



DISCRETIONARY REVIEW STAFF - INITIATED (DRM)

APPLICATION PACKET

Pursuant to Planning Code Section 311 (d) and 312 (e), the Planning Commission may exercise its power of Discretionary Review over a building permit application.

For questions, call 415.558.6377, email pic@sfgov.org, or visit the Planning Information Center (PIC) at 1660 Mission Street, First Floor, San Francisco, where planners are available to assist you.

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 415.575.9010. Paki tandaan na mangangailangan ang Planning Department ng hindi kukulangin sa isang araw na pantrabaho para makasagot.

WHAT TO SUBMIT:

- One (1) complete application signed.
- A Letter of Authorization for Agent from the owner giving you permission to communicate with the Planning Department on their behalf.
- Photographs or plans that illustrate your concerns.
- A digital copy (CD or USB drive) of the above materials (optional)
- Payment via check, money order or debit/credit for the total fee amount for this application. (See [Fee Schedule](#))

HOW TO SUBMIT:

To file your Discretionary Review Staff-Initiated application, please email the completed application to CPC.Intake@sfgov.org. The application fee must be submitted in person at the Department's main reception located at 1650 Mission Street, Suite 400, San Francisco, CA 94103.



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APPLICATION

Property Information

Project Address:

Block/Lot(s):

Related Building Permit Applications

Related Permit Application No(s):

Discretionary Review Staff Initiated Request For Additional Information

In the space below, please provide a narrative that summarizes the changes that have been requested by the Department and why you believe such changes are not warranted or necessary to your project.

In the space below, please describe how you believe your project complies with the Residential Design Guidelines. Please be specific and site specific sections or pages of the Residential Design Guidelines.

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.

Signature

Name (Printed)

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

Phone

Email

For Department Use Only

Application received by Planning Department:

By: _____

Date: _____