

TRANSPORTATION DEMAND MANAGEMENT (TDM) PROGRAM

VERSION 3

INFORMATIONAL AND SUPPLEMENTAL APPLICATION PACKET FOR DEVELOPMENT PROJECTS FILED AFTER MARCH 11, 2021.*

ATTENTION: A Project Application must be completed and/or attached prior to submitting this Supplemental Application. See the Project Application for instructions.

A Development Project that meets the applicability criteria of Planning Code Section 169 shall be subject to the TDM Program Standards and must submit a TDM Plan

The application for a TDM Plan includes a basic project description, necessary contact information, more detailed project description tables that identify the proposed land use(s), relevant TDM point target(s) for the project, and a TDM Menu worksheet that lists the various measures the project may select in order to meet the required point target.

For any programmatic TDM measures you must include a written description of the services to be provided. For physical TDM measures, the plans associated with the Development Application must show the location, number, and/or dimensions of

these measures; however, a separate set of drawings is not required with the TDM Plan application. If you are amending your TDM Plan, indicate so on the application.

*If you have any questions or need the TDM application for development applications filed before this date, please email TDM@sfgov.org.

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 THE TRANSPORTATION DEMAND MANAGEMENT (TDM) PROGRAM?

The City and County of San Francisco is projected to grow substantially through 2040, and this growth will bring more cars. The Transportation Demand Management (TDM) Program creates a framework for new private development to minimize its impact on the transportation system. The TDM Program helps ensure that new developments are designed to make it easier for residents, tenants, employees, and visitors to get around by sustainable travel modes, such as transit, walking, and biking. Property owners choose from a variety of TDM measures, which are intended to reduce Vehicle Miles Traveled (VMT) associated with a particular type of development project.

Planning Code Section 169 identifies the applicability for the TDM Program and establishes the TDM Program Standards. The TDM Program Standards contain the specific requirements necessary for a Development Project's compliance with the TDM Program. These requirements include submittal of one or more TDM Plans. The TDM Plan(s) shall document the Development Project's compliance with the TDM Program, including the Development Project's point target and associated TDM measures selected to achieve that point target.

WHEN IS A TDM PLAN NECESSARY?

In general, any Development Project that meets the applicability criteria of Planning Code Section 169.3 shall be subject to the TDM Program requirements, and must submit a TDM Plan. This includes projects that propose:

- Addition/Construction of ten (10) or more Dwelling Units:
- Addition/Construction of ten (10) or more bedrooms of Group Housing;
- New construction resulting in 10,000 square feet of occupied floor area or more of any use other than Residential, excluding any area used for accessory parking; or
- Any Change of Use of 25,000 square feet of occupied floor area or more of any use other than Residential, excluding any area used for accessory parking, if:

- The Change of Use involves a change from a Residential use to any use other than Residential, or
- The Change of Use involves a change from any use other than Residential to another use other than Residential.

Projects that are 100% Affordable Housing, or projects that are for Parking Garages or Parking Lots that are not included within a larger Development Project, are exempt from the TDM Program requirements.

Projects with a Development Application filed, or an Environmental Evaluation Application deemed complete on or before September 4, 2016, shall be subject to 50% of the applicable target requirement. Projects not meeting the above criteria, but which file a Development Application before January 1, 2018, shall be subject to 75% of the applicable target requirement. Projects not meeting either criterion above that submit their first Development Application on or after January 1, 2018 shall be subject to 100% of the target requirement.

HOW DOES THE PROCESS WORK?

For projects that require a pre-application community meeting, the Project Sponsor must discuss potential TDM measures at the meeting and solicit feedback from the local community to be taken into consideration when preparing the proposed TDM Plan application for submission. In addition, if the project requires a Preliminary Project Assessment (PPA), the PPA application must indicate how the project may meet its TDM requirement.

The Project Sponsor must fill out and submit the accompanying application form, along with the associated application fee, at the time of submittal for the first Development Application for the project.

Once the TDM Plan is received, Planning Department staff will review the application for compliance with the TDM Program Standards in conjunction with review of the Development Application for the project. The project will be subject to the TDM Program Standards in effect on the date the Development Application application is accepted by the Planning Department. Projects with Development Applications filed prior to June 2018 are subject to Version 1 of the TDM Program Standards, projects with Development Applications

filed between June 2018 and March 2021 are subject to Version 2 of the TDM Program Standards, and projects with Development Applications filed after March 2021 are subject to Version 3 of the TDM Program Standards. Note that regardless of Development Application filing date, a project may voluntarily choose to use the current version of the TDM Program Standards (Version 3). Under Version 3 of the TDM Program Standards, certain low-density residential projects may be eligible for a Limited TDM Plan.

A project's TDM Plan will be finalized prior to Planning Department approval of the associated building permit. The final TDM Plan will be recorded as a Notice in the Official Records of the Recorder of the City. Neither the Planning Commission or the Zoning Administrator can waive, reduce, or adjust the requirements of the TDM Program through the approval process for the Development Application. However, a Development Project's finalized TDM Plan may be subsequently modified after the issuance of a building or site permit, in accordance with Planning Code Section 169.4 and the TDM Program Standards.

All projects subject to the TDM Program must designate a TDM coordinator which is the point of contact for Planning Department staff on the project's compliance with the TDM Program over the life of the project. The project's TDM coordinator will also coordinate a pre-occupancy site visit with Planning Department staff, and will submit both Pre-Occupancy and Ongoing Monitoring and Reporting Forms along with the associated monitoring fees. These steps will help the Department ensure that the project will continue to comply with its TDM Plan. The Project Sponsor and/or property owner must notify Planning if the TDM Coordinator changes at any point during the life of the project.

FEES

Please refer to the Planning Department Fee Schedule available at www.sfplanning.org. For questions related to the Fee Schedule, you can contact the Planning counter at 628.652.7300 or pic@sfgov.org.

Submission of a TDM Plan application includes an initial application submittal fee. Should the cost of staff time exceed the initial fee paid, an additional fee for time and materials may be billed upon completion of the Pre-Occupancy Monitoring & Reporting phase of the overall process and the subsequent issuance

of the First Certificate of Occupancy. Monitoring for compliance will occur once a year beginning 18 months after occupancy, or will occur once every 3 years for those property owners that are in good standing after a period of 5 consecutive years. Such monitoring will be subject to a seperate application and associated fee.

Development Projects consisting of 10 to 24 Dwelling Units, or Development Projects eligible to use a Limited TDM Plan, are exempt from the periodic compliance review fee and the voluntary TDM Plan update review fee, but shall otherwise be subject to the TDM Program, including the required payment of the initial application fee.

Any land use that requires a TDM Plan, but will be occupied by a non-profit organization that will receive funding from the City to provide services at the subject property shall be exempt from all TDM application fees, provided it files a fee waiver application with the TDM Plan application at the time of submittal, and additional fee waivers with each Ongoing Monitoring and Reporting Form, and as needed if there is a voluntary TDM Plan Amendment submittal. These non-profit fee waivers shall be revoked if a change occurs in the use or tenancy of the project, such that the minimum requirements for a waiver are no longer met.

Fee Waiver Exemption Form

TDM PLAN AMENDMENT

Following occupancy of a project, if a property owner wishes to change their TDM Plan and select different measures they may submit a TDM Plan Amendment application, so long as it would still allow them to achieve the required point target for their Development Project. The attached application will also be used for the TDM Plan Amendment application, and will require a Letter of Authorization from the property owner and a written description of any programmatic TDM measures to be offered. For any alterations to the physical TDM measures as a part of the TDM Plan Amendment, a set of plans must be available for review showing the specifications of the physical TDM measure(s) as part of the filing of a new building permit.

On the application form, indicate whether or not the application is for a new TDM Plan or a TDM Plan Amendment for an existing TDM Plan.

WHEN IS A TDM PLAN AMENDMENT NECESSARY?

A property owner will be required to submit a TDM Plan Amendment for the following:

Altering the TDM measures within the
 Development Project's TDM Plan. In general, a
 Development Project may remain subject to the version of the TDM Program Standards in effect at the time of Project submittal. Using that applicable version of the Standards, a property owner may amend their TDM Plan to select different TDM Measures, provided that the selected Measures still allow the Project to achieve the required TDM point target.

Periodically, however, the TDM Program Standards may be updated to: (1) clarify implementation of TDM Measures; (2) add or remove Measures; or (3) adjust the point value of Measures. Notwithstanding the previous paragraph, a property owner may amend their TDM Plan and voluntarily elect to use the most recent version of the TDM Program Standards. Additionally, a property owner must use the most recent version of the TDM Program Standards for the entire TDM Plan if: (1) the TDM Plan amendment is requested in order to use a new Measure or feature of the Standards that has been added to the current version of the Standards and was not previously available to the Project; or (2) the TDM Plan amendment is requested in order to receive additional point credit(s) for a Measure that has increased point value under the current version of the Standards.

In these cases, the entire TDM Plan must be based on the current version of the Standards. Therefore, if a previously selected Measure has been removed from the Program Standards, is no longer applicable to a particular land use category, or has a decreased point value under the current version, then the Project must select additional Measures in order to ensure that the required point target for the Development Project is still being met. Once a TDM Plan has been updated to the current version of the TDM Program Standards, it will not be able to revert to the original version.

 Altering the number of Accessory Parking spaces associated with the Development Project. The TDM Program Standards require each Development Project subject to the TDM Program to meet a TDM point target based on the number of Accessory Parking spaces. If the number of Accessory Parking spaces change, the applicable TDM point target may also change accordingly.

If the number of Accessory Parking spaces associated with the Development Project decreases, resulting in a decreased TDM point requirement, then a property owner may choose to retain the current TDM Plan and achieve more points than now required, or may amend the TDM Plan. This TDM Plan amendment may be based on the originally applicable version of the TDM Program Standards or the property owner may voluntarily choose to use the current version.

However, if the number of Accessory Parking spaces associated with the Development Project increases, resulting in an increased TDM point requirement, a TDM Plan Amendment will be required in order for the Project to meet the new target, and the new TDM Plan must be entirely based on the current version of the TDM Program Standards.

WHEN IS A TDM PLAN AMENDEMENT FILED?

At any time after the Planning Department approves a Development Project's building permit, even following the First Certificate of Occupancy, the property owner may propose an amendment to the finalized TDM Plan by submitting a TDM Plan Amendment Application.

HOW DOES THE PROCESS WORK?

The process is generally the same as a new TDM Plan. Once the amended TDM Plan is finalized, it will be recorded as a Notice in the Official Records of the Recorder of the City and take effect immediately. The project's TDM coordinator will also coordinate a site visit with Planning Department staff and will continue to submit Ongoing Monitoring and Reporting Forms along with the associated monitoring fees. A Development Project's amended TDM Plan may be subsequently amended thereafter at any time.



TRANSPORTATION DEMAND MANAGEMENT (TDM) PROGRAM

VERSION 3

SUPPLEMENTAL APPLICATION FOR DEVELOPMENT PROJECTS FILED AFTER MARCH 11, 2021.*

Property Information

Project Address:			Block/Lot(s):	
TDM Disco Assessed assessed	Lineita d TDM Dlan	Dunit at Auguliant	i Data	
TDM Plan Amendment	Limited TDM Plan	Project Applicat	ion Date:	
Does your project consist of multiple buildings? If yes, how many buildings will be constructed?			cted?	
Yes No				
If yes, and the project includes residential of single building?	dwelling units, what are	e the fewest and most numb	per of dwelling units that will occur in a	
Fewest Units:	Most Units:			
If yes, please use the space below to briefly of the project. Attach additional sheets if n		on of land uses and/or dwe	lling units within the different buildings	
Will your project be constructed in multiple phases?		If yes, how many phases?		
Yes No				
If yes, please use the space below to briefly describe what each phase of the project will include and the estimated construction timeline of each phase after approvals. Attach additional sheets if necessary.				

^{*} Please email TDM@sfgov.org for development applications filed before this date.

TDM Program Land Use Tables

If you are not sure of the eventual size of the project, provide the maximum estimates. Gross Floor Area and Occupied Floor Area are defined in Planning Code Section 102. Refer to page 7 of the TDM Program Standards for a list of typical land uses that fall within each of the four land use categories, A - D. If you are amending any land use, parking, and/or target points, please indicate so within the table.

Land Use Category A (Retail)			
Gross Floor Area (GFA)			
Occupied Floor Area (OFA)			
Number of Accessory Parking Spaces			
Target Points			

Land Use Category C (Residential)			
Number of Dwelling Units			
Number of Bedrooms (Group Housing)			
Number of Accessory Parking Spaces			
Target Points			

Land Use Category B (Office)			
Gross Floor Area (GFA)			
Occupied Floor Area (OFA)			
Number of Accessory Parking Spaces			
Target Points			

Land Use Catego	ory D (Other)
Gross Floor Area (GFA)	
Occupied Floor Area (OFA)	
Number of Accessory Parking Spaces	
Target Points	

TDM Plan Worksheet Land Use Category С D Α В Category Points Retail Office Residential Other Measure **ACTIVE-1** Improve Walking Conditions: Option A; or 1 \bigcirc Improve Walking Conditions: Option B; or 1 \bigcirc Improve Walking Conditions: Option C; or 1 Improve Walking Conditions: Option D \bigcirc 1 **ACTIVE-2** Bicycle Parking: Option A; or 1 2 Bicycle Parking: Option B; or 3 Bicycle Parking: Option C; or Bicycle Parking: Option D 4 **ACTIVE-3** 0 **Showers and Lockers** 1 **ACTIVE-4** \bigcirc Bike Share Membership: Location A; or 1 Bike Share Membership: Location B B B B 0 2 ACTIVE-5A **Bicycle Repair Station** 1 **ACTIVE-5B Bicycle Maintenance Services** 0 1 **ACTIVE-6** Fleet of Bicycles 1 **ACTIVE-7 Bicycle Valet Parking** B 0 0 1 Car-share Parking and Membership: Option A; or P P P P **CSHARE-1** 1 Car-share Parking and Membership: Option B; or 2 P P P P P P P Car-share Parking and Membership: Option C; or 3 P P P P P Car-share Parking and Membership: Option D; or 4 P Car-share Parking and Membership: Option E P P P 5 **DELIVERY-1 Delivery Supportive Amenities** 1 **DELIVERY-2 Provide Delivery Services** 1 (F) 0 0 0 0 0 **FAMILY-1** Family TDM Amenities: Option A; and/or 1 0 0 0 Family TDM Amenities: Option B 1 0 FAMILY-2 On-site Childcare 2 FAMILY-3 Family TDM Package 2 0 0 0 HOV-1 Contributions or Incentives for Sustainable Transportation: 2 Option A; or Contributions or Incentives for Sustainable Transportation: 4 0 Option B; or Contributions or Incentives for Sustainable Transportation: 6 Option C; or Contributions or Incentives for Sustainable Transportation: 8 \bigcirc Option D

NOTES

HOV-2

A project sponsor can only receive up to 14 points between HOV-2 and HOV-3.

Shuttle Bus Service: Option A; or

Shuttle Bus Service: Option B

Please tally the points on the next page.

= applicable to land use category.

7

14

= applicable to land use category, see fact sheets for further details regarding project size and/or location.

B

B

P = applicable to land use category only if project includes some parking.

B

B

= not applicable to land use category.

= project sponsor can select these measures for land use category D, but will not receive points.

B

B

			Land Use Category			
Category	Measure	Points	A Retail	B Office	C Residential	D Other
HOV-3	Vanpool Program: Option A; or	1			0	0
	Vanpool Program: Option B; or	2	Œ	E	0	0
	Vanpool Program: Option C; or	3	Œ	E	0	0
	Vanpool Program: Option D; or	4	Œ	Œ	0	0
	Vanpool Program: Option E; or	5	Œ	Œ	0	0
	Vanpool Program: Option F; or	6	Œ	Œ	0	0
	Vanpool Program: Option G	7	Œ	(E)	0	\circ
INFO-1	Multimodal Wayfinding Signage	1				
INFO-2	Real Time Transportation Information Displays	1	(E)	(E)	(E)	₽
INFO-3	Tailored Transportation Marketing Services: Option A; or	1	(E)	(E)	(E)	0
	Tailored Transportation Marketing Services: Option B; or	2	(E)	(E)	(E)	0
	Tailored Transportation Marketing Services: Option C; or	3	(E)	(E)	(E)	0
	Tailored Transportation Marketing Services: Option D	4	(E)	(E)	(E)	0
LU-1	Healthy Food Retail in Underserved Area	2	(E)	0	0	0
LU-2	On-site Affordable Housing: Option A; or	1	0	0	(E)	0
	On-site Affordable Housing: Option B; or	2	0	0	(E)	0
	On-site Affordable Housing: Option C; or	3	0	0	B	0
	On-site Affordable Housing: Option D	4	0	0	B	0
PKG-1	Unbundle Parking: Location A; or	1	0	0	(E)	0
	Unbundle Parking: Location B; or	2	0	0	(E) (P)	0
	Unbundle Parking: Location C; or	3	0	0	(E) (P)	0
	Unbundle Parking: Location D; or	4	0	0	(E) (P)	0
	Unbundle Parking: Location E	5	0	0	(E) (P)	0
PKG-2	Parking Pricing	2	P	P	0	0
PKG-3	Parking Cash Out: Non-residential Tenants	2	P	P	0	0
PKG-4	Parking Supply: Option A; or	1	P	P	P	P
	Parking Supply: Option B; or	2	P	P	P	P
	Parking Supply: Option C; or	3	P	P	P	P
	Parking Supply: Option D; or	4	P	P	P	P
	Parking Supply: Option E; or	5	P	P	P	P
	Parking Supply: Option F; or	6	P	P	P	P
	Parking Supply: Option G; or	7	P	P	P	P
	Parking Supply: Option H; or	8	P	P	P	P
	Parking Supply: Option I; or	9	P	P	P	P
	Parking Supply: Option J; or	10	P	P	P	P
	Parking Supply: Option K	11	₿	(E)	€	(E)
LAND USE	CATEGORY TOTALS		A Retail	B Office	C Residential	D Other

Point Subtotal From Page 1:

Point Subtotal From Page 2:

TOTALS:

TDM COORDINATOR AFFIDAVIT

Planning Code Section 169.5 requires every Development Project subject to the TDM Program to maintain a TDM coordinator. The TDM coordinator's responsibilities are defined further in the Glossary of Terms of the TDM Program Standards. Please visit http://sf-planning.org/tdm-materials-and-resources for more information.

Under penalty of perjury the following declarations are made:

- a) The undersigned is authorized by the property owner to be the designated TDM Coordinator for the Life of the Project.
- 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)	Name (Printed)	
Relationship to Project (i.e. Owner, Architect, etc.)	Phone	Email		
Date				
FOR DEPARTMENT USE ONLY Application received by Planning Departmen	nt:			
Ву:		Date:		