



## SECTION 311 PLANNING APPLICATION REVIEW

### INSTRUCTIONS AND DECLARATION OF POSTING JANUARY 2024

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.

#### Instructions:

Department support staff will contact you with the dates of the notification period. **The notice must be posted on the site through 5:00 p.m. on the expiration date.** If the expiration date falls on a weekend or holiday, the poster is to remain up through the end of the next business day.

#### **ONLY POST THIS NOTICE AFTER RECEIVING THE DATES!**

Instructions for posting the 11 x 17 notice at the subject property:

1. If a window of the building or building façade is within six feet of the property line, the poster must be posted inside the window or on the building façade if the window is not large enough.
  - a. The bottom of the poster must be no lower than four feet above grade and the top of the poster no higher than six feet above grade.
  - b. The face of the poster must be parallel to the street and the entire poster and lettering must be clearly visible from a public street, alley or sidewalk.
  - c. If the poster is posted on the building façade, it must be covered with plastic or transparent materials to protect it from rain.
  - d. The pathway to the sign must be unobstructed so that the interested parties can approach closely and read the poster.
  - e. The poster shall not be posted on a commonly used door that might be left open so that the sign will be obscured from public view.

2. If the building is more than six feet from the property line, the poster must be mounted on a display board at the property line.
  - a. The top of the poster must be between five and six feet above grade.
  - b. The face of the poster must be parallel to the street and the entire poster and letter must be clearly visible from a public street, alley or sidewalk.
  - c. The poster must be covered with plastic or transparent materials to protect it from rain.
3. If the project site is a corner property or a through lot, a poster must be posted on each street frontage following the instructions above.
4. During the posting period, it is the applicant's responsibility to ensure that the poster remains visible on the property. The applicant must inspect the poster notice at least two separate times. If the poster is removed or otherwise destroyed during the required posting period, the Zoning Administrator may require re-notification for the project.



## San Francisco Planning

**FOR MORE INFORMATION:**

Contact San Francisco Planning

**San Francisco Planning Reception**

49 South Van Ness Avenue, Suite 1400  
San Francisco CA 94103

**TEL:** 628.652.7600

**WEB:** [www.sfplanning.org](http://www.sfplanning.org)

**Planning counter at Permit Center**

49 South Van Ness Avenue, 2nd Floor  
San Francisco CA 94103

**EMAIL:** [pic@sfgov.org](mailto:pic@sfgov.org)

**TEL:** 628.652.7300



## DECLARATION OF POSTING

**ONLY RETURN THIS DOCUMENT AFTER THE EXPIRATION DATE!**

### **Instructions for submitting the Declaration of Posting:**

The applicant must submit the enclosed Declaration of Posting, signed under penalty of perjury, which declares that the applicant has completed the posting of the Notice as required by the Planning Code.

The Declaration of Posting must be returned to the project planner immediately after the expiration date. It can be submitted via email.

After the notification period has expired and the Department receives the Declaration of Posting, the project planner will check whether a request for a Discretionary Review has been filed. Any concerned party can file a Discretionary Review request. If a Discretionary Review request has been filed during the notification period, the Planning Commission may use its discretionary powers, at a public hearing to revise the project. If a Discretionary review request has not been filed, the project planner will issue a Planning Approval Letter.

After you receive this letter, you may [submit for a building permit](#) with the Department of Building Inspection.



## DECLARATION OF POSTING FOR SECTION 311

I, \_\_\_\_\_, do hereby declare as follows:

1. On \_\_\_\_\_, 20\_\_\_\_, I posted a public notice on the project site (one on each frontage for through and corner lots) indicating my intention to secure a building permit and describing the extent of the proposed work for the property located at \_\_\_\_\_.  
The public notice was furnished to me by the Planning Department.
2. After posting the aforementioned notice, I determined that the required notice was posted during the requisite duration between \_\_\_\_\_ and \_\_\_\_\_, 20 \_\_\_\_.

Project Address: \_\_\_\_\_

I declare under the penalty of perjury under the laws of the State of California that the foregoing is true and correct.

EXECUTED ON THIS DAY, \_\_\_\_\_, 20 \_\_\_\_\_,  
IN SAN FRANCISCO.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (Print or Type)

\_\_\_\_\_  
Relationship to Project: e.g. owner, Attorney, Architect, etc.

**Submit completed Declaration of Posting immediately to the Project Planner after the expiration date.**