



# GASOLINE SERVICE STATION CONVERSION

## INFORMATIONAL PACKET

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. The first pages on this document consist of instructions which should be read carefully before the application form is completed.

Planning Department staff are available to advise you in the preparation of this application. Call 415.558.6377 for further information.

**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.

### WHAT IS A GASOLINE SERVICE STATION CONVERSION?

The Gasoline Service Station Conversion Ordinance allows for the removal of any underground storage tank at a service station where removal of the tank is required to comply with a local, state or federal regulatory agency with jurisdiction over underground storage tanks. The removal of an underground tank pursuant to this Section does not otherwise exempt a property owner from the requirement of obtaining a Conditional Use Authorization or conversion determination to convert a gasoline service station.

Where the Bureau of Building Inspection and the Bureau of Fire Prevention and Public Safety determine that the service station is unsafe or dangerous and that demolition is the only feasible means to secure the public safety, the gasoline service station may be demolished. This provision, however, shall not relieve the property owner from continued use of the property as a gasoline service station.

### WHEN IS A GASOLINE SERVICE STATION CONVERSION NECESSARY?

A gasoline service station conversion application is necessary whenever an existing gasoline service station is proposed to be converted to a different type of use or removed. There are two separate processes that may be applicable when seeking to remove or convert a gas station. The first process is a determination made by the Zoning Administrator. To qualify for this option, the Applicant must make certain findings and prove that there is a financial hardship. Please see findings listed on Form B of this application.

The second process for removing or converting a gas station is through the Conditional Use Authorization process. A Conditional Use Authorization is heard before the Planning Commission. For gas stations that cannot make the findings of financial hardship associated with the Zoning

Administrator determination, the Conditional Use Authorization process is a viable option. There are additional findings that must be made prior to submittal. Please see findings listed on Form A of this application.

Depending on the procedure chosen by the Applicant, certain processes and fees apply.

## **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 Gasoline Service Station Conversion application. Please bring this application and the supplemental Conditional Use Authorization application (if applicable). The Conditional Use Authorization application is available at [www.sfplanning.org](http://www.sfplanning.org) or at the Planning Information Center (PIC) counter at 1660 Mission Street, First Floor, San Francisco.

If you are seeking to remove or convert the gas station by using the Zoning Administrator determination procedure, please bring this application with Form B completed.

At this appointment a planner 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, the Planning Code, and Planning Department policies and set a Planning Commission or Zoning Administrator determination hearing date. All owners within 300 feet of the subject property will receive notification of the hearing. The assigned planner will gather comments and concerns from the neighborhood during the notification period. (Additional information regarding the process is contained in the Conditional Use Authorization application.)

## **WHO MAY APPLY FOR A GASOLINE SERVICE STATION CONVERSION?**

The property owner or party designated as the owner's agent may apply for a Gasoline Service Station Conversion and supplemental Conditional Use (if applicable). [A letter of agent authorization from the owner must be attached.]

## **BEFORE YOU APPLY**

### **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. When requested, Pre-Application meeting must occur prior to filing the first Planning entitlement application (i.e. Conditional Use Authorization, Variance, Building Permit).

- 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 available at [www.sfplanning.org](http://www.sfplanning.org) or

at the Planning Information Center (PIC) counter at 1660 Mission Street, First Floor, San Francisco for further details.

## PLAN SUBMITTAL INSTRUCTIONS

The application for a Gasoline Service Station Conversion includes a project description, necessary contact information, 'Form A: Criteria for Conditional Use Authorization for Gasoline Service Station Conversion,' and 'Form B: Criteria for Conversion Determination from the Zoning Administrator for Gasoline Service Station Conversion.' (Please also attach your supplemental Conditional Use application if applicable.) Please answer all questions fully and state in detail the manner in which you believe the criteria in 'Form A' or 'Form B' will be met. Please type or print in ink and attach pages if necessary.

Please provide the following materials with the application:

**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 for Gasoline Service Station Conversion.

**Drawings:** The application must be accompanied by plans sufficient for proper determination of the case. In most cases a plot plan will be required, accurately showing existing and proposed structures on both the subject property and on immediately adjoining properties, open spaces, driveways, parking areas, trees, and land contours where relevant. Where the size or use of floor areas is material to the case, floor plans will also be required.

Drawings of building elevations must be provided when exterior changes are proposed. All landscaping should be clearly shown on the plans. A sign program may be submitted at this time. Certain types of conditional uses have additional special requirements under the Code and may require additional information to be submitted with the application; the Department staff will assist in determining what materials are required. A north arrow and scale shall be shown on each plan, and unless an exception is specifically granted by the Zoning Administrator the scale shall be not less than 1/8"=1'-0" for site plans, 1/8" = 1' 0" for floor plans, and 1/4" = 1' 0" for elevations and plans showing layout of parking and loading. For additional information, please see the Plan Submittal Guidelines available at [www.sfplanning.org](http://www.sfplanning.org) under the Permit Forms page.

**Photographs:** showing the subject and surrounding properties.

All plans and other exhibits submitted with this application will be retained as part of the permanent public record in this case.

**During your intake appointment, please provide a digital copy of all documents submitted (may be provided via CD or USB drive) containing the application, project drawings and any other submittal materials that are available electronically.**

## Fees

Please refer to the [Planning Department Fee Schedule](#) available at [www.sfplanning.org](http://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.

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.

### **Environmental Review**

The California Environmental Quality Act (CEQA) and Chapter 31 of the San Francisco Administrative Code implementing that act may require an Environmental Evaluation before the application may be considered. Please consult the Planning Department staff to determine if an Environmental Evaluation application must be submitted with this application. A separate fee is required for environmental review.

### **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 other 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.

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**To file your Gasoline Service Station Conversion application, please send an email request along with the intake appointment request form to: [CPC.Intake@sfgov.org](mailto: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.**

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## 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.

**Hearings.** A public hearing may be held on any matter before the Commission at either a Regular or a Special Meeting. The procedure for such public hearings shall be as follows:

1. A thorough description of the issue(s) by the Director or a member of the staff along with the Planning Department's recommendation.
  2. A presentation of the proposal by the Project Sponsor(s) team (includes sponsor or their designee, lawyers, architects, engineers, expeditors, and/or other advisors) would be for a period not to exceed 10 minutes, unless a written request for extension not to exceed a total presentation time of 15 minutes is received at least 72 hours in advance of the hearing, through the Commission Secretary, and granted by the President or Chair.
  3. A presentation of opposition to the proposal by organized opposition for a period not to exceed 10 minutes (or a period equal to that provided to the project sponsor team) with a minimum of three (3) speakers. The intent of the 10 min block of time provided to organized opposition is to reduce the number of overall speakers who are part of the organized opposition. The requestor should advise the group that the Commission would expect the organized presentation to represent their testimony, if granted. Organized opposition will be recognized only upon written application at least 72 hours in advance of the hearing, through the Commission Secretary, the President or Chair. Such application should identify the organization(s) and speakers.
  4. Public testimony from individuals may speak for a period not to exceed 3 minutes.
  5. Director's preliminary recommendation must be prepared in writing.
  6. Action by the Commission on the matter before it.
  7. In public hearings on Draft Environmental Impact Reports, all speakers will be limited to a period not to exceed three (3) minutes.
  8. The President may impose time limits on appearances by members of the public and may otherwise exercise his or her discretion on procedures for the conduct of public hearings.
- 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.



## 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.