



# DWELLING UNIT REMOVAL: MERGER, CONVERSION OR DEMOLITION

## 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.**

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

For questions, call 415.558.6377, email [pic@sfgov.org](mailto: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 415.575.9120. Paki tandaan na mangangailangan ang Planning Department ng hindi kukulangin sa isang araw na pantrabaho para makasagot.

## WHAT IS A DWELLING UNIT REMOVAL APPLICATION?

The Dwelling Unit Removal application is intended for any requests involving the removal of existing housing. This application is designed to determine if the proposed dwelling unit removal is desirable, utilizing the review criteria set forth in Planning Code Section 317. The Dwelling Unit Removal application will be processed as a Conditional Use Authorization. The Code provides for some administrative exceptions where Planning staff may approve an application to remove dwelling units without a public hearing, but only if the project meets certain specific requirements. For more information, please refer to Planning Code Section 317, or consult a planner at the Planning Information Center.

## WHEN IS A DWELLING UNIT REMOVAL APPLICATION NECESSARY?

The Planning Commission requires Conditional Use hearings for all projects that would result in the removal of existing housing units, whether by demolition, merger with other dwellings, or by conversion to non-residential uses. This application is also required when an alteration is considered tantamount to demolition.

Please note that pursuant to Planning Code Section 317(g)(2), the Planning Commission will not approve an application for a Residential Merger if any tenant has been evicted where the tenant was served with an eviction notice after December 10, 2013 and:

- pursuant to Administrative Code Sections 37.9(a)(9) through 37.9(a)(14) if the eviction notice was served within 10 years prior to filing this application for a merger; or
- pursuant to Administrative Code Section 37.9(a)(8) if the eviction notice was served within 5 years prior to filing this application for a merger.

Please consult a planner at the Planning Information Center (PIC) for additional information regarding these applications.

## HOW DOES THE PROCESS WORK?

If the proposed project results in the loss or removal of one (1) or more residential dwelling units a Conditional Use Authorization application is required.

### Fees

Please refer to the [Planning Department Fee Schedule](#) 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.



# DWELLING UNIT REMOVAL: MERGER, CONVERSION OR DEMOLITION

## SUPPLEMENTAL APPLICATION

### Property Information

Project Address:

Block/Lot(s):

### Project Details

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				OWNER OCCUPIED	RENTAL	ELLIS ACT      VACANT RENT CONTROL
PROPOSED				OWNER OCCUPIED	RENTAL	
EXISTING				OWNER OCCUPIED	RENTAL	ELLIS ACT      VACANT RENT CONTROL
PROPOSED				OWNER OCCUPIED	RENTAL	
EXISTING				OWNER OCCUPIED	RENTAL	ELLIS ACT      VACANT RENT CONTROL
PROPOSED				OWNER OCCUPIED	RENTAL	

# RESIDENTIAL 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)		
2	Is the removal of the unit(s) and the merger with another intended for owner occupancy?		
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? YES      NO		
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?		
6	Is the removal of the unit(s) necessary to correct design or functional deficiencies that cannot be corrected through interior alterations?		
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.		

## RESIDENTIAL CONVERSION (SUPPLEMENTAL INFORMATION)

Pursuant to Planning Code Section 317(g) (3), the conversion of residential dwelling units to a non-residential use is required to obtain a Conditional Use Authorization.

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 inform the Planning Commission as to how the project does or does not meet the following criteria:

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>		
2	<p>Will the conversion of the unit(s) provide desirable new non-residential use(s) appropriate for the neighborhood and adjoining district(s)?</p>		
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>YES      NO</p>		
4	<p>Will the conversion of the unit(s) be detrimental to the City's housing stock?</p>		
5	<p>Is the conversion of the unit(s) necessary to eliminate design, functional, or habitability deficiencies that cannot otherwise be corrected?</p>		
6	<p>Will the Residential Conversion remove Affordable Housing, or unit(s) subject to the Rent Stabilization and Arbitration Ordinance?</p>		

# DWELLING UNIT DEMOLITION (SUPPLEMENTAL INFORMATION)

Pursuant to Planning Code Section 317(d), residential demolition is subject to a Conditional Use Authorization 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 “*Dwelling Unit Removal: Current Numerical Values*” and the “*Zoning Controls on Dwelling Unit Removal Implementation*” documents..

The Planning Commission will consider the following criteria in the review of residential demolitions Please answer the following questions to inform the Planning Commission as to how the project does or does not meet the following criteria, as described in Planning Code Section 317(g)(5):

<b>EXISTING VALUE AND SOUNDNESS</b>		<b>YES</b>	<b>NO</b>
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.		
2	Has the housing been found to be unsound at the 50% threshold (applicable to one- and two-family dwellings)?		
3	Is the property free of a history of serious, continuing code violations?		
4	Has the housing been maintained in a decent, safe, and sanitary condition?		
5	Is the property a <i>historical resource</i> under CEQA?		
<b>RENTAL PROTECTION</b>		<b>YES</b>	<b>NO</b>
6	Does the Project convert rental housing to other forms of tenure or occupancy?		
7	Does the Project remove rental units subject to the Rent Stabilization and Arbitration Ordinance or affordable housing?		
<b>PRIORITY POLICIES</b>		<b>YES</b>	<b>NO</b>
8	Does the Project conserve existing housing to preserve cultural and economic neighborhood diversity?		
9	Does the Project conserve neighborhood character to preserve neighborhood cultural and economic diversity?		
10	Does the Project protect the relative affordability of existing housing?		
11	Does the Project increase the number of permanently affordable units as governed by Section 415?		

# RESIDENTIAL DEMOLITION

## (SUPPLEMENTAL INFORMATION CONTINUED)

REPLACEMENT STRUCTURE		YES	NO
12	Does the Project locate in-fill housing on appropriate sites in established neighborhoods?		
13	Does the Project increase the number of family-sized units on-site?		
14	Does the Project create new supportive housing?		
15	Is the Project of superb architectural and urban design, meeting all relevant design guidelines, to enhance the existing neighborhood character?		
16	Does the Project increase the number of on-site dwelling units?		
17	Does the Project increase the number of on-site bedrooms?		
18	Does the Project maximize density on the subject lot?		
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?		

## 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, pursuant to Planning Code Section 317 (g)(6). Please fill out answers to the criteria below:

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



# 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 herby 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: \_\_\_\_\_