



CERTIFICATE OF TRANSFER FOR TRANSFERABLE DEVELOPMENT RIGHTS

INFORMATIONAL AND SUPPLEMENTAL APPLICATION PACKET

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

This is an application to the Zoning Administrator for the transfer of development rights from a Transfer Lot specifically provided for in Section 128 of the Planning Code. This application contains general information about the Certificate of Transfer, step-by-step instructions on how to file a Certificate of Transfer application to the Zoning Administrator and all the necessary forms.

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.

GENERAL INFORMATION

Transferable Development Rights are units of gross floor area that may be transferred from a Transfer Lot to a Development Lot (per the provisions of Section 128 of the Planning Code). Each one square foot of gross floor area is one unit of TDR. Transferring unused or excess TDR units enables the Preservation Lot to sell “excess” TDR units as an extra financial incentive towards the preservation of that structure and allows a structure on a Development Lot to be built that exceeds the basic floor area ratio.

The process involves three steps, each step involving the submittal of an application to the Department and the ultimate recordation of a legal document that is signed by the Zoning Administrator. These steps are:

1. Statement of Eligibility Application and Document
2. Certificate of Transfer Application and Document
3. Notice of Use Application and Document

Applications can be found at the Planning Information Counter or on the Department’s website. Please refer to the current Fee Schedule, as set forth by Section 353(d)(6)-(8) of the Planning Code, for appropriate fees for each application type.

WHAT IS A STATEMENT OF ELIGIBILITY?

A Certificate of Transfer is the second step in a three-step process to transfer the previously determined amount of TDR units from the Preservation Lot to another party (transferee). A Preservation Lot may also be referred to as a Transfer Lot. When the amount of TDR eligible for transfer is calculated for the Statement of Eligibility, each TDR is assigned a number. For example, if 5,000 TDR are determined to be eligible for transfer, they are numbered “1” through “5,000”. TDR from a single Transfer Lot may be transferred as a group to a single transferee or in separate increments to several transferees. TDR may be transferred either directly from an original owner of the TDR to the owner of a Development Lot or to persons, firms or entities who acquire the TDR and hold them for subsequent transfer to other persons, firms, entities (secondary party) or to the owners of a Development Lot or Lots.

HOW DOES THE PROCESS WORK?

To file the completed application, follow the instructions on the [Intake Request Form](#).

Upon verification and confirmation of the complete application, the Certificate of Transfer Document is prepared and the Zoning Administrator (ZA) will sign with notarized acknowledgement within thirty days. The Applicant shall pick up the document, obtain signatures with notarized acknowledgements of both the Transferor(s) and Transferee(s), and proceed with recordation at the Office of the County Recorder. A certified copy of the original recorded Certificate of Transfer shall be returned to the ZA.

Transfer of TDR from the Transfer Lot is not valid unless (i) a Statement of Eligibility has been recorded in the Office of the County Recorder prior to the date of recordation of the Certificate of Transfer; and (ii) a Notice of Suspension of Eligibility has not been recorded prior to such transfer or, if recorded, has thereafter been withdrawn by an appropriate recorded Notice of Revocation or an amended Statement of Eligibility has been recorded.

Transfer of TDR from a Preservation Lot containing a Contributory building or a landmark designated under Article 10 causes such building to become subject to the same restrictions on demolition and alteration that are applicable to Significant (Category I) buildings.

All information and exhibits submitted in connection with this application will be retained as part of the permanent public record in this case. The permanent public record is subject to the Public Record Act and made available to any person upon request.



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SUPPLEMENTAL APPLICATION

Property Information (Transfer/ Preservation Lot)

Project Address: _____

Block/Lot(s): _____

Project Description:

Article 10/11 Classification: _____

Landmark Number: _____

Transferor - Property Owner Information

Name of Record: _____

Address: _____

Email Address: _____

Telephone: _____

Transferee - Information

Name of record: _____

Company/Organization: _____

Address: _____

Email Address: _____

Telephone: _____

Applicant - Information

Same as Owner

Name: _____

Address: _____

Email Address: _____

Telephone: _____

Proposed Sale Price of TDR to be transferred:

(as per 128 (g)(4)(B)(ii)) _____

TDR Transactions

Identify the amount of certified TDR available in the Statement of Eligibility for the Transfer Lot. Describe **all** previous transfers of TDR from the Transfer Lot, including transfers executed under the provisions of Section 127 of the City Planning Code. State the amount to be transferred pursuant to this application, and the amount of TDR (if any) which will remain un-transferred.

AMOUNT	NUMBER I.D. OF TDR (BLOCK/LOT : TDR NUMBER)	RECORDATION INSTRUMENT NUMBER	RECORDATION DATE
TDR Certified in the Statement of Eligibility*			
	: through :		
Previous Transfer(s)* (Attach additional sheets as necessary, if more than four (4) previous transfers)			
1.	: through :		
2.	: through :		
3.	: through :		
4.	: through :		
TDR Available for Transfer			
	: through :		
Proposed Transfer			
	: through :		
TDR Remaining on Transfer Lot			
	: through :		

* A certified copy of the recorded Statement of Eligibility, any amended Statement of Eligibility, and each prior Certificate of Transfer transferring TDR from the Transfer Lot must be attached, showing the recorded instrument number of each document and date of recordation. If the names (s) of the transferor(s) and/or transferee(s) are not correctly and completely shown on said certificates, they must be noted on an attachment to this form.

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: _____