



# APPLICATION FOR SMALL LOT SUBDIVISION AND HOUSING DEVELOPMENT STREAMLINED APPROVAL (SENATE BILL 684)

## INFORMATIONAL AND SUPPLEMENTAL APPLICATION PACKET

California Senate Bill 684 (SB 684) was signed by Governor Gavin Newsom on October 11, 2023 and became effective on July 1, 2024. SB 684 was amended in 2024 through Senate Bill 1123, which will become effective on July 1, 2025. SB 684 provides a streamlined and ministerial review path for projects for subdivisions and the development of 10 or fewer residential units.

For questions, you can call the Planning counter at 628.652.7300 or email [pic@sfgov.org](mailto: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.

## WHAT IS A SMALL LOT SUBDIVISION AND HOUSING DEVELOPMENT STREAMLINED APPROVAL USING SENATE BILL 684?

Senate Bill 684 (2024, Caballero) (SB 684) adds CA Govt. Code Sections 65852.28, 65913.4.5, and 66499.41 to require local entities to streamline the approval of certain subdivisions and housing projects by providing a ministerial approval process, removing the requirement for analysis under the California Environmental Quality Act (CEQA) Public Resources Code Sections 21000 et seq, and removing the requirement for conditional use authorization or other similar discretionary entitlements granted by the Planning Commission or Historic Preservation Commission. A ministerial decision involves only the use of fixed standards or objective measurements, and the public official cannot use personal, subjective judgment in deciding whether or how the project should be carried out. This is a voluntary program that a project sponsor may elect to pursue, provided that certain eligibility criteria are met.

## IS MY PROJECT ELIGIBLE FOR STREAMLINED APPROVAL USING SB 684?

To be eligible for streamlining, the project must meet all the following criteria:

### Site Requirements

- **Zoning.** The subject parcel and development must be located on a parcel zoned multifamily residential uses.
- **Location.** The development must be located on a property that is not classified as prime farmland, wetlands, a high fire hazard severity zone, hazardous waste site, 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 must not be located on a property that is classified as a hazardous waste site as defined under CA Govt. Code Section 65852.28(a)(9)(D), unless the project sponsor has secured uniform closure letter for an underground storage tank or 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.

- **Existing Lot.** The “existing lot,” or the lot proposed to be subdivided, must meet all of the following criteria:
  - It must be no larger than five acres,
  - It must be surrounded on 75% of the perimeter by “urban uses,” defined as residential uses, commercial uses, retail, public institutional uses, transit, or transport passenger facilities, and
  - It was not established through SB 684 (CA Govt. Code Section 66499.41) or SB 9 (CA Govt. Code Section 66411.7)
- **Demolition of Residential Units.** The project does not require the demolition of any of the following types of housing:
  - 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, very low, or extremely low incomes,
  - Units occupied by tenants within five years preceding the application, including housing that has been demolished or that the tenants have vacated prior to application submittal, or
  - Units that were subject to an Ellis Act eviction within 15 years preceding the application.

### Project Requirements

- **Project Size.** The proposed subdivision will result in 10 or fewer parcels, and the housing development project on the lot proposed to be subdivided will contain 10 or fewer units.
- **Proposed Lot Requirements.** The newly created parcels must meet all of the following criteria:
  - They must be at least 600 square feet in lot area,
  - They must be served by public water and municipal sewer system, and
  - They must meet all of the objective standards of the Subdivision Map Act.
- **Ownership.** The housing units on the lot proposed to be subdivided are one of the following:
  - Constructed on fee-simple ownership lots,
  - Part of a common interest development,
  - Part of a housing cooperative as defined in Section 817 of the Civil Code, or
  - Owned by a Community Land Trust that meets all the requirements of CA Govt. Code Section 66499.41(a)(4)(D).
- **Density.** The project must create at least one new residential unit on each of the resulting parcels, except for resulting parcels with existing legally permitted residential structures or that are reserved for internal circulation, open space or common area. The project must construct a minimum number of units, as follows:
  - **If the project is on a lot that is identified in the City’s housing element:** at least as many units as projected for that parcel in the housing element; if includes any portion of the share of the regional housing need for low- or very low- income households, must include as many affordable units as projected in the housing element; deed restriction for 45 years
  - **If the project is on a lot that is not identified in the City’s housing element:** result in at least as many units as the maximum allowable residential density
- **Average Unit Size.** The average total area of floorspace for the proposed housing units does not exceed 1,750 net habitable square feet.
- **Inclusionary Housing.** Projects that propose 10 units must comply with the Inclusionary Housing ordinance.
- **Objective Standards.** The project must comply with all objective standards in the Planning Code, Subdivision Code, and the Citywide Design Standards, unless these objective standards conflict with the standards set forth in CA Govt. Code Section 66499.41 or CA Govt. Code Section 65852.28.

The City may deny an application for a housing development under SB 684 if, based on a preponderance of the evidence, the City finds that the housing development project would have a specific, adverse impact upon health and safety and there is no feasible method to satisfactorily mitigate or avoid the specific adverse impact.

## **WHAT IS THE PROCESS FOR HOUSING DEVELOPMENT STREAMLINED APPROVAL USING SB 684?**

To apply for SB 684 approval, please submit a SB 684 Supplemental Application. Applicants must also submit a subdivision application to the San Francisco Department of Public Works and reference the subdivision application on the building permit and/or Planning submittal. If approved, the Planning Department will issue a Planning Approval Letter. After approval, submit a building permit for an SB 684 project at the Department of Building Inspection (DBI), under the same procedure as other permit submittals. Please indicate in the building permit description of work that the permit is part of an SB 684 application.

CEQA review is not required for SB 684 eligible projects. The site or building permit will not be subject to any applicable Planning Code neighborhood notice requirements. The Department will not accept Discretionary Review applications for these projects.



# SMALL LOT SUBDIVISION AND HOUSING DEVELOPMENT STREAMLINED APPROVAL (SB 684)

## GENERAL INFORMATION

### Property Information

Existing Project Address(s):

Existing Block/Lot(s):

Proposed Project Address(s):

Proposed Block/Lot(s):

### Project Description

## PROJECT INFORMATION

### Project Description:

Please provide a narrative project description that summarizes the project. Please include the average unit size (net habitable square feet) for each unit, the size of each of the newly created lots, and the residential Floor area ratio (FAR).

**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.		

## ZONING CONTROLS

Is this Project requesting relief from any objective standards of the Planning Code, Citywide Design Guidelines, Subdivision Code, or Subdivision Map Act? Yes No

If yes, please list the objective standard and provide a narrative rationale outlining how said objective standard would physically preclude the subdivision or the housing development project as permitted under SB 684:

**Ownership:** Please select the projects ownership structure (select one):

- Fee-simple ownership lots
- Common interest development
- Housing cooperative
- Owned by a Community Land Trust

**Subdivision Application Number:** Please provide the Department of Public Works (DPW) application number for the project subdivision. The project submittal will be considered incomplete if the applicant has not submitted a subdivision application to DPW.

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## ADDITIONAL INFORMATION - FOR APPLICANTS ONLY

ELIGIBILITY REQUIREMENTS		YES	NO
Selecting “NO” to any of the following statements means the project is ineligible for SB684			
1	The existing and new lot(s) are in a zoning district that allows multifamily residential.		
2	The development is not located on a property that is classified as prime farmland, wetlands, a high fire hazard severity zone, hazardous waste site, 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?		
3	<p>The project is not located on property that is classified as a hazardous waste site as defined under CA Govt. Code Section 65852.28(a)(9)(D).</p> <p>If the project is located on a hazardous waste site, the project may be eligible for SB 684 if the project sponsor has either 1) secured uniform closure letter for an underground storage tank, or 2) 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. If the project has secured either letter, please submit the letter with the SB 684 Supplemental Application.</p>		
4	<p>The existing lot meets all the following criteria:</p> <p>The lot is no greater than five acres.</p> <p>The lot is surrounded on 75% of the perimeter by urban uses.</p> <p>The existing lot was not established through SB 684 or SB 9.</p>		
5	<p>The project does not propose to demolish any of the following types of housing:</p> <ol style="list-style-type: none"> <li>1. Units subject to any form of rent or price control,</li> <li>2. Units subject to a recorded covenant or law that restricts rents to levels affordable to persons or families of moderate, low, very low, or extremely income,</li> <li>3. Units occupied by tenants within five years preceding the application, including housing that has been demolished or that the tenants have been vacated prior to application submittal, or</li> <li>4. Units that were subject to an Ellis Act eviction within 15 years preceding the application.</li> </ol> <p>Note that projects that meet “Tantamount to Demolition” thresholds in either Planning Code Section 317 or Planning Code Section 1005 would not be eligible for SB 684.</p>		

## 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

<b>Documents</b> <i>(completed and signed)</i>	<b>When is it required?</b>	<b>Applicants:</b> <i>is this required as part of your project &amp; submitted?</i>	<b>Planning staff only:</b> <i>verification of submission &amp; completeness</i>
Completed SB 684 Supplemental Application	Always	Yes    No	Yes    N/A    Missing
<a href="#">Letter of Authorization</a>	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
<b>Supplemental Documents</b> <i>(completed and signed)</i>	<b>When is it required?</b>	<b>Applicants:</b> <i>is this required as part of your project &amp; submitted?</i>	<b>Planning staff only:</b> <i>verification of submission &amp; completeness</i>
<a href="#">Preliminary Housing Development</a> (SB-330)	Optional for all projects to lock in Planning Code requirements and applicable objective standards.  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.	Yes    No	Yes    N/A    Missing



PROJECT SUBMISSION CHECKLIST						
Supplemental Documents (completed and signed)	When is it required?	Applicants: <i>is this required as part of your project &amp; submitted?</i>		<b>Planning staff only:</b> <i>verification of submission &amp; completeness</i>		
<a href="#">SB-330 Unit Replacement Relocation Affidavit</a>	Required if demolishing existing residential units (Dwelling Units or Group Housing Rooms).	Yes	No	Yes	N/A	Missing
<a href="#">First Source Hiring Affidavit</a>	Projects proposing 10 or more units or 25,000 sqft or more of gross commercial floor area.	Yes	No	Yes	N/A	Missing
<a href="#">Better Streets Plan Checklist</a>	<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 &amp; submitted?</i>		<b>Planning staff only:</b> <i>verification of submission &amp; completeness</i>		
<a href="#">Formula Retail Affidavit</a>	Alterations, new construction, tenant improvements, changes of use or signage to commercial businesses subject to Planning Code <a href="#">Section 303.1</a> .	Yes	No	Yes	N/A	Missing
<a href="#">Flexible Retail Screening and Affidavit</a>	Projects that propose a flexible retail use.	Yes	No	Yes	N/A	Missing
<a href="#">Institutional Master Plan Application</a>	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 &amp; submitted?</i>		<b>Planning staff only:</b> <i>verification of submission &amp; completeness</i>		
<a href="#">100% Affordable Housing Bonus Program</a> (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
<a href="#">Fourplex Density Bonus in RH Districts</a>	Projects in RH Zoning Districts that seek to exceed the permitted density and elect to use this program.	Yes	No	Yes	N/A	Missing
<a href="#">HOME-SF Supplemental Application</a>	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
<a href="#">In-Kind Agreement Supplemental</a>	Projects in certain Area Plans that elect to satisfy their development impact fees this way.	Yes	No	Yes	N/A	Missing
<a href="#">State Density Bonus Application (Individually Requested)</a>	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

PROJECT SUBMISSION CHECKLIST						
Residential Projects	When is it required?	Applicants: <i>is this required as part of your project &amp; submitted?</i>		<b>Planning staff only:</b> <i>verification of submission &amp; completeness</i>		
<a href="#">Inclusionary Affordable Housing Compliance Affidavit</a>	Projects that propose 10 or more residential units (Dwelling Units or Group Housing Rooms).	Yes	No	Yes	N/A	Missing
<a href="#">Anti-Discrimination Housing Policy Affidavit</a>	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 &amp; submitted?</i>		<b>Planning staff only:</b> <i>verification of submission &amp; completeness</i>		
<a href="#">Shadow Analysis Supplemental Application</a>	Projects that meet all of the following criteria: <ol style="list-style-type: none"> <li>over 40 feet in height</li> <li>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</li> <li>not using the State Density Bonus Program.</li> </ol>	Yes	No	Yes	N/A	Missing
<a href="#">Coastal Zone Authorization</a>	Projects located in the Coastal Zone.	Yes	No	Yes	N/A	Missing
<a href="#">Transportation Demand Management Supplemental</a>	Projects that propose an addition of : <ul style="list-style-type: none"> <li>10 or more dwelling units; or</li> <li>group housing bedrooms, or</li> <li>new construction resulting in more than 10,000 sqft of non-residential use, or</li> <li>change of use of more than 25,000 sqft, or</li> <li>100% affordable projects are exempted from Transportation Demand Management requirement.</li> </ul>	Yes	No	Yes	N/A	Missing
<a href="#">Notice of Use of Transferable Development Rights Application</a>	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*

<b>Title Page Requirement</b>	<b>When is it required?</b>	<b>Applicants:</b> <i>is this required as part of your project &amp; submitted?</i>		<b>Planning staff only:</b> <i>verification of submission &amp; completeness</i>		
Written Project Description	Always	Yes	No	Yes	N/A	Missing
Address, Block, Lot	Always	Yes	No	Yes	N/A	Missing
<b>Zoning District, Height and Bulk District, any Special Use District</b>	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 <a href="#">California State Licensing Board on Design Limitations for Professionals</a>	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 &amp; submitted?</i>	Planning staff only: <i>verification of submission &amp; 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 &amp; submitted?</i>		<b>Planning staff only:</b> <i>verification of submission &amp; completeness</i>		
<b>Scale:</b> 1/8" = 1' (or 1" = 10' if project is too large).	Always	Yes	No	Yes	N/A	Missing
<b>Separate existing and proposed site plans:</b> showing all buildings on the lot.	Only if exterior changes proposed	Yes	No	Yes	N/A	Missing
<b>Adjacent lots</b> showing full width outlines of all buildings on adjacent properties.	Always	Yes	No	Yes	N/A	Missing
<b>Direction of true north:</b> show project north if it is different from true north.	Always	Yes	No	Yes	N/A	Missing
<b>Dimensions:</b> 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
<b>Landscape and permeable surface:</b> 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
<b>Usable open space:</b> show the dimensions of decks, terraces and yards.	Residential Projects	Yes	No	Yes	N/A	Missing
<b>Curb cuts:</b> existing and proposed curb cuts, curb lines, including both adjacent properties.	If removing or adding parking	Yes	No	Yes	N/A	Missing
<b>Dimensioned setback requirements:</b> Front setback, rear yard and side yard of the subject and adjacent buildings.	Always	Yes	No	Yes	N/A	Missing
<b>Street Names</b>	Always	Yes	No	Yes	N/A	Missing
<b>Street tree:</b> 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*

<b>Floor and Roof Plans Requirement</b>	<b>When is it required?</b>	<b>Applicants:</b> <i>is this required as part of your project &amp; submitted?</i>		<b>Planning staff only:</b> <i>verification of submission &amp; completeness</i>		
<b>Separate existing and proposed floor and roof plans:</b> include adjacent structures	When changes are made to the floor or roof.	Yes	No	Yes	N/A	Missing
<b>Scale:</b> 1/4" = 1' (unless project is too large in which case 1/8" = 1' is acceptable).	Always	Yes	No	Yes	N/A	Missing
<b>North Arrow</b>	Always	Yes	No	Yes	N/A	Missing
<b>On all plan views:</b> label the intended use of rooms and areas.	Always	Yes	No	Yes	N/A	Missing
<b>Toters:</b> show location of dedicated space for trash, recycling and compost carts on private property and screened from public view. Visit <a href="http://www.recology.com/recology-san-francisco">www.recology.com/recology-san-francisco</a> for more information.	Always	Yes	No	Yes	N/A	Missing
<b>Laundry and storage:</b> show the locations.	Always	Yes	No	Yes	N/A	Missing
<b>Parking:</b> show dimensions and outlines of all existing and proposed vehicle and bicycle parking.	Always	Yes	No	Yes	N/A	Missing
<b>Electrical Transformers:</b> show the locations.	Always	Yes	No	Yes	N/A	Missing
<b>Roof:</b> 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
<b>Walls:</b> 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
<b>Door and Windows:</b> 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 &amp; submitted?</i>		<b>Planning staff only:</b> <i>verification of submission &amp; completeness</i>		
<b>Separate existing and proposed elevations:</b> 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
<b>Profiles of Adjacent Buildings:</b> 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
<b>Exterior materials:</b> 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
<b>Windows:</b> include dimensions, operation, and material type. Provide plan section detail of new windows.	Only if exterior changes proposed.	Yes	No	Yes	N/A	Missing
<b>Heights:</b> (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 &amp; submitted?</i>		<b>Planning staff only:</b> <i>verification of submission &amp; completeness</i>		
<b>At least two sections (longitudinal and latitudinal)</b>  <b>Longitudinal:</b> show relation between the street, front property line, subject building, rear yard, and rear property line  <b>Latitudinal:</b> show relation between subject building and the outline of each adjacent building	Expansions and projects with excavation.	Yes	No	Yes	N/A	Missing
<b>Separate existing and proposed sections</b>	If there is a change in floor to ceiling heights or if excavation is proposed.	Yes	No	Yes	N/A	Missing
<b>Scale:</b> ¼"=1' (unless the project is too large)	For all sections.	Yes	No	Yes	N/A	Missing
<b>Height datum point:</b> Center line of the building, top of curb	For all sections.	Yes	No	Yes	N/A	Missing
<b>Floor to Ceiling height dimensions</b>	For all sections.	Yes	No	Yes	N/A	Missing
<b>Existing and Proposed Grade</b>	For all sections.	Yes	No	Yes	N/A	Missing
<b>Key section location of floor plans and site plans</b>	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 &amp; submitted?</i>		<b>Planning staff only:</b> <i>verification of submission &amp; completeness</i>		
<b>Renderings</b>	New construction	Yes	No	Yes	N/A	Missing
<b>Photographs</b>	Always	Yes	No	Yes	N/A	Missing
<b>As Built Plans:</b> 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
<a href="#">San Francisco Design Standards</a>	The San Francisco Design Standards are required for projects that are protected under the Housing Accountability Act.	Yes	No	Yes	N/A	Missing
<a href="#">Preservation Design Standards</a>	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*

<b>Additional Requirements for State Density Bonus Projects</b>	<b>When is it required?</b>	<b>Applicants:</b> <i>is this required as part of your project &amp; submitted?</i>		<b>Planning staff only:</b> <i>verification of submission &amp; 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 &amp; submitted?</i>		<b>Planning staff only:</b> <i>verification of submission &amp; completeness</i>		
<b>Lot Size:</b> 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
<b>Demolition Calculations Table</b> 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
<b>Demolition Calculations Table</b> Pursuant to Planning Code Section 1005	Required for any ministerial project proposing alterations to a Category A* property.	Yes	No	Yes	N/A	Missing
<b>Unit Amenities:</b> 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
<b>Supportive Services Area:</b> 90 square feet must be dedicated to supportive services	AB 2162 Projects with 20 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 hereby authorize City and County of San Francisco Planning staff to conduct a site visit of this property as part of the City's review of this application, making all portions of the interior and exterior accessible through completion of construction and in response to the monitoring of any condition of approval.
- e) 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. Furthermore, where supplemental information is required by this application, PII has been redacted prior to submittal to the Planning Department. 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: \_\_\_\_\_