



FLEXIBLE RETAIL

FREQUENTLY ASKED QUESTIONS, SCREENING FORM, AND AFFIDAVIT PACKET

Flexible Retail is a new land use category defined in Section 102 of the Planning Code.

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 IS “FLEXIBLE RETAIL”?

Flexible Retail is a new land use category defined in Section 102 of the Planning Code. A parcel whose legal use is “Flexible Retail” may be able to operate all of the following uses on-site: Arts Activities, Limited Restaurant, General Retail Sales and Service, Personal Service, Retail Professional Service, and Trade Shop.



FLEXIBLE RETAIL USES MUST FOLLOW CERTAIN CONDITIONS. NAMELY:

- **A parcel must be located in Supervisorial Districts 1, 4, 5, 10 or 11 and zoned NCD, NCT or NCS.** If you are unsure of whether your parcel falls into one of these zoning districts please check your property’s information here: <http://propertymap.sfplanning.org> or stop by the Planning Information Center on the 1st floor of 1660 Mission Street where our staff may assist you in identifying your zoning.
- **Any business operating as a Flexible Retail Use must operate at least two separate and distinct uses on-site at all times.** This means the site must contain at least two of the types of uses contained within the “Flexible Retail” category (e.g. an apparel shop and a café, which would be General Retail and Limited Restaurant uses).
- **Any parcel operating as “Flexible Retail” must adhere to all underlying zoning controls.** This means that if any of the uses contained within the “Flexible Retail” category are not permitted, require special approval, or require Neighborhood Notification in the underlying zoning district, those limitations continue to apply. For example, many areas of the city require Neighborhood Notification to establish a Limited Restaurant. If a Flexible Retail business would like to establish a Limited Restaurant and the zoning district requires Neighborhood Notification for such use, the business must undergo Neighborhood Notification in order to establish the Limited Restaurant under their Flexible Retail use.

- **All other Departments' permits and licenses apply.** This includes the Health Department, Department of Building Inspection, Treasurer and Tax Collector, Entertainment Commission, and any other City department that may require approvals, permits, or licenses in order to establish a new use.

What are the benefits of becoming a Flexible Retail use?

Once an establishment has become a Flexible Retail use, it is not required to obtain additional building permits to change the use if it develops one or more additional use(s) that fall under the Flexible Retail use category. For example: if a business currently operates as a General Retail Sales and Service Use and they change their use to Flexible Retail, after the initial Flexible Retail use permit is granted, the business may choose to operate as any combination of uses allowed under Flexible Retail, without obtaining additional building permits, so long as those uses are permitted in the zoning district and do not require Neighborhood Notification.

How do I change my use to Flexible Retail?

If you believe your property qualifies to become a Flexible Retail use, please file a change of use building permit at 1660 Mission Street, 1st floor. Please complete the attached screening form and affidavit and attach it to your building permit application.



FLEXIBLE RETAIL SCREENING FORM

Property Information

Project Address:

Block/Lot(s):

Zoning District:

Applicant Information

Name:

Owner

Authorized Agent

Primary Phone Number:

Email Address:

Proposed Use Description

Number of Proposed Uses (minimum of two required):

Proposed Business Name #1:

Proposed Use Type of Business #1:

Description of Business #1:

Building Permit Application No. (if applicable):

Conditional Use Record No. (if applicable):

Proposed Business Name #2:

Proposed Use Type of Business #2:

Description of Business #2:

Building Permit Application No. (if applicable):

Conditional Use Record No. (if applicable):

Proposed Business Name #3 (if applicable):	Proposed Use Type of Business #3 (if applicable):
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Description of Business #3 (if applicable):

Building Permit Application No. (if applicable):	Conditional Use Record No. (if applicable):
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Proposed Business Name #4 (if applicable):	Proposed Use Type of Business #4 (if applicable):
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Description of Business #4 (if applicable):

Building Permit Application No. (if applicable):	Conditional Use Record No. (if applicable):
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If additional businesses are proposed, please attach supplemental pages with the required information.



FLEXIBLE RETAIL

Project Address: _____

Block/Lot (APN): _____

Under penalty of perjury the following declarations are made:

I acknowledge that the land uses authorized in this packet are reflective of the zoning as of the date of this affidavit and that zoning regulations may change. I understand that it is my responsibility to ensure any future uses utilized at this property under the Flexible Retail use category shall be in compliance with all applicable zoning regulations as of the date that such uses become operable at this location.

I understand that I am required to operate at least two of the Flexible Retail uses as distinct and separate uses at this property at all times. In the event that businesses leave the premises resulting in only one use being present on-site, I understand it is my responsibility to find a replacement second business within 90 days of the last use vacating the premises. I understand that failure to re-establish at least two uses at the site within 90 days may result in the termination of the Flexible Retail use and enforcement action.

Signature

Date

Name (Printed)

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

Phone

Email

To be completed by San Francisco Planning Staff only

Staff Name:	Staff Signature:	Date:
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Project Address:	Current Zoning:
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Uses within Flexible Retail	NP (not permitted)	P (permitted)	C (Conditional Use Authorization required)	Neighborhood Notice Required (Y/N)	Other/Planner Notes
Arts Activities					
General Retail Sales & Services					
Limited Restaurant					
Personal Service					
Retail Professional Service					
Trade Shop					