



# Project Review Meeting (PRV)

## Application Submittal Requirements

The Project Review Meeting provides members of the public and Planning Department staff an opportunity to discuss Code requirements, planning processes and Departmental policies related to a specific proposed project.

### IF YOU CURRENTLY HAVE A PROJECT ASSIGNED TO A PLANNER

Schedule a Project Review Meeting directly with your assigned planner.

### QUESTIONS RELATED TO THE PROJECT REVIEW PROCESS

Contact the Project Review Meeting coordinator at [cpc.prv@sfgov.org](mailto:cpc.prv@sfgov.org).

## What to Submit

1. Completed Project Review Meeting application;
2. A PDF set of 11 inch x 17 inch plans that comply with the department's [Plan Submittal Guidelines](#);
3. Photograph(s) of the subject property (if available);

## How to Submit

File your Project Review Meeting application and any supporting documents (i.e. plans and photos) to the following e-mail address: [cpc.prv@sfgov.org](mailto:cpc.prv@sfgov.org). Our Project Review Coordinator will follow-up with payment and scheduling instructions.

**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.

**Tiếng Việt:** Nếu quý vị muốn được hỗ trợ hoàn thành đơn này bằng tiếng Việt, vui lòng gọi 628.652.7550. Xin lưu ý rằng Sở Quy Hoạch cần ít nhất một ngày làm việc để phản hồi.

## Property Information

### APPLICANT INFORMATION

Name: \_\_\_\_\_

Company/Organization: \_\_\_\_\_

Address: \_\_\_\_\_

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

Property Owners' Name: \_\_\_\_\_

### PROPERTY INFORMATION

Project address: \_\_\_\_\_

Blocks/Lot(s): \_\_\_\_\_ Zoning District: \_\_\_\_\_

Height and Bulk Districts: \_\_\_\_\_ How many units does the subject property have? \_\_\_\_\_

## Project Information

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

Additional staff requested for project review meeting:

- Preservation Planner                       Environmental Planner                       Accessory Dwelling Unit \*
- Design Review                                       Citywide Planner (recommended for large projects)

\* For information about preliminary plan review options, see [Accessory Dwelling Unit information at sf.gov](http://sf.gov).

Will this project be publicly funded? (please specify): \_\_\_\_\_

### RELATED BUILDING PERMIT APPLICATIONS

Owner                       Applicant

Other (provide details)

Building permit application number(s): \_\_\_\_\_

Previously contacted department staff: \_\_\_\_\_

## Project and Land Use Tables

If you are not sure of the eventual size of the project, provide the maximum estimates.

### PROJECT FEATURES

Number of dwelling units:	Existing: _____	Proposed: _____	Net change: _____
Commercial square footage:	Existing: _____	Proposed: _____	Net change: _____
Retail square footage:	Existing: _____	Proposed: _____	Net change: _____
Office square footage:	Existing: _____	Proposed: _____	Net change: _____
Number of hotel rooms:	Existing: _____	Proposed: _____	Net change: _____
Industrial square footage:	Existing: _____	Proposed: _____	Net change: _____
Number of parking spaces:	Existing: _____	Proposed: _____	Net change: _____
Other uses square footage:	Existing: _____	Proposed: _____	Net change: _____
Specify Other uses here:	_____		

**For Department Use Only** — application received by Planning Department.

By: \_\_\_\_\_ Date: \_\_\_\_\_