

SMALL RESIDENTIAL PROJECT APPLICATION (PRJ)

FOR SMALL RESIDENTIAL / HOME PROJECTS - SIX (6) UNITS OR LESS

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 Accessory Dwelling Units or Dwelling Unit Legalizations that require an intake due to eviction history and Notice of Special Restrictions, 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 residential project, including but not limited to:

- six (6) dwelling units or less,
- accessory dwelling units (ADUs);
- decks,
- · remodels,
- additions,
- façade alterations

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 <u>pic@sfgov.org</u> 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 RESIDENTIAL PROJECT APPLICATION (PRJ)

GENERAL INFORMATION

Property Information				
ProjectAddress:				
Block/Lot(s):				
Property Owner's Informa	tion			
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: E	mail:			Phone:
Please Select Primary Project Conta	act:	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.

PROJ	ECT	DETA	ILS:
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Change of Use New Construction Demolition Facade Alterations ROW Improvements

Additions Legislative/Zoning Lot Line Other: Changes Adjustment-

Adjustment-Subdivision

Residential:

Accessory Dwelling Unit Dwelling Unit Legalization Fourplex Density Bonus Automotive Housing
State Ord. 43-14 Exemption Density Bonus

State Ord Local Hybrid

Ord. 43-14 Exemption Density Bonds

Planning Code Section 317

Demolition Conversion Removal Senior Housing Intermediate Length

Occupancy Units (ILOs)

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
งeneraเ Land Use	Parking GSF		
ceneral and Use	, d.i.iii g eei		
Lar	Residential GSF		
	Dwelling Units - Affordable		
	Dwelling Units - Market Rate		
	Dwelling Units - Total		
	Number of Building(s)		
	Number of Stories		
res	Parking Spaces		
atn	Loading Spaces		
Project Features	Bicycle Spaces		
ect	Car Share Spaces		
Ō	Useable Open Space GSF		
₫	Public Open Space GSF		
	Roof Area GSF - Total		
	Living Roof GSF		
	Solar Ready Zone GSF		
	Other:		
	Studio Units		
	One Bedroom Units		
jal	Two Bedroom Units		
lent	Three Bedroom (or +) Units		
Resid	Group Housing - Rooms		
se - F	Group Housing - Beds		
Land Use - Resident	SRO Units		
Lan	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: is this required as part of your project & submitted?		verifica	ning staf tion of subs completene	mission &	
Project Application (PRJ)	Always	Yes	No	Yes	N/A	Missing	
Letter of Authorization	Always	Yes	No	Yes	N/A	Missing	
 Pre Application Meeting including: A copy of the invitation letter noting a phone number, video conferencing link, and an 	Projects subject to 311 Notification that include: New Construction; Any vertical addition of 7 feet or more;	Yes	No	Yes	N/A	Missing	
 A list of the neighborhood organizations and individuals invited to the 	 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	
 Meeting A copy of the sign-in sheet 	 Also, the following projects: Cannabis retail uses; All Formula Retail uses subject to a Conditional 	Yes	No	Yes	N/A	Missing	
A summary of the discussion from the meeting	Use Authorization;Community BusinessPriority Processing (CB3P);	Yes	No	Yes	N/A	Missing	
The affidavit	Projects in PDR-1-B Districts subject to Section	Yes	No	Yes	N/A	Missing	
One reduced copy of the plans presented at Pre-App	 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	
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 (completed and signed)	When is it required?	Applicants: is this required as part of your project & submitted?	Planning star verification of sub completen	mission &					
Preliminary Housing Development (SB-330)	Required for projects that will:	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 / Housing Programs Applications (dependent on scope, consult Planning Information Counter if unsure)	When is it required?	Applicants: is this required as part of your project & submitted? Planning staff verification of submitted?		n of submission &					
Conditional Use Authorization	Projects that propose a use that is conditionally permitted.	Yes No	Yes N/A	Missing					
Conditional Use Authorization for Large Residential Projects within the Central Neighborhood Special Use District	Projects zoned RH within the Central Neighborhoods Large Residence Special Use District that seek to build or expand a residential building that would result in a dwelling unit with a Gross Floor Area (GFA) exceeding the Floor Area Ratio, or would result in a dwelling unit exceeding 3,000 sq feet of GFA.	Yes No	Yes N/A	Missing					
<u>Variance</u>	Projects that seek an exception from Planning Code Standards (such as rear yard or front setback)	Yes No	Yes N/A	Missing					
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					
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					

PROJECT SUBMISSION CHECKLIST									
Commercial or Residential Projects	When is it required?	Applica is this requ part of your & submit	ired as project	verifica	ning staf tion of subs completene	mission &			
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			
Coastal Zone Authorization	Projects located in the Coastal Zone.	Yes	No	Yes	N/A	Missing			
Projects Altering Historic Buildings (Marked as A*, Article 10 or 11 on PIM)	When is it required?	Applica is this requ part of your & submit	ired as project	verifica	Planning staff only: verification of submission of completeness				
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 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			

To be reviewed and completed by a design professional										
Title Page Requirement	When is it required?	Then is it required? Applicants: is this required as part of your project & submitted?		Planning staff only: verification of submission of completeness						
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				
Dwelling Unit Mix Breakdown (Number of Studio, One bedrooms etc.)	Always	Yes	No	Yes	N/A	Missing				
Percentage and number of onsite affordable 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				

To be reviewed and completed by a design professional									
Site Survey Requirement	Survey Requirement When is it required? When is it required? is this required as part of your project & submitted?		uired as r project &	verifica	ning staf tion of subr completene	mission &			
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: is this required as part of your project & submitted?		Planning staff only: verification of submission & completeness		mission &			
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			

Site Plans Requirement	When is it required?	Applicants: is this required as part of your project & submitted?		verifica	f only: mission & ess	
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.	Always	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

Floor and Roof Plans Requirement	When is it required?	Applicants: is this required as part of your project & submitted?		Planning staff only: verification of submission & completeness		
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: 1/4"=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

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Building Elevation Requirement	When is it required?	is this req part of you submi	quired as r project &	verifica	ning staf tion of sub completene	mission &		
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		

To be reviewed and completed by a design professional									
Sections Requirement	When is it required?	Applicants: is this required as part of your project & submitted?		Planning staff only: verification of submission of completeness					
At least two sections (longitudinal and latitudinal)	Expansions and projects with excavation.	Yes	No	Yes	N/A	Missing			
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									
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			

Additional Requirement	When is it required?	Applicants: is this required as part of your project & submitted?		Planning staff only: verification of submission & completeness		
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	Yes	No	Yes	N/A	Missing
	If horizontal addition with significant demolition of two walls.					

ENVIRONMENTAL EVALUATION SCREENING FORM

All projects must complete this section.

Applications (completed and signed)	When is it required?	Applicants: is this required as part of your project & submitted?	verificat	Planning staff only: verification of submission & completeness	
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	Projects proposing ground disturbance.	Yes N/A Area (sq. ft): Depth (ft):	Yes	N/A	Missing
work) in feet; and 3. volume of excavation/ disturbance below grade in cubic yards		Volume (yd³):			
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	Yes N/A	Yes	N/A	Missing
	Project in Archeological Zone 2 with more than 5 feet and 50 cubic yards of soil disturbance.				
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	Yes N/A	Yes	N/A	Missing
	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).				

Applications (completed and signed)	When is it required?	Applicants: is this required as part of your project & submitted?	Planning staff only: verification of submission & completeness	
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: is this required as part of your project & submitted?	verificat	ning staf ion of sub ompletene	mission &
Geotechnical Study	Projects located within a Landslide Hazard Zone, Liquefaction Zone as shown on PIM, OR	Yes N/A	Yes	N/A	Missing
	Projects on a lot with an average slope of 25% or greater				
	AND Projects involving:				
Consultant prepared shadow fan.	Projects over 40 feet in height AND	Yes N/A	Yes	N/A	Missing
	If it is known that the Project will cast shadow on a property under the jurisdiction of the Recreation and Parks Department If unknown, this information will be relayed to applicant by Department staff in the response to this submittal.				

Applications (completed and signed)	When is it required?	Applicants: is this required as part of your project & submitted?		Planning staff only: verification of submission & completeness		
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: • 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

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:		
Ву:	Date:	