



LEGISLATIVE AMENDMENT (PCA, MAP, or GPA)

INFORMATIONAL AND SUPPLEMENTAL APPLICATION PACKET

ATTENTION: A Project Application must be completed and/or attached prior to submitting this Supplemental Application. See the [Project Application](#) for instructions.

Pursuant to Planning Code Section 302 and 340, the Planning Commission and Board of Supervisors shall hear and make determinations regarding Legislative Amendments. The first pages on this document consist of instructions which should be read carefully before the application form is completed.

For questions, you can call 415.558.6377, email pic@sfgov.org or visit the Planning Information Center (PIC) at 1660 Mission Street, First Floor, San Francisco, where planners are available to assist you.

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 415.575.9010. Paki tandaan na mangangailangan ang Planning Department ng hindi kukulangin sa isang araw na pantrabaho para makasagot.

WHAT IS A LEGISLATIVE AMENDMENT?

There are three main types of legislative amendments that relate to land use in San Francisco:

1. a General Plan amendment (GPA);
2. a Zoning Map amendment (MAP); and
3. a Planning Code Text amendment (PCA).

Each of these amendments must be approved by the Board of Supervisors through a formal ordinance. All proposals for reclassification of property or other amendments are considered first by the Planning Commission, which may recommend that the Board of Supervisors either approve or disapprove the legislative amendment.

A General Plan amendment is a request to alter a component of San Francisco's General Plan. The General Plan is the main document that sets all land use policy in the City and County of San Francisco. A General Plan amendment may be as simple as reclassifying a parcel of property that is located on a map within the General Plan, or as complicated as adding or deleting policy from an Element of the General Plan.

A Planning Code Text amendment is a request to modify a particular section of the Planning Code. The most common amendment is to create a new Special Use District and associated controls, which requires adding these details to the Planning Code.

A Zoning Map amendment is the reclassification of real property from one district to another. This includes changing the height of a parcel, zoning of a parcel, or the creation of a Special Use District for a parcel (or a combination of parcels).

Note however, that there may be other types of entitlements and/or changes that may need final approval from the Board of Supervisors, such as a Mills Act Historical Property Contract, approval regarding certain Inclusionary Housing Program requirements, and changes to or creation of a legislative setback.

WHEN IS A LEGISLATIVE AMENDMENT NECESSARY?

A legislative amendment is required whenever a parcel will be reclassified, the Planning Code will be amended, or the General Plan be modified. These changes cannot occur without final approval from the Board of Supervisors, which requires the passing and enactment of an ordinance.

HOW DOES THE PROCESS WORK?

Due to the many public hearings and notification requirements, the legislative amendment process takes anywhere from four months to a year.

Legislative amendments establish land use law but do not grant entitlements for development. If the proposed amendment is in conjunction with a development proposal, please consult the assigned planner early in the process to coordinate both the development and the legislative change.

Upon the submittal of a complete application to the Planning Department, the following processes will occur:

1. Project planner requests that the City Attorney drafts legislation to accomplish the requested amendments. This legislation is in the form of an ordinance and may contain all three types of amendments (if applicable). Or, depending on the complexity of the project, the City Attorney may draft several separate ordinances. Each ordinance must go through the full legislative process in order to be enacted.
2. The legislation will be forwarded to Environmental Planning for CEQA review. Please note that a separate environmental application must be filed when the legislation is complete. Contact the Department's Environmental Planning division for further information.
3. Upon receipt of the final ordinance(s) and final CEQA determination, the Project Planner schedules the item for an initiation hearing by the Planning Commission. The Planning Commission votes to initiate the proposed amendments and schedules another public hearing for review of the substance of the proposals. Please note that there are no notification requirements for the initiation hearing by the Planning Commission.
4. If the proposed ordinance regards a historic or cultural resource or a Planning Code Text amendment that pertains to the regulation of historic or cultural resources, then the item must be scheduled for review and comment by the Historic Preservation Commission before it can be heard by the Planning Commission.
5. The adoption hearing at the Planning Commission public hearing is scheduled no earlier than 20 days from the date of the initiation hearing. Any entitlements associated with this legislative amendment should be considered at this hearing. Prior to this hearing any and all notification must be completed. Please note that each type of legislative amendment has separate and distinct notification requirements. See Notification Requirements for more information.
6. The ordinance is reviewed and commented upon by the Planning Commission at a public hearing. This is a formal requirement that takes the form of a Resolution and makes a recommendation to the Board of Supervisors to either approve, disapprove, or modify the proposed legislative amendment.
7. After the public hearings have been completed, Planning staff formally transmits the proposed legislation to the Clerk of the Board of Supervisors. Because this is being initiated by a project sponsor, it takes approximately two weeks from the date of submittal to the Clerk for the legislation to be introduced at the Board of Supervisors hearing.
8. Upon formal introduction, the President of the Board of Supervisors will assign the legislation to the appropriate committee, usually the Land Use & Economic Development Committee. Under Board Rule 5.40, the ordinance must sit for 30 days before it can be heard by the Committee.
9. The item(s) will be heard at the assigned committee where the Department will describe the proposed legislative amendment and state the recommendation of the Planning Commission (and Historic Preservation Commission if applicable). The Committee will make a formal recommendation and pass the item onto the full Board of Supervisors.
10. All ordinances must have two full 'readings' at the Board of Supervisors; that is, the item must be calendared and voted upon at two separate hearings before it can be final.
11. Once the legislation has been passed by the Board of Supervisors, the Clerk of the Board transmits it to the Mayor for signature. The Mayor has 10 days to act on a piece of legislation. The legislation generally becomes effective 30 days from the date the Mayor signs the legislation.
12. Please note that no entitlements, permits, or work related to the proposed legislation can be implemented until the legislation becomes effective.

WHO MAY APPLY FOR A LEGISLATIVE AMENDMENT?

Planning Code Sections 302 and 340 states that the Board of Supervisors, the Planning Commission or one or more interested property owners, residents, or commercial lessees or their authorized agents” can initiate a legislative change. Only those authorized may apply. [A letter of agent authorization from the owner must be attached.]

FEES

Please refer to the [Planning Department Fee Schedule](#) 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.

NOTIFICATION REQUIREMENTS FOR LEGISLATIVE AMENDMENTS

If both a Text and Map Change or a General Plan Amendment and Map Change are proposed as part of a single project, the notification requirements and procedures for only the Map Change should be used, as they are more restrictive.

No notification is required for a hearing before the Historic Preservation Commission.

Please refer to Planning Code Section(s) 306.3 and 306.8 for details regarding notification.

Planning Code Text Change or General Plan Amendment

- **Posted notice:** No posted notice required.
- **Mailed notice:** No mailed notice required.
- **Online notice:** 20-day notice required on San Francisco Planning’s website.
- **Newspaper notice:** 10-day newspaper notice required.
- **E-mail Notice:** Copy of online notice sent to interested parties.

Zoning Map Change

- **Posted notice:** If the map change affects a single development site, a posted notice must be placed on the subject property for a minimum of 20 days prior to the hearing. Otherwise, a posted notice is not required.
- **Mailed notice:** For all Zoning Map changes that affect an area less than 30 acres, a 20-day mailed notice to property owners within 300’, occupants of properties within 150’, and relevant neighborhood groups is required, and must contain a general description of the boundaries of the area proposed for reclassification, or a map of the area. Otherwise, a mailed notice is not required.
- **Online notice:** 20-day notice required on San Francisco Planning’s website.
- **Newspaper notice:** 10-day newspaper notice required.
- **E-mail Notice:** Copy of online notice sent to interested parties.

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 10 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 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.



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SUPPLEMENTAL APPLICATION

Property Information

Project Address:

Block/Lot(s):

Project Description:

Description of Proposed Legislative Amendments

1. Type of Legislative Amendment (Zoning Map, Planning Code Text or General Plan Amendment)

2. Planning Code Section Proposed for Amendment

3. Zoning Map Page(s) Proposed for Amendment

4. General Plan Element Proposed for Amendment

5. Please describe the proposed Legislative Amendments

6. Please describe the public purpose or necessity of the proposed Legislative Amendment(s). Per Planning Code Sections 302 and 340, the Board of Supervisors will have to make findings of public necessity, convenience and general welfare

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.
- d) I hereby authorize City and County of San Francisco Planning staff to conduct a site visit of this property as part of the City's review of this application, making all portions of the interior and exterior accessible through completion of construction and in response to the monitoring of any condition of approval.

Signature

Date

Name (Printed)

Relationship to Project
(i.e. Owner, Architect, etc.)

Phone

Email

For Department Use Only

Application received by Planning Department:

By: _____

Date: _____