



APPLICATION FOR HOUSING DEVELOPMENT STREAMLINED APPROVAL (SENATE BILL 9)

INFORMATIONAL AND APPLICATION PACKET

California Senate Bill 9 (SB 9) was signed by Governor Gavin Newsom on September 16, 2021 and became effective January 1, 2022. Senate Bill 450 (SB 450), effective January 1, 2025, amended Senate Bill 9. SB 9 allows duplexes and lot splits for certain parcels in single-family (RH-1, RH-1-(D), and RH-1-(S)) zoning.

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 A HOUSING DEVELOPMENT STREAMLINED APPROVAL USING SENATE BILL 9?

Senate Bill 9 (2021 Atkins) (SB 9) amends CA Govt. Code Sections 65852.21 and 66411.7 to require local entities to streamline the approval of certain 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 HOUSING DEVELOPMENT STREAMLINED APPROVAL USING SB 9?

In order to be eligible for streamlining, the project must add one net new unit and meet all of the following criteria:

- **Zoning:** The subject parcel and development must be located on a parcel zoned for single-family residential uses. This includes Residential House-One-Family, Residential House-One-Family (Detached Dwellings), and Residential House-One-Family with Minor Second Unit (RH-1, RH-1-(D), and RH-1-(S),) zoning districts.
- **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.
- **Vacancy/Owner-Occupancy:** The site has been either vacant or only owner-occupied for three (3) years prior to application submittal. Please be prepared to provide evidence of owner-occupancy including but not limited to: property tax records, income tax records, utility bills, vehicle registration, or similar documentation.

- **Tenant Occupancy:** Any application for the demolition or alteration of existing housing units that have been occupied by rental tenants in the three (3) years prior to submittal of the application are not eligible. The Planning Department will request comprehensive records from the San Francisco Rent Board regarding tenancy.
- **Rent Control:** If the existing units on the property are subject to rent control and proposed for alteration or demolition, the property is ineligible.
- **Ellis Act:** Properties are ineligible if there has been an Ellis Act eviction(s) (California Government Code section 7060 et seq) for any existing housing on site in the fifteen (15) years prior to submittal of the application. This information can be obtained from the Rent Board.
- **Historic Buildings/Districts:** The development is not located within a historic district, is not included on the State Historic Resources Inventory, or is not within a site that is legally designated or listed as a San Francisco landmark or historic property or district. The project must not demolish a historic structure that has been placed 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.
- **Consistent with Objective Standards:** The project must meet all objective standards of the Planning Code at the time of SB 9 application submittal. Such objective standards are those that require no personal or subjective (discretionary) judgment, such as objective dimensional requirements. The City cannot impose objective standards that would physically prevent the construction of up to two units or that would physically prevent either of the two units from being at least 800 square feet in floor area. The San Francisco Planning Commission adopted the [San Francisco Design Standards](#) on November 14, 2024.

SB 9 also requires ministerial approval of a single family parcel into two parcels, known as a lot split. If pursuing a lot split, the project must all of the following criteria, in addition to the criteria listed above:

- **Lot Size/Lot Split:** The parcel must be at least 2,400 square feet. The new resulting lot cannot be less than 40% or more than 60% of the original lot size, and both newly created parcels must be at least 1,200 square feet.
- **SB 9 Lot Split:** Any parcel established through the prior exercise of an urban lot split under SB 9 is not eligible. SB 9 may not be used to subdivide a parcel more than once.
- **SB 9 Lot Split Adjacency:** Parcels where either the owner of the parcel, or any person acting in concert with the owner, has previously subdivided an adjacent parcel using an urban lot split under SB 9 are also not eligible.
- **Subdivisions:** If pursuing a lot split, the development must submit a subdivision application pursuant to the California Subdivision Map Act with the San Francisco Department of Public Works.
- **Post-Project Owner Occupancy:** An applicant for a lot split under SB 9 must sign an affidavit stating that the applicant intends to occupy one of the housing units as their principal residence for a minimum of three years from the date of the approved lot split, unless the applicant is a community land trust or a qualified nonprofit corporation.

The City may deny an application for a housing development under SB 9 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 9?

To apply for SB 9 approval, please submit a SB 9 Application. If pursuing a lot split, please 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 9 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 9 application.

CEQA review is not required for SB 9 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.

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 DEVELOPMENT STREAMLINED APPROVAL (SB 9)

GENERAL INFORMATION

Property Information

Existing Project Address(s): _____

Existing Block/Lot(s): _____

Proposed Project Address(s): _____

Proposed Block/Lot(s): _____

Property Owner's Information

Name: _____

Address: _____

Email Address: _____

Telephone: _____

Applicant Information

Name: _____

Address: _____

Email Address: _____

Telephone: _____

Please Select Billing Contact:

Owner

Applicant

Other (see below for details)

Name: _____ Email: _____ Phone: _____

PROJECT INFORMATION

Duplex (complete supplemental page 6)

Lot Split and Duplex (complete supplemental page 7)

Lot Split (complete supplemental page 8)

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

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	
	Laboatory GSF	
	Visitor 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? Yes No

If yes, please list the objective standard and provide a narrative rationale outlining how said objective standard would physically preclude the construction of two 800 square foot residential units.

DUPLEX ONLY SUPPLEMENTAL

	QUESTION	YES	NO
1.	Are the existing and new lot(s) located in a single-family residential zoning district RH-1, RH-1-(D), and/or RH-1-(S)?		
2.	Is the development 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?		
3.	Is the Project proposing residential demolition and new construction?		
4.	Is the Project proposing to retain an existing structure? If yes, please describe any proposed additions or conversions in the project description above.		
5.	Has the site either been vacant or owner-occupied for three (3) years prior to application submittal? Please provide evidence such as: property tax records, income tax records, utility bills, vehicle registration, or similar documentation.		
6.	Has any existing housing been occupied by rental tenants in the three (3) years prior to application submittal?		
7.	Is the housing development subject to rent control?		
8.	Have any Ellis Act eviction(s) occurred for any existing housing in the fifteen (15) years prior to submittal of the application? (This information can be obtained from the Rent Board).		
9.	Is the development located within a historic or landmark district under State law or designated or listed as a landmark or historic property or district under local law (Planning Code Article 10 or 11).		
10.	Will the Project use SB 9 in conjunction with a San Francisco ADU Program(s)? If yes, please specify how many ADU(s) in the project description.		

LOT SPLIT AND DUPLEX SUPPLEMENTAL

	QUESTION	YES	NO
1.	Are the existing and new lot(s) located in a single-family residential zoning district RH-1, RH-1-(D), and/or RH-1-(S)?		
2.	Is the development 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?		
3.	Has the project submitted a subdivision application pursuant to the California Subdivision Map Act with the San Francisco Department of Public Works? If yes, please provide the Public Works referral case record number:		
4.	Is the existing lot greater than 2,400 square feet?		
5.	Are both lots no less than 40% and no more than 60% of the original lot area (square feet)?		
6.	Have any existing lot(s) been created by a previous lot split pursuant to SB 9?		
7.	Have lot splits using SB 9 been pursued on adjacent lots?		
8.	Are new lot(s) that are retaining the original structure pursuing addition or duplex conversion?		
9.	Has an affidavit signed by the owner stating their intent to live at the subject property for three (3) years following the approval of application been submitted? This affidavit may be found on page 9.		
10.	Has the site either been vacant or owner-occupied for three (3) years prior to application submittal? Please provide evidence such as: property tax records, income tax records, utility bills, vehicle registration, or similar documentation		
11.	Has any existing housing been occupied by rental tenants in the three (3) years prior to application submittal?		
12.	The housing development is not subject to rent control?		
13.	Have any Ellis Act eviction(s) occurred for any existing housing in the fifteen (15) years prior to submittal of the application? (This information can be obtained from the Rent Board).		
14.	Is the development located within a historic or landmark district under State law or designated or listed as a landmark or historic property or district under local law (Article 10 or 11).		
15.	Will the Project use SB 9 in conjunction with a San Francisco ADU Program(s)? If yes, please specify how many ADU(s) in the project description.		

LOT SPLIT ONLY SUPPLEMENTAL

	QUESTION	YES	NO
1.	Are the existing and new lot(s) located in a single-family residential zoning district RH-1, RH-1-(D), and/or RH-1-(S)?		
2.	Is the development 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?		
3.	Has the project submitted a subdivision application pursuant to the California Subdivision Map Act with the San Francisco Department of Public Works? If yes, please provide the Public Works referral case record number:		
4.	Is the existing lot greater than 2,400 square feet?		
5.	Are both lots no less than 40% and no more than 60% of the original lot area (square feet)?		
6.	Have any existing lot(s) been created by a previous lot split pursuant to SB 9?		
7.	Have lot splits using SB 9 been pursued on adjacent lots?		
8.	Has the site either been vacant or owner-occupied for three (3) years prior to application submittal? Please provide evidence such as: property tax records, income tax records, utility bills, vehicle registration, or similar documentation.		
9.	Has an affidavit signed by the owner stating their intent to live at the subject property for three (3) years following the approval of application been submitted? This affidavit may be found on page 9.		
10.	Have any Ellis Act eviction(s) occurred for any existing housing in the fifteen (15) years prior to submittal of the application? (This information can be obtained from the Rent Board).		
11.	Is the development located within a historic or landmark district under State law or designated or listed as a landmark or historic property or district under local law (Article 10 or 11).		
12.	Will the Project use SB 9 in conjunction with a San Francisco ADU Program(s)? If yes, please specify how many ADU(s) in the project description.		
13.	Is the applicant a community land trust or qualified nonprofit corporation?		

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 9 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

