



TDM PROGRAM ONGOING MONITORING AND REPORTING FORM

FORM SUBMITTAL REQUIREMENTS

For the life of the Development Project, the Ongoing Monitoring and Reporting Form must be completed and approved on an annual basis to verify that all TDM measures are maintained as required by the TDM Program Standards. Planning Department staff will conduct a site visit of the Project once every three years to confirm all approved physical measures in the Project's TDM Plan continue to be implemented and/or installed. The Planning Department will inform the TDM coordinator before such site visits.

For assistance in preparing an Ongoing Monitoring and Reporting Form, the Planning Department provides a number of resources online. Please visit <http://sfplanning.org/tdm> for more information or 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。

Tagalog: 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 TO SUBMIT:

- One (1) complete and signed Ongoing Monitoring and Reporting Form.
- A check made payable to the "San Francisco Planning Department" for the required Form fee amount. See Fee Schedule.
- A written description of and evidence showing the programmatic measures implemented.
- If you are not the property owner or designated TDM coordinator, please submit a Letter of Authorization from the owner(s) designating an Authorized Agent to communicate with the Planning Department on their behalf.

WHEN TO SUBMIT:

The first Ongoing Monitoring and Reporting Form shall be due within 30 calendar days of the 18 month anniversary of the issuance of the First Certificate of Occupancy. Subsequent Ongoing Monitoring and Reporting Forms shall then be due annually within 30 calendar days of the 18 month anniversary of the issuance of the First Certificate of Occupancy. For Projects with multiple buildings, please contact the Planning Department for more information.

HOW TO SUBMIT:

The Ongoing Monitoring and Reporting Form is located here: <http://sfplanning.org/permit-forms-applications-and-fees>.

To submit your Ongoing Monitoring and Reporting Form, please email the form and all accompanying materials to tdm@sfgov.org.

HOW TO OBTAIN APPROVAL:

Once all materials are submitted, Planning Department staff will contact the property's TDM coordinator within 30 days to schedule an in-person site inspection. During the site inspection, staff will ensure that all physical measures are implemented and/or installed. Site inspections will occur every three years. Upon evidence that all TDM measures are consistent with the Project's TDM Plan and the TDM Program Standards, staff will approve the Ongoing Monitoring and Reporting Form. If a Project is in good standing (i.e., submits satisfactory Ongoing Monitoring and Reporting Forms for five consecutive years), then the Project's Ongoing Monitoring and Reporting Form requirement shifts to one submittal every three years. If, at any time, the Project fails to demonstrate satisfactory ongoing monitoring and reporting, the Project may be required to revert back to an annual submittal schedule until the Project again demonstrates five consecutive years of satisfactory monitoring and reporting.

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Property Information

Project Address: _____

Block/Lot(s): _____

Property Owner's Information

Name: _____

Address: _____

Email: _____

Phone: _____

TDM Coordinator's Information (Primary Contact)

Name: _____

Same as above

Company/Organization: _____

Address: _____

Email: _____

Phone: _____

Please Select Billing Contact:

Owner

TDM Coordinator

Owner's Agent

Name: _____ Email: _____ Phone: _____

For Department Use Only

Form received by Planning Department:

By: _____

Date: _____

SITE INSPECTION

To obtain approval on the Ongoing Monitoring and Reporting Form, this Development Project shall show sufficient evidence of the following:

SUBSTANTIAL EVIDENCE	YES	NO
Number of Accessory Parking Spaces: This Project has maintained the number of parking spaces as indicated on the approved building permit.		
Programmatic Measures: This Project provided evidence that the programmatic measures as recorded in its TDM Plan have been implemented on an ongoing basis.		
Physical Measures: This Project has maintained all physical measures as recorded in its TDM Plan.		
Designated TDM Coordinator: Per Planning Code Section 169, the Project has a TDM coordinator.		
Target Points Achieved: This Project continues to achieve all target points required per Planning Code Section 169.		
Compliance: This Project submitted satisfactory Ongoing Monitoring and Reporting Forms for five consecutive years and now is eligible to submit their forms on a triennial basis.		

TDM Program Staff Signature

Date

Site Inspection Notes:

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) The TDM Program Standards included multiple options to meet the target, and of those options, the owner has implemented and/or installed the TDM measures included in the finalized TDM Plan application.
- d) Other information or applications may be required.

Signature

Name (Printed)

Relationship to Project
(i.e. Owner, Architect, etc.)

Phone

Email

For Department Use Only

Form received by Planning Department:

By: _____

Date: _____