



PRE-APPLICATION MEETING PACKET

This packet consists of instructions for conducting the Pre-Application Meeting.

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.

WHAT IS A PRE-APPLICATION MEETING?

The Pre-Application Meeting is a mandatory form of community outreach conducted by the project sponsor to receive initial feedback regarding certain project types prior to filing a Project Application with the Planning Department. Adjacent neighbors and relevant neighborhood organizations are invited to attend this meeting, which must take place during certain hours of the day and within a certain distance from the project site. The meeting's intention is to initiate neighbor communication and identify issues and concerns early, provide the project sponsor the opportunity to address neighbor concerns about the potential impacts of the project prior to submitting an application, and reduce the number of Discretionary Reviews (DRs) filed.

WHY IS A PRE-APPLICATION MEETING REQUIRED?

The Pre-Application process is required for certain projects subject to [Planning Code Section 311 Notification](#), or as required by other activities listed below. It serves as the first step in the process prior to filing a Project Application with the Planning Department. Those contacted as a result of the Pre-Application process will also receive a formal notice after the project is reviewed by Planning Department staff.

WHEN IS A PRE-APPLICATION MEETING REQUIRED?

If your project requires [Planning Code Section 311 Notification](#), **and** the project involves any of the following scopes of work, a Pre-Application meeting is required:

- 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.

The following projects scopes require a Pre-Application Meeting regardless of location:

- 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;
- Local Program ADU(s) that will be constructed under a cantilevered room or deck in the rear yard;

- Removal of a Residential or Unauthorized Unit, pursuant to Section 317(c)(2)(G); and
- Department staff may request a Pre-Application meeting be conducted for any project.

INSTRUCTIONS FOR REMOVAL OF A RESIDENTIAL OR UNAUTHORIZED UNIT, PURSUANT TO SECTION 317(c)(2)(G)

To qualify for a Conditional Use Authorization exemption to remove a residential or unauthorized unit, the project must be located outside the [Priority Equity Geographies Special Use District](#). You also need to hold a neighborhood meeting, follow the notification rules in Planning Code Sections 317(c)(2)(G) and 333(e)(1), (2)(A), (2)(C), in addition to all other eligibility requirements to qualify for the hearing exemption.

- 1. Posted Notice.** A poster or posters with minimum dimensions of 11 x 17 inches, including the content set forth in subsection 333(d), shall be placed by the project applicant at the subject property and for the entire duration of the 20-day Notification Period.
 - a. One poster shall be required for each full 25 feet of each street frontage of the subject property. For example, 2 posters would be required for a 50-foot street frontage; 3 posters would be required for either a 75-foot frontage or a 99-foot frontage
 - b. Multiple posters shall be spread along the subject street frontage as regularly as possible.
 - c. All required posters shall be placed as near to the street frontage of the property as possible, in a manner that is visible and legible from the sidewalk or nearest public right-of way.
- 2. Mailed Notice.** Written notice with minimum dimensions of 5-1/2 x 8-1/2 inches, including the contents set forth in [Planning Code subsection 333\(d\)](#), specifically:
 - a. Address and block/lot number(s) of the subject property,
 - b. Whether it's a demolition, new construction, alternation, or change of use; and
 - c. Comparison of the existing and proposed conditions, including height, number of stories, dwelling unit count, number of parking spaces, and building use.
 - d. It must also include any proposed Transportation Demand Management (TDM) measures that may be incorporated into the project, as required by [Planning Code Section 169](#).

It shall be mailed to all of the following recipients in a timely manner pursuant to the 20-day Notification Period:

- a. Neighborhood organizations that have [registered with the Planning Department](#); and
- b. All owners and, to the extent practicable, occupants of properties, within no less than 150 feet of the subject property, including the owner(s) and occupant(s) of the subject property, including any occupants of unauthorized dwelling units. Names and addresses of property owners shall be taken from the latest Citywide Assessor's Roll.

INSTRUCTIONS FOR PRE-APPLICATION MEETINGS

Prior to filing any Project Application where Pre-Application is applicable, the applicant must conduct a minimum of one Pre-Application meeting as stated above.

These materials must be submitted to the Planning Department:

All of the following materials must be submitted along with the Project Application for the project in order to verify compliance with the Pre-Application Meeting requirements. If a Pre-Application Meeting is required, Planning Department review will not begin until all the following are received:

- A copy of the invitation letter noting a phone number, video conferencing link, and an in-person meeting location (use attached invitation)

- A list of the neighborhood organizations and individuals invited to the meeting, including the mailing address for each (see instructions below)

- A copy of the sign-in sheet (use attached template)

- A summary of the meeting and a list of any changes made to the project as a result of the neighborhood comments (use attached template)

- The affidavit, signed and dated (use attached template)

- One reduced copy of the plans presented to the neighbors at pre-application meeting, labeled as "Pre-Application Plans"

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.

This meeting must be held in accordance with the following rules.

These groups and individuals must be invited to the meeting:

- Invite all Neighborhood Organizations for the neighborhood(s) in which the project site is located, as defined on the [Planning Department Neighborhood Groups Map](#). Enter “Neighborhood Groups Map” into the search bar on [sfplanning.org](#). Then, click on the relevant neighborhood on the map, and click on the “Neighborhood Contact List” link to download the list of neighborhood organizations in a spreadsheet format. Be sure to view the list for the appropriate neighborhood(s) by using the tabs at the bottom of the spreadsheet. If the property is located on the border of two or more neighborhoods, you must invite all bordering neighborhood organizations.
- Invite all owners and residents of properties that are abutting (next to), and directly across the street from, the project site. If the project site is on a corner, you must also invite owners and occupants of the properties across both streets, and the corner property diagonally across the intersection. To find the address of abutting properties, go to the online [San Francisco Property Information Map](#), search for the address of the project site, and click on each of the abutting properties to find the address and block/lot number of the property. The list of property owners should be based on the latest citywide property tax roll, which is available at the Office of the Treasurer and Tax Collector, City Hall, Room 140, Carlton B Goodlett Pl. You must also invite all residents of the abutting properties by mailing an invitation to each property addressed to “Residents”. Be sure to mail to each unit separately, if there are more than one unit on the property.
- Note that projects in PDR-1-B districts subject to Sec. 313 require mailing to owners and residents of properties within a 300 foot radius. Refer to the Neighborhood Notification handout, available at [sfplanning.org](#), for clarification.
- Invitations must be sent at least 14 calendar days before the meeting. One copy of the invitation letter must be mailed to the project sponsor as proof of mailing. Invitations The postal date stamp will serve as record of timely mailing.
- You may have a private drafting or mailing service generate the correct mailing list for you, for a fee that varies by firm. The following businesses have indicated that they provide professional notification services. This listing does not constitute an endorsement. Other professionals can also perform this work and can be added to this list upon request:

Javier Solorzano
(415) 724-5240
Javier131064@yahoo.com

Radius Services
(415) 391-4775
radiusservices@sfradius.com

Notice This
(650) 814-6750
cliff4mir@msn.com

Notificationmaps.com
(866) 752-6266
Sales@notificationmaps.com

Pre-Application Meetings must be conducted in a hybrid manner. The applicant should include a phone number, video conferencing link, and an in-person meeting location on the Pre-Application notice. The meeting must be conducted at one of these places:

The project site; or

- An alternate location within a one-mile radius of the project site (i.e. community center, coffee shop, etc.); or
- The project sponsor may opt to have a Pre-Application Meeting held at the Planning Department instead of the project site, for a fee. A planner will be available for questions. Please see the Department Facilitated Pre-Application Meeting form at sfplanning.org for more information.

The meeting must be held within specific timeframes and meet certain requirements:

- Meetings are to be conducted between 6:00 p.m. - 9:00 p.m., Mon.-Fri.; or between 10:00 a.m. - 9:00 p.m., Sat-Sun. If the Project Sponsor has selected a Pre-Application Meeting held at the Planning Department, this meeting will be conducted during regular business hours.
- A sign-in sheet must be used in order to verify attendance. Note if no one attended.
- Preliminary plans must be available at the meeting that include the height and depth of the subject building and its adjacent properties, and dimensions must be provided to help facilitate discussion, even if utilizing SB-1214. Neighbors may request copies of the plans from the Project Sponsor by checking the “please send me plans” box on the sign-in sheet, and the Project Sponsor shall provide copies upon such request.
 - If utilizing [SB-1214](#), a reduced plan set including a massing diagram and site plan must be provided to the neighbors upon such request. Electronic copies of the plans will not be available. If the member of the public wishes to view the original plans, they may do so at the Planning Department by contacting the assigned planner.
- Questions and concerns by attendees, and responses by Project Sponsor, if any, must be noted.

Note: When the subject lot is a corner lot, the notification area shall further include all properties on both block faces across from the subject lot, and the corner property diagonally across the street.

For more information, you can call the Planning counter at 628.652.7300 or email pic@sfgov.org where planners are able to assist you.

Please download and save the application to your computer before filling it out.

NOTICE OF PRE-APPLICATION MEETING

Date: _____

Dear Neighbor:

You are invited to a neighborhood Pre-Application meeting to review and discuss the development proposal at _____, cross street(s) _____ (Block/Lot#: _____; Zoning: _____), in accordance with the San Francisco Planning Department's Pre-Application procedures. The Pre-Application meeting is intended as a way for the Project Sponsor(s) to discuss the project and review the proposed plans with adjacent neighbors and neighborhood organizations before the submittal of an application to the City. This provides neighbors an opportunity to raise questions and discuss any concerns about the impacts of the project before it is submitted for the Planning Department's review. Once a Building Permit has been submitted to the City, you may track its status at <https://sf.gov/dbi>.

The Pre-Application process serves as the first step in the process prior to filing a Project Application with the Planning Department. Those contacted as a result of the Pre-Application process will also receive formal notification from the city after the project is submitted and reviewed by Planning Department staff.

A Pre-Application meeting is required because this project includes (check all that apply):

- ☐ New Construction subject to Section 311;
- ☐ Any vertical addition of 7 feet or more subject to Section 311;
- ☐ Any horizontal addition of 10 feet or more subject to Section 311;
- ☐ Decks over 10 feet above grade or within the required rear yard subject to Section 311;
- ☐ All Formula Retail uses subject to a Conditional Use Authorization;
- ☐ PDR-1-B, Section 313;
- ☐ Local Program ADU(s) that will be constructed under a cantilevered room or deck in the rear yard;
- ☐ Community Business Priority Processing Program (CB3P);
- ☐ Removal of a Residential or Unauthorized Unit, pursuant to Section 317(c)(2)(G)

The development proposal is to: _____

Existing # of dwelling units: _____	Proposed: _____	Permitted: _____
Existing bldg square footage: _____	Proposed: _____	Permitted: _____
Existing # of stories: _____	Proposed: _____	Permitted: _____
Existing bldg height: _____	Proposed: _____	Permitted: _____
Existing bldg depth: _____	Proposed: _____	Permitted: _____

MEETING INFORMATION:

Property Owner(s) name(s): _____

Project Sponsor(s): _____

Contact information (email/phone): _____

In-Person Meeting Address*: _____

Video Conferencing Link: _____

Audio Conference Phone Number and ID : _____

Date of meeting: _____ Time of meeting**: _____

* Pre-Application Meetings must be conducted in a hybrid manner. The applicant should include a phone number, video conferencing link, and an in-person meeting location on the Pre-Application notice. The meeting location should be conducted at the project site or within a one-mile radius, unless the Project Sponsor has requested a Department Facilitated Pre-Application Meeting, in which case the meeting will be held at the Planning Department offices, at 49 South Van Ness Avenue, Suite 1400.

**Weeknight meetings shall occur between 6:00 p.m. - 9:00 p.m. Weekend meetings shall be between 10:00 a.m. - 9:00 p.m, unless the Project Sponsor has selected a Department Facilitated Pre-Application Meeting.

If you have questions about the San Francisco Planning Code, Residential Design Guidelines, or general development process in the City, email the Planning counter at the Permit Center at pic@sfgov.org. You may also find information about the San Francisco Planning Department and on-going planning efforts at sfplanning.org.

NOTIFICACIÓN PARA LA REUNIÓN PREVIA A LA SOLICITUD

Fecha: _____

Estimado vecino:

Le invitamos a una reunión vecinal previa a la presentación de una solicitud de un proyecto para revisar y hablar sobre la propuesta de urbanización en _____, Calles que cruzan _____ Bloque/Número de lote: _____

; Distrito de zonificación: _____, de acuerdo con los procedimientos previos a la presentación de una solicitud del Departamento de Planificación de San Francisco. El propósito de la reunión previa a la presentación de una solicitud es que el patrocinador o patrocinadores del proyecto hablen sobre el proyecto y revisen los planos propuestos con los vecinos y organizaciones vecinales colindantes o adyacentes al proyecto antes de presentar una solicitud a la Ciudad. De esta manera los vecinos tienen la oportunidad de hacer preguntas y debatir sobre sus preocupaciones acerca del impacto del proyecto antes de que se envíe al Departamento de Planificación para que lo revise. Una vez que se haya presentado un permiso de construcción a la Ciudad, usted puede hacer un seguimiento en <https://sf.gov/dbi>.

El proceso previo a la solicitud es el primer paso antes de presentar una solicitud de un proyecto ante el Departamento de Planificación. Las personas que hayan sido contactadas como resultado del proceso previo a la solicitud también recibirán una notificación formal de parte de la ciudad después de que el proyecto haya sido presentado y revisado por el personal del Departamento de Planificación.

La reunión previa a la presentación de una solicitud debe hacerse porque este proyecto incluye (marque todas las que correspondan):

- ☐ Construcción nueva sujeta a la Sección 311;
- ☐ Una ampliación vertical de 7 pies o más sujeta a la Sección 311;
- ☐ Una ampliación horizontal de 10 pies o más sujeta a la Sección 311;
- ☐ Plataformas de más de 10 pies por encima de un desnivel o en el espacio obligatorio de una yarda posterior sujetas a la Sección 311;
- ☐ Todos los usos de los establecimientos Formula Retail sujetos a una Autorización de Uso Condicional;
- ☐ PDR-1-B, sección 313;
- ☐ Unidades de viviendas acesorias (ADU por sus siglas en inglés) del Programa Local que se construirán debajo de una habitación en voladizo o una cubierta en la parte posterior del lote;
- ☐ Programa de Procesamiento Prioritario de Negocios Comunitarios (CB3P);
- ☐ Eliminación de una unidad residencial o una unidad no autorizada, de conformidad con la Sección 317(c)(2)(G).

La propuesta de urbanización es: _____

Núm. de unidades de vivienda existentes: _____	Propuesta: _____	Permitido: _____
Pies cuadrados del edificio existente: _____	Propuesta: _____	Permitido: _____
Núm. de pisos existentes: _____	Propuesta: _____	Permitido: _____
Altura del edificio existente: _____	Propuesta: _____	Permitido: _____
Profundidad del edificio existente: _____	Propuesta: _____	Permitido: _____

Información de la reunión

Nombres de los propietarios: _____

Patrocinadores/representantes del proyecto: _____

Información de contacto (correo electrónico/teléfono): _____

Dirección de reunión en persona*: _____

Enlace de videoconferencia: _____

Número de teléfono e identificación de la audioconferencia: _____

Fecha de la reunión: _____ Hora de la reunión:**: _____

*Las Reuniones Previas a la Solicitud deben realizarse de manera híbrida. El solicitante debe incluir un número de teléfono, un enlace de videoconferencia y un lugar de reunión en persona en el aviso de solicitud previa. La reunión debe hacerse en la ubicación del proyecto o en un radio de una milla, a menos que el patrocinador del proyecto haya solicitado una reunión previa a la solicitud organizada por el departamento, en cuyo caso la reunión se llevará a cabo en las oficinas del Departamento de Planificación, en 49 South Van Ness Avenue, Suite 1400.

**Las reuniones por la noche de lunes a viernes serán entre las 6:00 p.m. - 9:00 p.m. Las reuniones los fines de semana serán entre las 10:00 a.m. - 9:00 p.m., a menos que el patrocinador del proyecto haya seleccionado una reunión previa a la solicitud organizada por el departamento.

Si tiene preguntas sobre el Código de Planificación de San Francisco, las Pautas de Diseño Residencial o sobre el proceso general de urbanización en la Ciudad, envíe un correo electrónico al mostrador de Planificación del Centro de Permisos en pic@sfgov.org. También puede encontrar información sobre el Departamento de Planificación de San Francisco y sobre proyectos en curso en sfplanning.org.

項目預申請會議通知

日期：_____

親愛的鄰居：

我們邀請您參加社區項目預申請會議，以根據：_____，橫街 (cross street(s))：

_____ 區塊 / 批次編號 (Block/Lot#)：_____；土地分區 (Zoning)：

_____，三藩市規劃局的預申請程序審查與討論開發提案。預申請會議的目的是讓項目專案發起人在向政府提交申請之前，與鄰近鄰里和社區組織討論項目專案並審查擬議計畫和圖紙。這為鄰里提供一個機會能在專案提交給規劃局審查之前提出問題並討論有關專案影響的任何問題。建築許可證 (Building Permit) 一旦提交給市政府，您便可以在 <https://sf.gov/dbi> 上追蹤其狀態。

預申請流程是向規劃局提交專案申請前的第一步。由於預申請流程而聯絡到的人也將在專案提交規劃局工作人員審查後收到市政府的正式通知。

需要召開預申請會議是因為此專案包括 (勾選所有適用項)：

- ☐ 受第 311 節規定約束的新建工程；
- ☐ 受第 311 節規定約束的垂直增加 7 英尺或以上的施工；
- ☐ 受第 311 節規定約束的水平增加 10 英尺或以上的施工；
- ☐ 受第 311 節規定約束的高於地面 10 英尺或在規定的後院內的陽台；
- ☐ 需要有條件使用授權的所有連鎖零售商店零售用途；
- ☐ PDR-1-B 分區，第 313 節；
- ☐ 將在後院的懸臂式房間或陽臺下建造的本地 ADU 計劃；
- ☐ 社區商業優先順序處理計畫 (CB3P)。
- ☐ 根據第 317(c)(2)(G) 條，拆除住宅或未經授權的單元

開發提案是為了：_____

現有住宅單元數：_____	提議擬議：_____	許可：_____
現有建築面積：_____	提議擬議：_____	許可：_____
現有樓層數：_____	提議擬議：_____	許可：_____
現有建築高度：_____	提議擬議：_____	許可：_____
現有建築深度：_____	提議擬議：_____	許可：_____

會議資訊

物業業主姓名：_____

專案發起人/代表：_____

聯絡資訊 (電子郵件/電話)：_____

面對面會議地址：* _____

視頻會議鏈接：_____

音頻會議電話號碼和 ID：_____

會議日期：_____ 會議時間：**：_____

* 項目預申請會議必須以混合方式進行。申請人應在通知中提供電話號碼、視頻會議鏈接和面對面會議地點。會議應在專案地點或方圓一英里範圍內舉行，除非專案發起人要求召開「規劃局協助召開預申請會議」，如果是這樣，則會議將在規劃局辦公室舉行，地址為 49 South Van Ness Avenue, Suite 1400。

** 工作日會議應在下午 6:00 至晚上 9:00 之間舉行。週末會議應在上午 10:00 至晚上 9:00 之間舉行，除非專案發起人選擇規劃局協助召開預申請會議。

如果您對《三藩市規劃法規》、《住宅設計指導規範》或城市總體開發流程有任何疑問，請傳送電子郵件至 pic@sfgov.org 與許可證核發中心的規劃櫃檯聯絡。您也可以在 sfplanning.org 網站上查閱關於三藩市規劃局和正在進行的規劃工作的資訊。

AFFIDAVIT OF CONDUCTING A PRE-APPLICATION MEETING

I, _____, do hereby declare as follows:

1. I have conducted a Pre-Application Meeting for the proposed new construction, alteration or other activity prior to submitting a Project Application with the Planning Department in accordance with Planning Commission Pre-Application Policy.
2. The meeting was conducted at _____ (location/address) on _____ (date) from _____ (time).
3. I have included the mailing list, meeting invitation and postmarked letter, sign-in sheet, issue/response summary, and reduced plans with the entitlement Application. I understand that I am responsible for the accuracy of this information and that erroneous information may lead to suspension or revocation of the permit.
4. I have prepared these materials in good faith and to the best of my ability.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

EXECUTED ON THIS DAY, _____, 20____ IN SAN FRANCISCO.

Signature

Name (type or print)

Relationship to Project (e.g. Owner, Agent)
(if Agent, give business name & profession)

Project Address

PRE-APPLICATION MEETING SIGN-IN SHEET

Meeting Date: _____

Meeting Time: _____

Meeting Address: _____

Project Address: _____

Property Owner Name: _____

Project Sponsor/Representative: _____

Please print your name below, state your address and/or affiliation with a neighborhood group, and provide your phone number. Providing your name below does not represent support or opposition to the project; it is for documentation purposes only.

	NAME/ORGANIZATION	ADDRESS	PHONE #	EMAIL	SEND SITE AND MASSING PLANS
1.	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____
4.	_____	_____	_____	_____	_____
5.	_____	_____	_____	_____	_____
6.	_____	_____	_____	_____	_____
7.	_____	_____	_____	_____	_____
8.	_____	_____	_____	_____	_____
9.	_____	_____	_____	_____	_____
10.	_____	_____	_____	_____	_____
11.	_____	_____	_____	_____	_____
12.	_____	_____	_____	_____	_____
13.	_____	_____	_____	_____	_____
14.	_____	_____	_____	_____	_____
15.	_____	_____	_____	_____	_____
16.	_____	_____	_____	_____	_____

SUMMARY OF DISCUSSION FROM THE PRE-APPLICATION MEETING

Meeting Date: _____

Meeting Time: _____

Meeting Address: _____

Project Address: _____

Property Owner Name: _____

Project Sponsor/Representative: _____

Please summarize the questions/comments and your response from the Pre-Application meeting in the space below. Please state if/how the project has been modified in response to any concerns.

Question/Concern #1 by (name of concerned neighbor/neighborhood group): _____

Project Sponsor Response: _____

Question/Concern #2: _____

Project Sponsor Response: _____

Question/Concern #3: _____

Project Sponsor Response: _____

Question/Concern #4: _____

Project Sponsor Response: _____
