



STREAMLINED MULTIFAMILY HOUSING APPROVAL PURSUANT TO SENATE BILL 423 AND PLANNING DIRECTOR BULLETINS #5 AND #9

INFORMATIONAL AND APPLICATION PACKET

[Senate Bill 423](#) (SB 423 and [CA Govt. Code Section 65913.4](#)), formerly known as SB 35, provides a streamlined and ministerial review path for eligible projects in jurisdictions that are not meeting State housing goals (RHNA) at lower income and market-rate income levels.

Effective June 28, 2024, the following project types may be approved ministerially:

- Code complying projects with 2-9 dwelling units
- Code complying projects with 10 dwelling units that meet San Francisco's Inclusionary affordable housing requirements
- Code complying projects with 11+ dwelling units that meet San Francisco's Inclusionary affordable housing requirements, with a minimum of 10% of the dwelling units restricted as affordable to households at 50% AMI (rental) or 80% AMI (ownership)

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.

WHAT IS MINISTERIAL APPROVAL?

A ministerial decision involves only the use of fixed or objective standards, and government agencies cannot use personal, subjective judgment in deciding whether or how the project should be carried out. Ministerial projects are not subject to environmental review under the California Environmental Quality Act (CEQA) or conditional use authorization or other similar discretionary review or entitlements under the Planning Code. SB 423 is a voluntary program that a project sponsor may elect to pursue, provided that certain eligibility criteria are met.

IS MY PROJECT ELIGIBLE FOR MINISTERIAL APPROVAL UNDER SB 423?

The project must meet all the following criteria to be eligible for streamlining under SB 423:

Site Requirements

- **Zoning.** The development must be located on a legal parcel or parcels that allow for residential uses.
- **Location.** The development must be located on a property that is not located on prime farmland, wetlands, a high fire hazard severity zone, a delineated earthquake fault zone, a flood plain, a floodway, a community conservation plan area, a habitat for protected species, or under a conservation easement.
- **Hazardous Waste Site.** The development is not located on a property that is classified as a hazardous waste site as defined under CA Govt. Code Section 65912.111(e) (see CA Govt. Code Section 65913.4(a)(6)(e)), unless the project sponsor has secured a letter from the State Department of Public Health, State Water Resources Control Board, or the Department of Toxic Substance Control stating that the site is suitable for residential uses.

- **Coastal Zone.** Projects located in the Coastal Zone are prohibited until January 1, 2025. On or after January 1, 2025, the development may not be located on sites within the coastal zone that are not subject to a certified local coastal program or a certified land use plan; areas vulnerable to five feet of sea level rise; areas not zoned for multi-family housing; located within 100-feet of a wetland, or on prime agricultural land. For more information, please see the requirements in CA Govt. Code Section 65913.4(a)(6)(A).

If a project is located on a Coastal Zone site that is eligible for this program, the project sponsor shall submit a coastal zone permit, and the Department will review the project for compliance with any objective criteria of the Local Coastal Program.

- **Demolition of Residential Units.** SB 423 projects may not demolish any of the following types of housing:
 - Units that have been occupied by tenants in the last 10 years;
 - Units subject to any form of rent or price control, or units subject to a recorded covenant, ordinance, or law that restricts rents to levels affordable to persons and families of moderate, low, or very low incomes.
 - The project cannot be located on a site which was previously used for housing that was occupied by tenants that was demolished within 10 years before the development proponent applies for approval under SB 423.
- **Historic Buildings.** SB 423 projects may not demolish historic structures that are on a national, state, or local historic register. A local historic register includes those properties listed within Article 10 or 11 of the San Francisco Planning Code. For Article 10 Buildings, Contributing and Contributing-Altered are considered historic while Non-contributing are not considered historic structures for the purposes of SB 423. For Article 11, Contributory and Significant buildings (I, II, III, IV) are considered historic structures while Unrated (V) buildings are not historic structures for the purposes of SB 423. The Article 10 definition of demolition will apply to both Article 10 and Article 11 properties.

Project Requirements

- **Residential Use.** The development must include the construction of at least two residential units. At least 2/3 of the floor area of the proposed building must be dedicated to residential uses.
- **Consistent with Objective Standards.** The project must meet all objective standards of the Planning Code, and any applicable design standards.
- **Labor Requirements.** If the development is not in its entirety a public work, as defined in CA Govt. Code Section 65913.4 (a)(8)(A), all construction workers employed in the execution of the development must be paid at least the general prevailing rate of per diem wages for the type of work and geographic area. The project sponsor shall certify to the City that it has met the requirements set forth in CA Govt. Code Section 65913.4(a)(8)(A). Projects with 10 or fewer units are exempt from the prevailing wage requirement. Project with 50 or more units must also make healthcare expenditures. A skilled and trained workforce, as defined in CA Govt. Code Section 65913.4 (a)(8)(F), must complete the development if a project is over 85 feet in height above grade, except that 100% affordable housing projects (at 80% AMI or lower) are exempt from the skilled and trained workforce provisions. Please see CA Govt. Code Section 65913.4(a)(8) and (9) for complete details about the labor requirements for SB 423 projects.
- **Subdivisions.** An application for a subdivision associated with a SB 423 project is considered ministerial so long as the project is consistent with the objective standards of the City's Subdivision Ordinance.
- **State Density Bonus.** An incentive is not required if a project is using State Density Bonus Law and intends to substitute low-income units for required moderate-income or middle-income Inclusionary units. This flexibility is automatically afforded through SB 423.

WHAT IS THE PROCESS FOR STREAMLINED APPROVAL?

Applicants seeking approval for projects under SB 423 will have different submission requirements than applicants seeking approval under a discretionary Planning Department process. Projects seeking approval under SB 423 must submit a complete application package to the Planning Department.

The Planning Department will determine if an application is eligible for ministerial approval within 60 days of submittal for projects with 150 units or fewer, and within 90 days for projects with more than 150 units. After the Department has determined that the project is eligible for streamlining, the Department will issue a Plan Check Letter within 60 days of submittal for projects with 150 units or less and within 90 days for projects with more than 150 units. The Plan Check letter will identify and explain any conflicts with any applicable development standards. The Department will approve or deny the application within 90 days of submittal for projects with 150 units or fewer, or 180 days for projects with more than 150 units. Planning will toll time that the project is with the applicant after the date the project is determined to be eligible for ministerial approval.

Once a project is deemed compliant with all objective development standards, the Planning Department will issue a Planning Approval Letter. After receiving the Planning Approval Letter, an applicant may [submit post-entitlement building permits](#) with the Department of Building Inspection for review by DBI and other City agencies.

Pre-Application Requirements

SB 423 requires an applicant to complete tribal notification and, for projects in certain locations, hold an informational hearing at the Planning Commission prior to submitting an application for ministerial approval. (See CA Govt. Code Section 65913.4(b) and (q).) Applicants are required to submit a [Notice of Intent](#) to initiate these required pre-application requirements. The Planning Department will determine that an application for ministerial approval is incomplete if it is submitted prior to completion of these pre-application requirements.

Tribal Notification

The Planning Department is required to engage in a scoping consultation regarding the proposed development with any California Native American tribe that is traditionally and culturally affiliated with the geographic area. Department staff has 30 days from submittal of the [Notice of Intent](#) to notify these tribal groups. Within 30 days of receipt of the notification, a representative of the tribal group may request a scoping consultation with the Department. The consultation may include discussion concerning the identification, presence, and significance of Tribal Cultural Resources (TCRs), the significance of the project's impacts on TCRs, and, as warranted, methods, measures, and conditions to protect or reduce impacts on tribal cultural resources. If a scoping consultation is requested, Department staff will coordinate with the requestor to develop methods, measures and conditions, which will be included in the approval as conditions of approval. If the project sponsor does not agree to impose these measures, or the sponsor and requestor cannot agree on a set of measures, then the project is not eligible for SB 423.

This tribal notification process shall occur after the submission of a Notice of Intent. The Department will not accept an SB 423 Application until the tribal notification and scoping consultation period has concluded. The Planning Department will not count the time spent to conduct Tribal Notification and Consultation toward the 180 days required to file a development application.

Informational Hearing

SB 423 requires a public hearing for projects located in census tracts that are designated either as a moderate resource area, a low resource area, or an area of high segregation and poverty on the most recent "CTCAC/HCD Opportunity Map" published by the California Tax Credit Allocation Committee and the Department of Housing and Community Development Projects. Projects located in these census tracts must present the project at a Planning Commission hearing (coordinated by Planning Staff) within 45 days of submittal of the Notice of Intent. SB 423 projects will be heard as informational items at the regularly scheduled Commission hearings. The Department will not accept an SB 423 Application until the informational hearing, if required, has been completed. The applicant shall confirm, in writing on this application, that they attended the public meeting, and have reviewed oral and written testimony in its submittal of an application for ministerial approval.

FEE

After you submit your application, Planning calculates your fees based on your estimated construction cost. You must pay the full development application fee for your application to be complete. If Planning staff spend more time or materials than the initial fee covers, the Department charges extra fees based on time and materials. See the [Fee Schedule](#) for details.



STREAMLINED MULTIFAMILY HOUSING APPROVAL PURSUANT TO SENATE BILL 423 AND PLANNING DIRECTOR BULLETINS #5 AND #9

GENERAL INFORMATION

Property Information

Project Address: _____

Block/Lot(s): _____

Property Owner's Information

Name: _____

Address: _____

Email Address: _____

Telephone: _____

Applicant Information

Same as above

Name: _____

Company/Organization: _____

Address: _____

Email Address: _____

Telephone: _____

Please Select Billing Contact: Owner Applicant Other (see below for details)

Name: _____ Email: _____ Phone: _____

Please Select Primary Project Contact: Owner Applicant Billing

PROJECT INFORMATION

Project Description:

Please provide a narrative project description that summarizes the project. If the project is a 100% Affordable Housing Project, please include the AMI levels of the populations to be served in the development, and describe the project's intended program and supportive services if any.

Is this a 100% Affordable Housing Project? Yes No

Will the Project use SB 423 in conjunction with the State Density Bonus? Yes No
If yes, please submit a completed Individually Requested State Density Bonus Program Application with your submittal.

Is the project located in a census tract that is designated as a moderate resource area, low resource area, or an area of high segregation and poverty? Yes No
If yes, please complete the Hearing Attendance Section of the Applicant's Affidavit on page 8 of this Application.

Is there a Tribal and Cultural Resources (TCR) Agreement for the project? Yes No
If yes, please include the Agreement as a submission document.

Indicate whether a Preliminary Housing Development Application (SB-330) is or has been submitted: Yes No

Estimated Construction Cost: _____

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.

PROJECT AND LAND USE TABLES

All fields relevant to the project **must be completed** in order for this application to be accepted.

	Existing / As-Built	Proposed
General Land Use	Parking GSF	
	Residential GSF	
	Retail/Commercial GSF	
	Office GSF	
	Industrial-PDR GSF	
	Medical GSF	
	Hotel GSF	
	Laboratory GSF	
	CIE (Cultural, Institutional, Educational) GSF	
Project Features	Dwelling Units - Affordable	
	Dwelling Units - Market Rate	
	Dwelling Units - Total	
	Hotel Rooms	
	Number of Building(s)	
	Number of Stories	
	Parking Spaces	
	Loading Spaces	
	Bicycle Spaces	
	Car Share Spaces	
	Useable Open Space GSF	
	Public Open Space GSF	
	Roof Area GSF - Total	
	Living Roof GSF	
	Solar Ready Zone GSF	
Other: _____		
Land Use - Residential	Studio Units	
	One Bedroom Units	
	Two Bedroom Units	
	Three Bedroom (or +) Units	
	Group Housing - Rooms	
	Group Housing - Beds	
	SRO Units	
	Micro Units	
	Accessory Dwelling Units For ADUs, list all ADUs and include unit type (e.g. studio, 1 bedroom, 2 bedroom, etc.) and the square footage area for each unit.	

CHECKLISTS

In order for the Planning Department to consider a Ministerial Project Application as accepted, the application must be accompanied by all required supporting materials and all relevant supplemental applications, as listed below.

Review and complete the checklist to determine if the materials are required as part of your Ministerial Project Application submission.

PROJECT SUBMISSION CHECKLIST						
Documents <i>(completed and signed)</i>	When is it required?	Applicants: <i>is this required as part of your project & submitted?</i>		Planning staff only: <i>verification of submission & completeness</i>		
Completed SB 423 Application	Always	Yes	No	Yes	N/A	Missing
Letter of Authorization	When the property owner appoints an authorized agent to submit a project application on their behalf.	Yes	No	Yes	N/A	Missing
Electronic copy of the plans in pdf format, formatted to print at 11” x 17”. Please see the Department’s Plan Submittal Guidelines for more information about the required contents of plan submittals.	Required for paper building permit applications and entitlement only projects.	Yes	No	Yes	N/A	Missing
Supplemental Documents <i>(completed and signed)</i>	When is it required?	Applicants: <i>is this required as part of your project & submitted?</i>		Planning staff only: <i>verification of submission & completeness</i>		
Preliminary Housing Development (SB-330)	<p>Optional for all projects to lock in Planning Code requirements and applicable objective standards.</p> <p>SB 423 projects and certain AB 2011 and SB 4 projects are required to submit a preliminary application to initiate tribal notification. If your project has submitted a Preliminary Housing Development Application to initiate required tribal notification, and the PPS form indicates that you have elected Option 1 to lock in the Code, then a second PPS application is not required.</p>	Yes	No	Yes	N/A	Missing

PROJECT SUBMISSION CHECKLIST

Supplemental Documents <i>(completed and signed)</i>	When is it required?	Applicants: <i>is this required as part of your project & submitted?</i>	Planning staff only: <i>verification of submission & completeness</i>
SB-330 Unit Replacement Relocation Affidavit	Required if demolishing existing residential units (Dwelling Units or Group Housing Rooms).	Yes No	Yes N/A Missing
First Source Hiring Affidavit	Projects proposing 10 or more units or 25,000 sqft or more of gross commercial floor area.	Yes No	Yes N/A Missing
Better Streets Plan Checklist	<p>Project subject to Planning Code Section 138.1.</p> <p>The project is on a lot that is greater than one-half acre in total area; or includes more than 50,000 gross square feet of new construction; or contains 150 feet of total lot frontage on one or more publicly-accessible right-of-ways; or its frontage encompasses the entire block face between the nearest two intersections with any other publicly-accessible right-of-way;</p> <p>AND</p> <p>The project includes new construction of 10 or more Dwelling Units; or new construction of 10,000 gross square feet or greater of non-residential space; or an addition of 20% or more of Gross Floor Area to an existing building; or a Change of Use of 10,000 gross square feet or greater of a PDR use to a non-PDR use.</p>	Yes No	Yes N/A Missing

PROJECT SUBMISSION CHECKLIST						
Commercial Projects	When is it required?	Applicants: <i>is this required as part of your project & submitted?</i>		Planning staff only: <i>verification of submission & completeness</i>		
Formula Retail Affidavit	Alterations, new construction, tenant improvements, changes of use or signage to commercial businesses subject to Planning Code Section 303.1 .	Yes	No	Yes	N/A	Missing
Flexible Retail Screening and Affidavit	Projects that propose a flexible retail use.	Yes	No	Yes	N/A	Missing
Institutional Master Plan Application	Projects that propose a medical institution or post-secondary educational institution.	Yes	No	Yes	N/A	Missing
Residential Projects	When is it required?	Applicants: <i>is this required as part of your project & submitted?</i>		Planning staff only: <i>verification of submission & completeness</i>		
100% Affordable Housing Bonus Program (AHBP)	Required for projects seeking to use the local density bonus for 100% affordable housing; cannot use Individually Requested State Density Bonus Program and cannot request discretionary exceptions under the program.	Yes	No	Yes	N/A	Missing
Commercial to Residential Adaptive Reuse Projects Supplemental	Projects that seek to turn vacant or underutilized commercial buildings into housing, either by reusing existing buildings or replacing them with new residential or mixed-use development.	Yes	No	Yes	N/A	Missing
Fourplex Density Bonus in RH Districts	Projects in RH Zoning Districts that seek to exceed the permitted density and elect to use this program.	Yes	No	Yes	N/A	Missing
Housing Choice - SF Program Supplemental Application (HC - SF)	Projects in R-4 Height and Bulk Districts that seek additional development capacity beyond base zoning limits.	Yes	No	Yes	N/A	Missing
HOME-SF Supplemental Application	Required for projects seeking to use the local density bonus for mixed-income housing; cannot use Individually Requested State Density Bonus and cannot request discretionary exceptions under the program	Yes	No	Yes	N/A	Missing

PROJECT SUBMISSION CHECKLIST						
Residential Projects	When is it required?	Applicants: <i>is this required as part of your project & submitted?</i>		Planning staff only: <i>verification of submission & completeness</i>		
In-Kind Agreement Supplemental	Projects in certain Area Plans that elect to satisfy their development impact fees this way.	Yes	No	Yes	N/A	Missing
State Density Bonus Application (Individually Requested)	Required for projects seeking to use the State Density Bonus Law on sites that principally permit 5 or more residential units. Not available for SB 9 projects.	Yes	No	Yes	N/A	Missing
Inclusionary Affordable Housing Compliance Affidavit	Projects that propose 10 or more residential units (Dwelling Units or Group Housing Rooms).	Yes	No	Yes	N/A	Missing
Anti-Discrimination Housing Policy Affidavit	Projects that propose 10 or more dwelling units.	Yes	No	Yes	N/A	Missing
Commercial or Residential Projects	When is it required?	Applicants: <i>is this required as part of your project & submitted?</i>		Planning staff only: <i>verification of submission & completeness</i>		
Shadow Analysis Supplemental Application	Projects that meet all of the following criteria: <ol style="list-style-type: none"> 1. over 40 feet in height 2. will cast shadow on a park with a maximum amount of shadow allowed (“budgeted park”) under the jurisdiction of the San Francisco Recreation and Parks Department, and 3. not using the State Density Bonus Program. 	Yes	No	Yes	N/A	Missing
Coastal Zone Authorization	Projects located in the Coastal Zone.	Yes	No	Yes	N/A	Missing

PROJECT SUBMISSION CHECKLIST

Commercial or Residential Projects	When is it required?	Applicants: <i>is this required as part of your project & submitted?</i>		Planning staff only: <i>verification of submission & completeness</i>		
Transportation Demand Management Supplemental	Projects that propose an addition of : <ul style="list-style-type: none"> • 10 or more dwelling units; or • group housing bedrooms, or • new construction resulting in more than 10,000 sqft of non-residential use, or • change of use of more than 25,000 sqft, or • 100% affordable projects are exempted from Transportation Demand Management requirement. 	Yes	No	Yes	N/A	Missing
Notice of Use of Transferable Development Rights Application	Projects that use Transferable Development Rights (TDR) on their project or projects that assume TDR in a State Density Bonus Program Base Density Study.	Yes	No	Yes	N/A	Missing

PLAN SUBMITTAL CHECKLIST

To be reviewed and completed by a design professional

Title Page Requirement	When is it required?	Applicants: <i>is this required as part of your project & submitted?</i>		Planning staff only: <i>verification of submission & completeness</i>		
Written Project Description	Always	Yes	No	Yes	N/A	Missing
Address, Block, Lot	Always	Yes	No	Yes	N/A	Missing
Zoning District, Height and Bulk District, any Special Use District	Always	Yes	No	Yes	N/A	Missing
Number of Commercial Units and Residential Dwelling Units (Existing and Proposed)	Always	Yes	No	Yes	N/A	Missing
Building square footage and breakdown by units (existing and proposed) as defined by gross floor area in Planning Code Section 102	Always	Yes	No	Yes	N/A	Missing
Height of existing building/ structures and height of proposed building/structures	Always	Yes	No	Yes	N/A	Missing
Dwelling Unit Mix Breakdown (Number of Studio, One bedrooms etc.)	Residential Projects	Yes	No	Yes	N/A	Missing
Percentage and number of on-site affordable units	Required for projects with 10 or more units. Optional for others.	Yes	No	Yes	N/A	Missing
Number of vehicle parking spaces and car share spaces	Always	Yes	No	Yes	N/A	Missing
Number of bicycle parking spaces	Always	Yes	No	Yes	N/A	Missing
Square footage of useable open space	Always	Yes	No	Yes	N/A	Missing
Better roofs ordinance, including total roof area, living roof area, and solar ready zone area	Project subject to Planning Code Section 149	Yes	No	Yes	N/A	Missing
Describe average slope of the projects site (%)	Projects with exterior expansions	Yes	No	Yes	N/A	Missing
Licensed design professional stamp and signature- may be electronic	According to California State Licensing Board on Design Limitations for Professionals	Yes	No	Yes	N/A	Missing

PLAN SUBMITTAL CHECKLIST

To be reviewed and completed by a design professional

Site Survey Requirement	When is it required?	Applicants: <i>is this required as part of your project & submitted?</i>	Planning staff only: <i>verification of submission & completeness</i>		
Signed by licensed surveyor, 1/8" or 1" scale, full width of all buildings on adjacent lots, front setback of all adjacent buildings, curb elevation in line with the mid-point of the subject building and adjacent lots, grade elevation at the mid-point of the front wall of adjacent buildings, roof elevations including elevation of eaves/peaks of pitched roofs, contour lines, utility lines, street trees, existing structure on site, north arrow.	New construction, Lot splits or mergers	Yes No	Yes	N/A	Missing

PLAN SUBMITTAL CHECKLIST

To be reviewed and completed by a design professional

Site Plans Requirement	When is it required?	Applicants: <i>is this required as part of your project & submitted?</i>		Planning staff only: <i>verification of submission & completeness</i>		
Scale: 1/8" = 1' (or 1" = 10' if project is too large).	Always	Yes	No	Yes	N/A	Missing
Separate existing and proposed site plans: showing all buildings on the lot.	Only if exterior changes proposed	Yes	No	Yes	N/A	Missing
Adjacent lots showing full width outlines of all buildings on adjacent properties.	Always	Yes	No	Yes	N/A	Missing
Direction of true north: show project north if it is different from true north.	Always	Yes	No	Yes	N/A	Missing
Dimensions: show the distance from the existing building walls to property lines and other structures on the lot. Include width of sidewalk from front property line to curb.	Always	Yes	No	Yes	N/A	Missing
Landscape and permeable surface: show/dimension the space to be landscaped/permeable within the required front setback (include permeability and landscape calculations).	Only if existing front setback	Yes	No	Yes	N/A	Missing
Usable open space: show the dimensions of decks, terraces and yards.	Residential Projects	Yes	No	Yes	N/A	Missing
Curb cuts: existing and proposed curb cuts, curb lines, including both adjacent properties.	If removing or adding parking	Yes	No	Yes	N/A	Missing
Dimensioned setback requirements: Front setback, rear yard and side yard of the subject and adjacent buildings.	Always	Yes	No	Yes	N/A	Missing
Street Names	Always	Yes	No	Yes	N/A	Missing
Street tree: show the location of existing and proposed street trees or add a notation if you pay the in-lieu fee.	Always	Yes	No	Yes	N/A	Missing

PLAN SUBMITTAL CHECKLIST

To be reviewed and completed by a design professional

Floor and Roof Plans Requirement	When is it required?	Applicants: <i>is this required as part of your project & submitted?</i>		Planning staff only: <i>verification of submission & completeness</i>		
Separate existing and proposed floor and roof plans: include adjacent structures	When changes are made to the floor or roof.	Yes	No	Yes	N/A	Missing
Scale: ¼" = 1' (unless project is too large in which case 1/8" = 1' is acceptable).	Always	Yes	No	Yes	N/A	Missing
North Arrow	Always	Yes	No	Yes	N/A	Missing
On all plan views: label the intended use of rooms and areas.	Always	Yes	No	Yes	N/A	Missing
Toters: show location of dedicated space for trash, recycling and compost carts on private property and screened from public view. Visit www.recology.com/recology-san-francisco for more information.	Always	Yes	No	Yes	N/A	Missing
Laundry and storage: show the locations.	Always	Yes	No	Yes	N/A	Missing
Parking: show dimensions and outlines of all existing and proposed vehicle and bicycle parking.	Always	Yes	No	Yes	N/A	Missing
Electrical Transformers: show the locations.	Always	Yes	No	Yes	N/A	Missing
Roof: Total roof area, living roof area, and/or solar ready zone area in gross square feet (existing and proposed).	Always	Yes	No	Yes	N/A	Missing
Walls: Those to remain and those to be removed or added (with key). If substantial amounts of demolition are proposed, include demolition calculations pursuant to Planning Code Section 317.	Always	Yes	No	Yes	N/A	Missing
Door and Windows: Existing and Proposed.	Always	Yes	No	Yes	N/A	Missing

PLAN SUBMITTAL CHECKLIST

To be reviewed and completed by a design professional

Building Elevation Requirement	When is it required?	Applicants: <i>is this required as part of your project & submitted?</i>		Planning staff only: <i>verification of submission & completeness</i>		
Separate existing and proposed elevations: if exterior changes are proposed, provide separate existing and proposed elevations for only the building face(s) related to the work.	Only if exterior changes proposed.	Yes	No	Yes	N/A	Missing
Profiles of Adjacent Buildings: Show the full outline of each adjacent building/structure. Side elevations should show the full profile of adjacent buildings, window openings, and light wells that face the project. Show the grade plane and heights of buildings. Identify the height limit pursuant to Planning Code Section 260.	Only if exterior changes proposed.	Yes	No	Yes	N/A	Missing
Exterior materials: if exterior changes are proposed, include existing and proposed exterior materials for new or replacement doors, windows, and exterior finish material. If an elevation is not required, this information can go elsewhere in the plan set.	Only if exterior changes proposed.	Yes	No	Yes	N/A	Missing
Windows: include dimensions, operation, and material type. Provide plan section detail of new windows.	Only if exterior changes proposed.	Yes	No	Yes	N/A	Missing
Heights: (in feet and number of stories, calculated as defined in Planning Code Sections 102 and 260) and any difference in elevation due to pitched roofs or steps in building mass.	Always	Yes	No	Yes	N/A	Missing

PLAN SUBMITTAL CHECKLIST

To be reviewed and completed by a design professional

Sections Requirement	When is it required?	Applicants: <i>is this required as part of your project & submitted?</i>		Planning staff only: <i>verification of submission & completeness</i>		
<p>At least two sections (longitudinal and latitudinal)</p> <p>Longitudinal: show relation between the street, front property line, subject building, rear yard, and rear property line</p> <p>Latitudinal: show relation between subject building and the outline of each adjacent building</p>	Expansions and projects with excavation.	Yes	No	Yes	N/A	Missing
Separate existing and proposed sections	If there is a change in floor to ceiling heights or if excavation is proposed.	Yes	No	Yes	N/A	Missing
Scale: 1/4"=1' (unless the project is too large)	For all sections.	Yes	No	Yes	N/A	Missing
Height datum point: Center line of the building, top of curb	For all sections.	Yes	No	Yes	N/A	Missing
Floor to Ceiling height dimensions	For all sections.	Yes	No	Yes	N/A	Missing
Existing and Proposed Grade	For all sections.	Yes	No	Yes	N/A	Missing
Key section location of floor plans and site plans	For all sections.	Yes	No	Yes	N/A	Missing

PLAN SUBMITTAL CHECKLIST

To be reviewed and completed by a design professional

Additional Requirement	When is it required?	Applicants: <i>is this required as part of your project & submitted?</i>	Planning staff only: <i>verification of submission & completeness</i>		
Renderings	New construction	Yes No	Yes	N/A	Missing
Photographs	Always	Yes No	Yes	N/A	Missing
As Built Plans: In addition to the requirements above, as-built plans are required. This will demonstrate what the current conditions are as differentiated from the existing plans (last legal condition) and the proposed plans (future condition that legalizes unauthorized work and proposes code compliant work.	If permit is to abate an enforcement case (either DBI or PLN).	Yes No	Yes	N/A	Missing
San Francisco Design Standards	The San Francisco Design Standards are required for projects that are protected under the Housing Accountability Act.	Yes No	Yes	N/A	Missing
Preservation Design Standards	Preservation Design Standards for additions and modifications to existing historic buildings are required for Category A and A* Properties projects that are protected under the Housing Accountability Act.	Yes No	Yes	N/A	Missing

PLAN SUBMITTAL CHECKLIST

To be reviewed and completed by a design professional

Additional Requirements for State Density Bonus Projects	When is it required?	Applicants: <i>is this required as part of your project & submitted?</i>		Planning staff only: <i>verification of submission & completeness</i>		
Base Density (in gross residential sqft and in number of units)	State Density Bonus Projects	Yes	No	Yes	N/A	Missing
Bonus Density (in gross residential sqft and in number of units)	State Density Bonus Projects	Yes	No	Yes	N/A	Missing
Density Bonus Percentage sought	State Density Bonus Projects	Yes	No	Yes	N/A	Missing
Required Inclusionary Percentage	State Density Bonus Projects	Yes	No	Yes	N/A	Missing
Overall percentage of on-site affordable units provided, and number of affordable units broken down by affordability level (AMI)	State Density Bonus Projects	Yes	No	Yes	N/A	Missing
Tenure of project (rental or ownership)	State Density Bonus Projects	Yes	No	Yes	N/A	Missing
Unit mix table (number of units broken down by # of bedrooms for total project and for just on-site affordable units)	State Density Bonus Projects	Yes	No	Yes	N/A	Missing
Waivers Requested	State Density Bonus Projects	Yes	No	Yes	N/A	Missing
Incentives Requested	State Density Bonus Projects	Yes	No	Yes	N/A	Missing

PLAN SUBMITTAL CHECKLIST

To be reviewed and completed by a design professional

Additional Requirements for Ministerial Projects	When is it required? (Ministerial Program)	Applicants: <i>is this required as part of your project & submitted?</i>		Planning staff only: <i>verification of submission & completeness</i>		
Letter from State Department of Public Health, State Water Resources Control Board, or the Department of Toxic Substance Control stating that the site is suitable for residential uses.	Required for AB 2011, SB 4, SB 423, or SB 684 project located on property classified as hazardous waste site.	Yes	No	Yes	N/A	Missing
Tribal and Culaturla Resources (TCR) Agreement	Applicable AB 2011, SB 4, and SB 423 Project	Yes	No	Yes	N/A	Missing
Lot Size: Area of existing and proposed lots	Required for SB 684 projects, SB 9 projects proposing a lot split, or other projects proposing lot line adjustments or lot mergers.	Yes	No	Yes	N/A	Missing
Demolition Calculations Table Pursuant to Planning Code Section 317 or Article 10.	Required for any ministerial project proposing alterations to an existing building that contains residential units.	Yes	No	Yes	N/A	Missing
Demolition Calculations Table Pursuant to Planning Code Section 1005	Required for any ministerial project proposing alterations to a Category A* property.	Yes	No	Yes	N/A	Missing
Unit Amenities: Each unit, other than the manager's unit, must have a refrigerator, a bathroom, and a sink.	AB 2162 Projects.	Yes	No	Yes	N/A	Missing
Supportive Services Area: 90 square feet must be dedicated to supportive services	AB 2162 Projects with 20 units or fewer.	Yes	No	Yes	N/A	Missing
Supportive Services Area: 3% of the floor area must be dedicated to supportive services	AB 2162 Projects with 21 units or fewer.	Yes	No	Yes	N/A	Missing



PREVAILING WAGE AND APPRENTICESHIP STANDARDS FOR SENATE BILL 423 PROJECTS (CA GOVT. CODE SEC. 65913.4)

This Project has applied for streamlined ministerial approval process pursuant to CA Government Code Section 65913.4.

1. All construction workers employed in the execution of the development will be paid at least the general prevailing rate of per diem wages for the types of work and geographic area, as determined by the Director of Industrial Relations pursuant to Sections 1773 and 1773.9 of the Labor Code, except that apprentices registered in programs approved by the Chief of the Division of Apprenticeship Standards may be paid at least the applicable apprentice prevailing rate.
2. All contracts will include language requiring compliance for all covered work with requirements to submit, maintain, and verify payroll records via the City’s certified payroll reporting system.
3. All contracts will include language acknowledging the Office of Labor Standards Enforcement as the enforcement entity of these terms and requiring full cooperation with the Office of Labor Standards Enforcement in any potential investigations.

Project Sponsor’s Information

Name: _____

Address: _____

Email Address: _____

Telephone: _____

Property Information and Related Applications

Project Address: _____

Block / Lot (s): _____

Building Permit Application No(s): _____

Planning Department Case No(s): _____

Planning Commission Motion No(s) (if applicable): _____

Estimated Residential Units: _____

Estimated SQFT Space (per land use): _____

Estimated Height / Floors: _____

Estimated Construction Cost: _____

Anticipated Start Date: _____

AFFIDAVIT FOR PREVAILING WAGE AND APPRENTICESHIP STANDARDS

Complete this affidavit only if you've completed the prevailing wage and apprenticeship standards on page 16

DECLARATION OF SPONSOR OF PRINCIPAL PROJECT

PRINT NAME AND TITLE OF AUTHORIZED REPRESENTATIVE

EMAIL

PHONE

I hereby declare that the information provided herein is accurate to the best of my knowledge.

SIGNATURE OF AUTHORIZED REPRESENTATIVE

DATE

For Planning Department Staff Only: Please email an electronic copy of the completed affidavit for Prevailing Wage and Apprenticeship Standards to OLSE's Prevailing Wage Team at prevailingwage@sfgov.org.

Office of Labor Standards Enforcement
Address: 1 Dr. Carlton B. Goodlette Place, Room 430, San Francisco, CA 94102
Phone: 415.554.6573

APPLICANT'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.
- c) Other information or applications may be required.
- d) I attest that personally identifiable information (PII) - i.e. social security numbers, driver's license numbers, bank accounts - have not been provided as part of this application, or any supplemental information. I understand that any information provided to the Planning Department becomes part of the public record and can be made available to the public for review and/or posted to Department websites.

Signature

Name (Printed)

Date

Relationship to Project
(i.e. Owner, Architect, etc.)

Phone

Email

Hearing Attendance

Please complete one of the following:

Under the penalty of perjury, I attest that I attended a Planning Commission hearing about this project on _____
and I have reviewed the oral and written testimony prior to the submittal of this application. _____ *Date*
Initials

The project is not located in a census tract that is designated as a moderate resource area, low resource area, or an area of high segregation and poverty, and a Planning Commission hearing was not required.

For Department Use Only

Application received by Planning Department:

By: _____

Date: _____