



DWELLING UNIT REMOVAL, MERGER, CONVERSION OR DEMOLITION APPLICATION

APPLICATION SUBMITTAL REQUIREMENTS

Pursuant to Planning Code Section 317, the Planning Commission shall hear and make determinations regarding the loss of dwelling units, with some codified exceptions.

A Dwelling Unit Removal application is processed with a Conditional Use Authorization (CUA), which is an entitlement that runs with the property; therefore, the property owner or a party designated as the owner's agent may apply. This supplemental application must be submitted in addition to the Conditional Use Authorization application.

Please read the Dwelling Unit Removal Packet of Information and the instructions in this application carefully before the application form is completed.

WHAT TO SUBMIT:

1. One (1) original of this application signed by owner or agent, with all blanks filled in;
2. One (1) original of the Conditional Use Authorization Application and the required attachments;
3. A Letter of Authorization for Agent from the owner giving you permission to communicate with the planning department on their behalf;
4. A digital copy of all documents submitted (CD or USB drive), containing the application, project drawings;
5. Current or historic photograph(s) of the subject property; and
6. A check made payable to the "San Francisco Planning Department" for the required intake fee amount. (See [Fee Schedule and/or Calculator](#))

HOW TO SUBMIT:

To file your Dwelling Unit Removal application, please send an email request along with the intake appointment request form to: CPC.Intake@sfgov.org. Intake request forms are available here: <http://sf-planning.org/permit-forms-applications-and-fees>.

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.

THE PRE-APPLICATION PROCESS:

The following types of projects require a Pre-Application Meeting prior to filing any Planning entitlement application (i.e. Conditional Use Authorization, Variance), provided that the scope of work is subject to Planning Code Section 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-1-G Districts subject to Planning Code Section 313.

Please refer to the Pre-Application Meeting Instruction Packet for further detail or contact planning staff with questions.



DWELLING UNIT REMOVAL, MERGER, CONVERSION OR DEMOLITION APPLICATION

Property Owner's Information

Name: _____

Address: _____ Email Address: _____

Telephone: _____

Applicant Information (if applicable)

Name: _____ Same as above

Company/Organization: _____

Address: _____ Email Address: _____

Telephone: _____

Please Select Billing Contact: Owner Applicant Other (see below for details)

Name: _____ Email: _____ Phone: _____

Please Select Primary Project Contact: Owner Applicant Billing

Property Information

Project Address: _____ Block/Lot(s): _____

Plan Area: _____

Project Description:

Please provide a narrative project description that summarizes the project and its purpose. Please list any special authorizations or changes to the Planning Code or Zoning Maps if applicable. See Attachment

Project Details:

- Change of Use New Construction Demolition Facade Alterations ROW Improvements
 Additions Legislative/Zoning Changes Lot Line Adjustment-Subdivision Other _____

Estimated Construction Cost: _____

- Residential:** Special Needs Senior Housing 100% Affordable Student Housing Dwelling Unit Legalization
 Inclusionary Housing Required State Density Bonus Accessory Dwelling Unit

- Non-Residential:** Formula Retail Medical Cannabis Dispensary Tobacco Paraphernalia Establishment
 Financial Service Massage Establishment Other: _____

Related Building Permits Applications

Building Permit Applications No(s): _____

4. PROJECT AND LAND USE TABLES

If you are not sure of the eventual size of the project, provide the maximum estimates.

General Land Use Category		
	Existing (square footage area)	Proposed (square footage area)
Parking GSF		
Residential		
Retail/Commercial		
Office		
Industrial-PDR		
Medical		
Visitor		
CIE (Cultural, Institutional, Educational)		
Useable Open Space		
Public Open Space		

Project Features		
	Existing Unit(s) (Count)	Proposed Unit(s) (Count)
Dwelling Units - Affordable		
Hotel Rooms		
Dwelling Units - Market Rate		
Building Number		
Stories Number		
Parking Spaces		
Loading Spaces		
Bicycle Spaces		
Car Share Spaces		
Public Art		
Other		

Land Use - Residential		
	Existing (square footage area)	Proposed (square footage area)
Studios		
One Bedroom		
Two Bedroom		
Three Bedroom (and +)		
Group Housing - Rooms		
Group Housing - Beds		
SRO		
Micro		
Accessory Dwelling Unit*		
*For ADUs, individually list all ADUs and include unit type (e.g. studio, 1 bedroom, 2 bedroom, etc.) and the square footage area for each unit.		

UNITS	EXISTING:	PROPOSED:	NET CHANGE:
Owner-occupied Units:			
Rental Units:			
Total Units:			
Units subject to Rent Control:			
Vacant Units:			

BEDROOMS	EXISTING:	PROPOSED:	NET CHANGE:
Owner-occupied Bedrooms:			
Rental Bedrooms:			
Total Bedrooms:			
Bedrooms subject to Rent Control:			

Unit Specific Information

	UNIT NO.	NO. OF BEDROOMS	GSF	OCCUPANCY	ADDITIONAL CRITERIA (check all that apply)
EXISTING				<input type="checkbox"/> OWNER OCCUPIED <input type="checkbox"/> RENTAL	<input type="checkbox"/> ELLIS ACT <input type="checkbox"/> VACANT <input type="checkbox"/> RENT CONTROL
PROPOSED				<input type="checkbox"/> OWNER OCCUPIED <input type="checkbox"/> RENTAL	
EXISTING				<input type="checkbox"/> OWNER OCCUPIED <input type="checkbox"/> RENTAL	<input type="checkbox"/> ELLIS ACT <input type="checkbox"/> VACANT <input type="checkbox"/> RENT CONTROL
PROPOSED				<input type="checkbox"/> OWNER OCCUPIED <input type="checkbox"/> RENTAL	
EXISTING				<input type="checkbox"/> OWNER OCCUPIED <input type="checkbox"/> RENTAL	<input type="checkbox"/> ELLIS ACT <input type="checkbox"/> VACANT <input type="checkbox"/> RENT CONTROL
PROPOSED				<input type="checkbox"/> OWNER OCCUPIED <input type="checkbox"/> RENTAL	

Please respond to each policy; if it's not applicable explain why:

5. That a diverse economic base be maintained by protecting our industrial and service sectors from displacement due to commercial office development, and that future opportunities for resident employment and ownership in these sectors be enhanced;

6. That the City achieve the greatest possible preparedness to protect against injury and loss of life in an earthquake;

7. That landmarks and historic buildings be preserved; and

8. That our parks and open space and their access to sunlight and vistas be protected from development.

Dwelling Unit Merger

(SUPPLEMENTAL INFORMATION)

Pursuant to Planning Code Section 317(c), any application that would result in the Removal of one or more Residential Units or Unauthorized Units is required to obtain a Conditional Use Authorization. In addition to filing a Conditional Use Authorization Application, this Dwelling Unit Removal Application, along with responses to the specific Conditional Use Criteria listed below, as described in Planning Code Section 317(g)(2), must be submitted to the Planning Department.

Please note that pursuant to Planning Code Section 317(g)(2), the Planning Commission shall not approve an application for Residential Merger if any tenant has been evicted pursuant to Administrative Code Sections 37.9(a)(9) through 37.9(a)(14) where the tenant was served with a notice of eviction after December 10, 2013 if the notice was served within 10 years prior to filing the application for merger. Additionally, the Planning Commission shall not approve an application for Residential Merger if any tenant has been evicted pursuant to Administrative Code Section 37.9(a)(8) where the tenant was served with a notice of eviction after December 10, 2013 if the notice was served within five (5) years prior to filing the application for merger.

Please answer the following questions to determine how the project does or does not meet the Planning Code requirements:

DWELLING UNIT MERGER CRITERIA:		YES	NO
1	Does the removal of the unit(s) eliminate only owner-occupied housing? If yes, for how long was the unit(s) proposed for removal owner-occupied? _____ months or years (check one)	<input type="checkbox"/>	<input type="checkbox"/>
2	Is the removal of the unit(s) and the merger with another intended for owner occupancy?	<input type="checkbox"/>	<input type="checkbox"/>
3	Will the removal of the unit(s) remove an affordable housing unit as defined in Section 401 of the Planning Code or housing subject to the Rent Stabilization and Arbitration Ordinance? If yes, will replacement housing be provided which is equal or greater in size, number of bedrooms, affordability, and suitability to households with children to the units being removed? <input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/>	<input type="checkbox"/>
4	If the unit(s) proposed for removal was occupied by a tenant or tenants, please specify the date of when it was last occupied: _____		
5	Will the number of bedrooms provided in the merged unit be equal to or greater than the number of bedrooms in the separate units?	<input type="checkbox"/>	<input type="checkbox"/>
6	Is the removal of the unit(s) necessary to correct design or functional deficiencies that cannot be corrected through interior alterations?	<input type="checkbox"/>	<input type="checkbox"/>
7	If the merger does not involve an unauthorized unit, what is the appraised value of the least expensive unit to be merged? _____ Please include an attachment of the appraisal within six months of filing this application.		

Dwelling Unit Conversion

(SUPPLEMENTAL INFORMATION)

Pursuant to Planning Code Section 317(f), the Conversion of residential dwelling-units not otherwise subject to a Conditional Use Authorization shall be subject to a Mandatory Discretionary Review.

In reviewing proposals for the Conversion of residential dwelling units to other forms of occupancy, the Planning Commission will review the criteria below.

Please answer the following questions to determine how the project does or does not meet the Planning Code requirements:

DWELLING UNIT CONVERSION CRITERIA:		YES	NO
1	<p>Will the conversion of the unit(s) eliminate only owner occupied housing?</p> <p>If yes, for how long was the unit(s) proposed for removal owner-occupied?</p> <p>_____ months or years (check one)</p>	<input type="checkbox"/>	<input type="checkbox"/>
2	Will the conversion of the unit(s) provide desirable new non-residential use(s) appropriate for the neighborhood and adjoining district(s)?	<input type="checkbox"/>	<input type="checkbox"/>
3	<p>Is the property located in a district where Residential Uses are not permitted?</p> <p>If yes, will the Residential Conversion bring the building closer into conformance with the uses permitted in the zoning district?</p> <p><input type="checkbox"/> YES <input type="checkbox"/> NO</p>	<input type="checkbox"/>	<input type="checkbox"/>
4	Will the conversion of the unit(s) be detrimental to the City's housing stock?	<input type="checkbox"/>	<input type="checkbox"/>
5	Is the conversion of the unit(s) necessary to eliminate design, functional, or habitability deficiencies that cannot otherwise be corrected?	<input type="checkbox"/>	<input type="checkbox"/>
6	Will the Residential Conversion remove Affordable Housing, or unit(s) subject to the Rent Stabilization and Arbitration Ordinance?	<input type="checkbox"/>	<input type="checkbox"/>

Dwelling Unit Demolition

(SUPPLEMENTAL INFORMATION)

Pursuant to Planning Code Section 317(d), Residential Demolition not otherwise subject to a Conditional Use Authorization shall be either subject to a Mandatory Discretionary Review hearing or will qualify for administrative approval.

Administrative approval only applies to:

- (1) single-family dwellings in RH-1 and RH-1(D) Districts proposed for Demolition that are not affordable or financially accessible housing (valued by a credible appraisal within the past six months to be greater than 80% of combined land and structure value of single-family homes in San Francisco); **OR**
- (2) residential buildings of two units or fewer that are found to be unsound housing.

Please see the Department’s website under Publications for “*Loss of Dwelling Units Numerical Values*”.

The Planning Commission will consider the following criteria in the review of Residential Demolitions. Please answer the following questions to determine how the project does or does not meet the Planning Code requirements:

EXISTING VALUE AND SOUNDNESS		YES	NO
1	Is the value of the existing land and structure of the single-family dwelling affordable or financially accessible housing (below the 80% average price of single-family homes in San Francisco, as determined by a credible appraisal within six months)? If no, submittal of a credible appraisal is required with the application.	<input type="checkbox"/>	<input type="checkbox"/>
2	Has the housing been found to be unsound at the 50% threshold (applicable to one- and two-family dwellings)?	<input type="checkbox"/>	<input type="checkbox"/>
3	Is the property free of a history of serious, continuing code violations?	<input type="checkbox"/>	<input type="checkbox"/>
4	Has the housing been maintained in a decent, safe, and sanitary condition?	<input type="checkbox"/>	<input type="checkbox"/>
5	Is the property a <i>historical resource</i> under CEQA?	<input type="checkbox"/>	<input type="checkbox"/>
RENTAL PROTECTION		YES	NO
6	Does the Project convert rental housing to other forms of tenure or occupancy?	<input type="checkbox"/>	<input type="checkbox"/>
7	Does the Project remove rental units subject to the Rent Stabilization and Arbitration Ordinance or affordable housing?	<input type="checkbox"/>	<input type="checkbox"/>
PRIORITY POLICIES		YES	NO
8	Does the Project conserve existing housing to preserve cultural and economic neighborhood diversity?	<input type="checkbox"/>	<input type="checkbox"/>
9	Does the Project conserve neighborhood character to preserve neighborhood cultural and economic diversity?	<input type="checkbox"/>	<input type="checkbox"/>
10	Does the Project protect the relative affordability of existing housing?	<input type="checkbox"/>	<input type="checkbox"/>
11	Does the Project increase the number of permanently affordable units as governed by Section 415?	<input type="checkbox"/>	<input type="checkbox"/>

Dwelling Unit Demolition

(SUPPLEMENTAL INFORMATION CONTINUED)

REPLACEMENT STRUCTURE		YES	NO
12	Does the Project locate in-fill housing on appropriate sites in established neighborhoods?	<input type="checkbox"/>	<input type="checkbox"/>
13	Does the Project increase the number of family-sized units on-site?	<input type="checkbox"/>	<input type="checkbox"/>
14	Does the Project create new supportive housing?	<input type="checkbox"/>	<input type="checkbox"/>
15	Is the Project of superb architectural and urban design, meeting all relevant design guidelines, to enhance the existing neighborhood character?	<input type="checkbox"/>	<input type="checkbox"/>
16	Does the Project increase the number of on-site dwelling units?	<input type="checkbox"/>	<input type="checkbox"/>
17	Does the Project increase the number of on-site bedrooms?	<input type="checkbox"/>	<input type="checkbox"/>
18	Does the Project maximize density on the subject lot?	<input type="checkbox"/>	<input type="checkbox"/>
19	If the building is not subject to Rent Stabilization and Arbitration Ordinance or affordable housing, will the Project replace all of the exiting units with new dwelling units of similar size and with the same number of bedrooms?	<input type="checkbox"/>	<input type="checkbox"/>

Dwelling Unit Removal of Unauthorized Unit(s)

(SUPPLEMENTAL INFORMATION)

The Planning Commission will consider the following criteria in the review of applications for removal of Unauthorized Units. Please fill out answers to the criteria below:

DWELLING UNIT REMOVAL OF UNAUTHORIZED UNIT(S) CRITERIA:		YES	NO
1	<p>Is it financially feasible to legalize the unauthorized unit(s)?</p> <p>If no, please provide the cost to legalize the unauthorized unit(s) _____</p>	<input type="checkbox"/>	<input type="checkbox"/>
2	<p>What is the appraised value of the building with the unauthorized unit(s)?</p> <p>_____</p> <p>Please include an attachment of the appraisal within six months of filing this application.</p>		
3	<p>What is the appraised value of the building with the unit(s) legalized?</p> <p>_____</p> <p>Please include an attachment of the appraisal within six months of filing this application.</p>		

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.

Signature

Name (Printed)

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

Phone

Email

APPLICANT'S SITE VISIT CONSENT FORM

I hereby authorize City and County of San Francisco Planning staff to conduct a site visit of this property, making all portions of the interior and exterior accessible.

Signature

Name (Printed)

Date

For Department Use Only

Application received by Planning Department:

By: _____

Date: _____