



## APPLICATION PACKET FOR

# General Plan Referral

Planning Department  
1650 Mission Street  
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San Francisco, CA  
94103-9425

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San Francisco Charter Section 4.105 and Sections 2A.52 and 2A.53 of the San Francisco Administrative Code establish the requirement for General Plan Referrals for certain types of projects described in this application packet. The Planning Department or Planning Commission shall review the project and determine whether the project is in conformity with the General Plan, prior to Board of Supervisors' consideration of an ordinance or resolution approving the project.

Prior to filing this application, please read the instructions thoroughly. To file the application, complete online or in-person ensuring inclusion of required materials. Planning Department staff are available to advise you in the preparation of this application. Call (415) 558-6377 for further information.

## THE GENERAL PLAN

The City's General Plan serves to guide changes to ensure that the qualities that make San Francisco unique are preserved and enhanced. The General Plan is based on a consensus concerning social, economic, and environmental issues. Adopted by the Planning Commission and approved by the Board of Supervisors, the General Plan serves as a basis for decisions that affect many aspects of our everyday lives from where we live and work to how we move about. It is both a strategic and long term document, broad in scope and specific in nature. It is implemented by decisions that direct the allocation of public resources and that shape public and private development. In short, the General Plan is the embodiment of the community's vision for the future of San Francisco.

## WHAT IS THE PURPOSE OF A GENERAL PLAN REFERRAL?

A General Plan Referral is required to evaluate whether certain types of projects would be consistent with the City's General Plan Objectives and Policies. Once an application is submitted to the Planning Department, staff evaluate the proposed project and the Department or Planning Commission provides a recommendation for consideration by the Board of Supervisors regarding whether or not the proposed project would be in conformity with the General Plan. A finding of non-conformity may be overruled by a two-thirds vote of the Board of Supervisors. Early involvement of the Planning Department in the preparation of a project proposal is advisable in order to provide opportunities for staff to review the proposal and, if necessary, recommend changes to the project, and to avoid delays in responding to General Plan Referral applications.

## WHEN IS A GENERAL PLAN REFERRAL NECESSARY?

The types of projects that trigger submittal of a General Plan Referral application include:

1. Property acquisition, sale or lease by the City;
2. Ordinances concerning the extension, widening, narrowing, removal, relocation, vacation, abandonment, sale or change in the use of any public way, transportation route, ground, open space, building, or structure owned by the City and County;
3. Subdivisions of land within the City and County;
4. Projects for the construction, improvement of, or demolition of City-owned buildings or structures within the City and County;
5. Programs that link the General Plan to the allocation of local, state and federal resources, the City's annual capital expenditure plan, six-year capital improvement program, a capital improvement project or a long-term financing proposal, general obligation or revenue bonds or nonprofit corporation proposals;
6. Project plans for public housing, or publicly assisted private housing in the City and County;
7. Proposed Redevelopment project plans within the City and County;
8. Substantial change to the above

## HOW DOES THE PROCESS WORK ?

The Project Sponsor submits a complete General Plan Referral application. An initial fee (see Application Fee section) must accompany all General Plan Referral applications. Alternately, City Departments may establish another billing arrangement (work order, etc.) with the Planning Department. The application will not be processed unless it is filled out completely and the appropriate fees are paid in full.

After receiving a complete application with the required fee and materials, the Department will establish a case number and docket for the project. Staff assigned to the case will review the application material to determine whether the material submitted is complete or whether additional information is required. Staff will also determine whether the proposed project is exempt from Environmental Evaluation. If the project is not exempt from Environmental Evaluation, staff will inform the applicant that a separate Environmental Evaluation application will be required. In such cases, the applicant will be responsible for submitting a complete Environmental Evaluation application and pay the

required application fee.

The Planning Department has 45 days to complete a General Plan Referral. This timeline may be extended if additional information is required from the Project Sponsor or other factors require extending the review time.

## WHO MAY APPLY FOR A GENERAL PLAN REFERRAL?

In most cases, General Plan Referral Applications are submitted by a City Department proposing approval of a project. In some cases, the applicant is a private property owner, seeking approval to utilize a resource that is under the jurisdiction of the City. In such cases, the applicant should submit the General Plan Referral application through the Department which has jurisdiction over the property or project. That Department will forward the completed General Plan Referral application, along with the fee submitted by the applicant, to the Planning Department. If the applicant is acting as the authorized agent of a project sponsor, the agent shall provide a letter signed by the applicant, acknowledging that association, as part of the General Plan Referral application.

## INSTRUCTIONS:

The General Plan Referral Application includes 4 Parts. Part 1 requires Project Location and Applicant Information; Part 2 is a Project Information Checklist; Part 3 requires the applicant to provide Planning Code Section 101.1 (General Plan Priority Findings); Part 4 is an Application Checklist and Applicant Affidavit. The applicant must complete all parts of the application. Please type or print in ink, answering all questions fully. Attach additional pages if necessary. Please provide the following materials with this application:

**Project Title and Description:** Provide a complete description of the proposed project and its location. Provide the street address and Assessor's Block and Lot numbers. If the project is in a public right-of-way, provide the Assessor's Block/Lot numbers of properties fronting on the adjacent public right-of-way.

**Authorization:** In most cases, General Plan Referral applications are submitted by the City Department proposing approval of a project; in some cases, the applicant is a private property owner seeking approval to utilize a City resource or otherwise require City authorization. As stated above, in these cases, the applicant should submit the application to the City Department with jurisdiction. If the applicant is acting as the authorized agent of a private property owner, the applicant shall provide a letter authorizing the agent to act in his/her behalf, as part of the General Plan Referral application.

**Project Drawings:** The application must include attached plans providing information sufficient for review of the proposal. 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 and curb cuts, on-street and off-street parking areas, bus or transit stops, 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. In most cases, project drawings should be provided in 8 x 11 inch or 11 x 17 inch format.

Drawings of building elevations must be provided, if relevant to the case. Landscaping should be clearly shown on the plans. Certain types of General Plan Referral cases have additional special requirements and may require additional information to be submitted with the application; the Department staff will assist in determining whether additional materials are required. A north arrow and scale shall be shown on each plan. In most cases, the scale should be 1" = 20' for plot plans, and 1/8" = 1' 0" for floor plans, if required. Reduced copies of plot plans should be provided, not to exceed 11 by 17 inches.

**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. Photographs should include a description of the image, for example, "Acquisition Site, AB 001, Lot 01." All plans and other exhibits submitted with the application will be retained as part of the permanent public record of the case.

After a project application has been assigned to a planner, the applicant (or authorized agent) will be contacted and asked to provide an electronic version of the application including associated photos and drawings.

**Fees:** The application fee depends on the type of General Plan Referral Application being submitted. The fee for a Streamlined General Plan Referral (for sidewalk widening and/or bulb-outs less than one block) is \$1,525. For all other General Plan Referrals, the full fee of \$3,832 is required. An additional fee for time and materials in excess of the initial fee may be billed upon completion of the case. Fees are payable by check to the San Francisco Planning Department. City agencies may submit payment through an interdepartmental fund transfer. If you are unsure which fee to submit with your application, please contact, Anna Wong at 415-575-8762 or [anna.wong@sfgov.org](mailto:anna.wong@sfgov.org). More information on the Planning Department's application fees is available on the Schedule of Application Fees online at [www.sfplanning.org](http://www.sfplanning.org) or at the Planning Information Center (PIC) located at 1660 Mission Street, First Floor, San Francisco.

**CEQA Review:** CEQA and Chapter 31 of the San Francisco Administrative Code implementing CEQA may require an Environmental Evaluation before a decision on a General Plan Referral application may be considered.

In some cases, a General Plan Referral project may be exempt from Environmental Review. Please consult Planning Department staff to determine whether an Environmental Evaluation application must be submitted with the General Plan Referral application. A separate fee is required for environmental review if the project is not exempt from Environmental Review.

**In summary:**

- Answer all questions fully.
- For projects proposed in the public right-of-way, please list the adjacent Assessor's Block(s) and Lot(s) for each project block fronting the right-of-way, and street address(es).
- The completed General Plan Referral application form, along with two copies and required materials, should be sent to:

GENERAL PLAN REFERRAL	
Attention:	Anna Wong
Phone:	415-575-8762
Email:	<a href="mailto:anna.wong@sfgov.org">anna.wong@sfgov.org</a>
Address:	1650 Mission Street, Suite 400, San Francisco CA 94103

Should you have questions or want to discuss a project before submitting a completed application, you may contact Anna Wong above.

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# APPLICATION FOR General Plan Referral

**PROJECT DESCRIPTION:**

Please give a detailed description of the project and the reason for a General Plan Referral request.

## A. Project Location

<b>STREET ADDRESS OF PROJECT:</b>
<b>ASSESSOR'S BLOCK/LOT NO(S)</b> If project is in public right-of-way, provide block/lot nos. of fronting property.

## B. Project Information

<b>PROJECT TITLE / SUMMARY:</b> - Please briefly summarize the project in one to two sentences.	
<b>PRESENT OR PREVIOUS USE:</b>	<b>PROPOSED USE:</b>
<b>CURRENT ZONING:</b>	<b>IS PROPOSED USE ALLOWED UNDER CURRENT ZONING?</b>
	<input type="checkbox"/> Yes <input type="checkbox"/> No

## C. Applicant/Agent Information

<b>APPLICANT'S NAME:</b>	<b>APPLICANT'S SIGNATURE</b>	
<b>APPLICANTS ADDRESS:</b>	<b>PHONE:</b>	<b>FAX:</b>
	<b>EMAIL:</b>	

<b>AGENT'S NAME ( CONTACT FOR INFORMATION ):</b>	<b>COMPANY NAME:</b>	
<b>AGENT'S ADDRESS:</b>	<b>PHONE:</b>	<b>FAX:</b>
	<b>EMAIL:</b>	

## D. City Department with Jurisdiction

<b>DEPARTMENT WITH JURISDICTION:</b>		
<input type="checkbox"/> Check here if same as above		
<b>NAME OF DEPARTMENT CONTACT:</b>	<b>SIGNATURE OF DEPARTMENT CONTACT:</b>	
<b>ADDRESS:</b>	<b>PHONE:</b>	<b>FAX:</b>
	<b>EMAIL:</b>	

If more than one department has jurisdiction, attach additional sheets.

## PART 2. PROJECT INFORMATION CHECKLIST

### A. Project Checklist PROJECT & PROPOSED ACTION ( Please check all that apply )

#### Property or Open Space

- Acquisition / Lease
- Sale / Lease
- Change in Use
- Other( Specify below )

#### Public Building or Structure

- New Construction
- Alteration
- Demolition
- Change in Use
- Acquisition / Lease
- Sale / Lease
- Other ( Specify below )

#### Redevelopment Area / Project

- New
- Major Change
- Other ( Specify below )

#### Sidewalk, Street, Transportation Route

- Corner bulbouts or widening less than 1 block\*
- Widening
- Narrowing
- Extension
- Encroachment Permit
- Street Vacation
- Abandonment
- Other ( Specify below )

#### Subdivision

- New
- Replat
- Lot Line Adjustment
- Other ( Specify below )

#### Public Housing

- New Construction
- Major Change
- Other ( Specify below )

#### Publicly Assisted Private Housing

- New Construction
- Major Change
- Other ( Specify below )

#### Capital Improvement Plan

- Annual Capital Expenditure Plan
- Six Year Capital Improvement Program
- Capital Improvement Project
- Other ( Specify below )

#### Long Term Financing Proposal

- General Obligation Bond
- General Revenue Bond
- Non-Profit Corporation Proposal
- Other ( Specify below )

#### Environmental Review

Prior to issuance of a GPR, the project must receive clearance under the California Environmental Quality Act (CEQA). Has the project already been covered by previous environmental analysis? If yes, please provide the project name and/or case number if cleared by the San Francisco Planning Department or the agency and project name, and case number if cleared by another lead agency.

Agency: \_\_\_\_\_

\_\_\_\_\_

Project Name: \_\_\_\_\_

\_\_\_\_\_

Case Number: \_\_\_\_\_

\_\_\_\_\_

\* qualifies for streamlined referral

## PART 3. FINDINGS

### Priority General Plan Policies Findings

Proposition M was adopted by the voters on November 4, 1986. It requires that the City shall find that proposed projects are consistent with eight priority policies set forth in Section 101.1 of the City 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 project. Each policy must have a response. **If a particular policy does not apply to the project, explain why it does not apply.**

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

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

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

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

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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;

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6. That the City achieve the greatest possible preparedness to protect against injury and loss of life in an earthquake;

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7. That landmarks and historic buildings be preserved; and

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8. That our parks and open space and their access to sunlight and vistas be protected from development.

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## PART 4. APPLICATION CHECKLIST & APPLICANT AFFIDAVIT

### A. Application Submittal Checklist

Applications must be accompanied by this checklist and required materials. The checklist is to be completed and signed by the applicant or authorized agent and the City Department with jurisdiction.

REQUIRED MATERIALS ( Check if provided )	IF NOT PROVIDED, PLEASE EXPLAIN
<input type="checkbox"/> Two copies of the completed application, with all blanks filled in, signed by applicant and 2 copies of the following application materials:	
<input type="checkbox"/> Name and signature of City Department with jurisdiction over the project	
<input type="checkbox"/> Letter from Applicant, authorizing agent to represent applicant	
<input type="checkbox"/> Set of project drawings	
<input type="checkbox"/> Location Map (showing adjacent properties)	
<input type="checkbox"/> Site Plan	
<input type="checkbox"/> 8.5"x11" or 11"x17" Reduction of Site Plan	
<input type="checkbox"/> Architectural floors plans and elevations	
<input type="checkbox"/> Photographs of Project Site and its immediate vicinity, with viewpoints labeled	
<input type="checkbox"/> Planning Code Section 101.1 Prop. M Findings	
<input type="checkbox"/> Check payable to Planning Dept.	

### B. Applicant's "Affidavit"

I certify the accuracy of the following declarations:

- 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. I understand that other applications and information may be required.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Applicant or Authorized Agent ( Type or Print )

\_\_\_\_\_  
Signature of City Department Representative ( if City-sponsored Project )

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of City Department Representative ( Type or Print )

After your case is assigned to a planner, you may be contacted and asked to provide an electronic version of this application including associated photos and drawings.

For Department Use Only

Application received by Planning Department and deemed complete:

By: \_\_\_\_\_

Date: \_\_\_\_\_



SAN FRANCISCO  
**PLANNING**  
DEPARTMENT

**FOR MORE INFORMATION:  
Call or visit the San Francisco Planning Department**

**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.*