	<b>When is it required?</b>	<b>Applicants:</b> <i>is this required as part of your project &amp; submitted?</i>		<b>Planning staff only:</b> <i>verification of submission &amp; completeness</i>		
<a href="#">317 Dwelling Unit Removal, Merger, Conversion or Demolition</a>	Projects that will remove, merge, convert or demolish a residential or unauthorized unit.	Yes	No	Yes	N/A	Missing
<a href="#">100% Affordable Housing Bonus Program (AHBP)</a>	100% affordable projects that seek to use this program.	Yes	No	Yes	N/A	Missing
<a href="#">Downtown Residential Project Authorization</a>	Projects greater than 50,000 sqft or 85 ft in height in the RH-DTR Zoning District.	Yes	No	Yes	N/A	Missing
<a href="#">Downtown Large Project Authorization</a>	Most new construction and major alterations in C-3 Zoning.	Yes	No	Yes	N/A	Missing

PROJECT SUBMISSION CHECKLIST						
Residential Projects	When is it required?	Applicants: <i>is this required as part of your project &amp; submitted?</i>		<b>Planning staff only:</b> <i>verification of submission &amp; completeness</i>		
<a href="#">Fourplex Density Bonus in RH Districts</a>	Projects in RH Zoning Districts that seek to exceed the permitted density and elect to use this program.	Yes	No	Yes	N/A	Missing
<a href="#">HOME-SF Supplemental Application</a>	New construction projects providing at least 20% of units as affordable that elect to use this program.	Yes	No	Yes	N/A	Missing
<a href="#">Housing Sustainability District Application</a>	Projects in the Central SoMa HSD that elect to use this program.	Yes	No	Yes	N/A	Missing
<a href="#">In-Kind Agreement Supplemental</a>	Projects in certain Area Plans that elect to satisfy their development impact fees this way.	Yes	No	Yes	N/A	Missing
<a href="#">State Density Bonus Application (Individually Requested)</a>	Projects on sites that principally permit 5 or more residential units and elect to use this program.	Yes	No	Yes	N/A	Missing
<a href="#">Large Project Authorization in Eastern Neighborhoods</a>	Projects in Eastern Neighborhoods MUDs that will exceed 75 feet in height or involve a net addition or new construction of more than 25,000 gross square feet.	Yes	No	Yes	N/A	Missing
<a href="#">Inclusionary Affordable Housing Compliance Affidavit</a>	Projects that propose 10 or more dwelling units.	Yes	No	Yes	N/A	Missing
<a href="#">Anti-Discrimination Housing Policy Affidavit</a>	Projects that propose 10 or more dwelling units.	Yes	No	Yes	N/A	Missing
Commercial or Residential Projects	When is it required?	Applicants: <i>is this required as part of your project &amp; submitted?</i>		<b>Planning staff only:</b> <i>verification of submission &amp; completeness</i>		
<a href="#">Shadow Analysis Supplemental Application</a>	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
<a href="#">Legislative Amendment</a>	Projects that seek to reclassify a parcel, amend the Planning Code, or modify the General Plan.	Yes	No	Yes	N/A	Missing



PROJECT SUBMISSION CHECKLIST						
Commerical or Residential Projects	When is it required?	Applicants: <i>is this required as part of your project &amp; submitted?</i>		<b>Planning staff only:</b> <i>verification of submission &amp; completeness</i>		
<a href="#">Staff Initiated Discretionary Review</a>	For removal of conditions of approval applied through a previous discretionary review.	Yes	No	Yes	N/A	Missing
<a href="#">Coastal Zone Authorization</a>	Projects located in the Coastal Zone.	Yes	No	Yes	N/A	Missing
<a href="#">Transportation Demand Management Supplemental</a>	Projects that propose an addition of : <ul style="list-style-type: none"> <li>• 10 or more dwelling units; or</li> <li>• group housing bedrooms, or</li> <li>• new construction resulting in more than 10,000 sqft of non-residential use, or</li> <li>• change of use of more than 25,000 sqft.</li> </ul>	Yes	No	Yes	N/A	Missing
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 &amp; submitted?</i>		<b>Planning staff only:</b> <i>verification of submission &amp; completeness</i>		
<a href="#">Major Permit to Alter Application</a>	Projects that seek to alter a building designated under Article 11 of the Planning Code.	Yes	No	Yes	N/A	Missing
<a href="#">Minor Permit to Alter Application</a>	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
<a href="#">Certificate of Transfer of Development Rights Application</a>	Projects that seek to transfer development rights from a preservation lot to another lot.	Yes	No	Yes	N/A	Missing
<a href="#">Certificate of Appropriateness Application</a>	Projects that seek to alter a building designated under Article 10 of the Planning Code.	Yes	No	Yes	N/A	Missing
<a href="#">Administrative Certificate of Appropriateness Application</a>	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*

<b>Title Page Requirement</b>	<b>When is it required?</b>	<b>Applicants:</b> <i>is this required as part of your project &amp; submitted?</i>		<b>Planning staff only:</b> <i>verification of submission &amp; completeness</i>		
Written Project Description	Always	Yes	No	Yes	N/A	Missing
Address, Block, Lot	Always	Yes	No	Yes	N/A	Missing
<b>Zoning</b> District, <b>Height and Bulk</b> District, any <b>Special Use</b> 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/structures	Always	Yes	No	Yes	N/A	Missing
Dwelling Unit Mix Breakdown (Number of Studio, One bedrooms etc.)	Residential Projects	Yes	No	Yes	N/A	Missing
Percentage and number of on-site affordable units	Required for projects with 10 or more units. Optional for others.	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

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<b>Site Survey Requirement</b>	<b>When is it required?</b>	<b>Applicants:</b> <i>is this required as part of your project &amp; submitted?</i>	<b>Planning staff only:</b> <i>verification of submission &amp; 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
<b>Streetscape Plan Requirement</b>	<b>When is it required?</b>	<b>Applicants:</b> <i>is this required as part of your project &amp; submitted?</i>	<b>Planning staff only:</b> <i>verification of submission &amp; completeness</i>
<ul style="list-style-type: none"> <li>• Dimensions of existing and proposed sidewalk and curb extensions on plans</li> <li>• Dimensions of existing and proposed curb cuts and on-street loading zones on plans, if applicable</li> <li>• Existing and proposed color curbs</li> <li>• Dimensions of existing and proposed transit stops, if applicable</li> <li>• Existing and proposed streetscape features (e.g. bulbouts, paving materials, trees, tree wells, transit shelters, benches, bike racks)</li> <li>• Adjacent ROW widths and curb-to-curb widths with street names</li> <li>• Locations of existing utility poles and hydrants</li> <li>• Street sections, including dimensions of tree wells and path of travel</li> </ul>	Projects subject to Planning Code Section 138.1 and Admin Code Section 98.1	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?	<b>Applicants:</b> <i>is this required as part of your project &amp; submitted?</i>		<b>Planning staff only:</b> <i>verification of submission &amp; completeness</i>		
<b>Scale:</b> 1/8" = 1' (or 1" = 10' if project is too large).	Always	Yes	No	Yes	N/A	Missing
<b>Separate existing and proposed site plans:</b> showing all buildings on the lot.	Only if exterior changes proposed	Yes	No	Yes	N/A	Missing
<b>Adjacent lots</b> showing full width outlines of all buildings on adjacent properties.	Always	Yes	No	Yes	N/A	Missing
<b>Direction of true north:</b> show project north if it is different from true north.	Always	Yes	No	Yes	N/A	Missing
<b>Dimensions:</b> 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
<b>Landscape and permeable surface:</b> 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
<b>Usable open space:</b> show the dimensions of decks, terraces and yards.	Residential Projects	Yes	No	Yes	N/A	Missing
<b>Curb cuts:</b> existing and proposed curb cuts, curb lines, including both adjacent properties.	If removing or adding parking	Yes	No	Yes	N/A	Missing
<b>Dimensioned setback requirements:</b> Front setback, rear yard and side yard of the subject and adjacent buildings.	Always	Yes	No	Yes	N/A	Missing
<b>Street Names</b>	Always	Yes	No	Yes	N/A	Missing
<b>Street tree:</b> 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*

<b>Floor and Roof Plans Requirement</b>	<b>When is it required?</b>	<b>Applicants:</b> <i>is this required as part of your project &amp; submitted?</i>		<b>Planning staff only:</b> <i>verification of submission &amp; completeness</i>		
<b>Separate existing and proposed floor and roof plans:</b> include adjacent structures	When changes are made to the floor or roof.	Yes	No	Yes	N/A	Missing
<b>Scale:</b> ¼" = 1' (unless project is too large in which case 1/8" = 1' is acceptable).	Always	Yes	No	Yes	N/A	Missing
<b>North Arrow</b>	Always	Yes	No	Yes	N/A	Missing
<b>On all plan views:</b> label the intended use of rooms and areas.	Always	Yes	No	Yes	N/A	Missing
<b>Toters:</b> show location of dedicated space for trash, recycling and compost carts on private property and screened from public view. Visit <a href="http://www.recology.com/recology-san-francisco">www.recology.com/recology-san-francisco</a> for more information.	Always	Yes	No	Yes	N/A	Missing
<b>Laundry and storage:</b> show the locations.	Always	Yes	No	Yes	N/A	Missing
<b>Parking:</b> show dimensions and outlines of all existing and proposed vehicle and bicycle parking.	Always	Yes	No	Yes	N/A	Missing
<b>Electrical Transformers:</b> show the locations.	Always	Yes	No	Yes	N/A	Missing
<b>Roof:</b> 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
<b>Walls:</b> 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
<b>Door and Windows:</b> Existing and Proposed.	Always	Yes	No	Yes	N/A	Missing

## PLAN SUBMITTAL CHECKLIST

*To be reviewed and completed by a design professional*

<b>Building Elevation Requirement</b>	<b>When is it required?</b>	<b>Applicants:</b> <i>is this required as part of your project &amp; submitted?</i>		<b>Planning staff only:</b> <i>verification of submission &amp; completeness</i>		
<b>Separate existing and proposed elevations:</b> 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
<b>Profiles of Adjacent Buildings:</b> 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
<b>Exterior materials:</b> 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
<b>Windows:</b> include dimensions, operation, and material type. Provide plan section detail of new windows.	Only if exterior changes proposed.	Yes	No	Yes	N/A	Missing
<b>Heights:</b> (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?	<b>Applicants:</b> <i>is this required as part of your project &amp; submitted?</i>		<b>Planning staff only:</b> <i>verification of submission &amp; completeness</i>		
<p><b>At least two sections (longitudinal and latitudinal)</b></p> <p><b>Longitudinal:</b> show relation between the street, front property line, subject building, rear yard, and rear property line</p> <p><b>Latitudinal:</b> show relation between subject building and the outline of each adjacent building</p>	Expansions and projects with excavation.	Yes	No	Yes	N/A	Missing
<b>Separate existing and proposed sections</b>	If there is a change in floor to ceiling heights or if excavation is proposed.	Yes	No	Yes	N/A	Missing
<b>Scale:</b> 1/4"=1' (unless the project is too large)	For all sections.	Yes	No	Yes	N/A	Missing
<b>Height datum point:</b> Center line of the building, top of curb	For all sections.	Yes	No	Yes	N/A	Missing
<b>Floor to Ceiling height dimensions</b>	For all sections.	Yes	No	Yes	N/A	Missing
<b>Existing and Proposed Grade</b>	For all sections.	Yes	No	Yes	N/A	Missing
<b>Key section location of floor plans and site plans</b>	For all sections.	Yes	No	Yes	N/A	Missing

## PLAN SUBMITTAL CHECKLIST

*To be reviewed and completed by a design professional*

<b>Additional Requirement</b>	<b>When is it required?</b>	<b>Applicants:</b> <i>is this required as part of your project &amp; submitted?</i>	<b>Planning staff only:</b> <i>verification of submission &amp; completeness</i>		
<b>Renderings</b>	New construction	Yes    No	Yes	N/A	Missing
<b>Photographs</b>	Always	Yes    No	Yes	N/A	Missing
<b>As Built Plans:</b> 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
<b>Demolition Calculations:</b> 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



## PLAN SUBMITTAL CHECKLIST

*To be reviewed and completed by a design professional*

<b>Additional Requirements for State Density Bonus Projects</b>	<b>When is it required?</b>	<b>Applicants:</b> <i>is this required as part of your project &amp; submitted?</i>		<b>Planning staff only:</b> <i>verification of submission &amp; completeness</i>		
Base Density (in gross residential sqft and in number of units)	State Density Bonus Projects	Yes	No	Yes	N/A	Missing
Bonus Density (in gross residential sqft and in number of units)	State Density Bonus Projects	Yes	No	Yes	N/A	Missing
Density Bonus Percentage sought	State Density Bonus Projects	Yes	No	Yes	N/A	Missing
Required Inclusionary Percentage	State Density Bonus Projects	Yes	No	Yes	N/A	Missing
Percentage of onsite affordable units provided, and AMI levels provided at	State Density Bonus Projects	Yes	No	Yes	N/A	Missing
Tenure of project (rental or ownership)	State Density Bonus Projects	Yes	No	Yes	N/A	Missing
Unit mix table (number of units broken down by # of bedrooms for total project and for just on-site affordable units)	State Density Bonus Projects	Yes	No	Yes	N/A	Missing
Waivers Requested	State Density Bonus Projects	Yes	No	Yes	N/A	Missing
Incentives Requested	State Density Bonus Projects	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 &amp; submitted?</i>	<b>Planning staff only:</b> <i>verification of submission &amp; 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: <hr/>	Yes      N/A      Missing
Provide <ol style="list-style-type: none"> <li>1. area on site to be excavated in square feet;</li> <li>2. depth of excavation (including foundation work) in feet; and</li> <li>3. volume of excavation/ disturbance below grade in cubic yards</li> </ol>	Projects proposing ground disturbance.	Yes      N/A  Area (sq. ft): <hr/> Depth (ft): <hr/> Volume (yd <sup>3</sup> ): <hr/>	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 <a href="#">PIM</a> ) 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
<a href="#">Historic Resource Review</a>	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: <a href="mailto:CPC-HRE@sfgov.org">CPC-HRE@sfgov.org</a>  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

<b>Applications (completed and signed)</b>	<b>When is it required?</b>	<b>Applicants:</b> <i>is this required as part of your project &amp; submitted?</i>	<b>Planning staff only:</b> <i>verification of submission &amp; completeness</i>
Submit copy of an <a href="#">Application for Article 38 Compliance</a> 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 <a href="#">PIM</a>  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 <a href="#">Maher Application</a> 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

<b>Applications (completed and signed)</b>	<b>When is it required?</b>	<b>Applicants:</b> <i>is this required as part of your project &amp; submitted?</i>		<b>Planning staff only:</b> <i>verification of submission &amp; completeness</i>		
Geotechnical Study	<p>Projects located within a Landslide Hazard Zone, Liquefaction Zone as shown on <a href="#">PIM</a>,</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"> <li>• construction of a new building;</li> <li>• horizontal additions with increases more than 50%;</li> <li>• vertical additions with increases more than 500 square feet of new roof area;</li> <li>• substantial grading disturbing 5,000 cubic yards of material);</li> <li>• substantial cuts for grading (e.g., 10 feet in vertical height or steep slopes);</li> <li>• a deep foundation system (e.g., piers, piles); or</li> <li>• any grading within a Landslide Hazard Zone or Liquefaction Zone.</li> </ul>	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

<b>Applications (completed and signed)</b>	<b>When is it required?</b>	<b>Applicants:</b> <i>is this required as part of your project &amp; submitted?</i>		<b>Planning staff only:</b> <i>verification of submission &amp; completeness</i>		
<a href="#">Childcare pickup and drop off management plan and application</a>	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"> <li>• 25 units or less;</li> <li>• 10,000 square feet or less of non-residential uses (either as change of use or addition);</li> </ul> AND  does not require an amendment to the General Plan or Planning Code (e.g. special use district).	Yes	N/A	Yes	N/A	Missing

If yes, to any of the questions in the above Environmental screening form, please complete the following checklist.

<b>ENVIRONMENTAL EVALUATION SUBMITTAL CHECKLIST</b>						
<b>Applications (completed and signed)</b>	<b>When is it required?</b>	<b>Applicants:</b> <i>is this required as part of your project &amp; submitted?</i>		<b>Planning staff only:</b> <i>verification of submission &amp; completeness</i>		
<p>Construction duration information and construction equipment list.</p> <p>Please submit estimated hours and number of days per week of construction and construction equipment list as shown in the Project Construction Information Form.</p>	Projects involving demolition and/or new construction.	Yes	N/A	Yes	N/A	Missing
Describe location and timing and provide plans of construction phasing (e.g., phase 1 will consist of XX units on lots A and B, phase 2 will consist of XX square feet of office on lots C and D and shown on plans).	If project involves multiple new building or structures on multiple lots.	Yes	N/A	Yes	N/A	Missing
Describe the location and provide plans with the number and size (horsepower) and engine tier level of stationary sources or mechanical equipment (e.g., fans, cooling towers, HVAC, backup diesel generators, fire pumps) or other noise or air pollutant sources.	<p>Projects over 75 feet in height</p> <p>OR</p> <p>Projects including more than 2 diesel generators</p> <p>OR</p> <p>Projects proposing grocery stores.</p>	Yes	N/A	Yes	N/A	Missing
Describe and provide plans of number of seats and/or standing capacity (maximum occupancy), frequency and hours of entertainment, and locations where amplified noise may occur (music, events, etc.).	Projects proposing Entertainment uses.	Yes	N/A	Yes	N/A	Missing
Submit estimates of number of daily and peak hour vehicle trips broken down by vehicle type (supported by estimates that include breakdown of space by different parcel delivery uses).	Projects proposing Parcel Delivery Service uses	Yes	N/A	Yes	N/A	Missing

## ENVIRONMENTAL EVALUATION SUBMITTAL CHECKLIST

<b>Applications (completed and signed)</b>	<b>When is it required?</b>	<b>Applicants: <i>is this required as part of your project &amp; submitted?</i></b>	<b><i>Planning staff only: verification of submission &amp; completeness</i></b>
Describe location and provide plans of any changes to public facilities (e.g., parks and recreation facilities, pump stations, main (not lateral) sewer lines, etc.).	Projects proposing changes to public facilities or infrastructure (excluding roadways).	Yes    N/A	Yes    N/A    Missing
Driveway and Loading Operations Plan and submit a "Site Circulation Review" fee to SFMTA.  You may elect to select a <a href="#">qualified transportation consultant</a> to prepare the <a href="#">Driveway and Loading Operations Plan</a> .	Projects proposing more than 100,000 net new gross square feet in Central SoMa SUD or Van Ness SUD  OR  Projects proposing more than 100,000 net new gross square feet and requesting a waiver, incentive, variance from off-street loading requirements  OR  Projects involving 25 or more electric vehicle spaces.	Yes    N/A	Yes    N/A    Missing
Consultant prepared wind scope of work.	Projects over 85 ft in height  OR  Projects located within use district with wind criteria  OR  HOME-SF projects	Yes    N/A	Yes    N/A    Missing
<a href="#">Priority Application Processing for Clean Construction Projects Supplemental</a>	Projects seeking priority application processing for clean construction.	Yes    N/A	Yes    N/A    Missing
<a href="#">Better Streets Plan Checklist</a>	Large development sites with new construction or major alterations (see the application to confirm if required for the project).	Yes    N/A	Yes    N/A    Missing

## ENVIRONMENTAL EVALUATION SUBMITTAL CHECKLIST

<b>Applications (completed and signed)</b>	<b>When is it required?</b>	<b>Applicants: <i>is this required as part of your project &amp; submitted?</i></b>	<b><i>Planning staff only: verification of submission &amp; completeness</i></b>
Flood Hazard Zone Protection Checklist with the Department of Building Inspection	Projects located within a FEMA Special Flood Hazard Area (AE, AO, and/or VE Zone)	Yes    N/A	Yes    N/A    Missing
Submit a <a href="#">Tree Removal Permit Process and Application</a> to the Department of Public Works and submit a copy to the Planning Department with this checklist.	Projects that would involve tree removal.	Yes    N/A	Yes    N/A    Missing

### ENVIRONMENTAL FEE UPON SUBMITTAL

Please refer to Planning Department [Fee Schedule](#). However, more factors than those listed here affect Department staff's determination of the appropriate CEQA determination and fee type. Department staff's initial determination may change after reviewing project application and studies, and after conducting any CEQA required consultation processes (e.g., public scoping, public review, tribal consultation), which may result in a refunded fee, increased fee, or additional fee.

Class 1, 3	No fee needed.
Class 32 Categorical Exemption Fee	Projects NOT on Cortese list  AND  less than 75 feet in height  AND  on a site less than 5 acres
Environmental Documentation Determination Fee	Projects located within an Area Plan  OR  Projects that involve more than 25 units  OR  Projects that involve more than 10,000 square feet of non-residential uses  OR  Projects that require an amendment to the General Plan or Planning Code
Addendum Fee	Projects previously analyzed in prior CEQA determination



# 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: \_\_\_\_\_