



# INTERDEPARTMENTAL PROJECT REVIEW MEETING APPLICATION

## APPLICATION SUBMITTAL REQUIREMENTS

Interdepartmental Project Reviews are **mandatory** for new construction projects that propose buildings eight (8) stories or more and new construction on parcels identified by the State of California Department of Conservation, Division of Mines and Geology as Seismic Hazard Zones in the City and County of San Francisco. Projects identified as such, must request and participate in an interdepartmental project review prior to any application that requires a public hearing before the Planning Commission or new construction building permit.

Project Sponsors may elect to request an interdepartmental review for any project at any time, however, it is strongly recommended that the request is made prior to the submittal of the above referenced applications.

The Planning Department acts as the lead agency in collaboration with the Department of Building Inspection (DBI); San Francisco Public Works; and the San Francisco Fire Department (SFFD). A representative from each of these City Agencies will attend your meeting.

For questions related to the Project Review process, please contact the Project Review Meeting Coordinator hotline at 415.575.9091.

### WHAT TO SUBMIT:

1. One (1) original of this application with all blanks filled in;
2. 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;
3. Planned unit developments or projects with an acre or more of land area shall be required to submit the existing and proposed street names and widths, location of any existing train tracks, and location of any existing and proposed easements;
4. A digital copy of all documents submitted (CD or USB drive), containing this application, project drawings or plans; and
5. A credit card or check made payable to the "San Francisco Planning Department" for the required application fee (See [Fee Schedule and/or Calculator](#)). *Please note, all returned checks are subject to a \$50.00 bank fee.*

Interdepartmental Project Reviews are scheduled no sooner than two weeks from the receipt of the request form and payment:

### HOW TO SUBMIT

To file your Interdepartmental Project Review Meeting Application and materials, please submit either in person or by mail to the following address:

Project Review Meeting Coordinator  
San Francisco Planning Department  
1650 Mission Street, Suite 400  
San Francisco, CA 94013

If you plan to pay for the application fee by credit card, please submit the application in person at the Planning Department's reception desk.

**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.



# INTERDEPARTMENTAL PROJECT REVIEW MEETING APPLICATION

## Applicant Information

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

Address: \_\_\_\_\_ Email Address: \_\_\_\_\_

\_\_\_\_\_ Telephone: \_\_\_\_\_

Property Owner's Name: \_\_\_\_\_

## Property Information

Project Address: \_\_\_\_\_ Block/Lot(s): \_\_\_\_\_

Zoning District: \_\_\_\_\_ Height and Bulk Districts: \_\_\_\_\_

How many units does the subject property have? \_\_\_\_\_

## Project Description:

Please provide a narrative project description that summarizes the project and its purpose. Please list any special authorizations or changes to the Planning Code or Zoning Maps if applicable.  See Attachment

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## Additional Staff Requested for Project Review Meeting:

- Preservation Planner                       Environmental Planner                       Accessory Dwelling Unit
- Urban Design Advisory Team Member

Will this project be publicly funded? (please specify): \_\_\_\_\_

## Related Building Permits Applications

Building Permit Applications No(s): \_\_\_\_\_

Previously contacted Planning Department staff: \_\_\_\_\_

## PROJECT AND LAND USE TABLES

If you are not sure of the eventual size of the project, provide the maximum estimates.

Project Features			
	Existing	Proposed	Net Change
Number of Dwelling Units			
Commercial Square Footage			
Retail Square Footage			
Office Square Footage			
Number of Hotel Rooms			
Industrial Square Footage			
Number of Parking Space			
Other Uses Square Footage (please specify below):			

For Department Use Only

Application received by Planning Department:

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

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