



# REQUEST FOR DEPARTMENT FACILITATED PRE-APPLICATION MEETING

## APPLICATION SUBMITTAL REQUIREMENTS

The [Pre-Application Process](#) is required for certain alterations and new construction projects located in all zoning districts subject to [Section 311 Notification](#). A Pre-Application meeting must occur prior to the filing of any entitlement or building permit applications. Projects with the following scopes of work are subject to the pre-application procedures described in this packet:

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;

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

The Project Sponsor may opt to have a Planning Department Facilitated Pre-Application Meeting instead of a meeting on or proximate to the proposed project site. The meeting will be held at the Planning Department during regular business hours for one hour. The Project Sponsor is required to perform the mailing and noticing requirements as outlined in the Pre-Application packet. A planner will attend to answer questions about the Planning Code and review process, but will not discuss the Department's position on the proposal.

If you have any questions related to this application, please send an email to the Project Review Meeting Coordinator

### WHAT TO SUBMIT:

1. One (1) original of this application signed by owner or agent, with all blanks filled in;
2. A credit card or check made payable to the "San Francisco Planning Department" for the required application fee (See [Fee Schedule](#)).

### HOW TO SUBMIT

To file your Request for Department Facilitated Pre-Application Meeting application and materials, please email a completed copy to [cpc.prv@sfgov.org](mailto:cpc.prv@sfgov.org).

Once the Department reviews the completed application, you will receive an email requesting an electronic payment.

**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.



# REQUEST FOR DEPARTMENT FACILITATED PRE-APPLICATION MEETING

## Applicant or Requestor Information

Name:

Email Address:

Address:

Telephone:

## Property Information

Project Address:

Block/Lot(s):

## Project Description:

Please provide a narrative project description that summarizes the project and its purpose. See Attachment

# APPLICANT OR REQUESTOR’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.

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Signature		Name (Printed)
<hr/>	<hr/>	<hr/>
Relationship to Project <small>(i.e. Owner, Architect, etc.)</small>	Phone	Email

For Department Use Only

Application received by Planning Department:

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

Name of Planner Assigned: \_\_\_\_\_