



# COASTAL ZONE PERMIT In the Coastal Zone Area

## INFORMATIONAL PACKET

Pursuant to Planning Code Section 330, all projects within San Francisco's Coastal Zone Area may be required to apply for a Coastal Zone Permit for projects involving demolition, new construction, reconstruction, alteration, change of use, change of occupancy, condominium conversion, and public improvement. A Coastal Zone Permit should be filed concurrently with any other necessary project permits.

Planning Department staff are available to advise you in the preparation of this application. Call 415.558.6377 for further information.

**Español:** Si desea ayuda sobre cómo llenar esta solicitud en español, por favor llame al 415.575.9010. 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415.575.9010。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 415.575.9121. Paki tandaan na mangangailangan ang Planning Department ng hindi kukulangin sa isang araw na pantrabaho para makasagot.

## WHAT IS A COASTAL ZONE PERMIT?

The California Coastal Commission, in partnership with coastal cities and counties, plans and regulates the use of land and water in the designated coastal zone. Certain development activities, defined by the California Coastal Act of 1976, generally require a Coastal Zone Permit from either the California Coastal Commission or the local government. These include, but are not limited to: new construction, demolition, or alterations of structures, divisions of land, activities that change the intensity of use of land or public access to coastal waters, rip-rap repair, dredging, repair or maintenance to structures located in an environmentally sensitive habitat area, and alterations of land forms including removal or placement of vegetation, on a beach, wetland or sand dune, or within 100 feet of the edge of a coastal bluff, or stream or in areas of natural vegetation. See Planning Code Section 330 for additional information.

Projects that require a Coastal Zone Permit from the Planning Department shall be reviewed for consistency with the City's Western Shoreline Plan, within the San Francisco General Plan. A public hearing is not required unless the proposed project is within the California Coastal Commission appealable subarea or if the Zoning Administrator determines that the project has a significant impact on the Coastal Zone. The applicant shall be notified as to whether the application requires a public hearing. For more information about the Coastal Commission, please visit the following website: <http://www.coastal.ca.gov>.

## WHEN IS A COASTAL ZONE PERMIT NECESSARY?

San Francisco's Coastal Zone Area is shown in Section Maps CZ4, CZ5, and CZ13 of the Zoning Map and in the City Zoning Block Books. Projects within the following City Assessor's blocks may be required to apply for a Coastal Permit Application. Blocks: 1481\*, 1483\*, 1590, 1591, 1592, 1593, 1595, 1596, 1597, 1598, 1689, 1690, 1691, 1692, 1700\*, 1701, 1702, 1703, 1802, 1803, 1804, 1805,

1806, 1893, 1894, 1895, 1896, 2001, 2085, 2086, 2168, 2169, 2301, 2314, 2377, 2513, 2515, 2516, 7281, 7283, 7309\*, 7309A\*, 7333\*, 7334\*, 7337\*, 7380\*, 7384\*.

\*Only a portion of these blocks are within the Coastal Zone. Consult the City Zoning Block Books to determine whether your property is within the Coastal Zone.

Applicants of projects over tidelands, Lake Merced, the Olympic Country Club, and the Pacific Ocean shore extending 3 miles out to sea are required to apply to the California Coastal Commission for a Coastal Zone Permit.

## **HOW DOES THE PROCESS WORK?**

Please review the instructions in this application and ask Planning staff if you have any questions. After filling out the application and collecting the required notification materials and plans, please contact the Planning Department for an intake appointment to process your application. At this appointment a planner will review your application to ensure that it is complete. The application will then be assigned to a planner on a specific Quadrant Team, dependent upon the location of the subject property.

After submittal of the Coastal Zone Permit and the permit is deemed complete, the Planning Department shall mail public notice to residents and property owners within 100 feet radius of the subject property. Notice shall also be mailed to the California Coastal Commission before and after the Zoning Administrator, the Planning Commission or the Board of Appeals have acted on a Coastal Permit Application.

Coastal Zone Permit Applications may be appealed to the Board of Appeals within 10 days of action by the Zoning Administrator or the Planning Commission. Projects may also be appealed to the California Coastal Commission if the project is located within 300 feet of the beach or bluffs or if the project is a major public works.

## **WHO MAY APPLY FOR A COASTAL ZONE PERMIT?**

A Coastal Zone Permit is an entitlement that runs with the property; therefore, the property owner or a party designated as the owner's agent may apply for a Coastal Zone Permit. [A letter of agent authorization from the owner must be attached.]

## **BEFORE YOU APPLY**

### **The Pre-Application Process**

The following types of projects require a Pre-Application Meeting, provided that the scope of work is subject to Planning Code Section 311 or 312 Notification. When requested, Pre-Application meeting must occur prior to filing the first Planning entitlement application (i.e. Conditional Use Authorization, Variance, Building Permit).

- Projects subject to 311 or 312 Notification;
- New Construction;
- Any vertical addition of 7 feet or more;
- Any horizontal addition of 10 feet or more;
- Decks over 10 feet above grade or within the required rear yard;
- All Formula Retail uses subject to a Conditional Use Authorization;
- Community Business Priority Processing (CB3P); and
- Projects in PDR-I-G Districts subject to Section 313.

Please refer to the Pre-Application Meeting Instruction Packet available at [www.sfplanning.org](http://www.sfplanning.org) or at the Planning Information Center (PIC) counter at 1660 Mission Street, First Floor, San Francisco for further details.

## **PLAN SUBMITTAL INSTRUCTIONS**

The Coastal Zone Permit application includes a project description, necessary contact information, and at least one set of findings that must be answered. The set of findings are Priority General Plan Policy Findings, which determine San Francisco General Plan consistency. Please answer all questions fully. Please type or print in ink and attach pages if necessary.

Please provide the following materials with the application:

**Authorization:** If the applicant in this case is the authorized agent of the property owner, rather than the owner, a letter signed by the owner and creating or acknowledging that agency must be attached and is included in the application for Coastal Zone Permit.

**Drawings:** The application must be accompanied by plans sufficient for proper determination of the case. In most cases a plot plan will be required, accurately showing existing and proposed structures on both the subject property and on immediately adjoining properties, open spaces, driveways, parking areas, trees, and land contours where relevant. Where the size or use of floor areas is material to the case, floor plans will also be required.

Drawings of building elevations must be provided when exterior changes are proposed. All landscaping should be clearly shown on the plans. A sign program may be submitted at this time. Certain types of conditional uses have additional special requirements under the Code and may require additional information to be submitted with the application; the Department staff will assist in determining what materials are required. A north arrow and scale shall be shown on each plan, and unless an exception is specifically granted by the Zoning Administrator the scale shall be not less than 1/8" = 1' -0" for site plans, 1/8" = 1' 0" for floor plans, and 1/4" = 1' 0" for elevations and plans showing layout of parking and loading. For additional information, please see the Plan Submittal Guidelines available at [www.sfplanning.org](http://www.sfplanning.org) under the Permit Forms page.

**Photographs:** showing the subject and surrounding properties.

All plans and other exhibits submitted with this application will be retained as part of the permanent public record in this case.

**During your intake appointment, please provide a digital copy of all documents submitted (may be provided via CD or USB drive) containing the application, project drawings and any other submittal materials that are available electronically.**

## **Fees**

Please refer to the [Planning Department Fee Schedule](#) available at [www.sfplanning.org](http://www.sfplanning.org) or at the Planning Information Center (PIC) located at 1660 Mission Street, First Floor, San Francisco. For questions related to the Fee Schedule, please call the PIC at 415.558.6377.

Fees will be determined based on the estimated construction costs. 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 hearing process or permit approval. Additional fees may also be collected for preparation and recordation of any documents with the San Francisco Assessor-Recorder's office and for monitoring compliance with any

conditions of approval.

## **Environmental Review**

The California Environmental Quality Act (CEQA) and Chapter 31 of the San Francisco Administrative Code implementing that act may require an Environmental Evaluation before the application may be considered. Please consult the Planning Department staff to determine if an Environmental Evaluation application must be submitted with this application. A separate fee is required for environmental review.

## **Planning Commission Hearing Material**

This timeline includes a deadline for project sponsors to submit material to staff to be included in the Commission packet. If the Sponsor does not submit the necessary material by the deadline, the project will be continued to a later hearing date.

- Three weeks prior to hearing: Project Sponsor submits draft project graphics (plans, renderings etc) to project planner.
- Two weeks prior to hearing: Project planner submits Draft staff report (must include draft attachments) to Team Leader for review.
- Ten days prior to hearing (5pm on Monday): Deadline for submittal of all other sponsor material and public comment to be included in Commission packets
- One week prior to hearing: Project planner delivers complete Commission packets to the Commission Secretary.

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**To file your Coastal Zone Permit application, please send an email request along with the intake appointment request form to: [CPC.Intake@sfgov.org](mailto:CPC.Intake@sfgov.org). Intake request forms are available here: <http://sf-planning.org/permit-forms-applications-and-fees>. At your scheduled appointment, please bring your completed application with **ALL** required materials.**

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## WHAT APPLICANTS SHOULD KNOW ABOUT THE PUBLIC HEARING PROCESS AND COMMUNITY OUTREACH

- A. The Planning Commission encourages applicants to meet with all community groups and parties interested in their application early in the entitlement process. In many cases, this is required as part of the Pre-application process. Department staff is available to assist in determining how to contact interested groups. Neighborhood organization lists are available on the Department's website. Notice of the hearing will be sent to groups in or near the neighborhood of the project. The applicant may be contacted by the Planning Department staff with requests for additional information or clarification. An applicant's cooperation will facilitate the timely review of the application.
- B. The Commission requests that applicants familiarize themselves with the procedure for public hearings, which are excerpted from the Planning Commission's Rules and Regulations below.

**Hearings.** A public hearing may be held on any matter before the Commission at either a Regular or a Special Meeting. The procedure for such public hearings shall be as follows:

1. A thorough description of the issue(s) by the Director or a member of the staff along with the Planning Department's recommendation.
  2. A presentation of the proposal by the Project Sponsor(s) team (includes sponsor or their designee, lawyers, architects, engineers, expeditors, and/or other advisors) would be for a period not to exceed 10 minutes, unless a written request for extension not to exceed a total presentation time of 15 minutes is received at least 72 hours in advance of the hearing, through the Commission Secretary, and granted by the President or Chair.
  3. A presentation of opposition to the proposal by organized opposition for a period not to exceed 10 minutes (or a period equal to that provided to the project sponsor team) with a minimum of three (3) speakers. The requestor should advise the group that the Commission would expect the organized presentation to represent their testimony, if granted. Organized opposition will be recognized only upon written application at least 72 hours in advance of the hearing, through the Commission Secretary, the President or Chair. Such application should identify the organization(s) and speakers.
  4. Public testimony from individuals may speak for a period not to exceed 3 minutes.
  5. Director's preliminary recommendation must be prepared in writing.
  6. Action by the Commission on the matter before it.
  7. In public hearings on Draft Environmental Impact Reports, all speakers will be limited to a period not to exceed three (3) minutes.
  8. The President may impose time limits on appearances by members of the public and may otherwise exercise his or her discretion on procedures for the conduct of public hearings.
- C. **Private Transcription.** The Commission President may authorize any person to transcribe the proceedings of a Regular, Special or Committee Meeting provided that the President may require that a copy of such transcript be provided for the Commission's permanent records.
  - D. **Opportunities for Appeals by Other Bodies:**  
Planning Commission actions on Conditional Uses are final unless appealed to the Board of Supervisors within 30 days of Commission action.



## San Francisco Planning

**FOR MORE INFORMATION:**

Call or visit San Francisco  
Planning

**Central Reception**

1650 Mission Street, Suite 400  
San Francisco CA 94103-2479

TEL: **415.558.6378**

FAX: **415 558-6409**

WEB: **<http://www.sfplanning.org>**

**Planning Information Center (PIC)**

1660 Mission Street, First Floor  
San Francisco CA 94103-2479

TEL: **415.558.6377**

Planning staff are available by phone and at the PIC counter.  
No appointment is necessary.