



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 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), Temporary Use Authorization (TUA), and Modification to Previously Approved Project without Physical Changes application submissions do not need to complete this Project Application. Submit the respective application and any supporting documents to CPC.Intake@sfgov.org.



MIXED-USE 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

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

Are you revising a previously approved project with physical changes: Yes No

If selected "Yes," please complete the following Modified Project Information:

Planning Application No(s)/Motion No(s) of approved project to be modified: _____

Is there a Preliminary Housing Application (SB 330) on file for the approved project? Yes No

GFA of previously approved project: _____

GFA proposed in modified project: _____

% Change in GFA: _____

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 / As-Built	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						
Documents (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>		
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 	Is the project subject to Planning Code Section 311 Neighborhood Notice?	Yes	No	Yes	N/A	Missing
	If yes, if the project involves any of the following scopes of work, a Pre-Application Meeting is required: <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. 	Yes	No	Yes	N/A	Missing
		Yes	No	Yes	N/A	Missing
		Yes	No	Yes	N/A	Missing
	The following project scopes require a Pre-Application Meeting regardless of location: <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

PROJECT SUBMISSION CHECKLIST						
Documents (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>		
Community Outreach 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 the meeting. 	Projects seeking to qualify for the Planning Code Section 317 (c)	Yes	No	Yes	N/A	Missing
	OR					
	Project seeking approval pursuant to the Family and Senior Housing Opportunity Special Use District, Planning Code Section 249.94 (c)(12)	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
Supplemental Documents (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>		
Preliminary Housing Development (SB-330)	Required for projects that will: <ul style="list-style-type: none"> remove, merge, convert, or demolish dwelling units 	Yes	No	Yes	N/A	Missing
	(per Planning Code Section 317).					
	Optional for all other projects.					

PROJECT SUBMISSION CHECKLIST						
Supplemental Documents (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>		
First Source Hiring Affidavit	Projects proposing 10 or more units or 25,000 sqft or more of gross commercial floor area.	Yes	No	Yes	N/A	Missing
Prevailing Wage and Apprenticeship Standards Affidavit	Projects that seek to use the Housing Sustainability District program	Yes	No	Yes	N/A	Missing
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 (dependent on scope, consult Planning Information Counter if unsure)	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>		
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

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>		
Office Allocation Application	Projects that propose to add 25,000 gross sqft of net office space.	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
Cannabis Uses Application	Projects that propose a cannabis use.	Yes	No	Yes	N/A	Missing
Residential 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>		
317 Dwelling Unit Removal, Merger, Conversion or Demolition	Projects that will remove, merge, convert or demolish a residential or unauthorized unit.	Yes	No	Yes	N/A	Missing
317 Exemption Affidavit	Projects that meet the eligibility criteria under Planning Code Section 317(c).	Yes	No	Yes	N/A	Missing
100% Affordable Housing Bonus Program (AHBP)	100% affordable projects that seek to use this program.	Yes	No	Yes	N/A	Missing
Downtown Residential Project Authorization	Projects greater than 50,000 sqft or 85 ft in height in the RH-DTR Zoning District.	Yes	No	Yes	N/A	Missing
Downtown Large Project Authorization	Most new construction and major alterations in C-3 Zoning.	Yes	No	Yes	N/A	Missing
Fourplex Density Bonus in RH Districts	Projects in RH Zoning Districts that seek to exceed the permitted density and elect to use this program.	Yes	No	Yes	N/A	Missing
HOME-SF Supplemental Application	New construction projects providing at least 20% of units as affordable that elect to use this program.	Yes	No	Yes	N/A	Missing
Housing Sustainability District Application	Projects in the Central SoMa HSD that elect to use this program.	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 & submitted?</i>		Planning staff only: <i>verification of submission & completeness</i>		
In-Kind Agreement Supplemental	Projects in certain Area Plans that elect to satisfy their development impact fees this way.	Yes	No	Yes	N/A	Missing
State Density Bonus Application (Individually Requested)	Projects on sites that principally permit 5 or more residential units and elect to use this program.	Yes	No	Yes	N/A	Missing
Large Project Authorization in Eastern Neighborhoods	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
Inclusionary Affordable Housing Compliance Affidavit	Projects that propose 10 or more dwelling units.	Yes	No	Yes	N/A	Missing
Anti-Discrimination Housing Policy Affidavit	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 & submitted?</i>		Planning staff only: <i>verification of submission & completeness</i>		
Shadow Analysis Supplemental Application	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

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/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	According to California State Licensing Board on Design Limitations for Professionals	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
Streetscape Plan 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>
<ul style="list-style-type: none"> • Dimensions of existing and proposed sidewalk and curb extensions on plans • Dimensions of existing and proposed curb cuts and on-street loading zones on plans, if applicable • Existing and proposed color curbs • Dimensions of existing and proposed transit stops, if applicable • Existing and proposed streetscape features (e.g. bulbouts, paving materials, trees, tree wells, transit shelters, benches, bike racks) • Adjacent ROW widths and curb-to-curb widths with street names • Locations of existing utility poles and hydrants • Street sections, including dimensions of tree wells and path of travel 	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?	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
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
Usable open space: show the dimensions of decks, terraces and yards.	Residential Projects	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>		
At least two sections (longitudinal and latitudinal) Longitudinal: show relation between the street, front property line, subject building, rear yard, and rear property line Latitudinal: show relation between subject building and the outline of each adjacent building	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: 1/4"=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.	<p>If vertical addition and significant demolition of at least one additional wall</p> <p style="text-align: center;">OR</p> <p>If horizontal addition with significant demolition of two walls.</p>	Yes	No	Yes	N/A	Missing

PLAN SUBMITTAL CHECKLIST

To be reviewed and completed by a design professional

Additional Requirements for State Density Bonus 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>		
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 & 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 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>OR</p> <p>Projects on a lot with an average slope of 25% or greater</p> <p>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>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); 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.

ENVIRONMENTAL EVALUATION SUBMITTAL CHECKLIST

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>
Construction duration information and construction equipment list. Please submit estimated hours and number of days per week of construction and construction equipment list as shown in the Project Construction Information Form.	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.	Projects over 75 feet in height OR Projects including more than 2 diesel generators OR Projects proposing grocery stores.	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

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>
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
<p>Driveway and Loading Operations Plan and submit a “Site Circulation Review” fee to SFMTA.</p> <p>You may elect to select a qualified transportation consultant to prepare the Driveway and Loading Operations Plan.</p>	<p>Projects proposing more than 100,000 net new gross square feet in Central SoMa SUD or Van Ness SUD</p> <p style="text-align: center;">OR</p> <p>Projects proposing more than 100,000 net new gross square feet and requesting a waiver, incentive, variance from off-street loading requirements</p> <p style="text-align: center;">OR</p> <p>Projects involving 25 or more electric vehicle spaces.</p>	Yes N/A	Yes N/A Missing
Consultant prepared wind scope of work.	<p>Projects over 85 ft in height</p> <p style="text-align: center;">OR</p> <p>Projects located within use district with wind criteria</p> <p style="text-align: center;">OR</p> <p>HOME-SF projects</p>	Yes N/A	Yes N/A Missing
Priority Application Processing for Clean Construction Projects Supplemental	Projects seeking priority application processing for clean construction.	Yes N/A	Yes N/A Missing
Better Streets Plan Checklist	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

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>
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 Tree Removal Permit Process and Application 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	<p>Projects NOT on Cortese list</p> <p style="text-align: center;">AND</p> <p>less than 75 feet in height</p> <p style="text-align: center;">AND</p> <p>on a site less than 5 acres</p>
Environmental Documentation Determination Fee	<p>Projects located within an Area Plan</p> <p style="text-align: center;">OR</p> <p>Projects that involve more than 25 units</p> <p style="text-align: center;">OR</p> <p>Projects that involve more than 10,000 square feet of non-residential uses</p> <p style="text-align: center;">OR</p> <p>Projects that require an amendment to the General Plan or Planning Code</p>
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: _____