

How to Schedule an Appointment:

To schedule an intake appointment, please send an email request with this form attached to: CPC.Intake@sfgov.org

You will receive a confirmation email within 2 business days offering the next date and time available. The message will also include any further instructions related to your submittal.

Getting to your Appointment:

All intake meetings are conducted at 1650 Mission Street, 4th Floor.

Note: This is not the Planning Information Center (PIC) location.

Please arrive on time. Arriving more than 15 minutes after your scheduled appointment time will require you to reschedule.

Note: Parking can be difficult in the area; the Department recommends taking public transit. For route planning assistance, visit www.511.org.

At the Appointment:

Only complete submittals will be accepted! To ensure you have a complete application with all required materials, please refer to the checklist at the end of the application packet.

All fees are required to be paid in full upon submittal. Please refer to the current Fee Schedule or Fee Calculator to determine your fee. If you need assistance with this, please contact your assigned Planner Technician once you have a confirmed appointment.

Note: If you have a fee deferral or payment arrangement established and approved by the Finance Division, please indicate this at the time you request your appointment.

INTAKE APPOINTMENT REQUEST FORM

Property Information

Property Address: _____

Assessor's Block / Lot(s): _____

Contact Person

Please complete the following with the information of the person **attending** the meeting.

Name: _____

Company: _____

Email: _____

Phone: _____

Application Type (check all that apply)

- Certificate of Appropriateness
- Conditional Use Authorization - including PUD (303 & 304)
- Downtown Residential Project Authorization (309 and 309.1)
- Large Project Authorization (329)
- Mandatory Discretionary Review (317)
- Medical Cannabis Dispensary
- Office Allocation (321)
- Permit to Alter (Major)
- Planning Code and/or Zoning Map Amendment
- Variance/ Accessory Dwelling Unit (ADU)
- Other: _____

Reason for Submittal

Planning Code Section(s): _____

Description: _____

Priority Processing (Signed Approval by Planning **REQUIRED**)

CB3P (Community Business CUA)

Director's Bulletin No. 2

Construction Cost

Total Job Value: _____

For Planning Staff Use Only

Date: _____

Time: _____

Quadrant: _____

Planner Tech: _____

Intake Fee Estimate: _____

Follow-up Email Sent

Added to Schedule