



PRIORITY PROCESSING PROGRAM FOR CERTAIN COMMERCIAL USES

CHECKLIST FOR ELIGIBILITY

The Priority Processing program for certain commercial uses streamlines the Conditional Use process for certain small and mid-sized businesses applications.

Projects that qualify for, and enroll in, the Priority Processing program are guaranteed (1) a hearing date within 90 days of filing a complete application and (2) placement on the Planning Commission's consent calendar. The analysis of Priority Processing program projects is documented through a two-page Project Summary and Motion ("PS&M") rather than the lengthier Executive Summary and Draft Motion documents prepared in connection with conventional applications.

WHAT TO SUBMIT:

1. One (1) complete checklist (available on the next page) documenting eligibility for participation.

After receiving status of the submitted Priority Processing program Checklist, please follow the submittal instructions in the [Conditional Use Authorization supplemental](#) application.

HOW TO SUBMIT:

Please send an email request along with the intake appointment request form and the Priority Processing program Checklist for Eligibility to: CPC.Intake@sfgov.org.

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.

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.



PRIORITY PROCESSING PROGRAM CHECKLIST FOR ELIGIBILITY

Property Information

Project Address:

Record Number and/or Building Permit Number:

Name of Business (if known):

Project Description

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

See Attachment

Confirm Compliance with Each Criterion by Checking the Boxes Below		
	First Story	The proposed use would be located on the first story or below, or it would operate on the first or second floors.
	Formula Retail with less than 20 Establishments	The application does not seek to establish a Formula Retail use with 20 or more establishments.
	Location	The proposed business is not located within the Calle 24 Special Use District (PC 249.59), North Beach Neighborhood Commercial District (PC 722), or North Beach Special Use District (PC 780.3).
	Storefront Consolidation	The application does not seek to consolidate multiple tenant spaces (e.g. storefronts), regardless of any vacancy, into a lesser number of tenant spaces.
	Loss of Dwellings	The application does not seek to remove any dwelling units or unauthorized units.
	Nature of Work	The proposed work involves only a change of use, tenant improvement or similar interior or store-front work. No building expansion or new construction is involved.
	Nature of Use	The application involves only non-residential uses and does not seek to establish or expand any of the following: <ul style="list-style-type: none">• Adult Entertainment Establishment• Cannabis Retail• Drive-Up Facility• Fringe Financial Service• Off-Street Parking beyond as-of-right quantity• Tobacco Paraphernalia Establishment• Wireless Telecommunications Site ("WTS")

APPLICANT'S DECLARATION

I hereby attest under penalty of perjury that the information I have provided is true and correct to the best of my knowledge, that I intend to complete the project described herein in compliance with the eligibility requirements of the CB3P Program, that I have read and understood this form, and that I am (a) the property owner or authorized agent of the property owner, (b) familiar with the property, and (c) able to provide accurate and complete information. I understand that knowingly or negligently providing false or misleading information may lead to denial or rescission of my permit and/or other authorization and may constitute a violation of the San Francisco Municipal Code, which can lead to criminal and/or civil legal action along with the imposition of administrative fines.

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.

Signature

Name (Printed)

Date

Phone Number

Email Address

For Department Use Only

Check One:

ENROLLED

By: _____

Date: _____

NOT ENROLLED

STATE REASON:

By: _____

Date: _____