



## 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](mailto:pic@sfgov.org) where planners are able to assist you.

**Español:** Si desea ayuda sobre cómo llenar esta solicitud en español, por favor llame al 628.652.7550. Tenga en cuenta que el Departamento de Planificación requerirá al menos un día hábil para responder.

中文：如果您希望獲得使用中文填寫這份申請表的幫助，請致電628.652.7550。請注意，規劃部門需要至少一個工作日來回應。

**Filipino:** Kung gusto mo ng tulong sa pagkumpleto ng application na ito sa Filipino, paki tawagan ang 628.652.7550. Paki tandaan na mangangailangan ang Planning Department ng hindi kukulangin sa isang araw na pantrabaho para makasagot.

### 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 on; 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) that are 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?

- Projects subject to 311 Notification that include:
  - New Construction;
  - Any vertical addition of 7 feet or more;
  - Any horizontal addition of 10 feet or more;
  - Decks over 10 feet above grade or within the required rear yard;
- 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
- Department staff may request a Pre-Application meeting be conducted for any project.

## **INSTRUCTIONS FOR PRE-APPLICATION MEETINGS**

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

Additionally, if the project will be required to submit a Transportation Demand Management (TDM) Plan pursuant to Planning Code Section 169, the Project Sponsor must discuss potential TDM Measures that may be incorporated into the project.

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 letter mailed to neighbors and neighborhood organizations (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”

**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 [www.sfplanning.org](http://www.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 ([propertymap.sfplanning.org](http://propertymap.sfplanning.org)), 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 [www.sfplanning.org](http://www.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:

Build CADD  
3515 Santiago Stree  
San Francisco, CA 94116  
(415) 759-8710

Javier Solorzano  
3288 - 21st Street #49  
San Francisco, CA 94110  
(415) 724-5240, [Javier131064@yahoo.com](mailto:Javier131064@yahoo.com)

Notificationmaps.com  
Barry Dunzer  
(866) 752-6266  
[www.notificationmaps.com](http://www.notificationmaps.com)

Ted Madison Drafting  
P.O. Box 8102  
Santa Rosa, CA 95407  
(707) 228-8850, [tmadison@pacbell.net](mailto:tmadison@pacbell.net)

Radius Services  
1221 Harrison Street #18  
San Francisco, CA 94103  
(415) 391-4775, [radiusservices@sfradius.com](mailto:radiusservices@sfradius.com)

Notice This  
(650) 814-6750

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 [www.sfplanning.org](http://www.sfplanning.org) for more information.

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

- Meetings are to be conducted within 6:00 p.m. -9:00 p.m., Mon.-Fri.; or within 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. Neighbors may request reduced 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 reduced copies upon such request.
- 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.

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

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 [www.sfgov.org/dbi](http://www.sfgov.org/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;
- Community Business Priority Processing Program (CB3P).

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): \_\_\_\_\_

Meeting Address\*: \_\_\_\_\_

Date of meeting: \_\_\_\_\_ Time of meeting\*\*: \_\_\_\_\_

\*The meeting (video call and local or toll-free phone number during COVID) 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](mailto:pic@sfgov.org). You may also find information about the San Francisco Planning Department and on-going planning efforts at [www.sfplanning.org](http://www.sfplanning.org).

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

\_\_\_\_\_  
 \_\_\_\_\_