



DOWNTOWN PROJECT AUTHORIZATION (SEC. 309)

APPLICATION SUBMITTAL REQUIREMENTS

Pursuant to Planning Code Section 309, there are certain review criteria and exceptions that may be granted for projects located in the C-3 Districts.

Please read the [Downtown Project Authorization Informational Packet](#) carefully before the application form is completed.

WHAT TO SUBMIT:

- One (1) complete application signed by owner or agent.
- One hard copy set of reduced sized (11"x17") plans, including but not limited to plans showing adjacent structures, existing and proposed floor plans, elevations, and sections. Once your project is assigned, your planner may request a full-size (24"x36") set of plans. Please see the Department's Plan Submittal Guidelines http://sf-planning.org/sites/default/files/FileCenter/Documents/8676-Plan_Submittal_Guidelines-042315.pdf for more information.
- A Letter of Authorization for Agent from the owner giving you permission to communicate with the planning department on their behalf.
- A digital copy (CD or USB drive), containing the application, project drawings, letter of authorization, etc.
- Current or historic photograph(s) of the subject property.
- Payment via Check, Money Order or Debit/Credit for the required intake fee amount. (See [Fee Schedule and/or Calculator](#)).

For questions, you can stop by, call, or email the Planning Information Center (PIC), where planners are available to assist you.

Location: 1660 Mission Street, Ground Floor
San Francisco, CA 94103-2479

Phone: 415.558.6377

Email: pic@sfgov.org

HOW TO SUBMIT:

To file your Downtown Project Authorization 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>.

THE PRE-APPLICATION PROCESS:

The following types of projects require a Pre-Application Meeting 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;
- 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 for further detail or contact planning staff with questions.

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.



DOWNTOWN PROJECT AUTHORIZATION (SEC. 309)

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 state which section(s) of the Planning Code from which you are requesting a variance. Please list any special authorizations or changes to the Planning Code or Zoning Maps if applicable.

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): _____

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 GSF		
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 (please specify below)		

Land Use - Residential

	Existing	Proposed
Studio Units		
One Bedroom Units		
Two Bedroom Units		
Three Bedroom (or +) Units		
Group Housing - Rooms		
Group Housing - Beds		
SRO Units		
Micro Units		
Accessory Dwelling Units		
<p>*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.</p>		

DOWNTOWN PROJECT AUTHORIZATION - COMPLIANCE

Pursuant to Planning Code Section 309, the Zoning Administrator is required to determine that the project complies with Planning Code Section 138 (Open Space), Section 412 (Downtown Park Fund), Section 146 (Shadows on Streets), Section 147 (Shadows of Publicly Accessible Open Spaces), Section 429 (Public Art), Section 102.8 (b) (16) (Replacement Short-term Parking), Section 413 (Office Affordable Housing Production Program) and Section 414 (Child Care). Please address the following requirements:

1. Size and Open Space. Please submit a full set of dimensioned floor plans of the project identifying areas excluded from the calculation of gross floor area from which the open space requirement is derived.
2. Design of Open Space. Please describe the type of open space being provided (i.e. Urban Park, plaza, Greenhouse, etc.) Include a plan of the open space drawn to scale on 11" X 17" sheets:
 - Dimensions of open space including the calculations used to determine the amount of space.
 - Notations as to all levels, if appropriate
 - Calculations of all requirements that have to be quantified (e.g. number of sitting spaces, tables, etc.)
 - Trees and massing of plant material
 - Notations of materials (e.g. for paving)
 - Indication of paving patterns
 - Location and type of food services (cart, separate fixed structure, within project building)
 - Location of rest rooms
 - Diagrams, to demonstrate sun exposure during critical hours appropriate for type of open space
 - Statement of hours of availability
 - Other elements as provided in the Design Guidelines by type (e.g. movable walls for greenhouses etc.)
3. Downtown Park Fund (Planning Code Section 412).
 - Please include the amount of square footage applicable to the Downtown Park Fund
 - Please also state the total payment to the Downtown Park Fund
4. Shadows on Streets (Planning Code Section 146). Certain streets in the downtown have setback requirements and exceptions may be granted from the requirements (see the exceptions section of this application). On other streets, massing of new construction shall be shaped to minimize shadow impacts on public sidewalks, consistent with good design.
 - Describe streets which are shadowed by the Project, and times of year and hours of such shadows.
5. Shadows on publicly accessible Open spaces (Planning Code Section 147). Massing of new construction shall be shaped to minimize shadow impacts on publicly accessible open space not subject to Planning Code Section 295 (Proposition K) requirements consistent with good design.
 - Describe publicly accessible open spaces which are shadowed by the Project, in terms of the amount of area shadowed, the duration of such shadows, and the importance of sunlight to the type of open space being shadowed.
6. Public Art (Planning Code Section 429). Projects shall supply publicly visible art work equal to 1% of the construction cost. Describe the work of art or art concept including:
 - Type of art piece (e.g. sculpture, relief, tapestry)
 - Medium (e.g. marble, wood, fiber)
 - Approximate Dimensions
 - Artist's residence by City
 - Budgeted cost for art piece
 - Construction cost of building as determined by the Department of Building Inspection
7. Office Affordable Housing Production Program (Planning code Section 413). Describe the number of housing credits required or amount of fee paid. If housing project selected for housing credit purchase, please identify.
8. Child Care Provision (Planning Code Section 414). Please describe the method for compliance with the Child Care Provisions. In the case of fee payment, include the amount of fee. For direct provision, describe location and size of facility.

DOWNTOWN PROJECT AUTHORIZATION - COMPLIANCE (CONT.)

Please address the requirements from the previous page (add additional sheets if necessary):

DOWNTOWN PROJECT AUTHORIZATION REQUEST FOR PLANNING CODE SECTION 309 EXCEPTIONS

Pursuant to Planning Code Section 309, projects may seek specific exceptions to the provisions of this Code as provided for below. Please describe how the project meets specified criteria, complete with justifications. (Add additional sheets if necessary)

1. Exceptions to the setback and rear yard requirements as permitted in Sections 132.1 and 134(d);
2. Exceptions to the ground-level wind current requirements as permitted in Section 148;
3. Exceptions to the sunlight to public sidewalk requirement as permitted in Section 146;
4. Exceptions to the limitation on residential accessory parking as permitted in Section 151.1(e);
5. Exceptions to the requirement of independently accessible parking spaces as permitted in Section 155(c);
6. Exceptions to the limitation on curb cuts for parking access as permitted in Section 155(r);
7. Exceptions to the limitations on above-grade residential accessory parking as permitted in Section 155(s);
8. Exceptions to the freight loading and service vehicle space requirements as permitted in Section 161(h);
9. Exceptions to the off-street tour bus loading space requirements as permitted in Section 162;
10. Exceptions to the height limits for vertical extensions as permitted in Section 260(b)(1)(G) and for upper tower extensions as permitted in Section 263.7;
11. Exceptions to the height limits in the 80-130F and 80-130X Height and Bulk Districts as permitted in Section 263.6 and in the 200-400S Height and Bulk District as permitted in Section 263.8;
12. Exceptions to the bulk requirements as permitted in Sections 270 and 272.

PRIORITY GENERAL PLAN POLICIES FINDINGS

PLANNING CODE SECTION 101

(APPLICABLE TO ALL PROJECTS)

Proposition M was adopted by the voters on November 4, 1986. It requires that the City shall find that proposed alterations and demolitions are consistent with eight priority policies set forth in Section 101.1 of the Planning Code. These eight policies are listed below. Please state how the Project is consistent or inconsistent with each policy. Each statement should refer to specific circumstances or conditions applicable to the property. Each policy must have a response. If a given policy does not apply to your project, explain why it is not applicable.

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

1. That existing neighborhood-serving retail uses be preserved and enhanced and future opportunities for resident employment in and ownership of such businesses enhanced;

2. That existing housing and neighborhood character be conserved and protected in order to preserve the cultural and economic diversity of our neighborhoods;

3. That the City's supply of affordable housing be preserved and enhanced;

4. That commuter traffic not impede Muni transit service or overburden our streets or neighborhood parking;

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.

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: _____