



AFFORDABLE HOUSING STREAMLINED APPROVAL PURSUANT TO SENATE BILL 4 AND PLANNING DIRECTOR BULLETIN #5

INFORMATIONAL AND APPLICATION PACKET

Government Code section 65913.16, commonly known as SB 4, provides a ministerial approval process for 100% affordable projects located on land that was owned by an independent institution of higher education or religious institution on or before January 1, 2024. SB 4 expires on January 1, 2036.

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.

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 4 is a voluntary program that a project sponsor may elect to pursue, provided that certain eligibility criteria are met.

DEFINITIONS

See California Government Code Section 65913.16(b).

- **Independent institution of higher education** means those nonpublic higher education institutions that grant undergraduate degrees, graduate degrees, or both, and that are formed as nonprofit corporations in this state and are accredited by an agency recognized by the United States Department of Education. (CA Education Code 66010).
- **Religious Institution** means an institution owned, controlled, and operated, and maintained by a bona fide church, religious denomination, or religious organization composed of multidenominational members of the same well-recognized religion, lawfully operating as a nonprofit religious corporation or as a corporation sole pursuant to the Corporations Code.
- **Heavy Industrial Use** means a source, other than a Title V source that is subject to permitting by an air pollution control district, or an air quality management district created or continued in existence pursuant to provisions of Part 3 (commencing with Section 40000 of the Health and Safety Code).

- **Light Industrial Use** means a use that is not subject to permitting by an air pollution control district or an air quality management district created or continued in existence pursuant to provisions of the CA Health and Safety Code. For the purposes of implementing SB 4, the definitions of “industrial use” and “dedicated to industrial use” as described above shall also serve as the definitions of a “light industrial use” and “dedicated to light industrial use” under SB 4.
- **Title V Industrial Use** means a use that is only a stationary source required by federal law to be included in an operating permit program established pursuant to Title V of the federal Clean Air Act (42 U.S.C. Secs. 7661 to 7661f, incl.) and the federal regulations adopted pursuant to Title V.

IS MY PROJECT ELIGIBLE FOR MINISTERIAL APPROVAL UNDER SB 4?

The project must meet all the following criteria to be eligible for streamlining under SB 4:

Site Requirements

- **Land Ownership.** The development is located on land owned on or before January 1, 2024, by an independent institution of higher education or by a religious institution.
- **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 Gov’t Code §§ 65912.111(e) (see 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.
- **Demolition of Residential Units. SB 4 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.

In addition, 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 4.

- **Historic Buildings.** SB 4 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 4. 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 4. The Article 10 definition of demolition will apply to both Article 10 and Article 11 properties.
- **Proximity to Industrial Uses.** A project must meet all of the following criteria:
 - A project may not be adjacent to a site in which 1/3 of the uses or more are **dedicated to light industrial use**, meaning that the current use is light industrial, has been most recently permitted as light industrial, or has been identified as a light industrial site by the General Plan.
 - A project site may not be located within 1,200 feet of an existing **heavy industrial use**, or a site that has been most recently permitted as a heavy industrial use.
 - A project site may not be located within 1,600 feet of an existing **Title V industrial use**, or a site that was most recently permitted as a Title V industrial use.
 - If a project site does not permit multifamily uses, then the project may not be located within 3,200 feet of a facility that actively extracts or refines oil or natural gas.

- **Proximity to Freeway.** If the project is within 500 feet of a freeway, regularly occupied areas of the building shall provide air filtration media for outside and return air that provide a minimum efficiency reporting value (MERV) of 13.

Project Requirements

- **Affordability.** 100 percent of the total units, excluding manager’s unit(s), must be for lower-income households as defined by Section 50079.5 of the Health and Safety Code(80% AMI), except that that up to 20 percent of the total units in the development may be for moderate-income households as defined in Section 50053 of the Health and Safety Code (120% AMI), and 5 percent of the units may be for staff of the independent institution of higher education or religious institution that owns the land. Units must be subject to a recorded deed restriction of 55 years for rental units, and 45 years for owner-occupied units.
- **Replacement Units.** If a project requires the demolition of residential units or is located on a site where residential units have been demolished within the past five years, the project sponsor shall comply with the replacement provisions of the Housing Crisis Act of 2019 (CA. Govt. Code Section 66300(d)).
- **Consistent with Objective Standards.** The project must meet all objective standards of the Planning Code at the time of SB 4 application submittal.
- **Density.**
 - In zones that allow for residential uses, including single-family zones, SB 4 permits a minimum density at the project site of 30 units per acre. If the zoning allows for a higher density on the project site or a site adjacent to the project site, then the highest density shall apply.
 - In zones that do not allow for residential uses, SB 4 permits a minimum density at the project site of 40 units per acre. An SB 4 project may be eligible for a density bonus, waivers, and incentives/ concessions under the State Density Bonus Law, except as described below for building height.
- **Height**
 - In zones that allow for residential uses, including single-family zones, SB 4 permits a minimum height at the project site of one story, or 11 feet, above the zoned height. If the zoning allows for a higher height limit on a site adjacent to the project site, then the higher height limit shall apply.
 - In zones that do not allow for residential uses, SB 4 permits a minimum height at the project site of one story, or 11 feet, above the zoned height. An SB 4 project may not seek a State Density Bonus incentive, concession, or waiver to increase the height above the height allowed by SB 4.
- **Prevailing Wage.** A project that includes more than 10 units that is not in its entirety a public work shall comply with the prevailing wage requirements set forth in CA Govt. Code Section 65913.16(c)(12).
- **Craft Construction.** In addition to the Labor Standards set forth in CA Govt. Code Section 65912.130, a project with 50 or more units shall employ construction craft employees and provide for health care expenditures as set forth in CA Govt. Code Section 65913.16(g).

WHAT IS THE PROCESS FOR STREAMLINED APPROVAL?

Projects seeking approval under SB 4 will have different submission requirements than discretionary Planning Department submissions. Projects seeking approval under SB 4 must submit a complete application package to the Planning Department.

The Planning Department must determine if an application is eligible for ministerial approval within 60 days of submittal of the application 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 identifying the development standards the development conflicts within and an explanation for the reason within 60 days of submittal for projects with 150 units or less and within 90 days for projects with more than 150 units. It must also approve 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 between the date the project is determined to be eligible for ministerial approval and the date of approval.

Once deemed compliant, 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.

Tribal Notification

If an SB 4 project is proposed on a vacant site, 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 have 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, measures and alternatives to protect or reduce impacts on tribal cultural resources. If a scoping consultation is requested, Department staff will coordinate with the requestor to develop mitigation measures, which will be attached to 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 4. SB 4 projects proposed on vacant sites must complete the tribal notification and any requested consultation prior to the submittal of an SB 4 Planning Application package. The Planning Department will determine that an application for ministerial approval is incomplete if it is submitted prior to completion of any required tribal notification.

In San Francisco, a vacant site is:

1. Any undeveloped parcel containing no existing buildings.
2. Any parcel that contains only a surface parking lot and no existing buildings, except buildings that are accessory to a surface parking lot use, such as a guard station or kiosk, whether or not said surface parking lot was established with the benefit of a permit, or
3. For a parcel over 15,000 square feet in size that contains a surface parking lot use, the site may include structures that are accessory to a surface parking lot use, such as those supporting General Advertising Signs, and a building that does not exceed 800 square feet in building area.

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.



HOUSING STREAMLINED APPROVAL PURSUANT TO SENATE BILL 4 AND PLANNING DIRECTOR BULLETIN #5

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 and its purpose. Please include the AMI levels of the populations to be served in the development and describe the project's intended program and supportive services.

Will the Project use SB 4 in conjunction with the State Density Bonus? Yes No

If yes, please submit a completed Individually Requested State Density Bonus Program Supplemental Application with your submittal.

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 4 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>	<i>Planning staff only:</i> <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

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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

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

For Department Use Only

Application received by Planning Department:

By: _____

Date: _____