



# PUBLIC PROJECT APPLICATION

The purpose of the Public Project Application is to collect all relevant information necessary for the Planning Department to appropriately conduct environmental review for a public agency project that does not require an entitlement decision from the San Francisco Planning Commission and/or review of a building permit by the department’s Current Planning division. Unless otherwise specified by your liaison at Environmental Planning, please submit a completed Public Project Application, along with necessary materials to [CPC.EPIntake@sfgov.org](mailto:CPC.EPIntake@sfgov.org).

For projects requiring an entitlement and/or review by the department’s Current Planning division, please complete a regular Project Application and submit according to the submittal instructions outlined in the application.

Once a project is received, you will be contacted regarding payment and/or any additional materials necessary. When payment and/or all missing materials are received, you will receive an email with the ENV case number and contact information for the assigned planner.

## PROJECT INFORMATION

### Property Information

ProjectAddress:

Block/Lot(s):

### Applicant Information

Public Agency:

Name:

Telephone:

Email Address:

## REQUIRED MATERIALS

Electronic set of plans (11x17) Please see the Department’s Plan Submittal Guidelines for more information.

Photos of proposed work areas/project site.

Necessary background reports and supplemental applications (specified in Environmental Evaluation Screening Form)

MTA only: Synchro data for lane reductions and traffic calming projects.

## PROJECT INFORMATION

### PROJECT DESCRIPTION:

Please provide a narrative project description that summarizes the project and its purpose. If additional space is necessary, please attach a separate document with a complete project description.

## APPROVAL ACTION

In accordance with Chapter 31 of the San Francisco Administrative Code, an appeal of an exemption determination can only be filed within 30 days of the project receiving the first approval action.

### Project Approval Action:

Will the approval action be taken at a noticed public hearing?      Yes      No

\*If YES is checked, please see below. \*\*Email CPC.EPIntake@sfgov.org the date of approval

### IF APPROVAL ACTION IS TAKEN AT A NOTICED PUBLIC HEARING, INCLUDE THE FOLLOWING CALENDAR LANGUAGE:

#### End of Calendar:

CEQA Appeal Rights under Chapter 31 of the San Francisco Administrative Code. If the Commission approves an action identified by an exemption or negative declaration as the Approval Action (as defined in S.F. Administrative Code Chapter 31, as amended, Board of Supervisors Ordinance Number 161-13), then the CEQA decision prepared in support of that Approval Action is thereafter subject to appeal within the time frame specified in S.F. Administrative Code Section 31.16. Typically, an appeal must be filed within 30 calendar days of the Approval Action. For information on filing an appeal under Chapter 31, contact the Clerk of the Board of Supervisors at City Hall, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102, or call (415) 554-5184. If the Department's Environmental Review Officer has deemed a project to be exempt from further environmental review, an exemption determination has been prepared and can be obtained on-line at <http://sf-planning.org/index.aspx?page=3447>. Under CEQA, in a later court challenge, a litigant may be limited to raising only those issues previously raised at a hearing on the project or in written correspondence delivered to the Board of Supervisors, Planning Commission, Planning Department or other City board, commission or department at, or prior to, such hearing, or as part of the appeal hearing process on the CEQA decision. Individual calendar items: This proposed action is the Approval Action as defined by S.F. Administrative Code Chapter 31.


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## ENVIRONMENTAL EVALUATION SCREENING FORM


This form will determine the level environmental review is required. You will be contacted by CPC.EPIntake@sfgov.org with a payment request and planner contact information.

If you are submitting an application for entitlement, please submit the Project Application with either Building Permit or Entitlement Intake Appointment.

Environmental Topic	Information	Applicable to Proposed Project?	Notes/Requirements
<b>1a. General</b>	Estimated construction duration (months):	N/A	
<b>1b. General</b>	Does the project involve replacement or repair of a building foundation? If yes, please provide the foundation design type (e.g., mat foundation, spread footings, drilled piers, etc.)	Yes    No	
<b>1c. General</b>	Does Chapter 29 of the San Francisco Administrative Code apply to the proposed project?	Yes    No	If yes, please attach feasibility study to application. If applicant is unclear about Chapter 29 applicability, please contact the city attorney assigned to advise your agency.  Planning will not accept the application without applicant verification that Chapter 29 does not apply, or a completed feasibility study.
<b>2a. Transportation</b>	Does the project involve a child care facility or school with 30 or more students, or a location 1,500 square feet or greater?	Yes    No	If yes, submit an Environmental Supplemental- <a href="#">School and Child Care Drop-Off &amp; Pick-Up Management Plan</a> .
<b>2b. Transportation</b>	Would the project involve the intensification of or a substantial increase in vehicle trips at the project site or elsewhere in the region due to autonomous vehicle or for-hire vehicle fleet maintenance, operations, or charging?	Yes    No	
<b>3. Shadow</b> 	Would the project result in any construction over 40 feet in height?	Yes    No	If yes, an initial review by a shadow expert, including a recommendation as to whether a shadow analysis is needed, may be required, as determined by Planning staff. (If the project already underwent Preliminary Project Assessment, refer to the shadow discussion in the PPA letter.)  An additional fee for a shadow review may be required.
<b>4. Biological Resources</b>	Does the project include the removal or addition of trees on, over, or adjacent to the project site?	Yes    No	If yes:  Number of existing trees on, over, or adjacent to the project site:  Number of existing trees on, over, or adjacent to the project site that would be removed by the project:  Number of trees on, over, or adjacent to the project site that would be added by the project:
<b>5a. Historic Preservation</b>	Would the project involve changes to the front façade or an addition visible from the public right-of-way of a structure built 45 or more years ago or located in a historic district?	Yes    No	If yes, submit a complete <a href="#">Historic Resource Determination Supplemental Application</a> . Include all materials required in the application, including a complete record (with copies) of all building permits.

 Please see the [Property Information Map](#) or speak with staff at the Planning Counter to determine if this applies.

Environmental Topic	Information	Applicable to Proposed Project?		Notes/Requirements
<b>5b. Historic Preservation</b> 	Would the project involve demolition of a structure constructed 45 or more years ago, or a structure located within a historic district?	Yes	No	If yes, a historic resource evaluation (HRE) report will be required. The scope of the HRE will be determined in consultation with <a href="mailto:CPC-HRE@sfgov.org">CPC-HRE@sfgov.org</a> .
<b>6. Archeology</b> 	Would the project result in soil disturbance/modification greater than two (2) feet below grade in an archeologically sensitive area or eight (8) feet below grade in a non-archeologically sensitive area?	Yes	No	If Yes, provide depth of excavation/disturbance below grade (in feet*):  <u>*Note this includes foundation work</u>
<b>7. Geology and Soils</b> 	Is the project located within a Landslide Hazard Zone, Liquefaction Zone or on a lot with an average slope of 25% or greater? ----- Area of excavation/disturbance (in square feet): _____ Amount of excavation (in cubic yards): _____	Yes	No	A geotechnical report prepared by a qualified professional must be submitted if one of the following thresholds apply to the project:  The project involves: <ul style="list-style-type: none"> <li>• new building construction, except one-story storage or utility occupancy;</li> <li>• horizontal additions, if the footprint area increases more than 50%;</li> <li>• horizontal and vertical additions increase more than 500 square feet of new projected roof area; or</li> <li>• grading performed at a site in the landslide hazard zone.</li> </ul> A geotechnical report may also be required for other circumstances as determined by Environmental Planning staff.
<b>8. Air Quality</b> 	Would the project add new sensitive receptors (residences, schools, child care facilities, hospitals residential dwellings, and senior-care facilities) within an Air Pollutant Exposure Zone?	Yes	No	If yes, the property owner must submit copy of initial filed application with the Department of Public Health. More information is found <a href="#">here</a> .
<b>9a. Hazardous Materials</b>	Is the project site located within the Maher area or on a site containing potential subsurface soil or groundwater contamination and would it involve ground disturbance of at least 50 cubic yards or a change of use from an industrial use to a residential or institutional use?	Yes	No	If yes, submit a <a href="#">Maher Application Form</a> to the Department of Public Health and submit documentation of Maher enrollment with this Project Application.  Certain projects may be eligible for a waiver from the Maher program. For more information, refer to the Department of Public Health's <a href="#">Environmental Health Division</a> .  <u>Maher enrollment may also be required for other circumstances as determined by Environmental Planning staff.</u>
<b>9b. Hazardous Materials</b>	Is the project site located on a Cortese site or would the project involve work on a site with an existing or former gas station, parking lot, auto repair, dry cleaners, or heavy manufacturing use, or a site with current or former underground storage tanks?	Yes	No	If yes, submit documentation of enrollment in the Maher Program (per above), or a Phase I Environmental Site Assessment prepared by a qualified consultant.

 Please see the [Property Information Map](#) or speak with staff at the Planning Counter to determine if this applies.