



DWELLING UNIT REMOVAL

Merger, Conversion, or Demolition

APPLICATION PACKET OF INFORMATION

Pursuant to Planning Code Section 317, the Planning Commission shall hear and make determinations regarding the loss of dwelling units, with some codified exceptions. The first five pages consist of instructions which should be read carefully before the application form is completed.

Please note, in response to the Mayor's Executive Directive 13-01, additional criteria and/or processes may be required for projects proposing a loss of dwelling unit(s). See the attached summary memo "Executive Directive 13-01: Housing Production and Preservation of Rental Stock".

Planning Department staff is available to advise you in the preparation of this application. Call (415) 558-6377 for further information.

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 can be processed as a Conditional Use Authorization or a Mandatory Discretionary Review. 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 the "Dwelling unit Removal Implementation Document."

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?

Please review the instructions in this application and ask PIC 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 staff 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.

The assigned planner will review the application against the San Francisco General Plan, Planning Code, and Planning Department policies and once the application is considered complete, will set a Planning Commission hearing date. Notification of a public hearing may be sent depending on the nature of the project. The assigned planner will gather comments and concerns from the neighborhood during the notification period. Neighborhood support or opposition will be reflected in a staff report presented at the Planning Commission hearing complete with the Planning Department recommendation for approval or disapproval of the Conditional Use.

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.

WHO MAY APPLY FOR A DWELLING UNIT REMOVAL APPLICATION?

A Dwelling Unit Removal application is processed as a Conditional Use Authorization, which are entitlements that run with the property; therefore, the property owner or a party designated as the owner's agent may apply. [A letter of agent authorization from the owner must be attached.]

APPLICATION SUBMITTAL INSTRUCTIONS:

The attached Dwelling Unit Removal application includes a project description, necessary contact information, and findings that must be answered. Please fill out the appropriate findings sheets based on whether the proposal is for loss of dwelling unit(s) through merger, conversion or demolition. Please answer all questions fully. Please type or print in ink and attach pages if necessary.

To be considered complete by the Planning Department, a permit application to demolish a residential structure (Department of Building Inspection [DBI] Application "Form 6") or to make alterations to a structure (DBI Application "Form 3/8") must be submitted to DBI **before** this application can be processed along with the following information (as well as any other requirements imposed by the Department of Building Inspection).

Under the Planning Code, a Conditional Use Authorization application will be required. Please use this application as additional findings that must be submitted in conjunction with the Conditional Use Authorization application. The Conditional Use Authorization application fee will be charged.

- **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.
- **Notification Materials:** Radius map and address list are required for the Conditional Use Authorization (See instructions on page 4.) These notification materials are in addition to the Section 311/312 notification materials which are required to be submitted with the building permit application ("Form 6" and "Form 3/8").
- **Photographs:** The application must be accompanied by unmounted photographs, large enough

to show the nature of the property but not over 11 X 17 inches. All plans and other exhibits submitted with this application will be retained as part of the permanent public record in this case.

- **A Soundness Report:** If the Applicant contends that the structure is unsound a Soundness Report will be required (see Dwelling Unit Removal Implementation document for details on assessing an unsound structure). After staff's review of the soundness report, a site visit will be conducted to assess the soundness and condition of the structure proposed for demolition.
- **A Credible Appraisal Report:** If the Applicant contends that the value of the single-family dwelling in an RH-1 or RH-1(D) District and land has a value greater than the 80th percentile of the combined land and structure values of single-family homes in San Francisco (see "Dwelling Unit Removal - Current Numerical Values "for current value) a credible appraisal report not older than six months must be submitted.

PLAN SUBMITTAL INSTRUCTIONS

A **site survey** of existing conditions (prepared, stamped and signed by a licensed civil engineer or land surveyor) showing the property lines; existing subject and adjacent structures, sidewalk, curb cuts, utilities; and topographic information sufficient to determine site slopes and grades, building heights, and other Planning Code site and dimensional requirements. This is only required for projects defined as demolitions by DBI (DBI "Form 6" is required).

A **Demolition plan** showing the amount and percentage of the building being demolished or enveloped, measured in lineal feet at the foundation level, and, the amount and percentage of the building being removed or enveloped measured in square feet of actual surface area.

Please consult Planning Code Section 317 or the Dwelling Unit Removal Implementation document for more information. An Application for Demolition (DBI Application "Form 6") is also required when a complete demolition is required. Applications for tantamount to demolition, merger, and conversion do not require a Demolition Application (DBI Application "Form 6").

Existing plans, including floor plans (showing the existing number of dwelling units, number of bedrooms, location of kitchens, legal square footage of building), elevations, and cross sections are required in all instances.

New Construction Plans and a separate Building Permit Application (DBI Application "Form 1/2") must be submitted concurrently with the Demolition Permit, unless DBI only requires an Alteration Permit (DBI Application "Form 3/8"). Applications for merger, tantamount to demolition, or conversions do not require a New Construction Building Permit Application (DBI "Form 1/2"). Please include site plans (showing the adjacent properties, proposed landscaping, street trees and curb cuts), floor plans (showing the proposed number of dwelling units, number of bedrooms, location of kitchens, and proposed square footage), elevations (showing the outlines of adjacent structures), and cross sections.

Fees

Please refer to the Planning Department Fee Schedule available at 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. 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.

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. Please be aware that a Pre-Application meeting is also required prior to filing any Planning entitlement application (i.e. Conditional Use Authorization, Variance) for 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.

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

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 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.

Environmental Review

All environmental review must conclude prior to the review of any structure proposed for demolition. The environmental review must determine that the structure proposed for demolition is not a potential historical resource under the California Environmental Quality Act (CEQA), or that its removal does not create a significant negative environmental impact, if it is a resource. Applicants filing a Residential Demolition Application for buildings 50 years in age or older must submit a Historic Resource Evaluation along with the Environmental Evaluation Application. This Application does not govern any property subject to the controls of Article 10 or 11 of the Planning Code.

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>. At your scheduled appointment, please bring your completed application with **ALL required materials.**

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.

CU Hearings. Please refer to the Conditional Use Authorization application for the public hearing process for projects that require a Conditional Use.

- 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.

NOTIFICATION REQUIREMENTS FOR THE REMOVAL OF DWELLINGS

If the proposed project requires the loss or removal of one (1) or more residential dwelling units then refer to the Conditional Use Authorization application for notification requirements.

Notification Material Submittal Instructions

1. An electronic Excel document of your mailing list, formatted for a mail merge with all the parties listed below:
 - Names and addresses of all concerned parties which you are aware.
 - Names and addresses of building permit applicants.
 - Names, addresses, and block/lot numbers of all abutting property owners and occupants and property owners and occupants directly across the street from the subject property (please see diagram 2 to the right).

2. A map including all blocks containing properties within the notification list drawn to a scale of 1 inch to 50 feet.

The notification map must include the following information:

- a. Street Names and Addresses
- b. Assessor's Block and Lot Numbers
- c. Number of Dwelling Units per Lot
- d. Any Commercial Tenants

3. A completed Affidavit of Notification Material Preparation for the materials prepared and submitted.
4. If you wish to prepare the materials yourself, block maps are available at the office of the Assessor, 1 Dr. Carlton B. Goodlett Place, City Hall, Room 190.

The latest Citywide tax roll is available at the Office of the Treasurer and Tax Collector, City Hall Room 140, 1 Dr. Carlton B. Goodlett Pl., San Francisco, CA 94102.

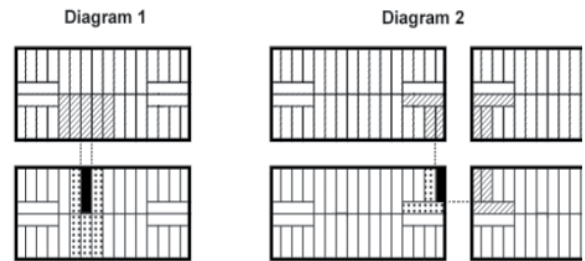
The width of the public right-of-way for the streets separating the blocks may be determined at the Department of Public Works, Bureau of Street Use and Mapping, 875 Stevenson Street, Room 460, 554-5810.

6. You may, for a fee that varies by firm, have a private drafting or mailing service prepare these materials.

1 EXAMPLE OF ELECTRONIC EXCEL DOCUMENT FOR MAIL MERGE

Block #/Lot #	First Name	Last Name	Address	City	State	Zip
#9331 / #07	JOHN	DOE	123 South Street #2	San Francisco	CA	94100
#9331 / #07	JOHN	DOE	123 South Street #2	San Francisco	CA	94100
#9331 / #07	JOHN	DOE	123 South Street #2	San Francisco	CA	94100
#9331 / #07	JOHN	DOE	123 South Street #2	San Francisco	CA	94100
#9331 / #07	JOHN	DOE	123 South Street #2	San Francisco	CA	94100
#9331 / #07	JOHN	DOE	123 South Street #2	San Francisco	CA	94100

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(When the project site is not a corner lot)

(When the project site is a corner lot)

Legend:

- Project Site
- Notification Parcels
- Additional notification parcels if proposal affects the height or front of the property.
- To determine property across the street, extend lines of project site to property across the street.

NOTE: THIS EXAMPLE IS NOT TO REQUIRED SCALE

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The following businesses have indicated that they provide professional notification services. This listing does not constitute an endorsement. Other professionals can also perform this work and can be added to this list upon request.

Build CADD
3515 Santiago Street
San Francisco, CA 94116
(415) 759-8710

Ted Madison Drafting
P.O. Box 8102
Santa Rosa, CA 95407
(707) 228-8850
tmadison@pacbell.net

Jerry Brown Designs
619 - 27th Street, Apt. A
Oakland, CA 94612
(415) 810-3703
jbdsgn328@gmail.com

Radius Services
1221 Harrison Street #18
San Francisco, CA 94103
(415) 391-4775
radiuservices@aol.com

Notice This
Miriam Clifford
(650) 814-6750
cliff4mir@msn.com

Notificationmaps.com
Barry Dunzer
(866) 752-6266
www.notificationmaps.com



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.