



GASOLINE SERVICE STATION CONVERSION APPLICATION

APPLICATION SUBMITTAL REQUIREMENTS

Pursuant to Planning Code Section 228 through 228.5 the Planning Commission or the Zoning Administrator shall hear and make determinations regarding applications for the authorization of a conversion of a gasoline service station.

Please read the [Gasoline Service Station Conversion Informational Packet](#) before the application form is completed.

WHAT TO SUBMIT:

- One (1) complete application signed by owner or agent.
- Conditional Use Authorization Application.
- 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

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.

HOW TO SUBMIT:

To file your applications, 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.



GASOLINE SERVICE STATION CONVERSION 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 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 +)		
Group Housing - Rooms		
Group Housing - Beds		
SRO Units		
Micro Units		
Accessory Dwelling Units* *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.		

FORM A:

CRITERIA FOR CONDITIONAL USE AUTHORIZATION FOR GASOLINE SERVICE STATION CONVERSION

Action(s) Requested (Include Planning Code Section which authorizes action)

The Planning Commission shall approve the application and authorize the service station conversion if it determines from the facts presented that the reduction in availability of automotive goods and services resulting from the service station conversion would not be unduly detrimental to the public.

Under the provisions of Section 228.3, the Planning Commission shall consider either of the two following criteria in acting on any application for Conditional Use Authorization for Gasoline Service Station Conversion. In the space below and on separate paper, if necessary, please present facts and state in detail the manner in which you believe each of these requirements is met in your case.

1. Comparable automobile goods and services are available at other reasonably accessible locations. In making a determination the Planning Commission shall consider the following factors:
 - (a) The types of services offered by the gasoline service station sought to be converted and the hours and days during which such goods and services are available;
 - (b) The volume of gasoline and other motor fuel sold and the number of vehicles serviced at such gasoline service station during each 24 months preceding the filing of the Conditional Use application;
 - (c) Whether the volume of gasoline and other motor fuel sold and the number of vehicles serviced each month during the period set forth in subsection (b) has increased or decreased during the 24 month period immediately preceding the Conditional Use authorization; and
 - (d) The accessibility of comparable automobile goods and services offered by other gasoline service stations and repair garages which serve the same geographic area and population segments (e.g. neighborhood residents, in-town or out-of-town commuters, tourist) as the service station sought to be converted.

1. The benefits to the public of the service station conversion would outweigh any reduction in automobile goods and services because the proposed new use is more necessary or desirable for the neighborhood or community than continued gasoline service station use. In making a determination, the Planning Commission shall consider the following factors:
 - (a) If the proposed use is a residential use, the total number of units to be provided and the number of these units that are affordable units;
 - (b) If the proposed new use is a commercial use, the types of goods and services to be offered and the availability of comparable products and services in the vicinity;
 - (c) The relative environmental dangers posed by the current and proposed uses, including but not limited to the quality and character of waste generated, noxious or offensive emissions, fire and explosion hazards and noise, and whether the gasoline service station conversion would facilitate the clean up of existing contamination at the property;
 - (d) The relative employment opportunities offered by the gasoline service station and the proposed new use;
 - (e) The relative amount of taxes or other revenues to be received by the City or other governmental bodies from the gasoline service station use and the proposed new use; and
 - (f) Whether the gasoline service station use and the proposed use are permitted principal uses, conditional use or nonconforming use.

FORM B:

CRITERIA FOR CONVERSION DETERMINATION FROM THE ZONING ADMINISTRATOR FOR GASOLINE SERVICE STATION CONVERSION

The Zoning Administrator shall approve the application and authorize the gasoline service station conversion if the Zoning Administrator determines from the facts presented that the owner of the subject property is not earning a fair return on investment. The owner shall bear the burden of proving that the owner is not earning a fair return on investment.

There shall be a rebuttable presumption that the property owner is earning a fair return on investment if the property owner has earned at least 9% return on the property owner's total investment in the property for the 24 month period immediately preceding the filing of the application, or in the case of a service station business that ceased operations after October 12, 1989, for the 24 month period immediately preceding the date the service station ceased operations. The property owner may rebut this presumption by offering evidence demonstrating that because of special facts regarding his or her property the property owner is not earning a fair return on investment or that because of special demonstrated circumstances the applicant would not earn a fair return on investment from the gasoline service station use during that 12-month period after filing the Gasoline Service Station Conversion application.

Under the provision of Section 228.4, the Zoning Administrator shall consider the following criteria in acting on any application for a conversion determination. In the space below and on separate paper, if necessary, please present facts and state in detail the manner in which you believe each of these requirements is met in your case.

1. An independent appraisal of the property stating its value.
2. A written statement from an independent Certified Public Accountant summarizing the applicant's financial records, including the property appraisal and stating the return on investment calculated pursuant to this ordinance.
3. A certified statement from the Certified Public Accountant identifying the owner of the property and the owner of the gasoline service station business.
4. Such other financial information as the Zoning Administrator may reasonably determine is necessary to make the determination provided for in this Section.

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: _____