



## OFFICE ALLOCATION

### 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 321, the Planning Commission shall hear and make determinations regarding applications for Office Allocations.

For questions, you can call 415.558.6377, email [pic@sfgov.org](mailto: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 415.575.9120. Paki tandaan na mangangailangan ang Planning Department ng hindi kukulangin sa isang araw na pantrabaho para makasagot.

### WHAT IS AN OFFICE ALLOCATION?

Proposition M passed in 1986 to help manage high levels of office growth in San Francisco and its impacts on the City. It imposed a limit on how many square feet of office space may be created in the City each year, and established criteria for review of newly proposed office developments. On October 17 of each year, 950,000 gross square feet of office space are made available for allocation. In each approval period, at least 75,000 square feet of office development shall be reserved for buildings between 25,000 and 49,999 square feet (also referred to as “Small Cap”). All unallocated office space in a given year is rolled over into the next year’s allotment. An Office Allocation is the process of reviewing a proposed office development to ensure that it is within the annual limit and meets the relevant adopted criteria for new office developments. Office Allocations are entitlements that run with the property, not the tenant.

### WHEN IS AN OFFICE ALLOCATION NECESSARY?

An Office Allocation is required when any project proposes to add more than 25,000 gross square feet of new (net) office space, regardless of the project site’s zoning classification. An Office Allocation is required even if other entitlements are also required, such as a Conditional Use Authorization or Variance.

### HOW DOES THE PROCESS WORK?

Please review the instructions in this packet of information and ask PIC staff if you have any questions. Complete a Project Application, and this Supplemental Application, and follow the Submittal Instructions for Entitlements stated in the Project Application. A planner technician 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 hearing date. All occupants and owners of properties within 150 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. Neighborhood support or opposition will be reflected in a staff report presented at the Planning Commission hearing complete with the Planning Department recommendation for approval or disapproval of the Office Allocation.

## **WHO MAY APPLY FOR AN OFFICE ALLOCATION?**

An Office Allocation is an entitlement that runs with the property; therefore, the property owner or a party designated as the owner's agent may apply for an Office Allocation. [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.

## **ENVIRONMENTAL REVIEW**

The California Environmental Quality Act (CEQA) and Chapter 31 of the San Francisco Administrative Code implementing that act may require an environmental review before the application may be considered. Planning Department staff will determine whether environmental review is necessary based on the information provided in the Project Application. You will be notified of any additional required materials and fees necessary to complete environmental review.



## OFFICE ALLOCATION

### SUPPLEMENTAL APPLICATION

#### Property Information

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Project Address:

Block/Lot(s):

#### Project Information

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#### OFFICE ALLOCATION GUIDELINES

Pursuant to Planning Code Section 321, the Planning Commission shall approve only those office developments which promote the public welfare, convenience and necessity. The following guidelines shall be considered by the Planning Commission during the approval process. Please respond to each guideline on this sheet or use another sheet if necessary.

1. Apportionment of office space over the course of the approval period in order to maintain a balance between economic growth, on the one hand, and housing, transportation and public services, on the other.
2. The contribution of the office development to, and its effects on, the objectives and policies of the Master Plan.
3. The quality of the design of the proposed office development.
4. The suitability of the proposed office development for its location, and any effects of the proposed office development specific to that location.
5. The anticipated uses of the proposed office development, in light of employment opportunities to be provided, needs of existing businesses, and the available supply of space suitable for such anticipated uses.
6. The extent to which the proposed development will be owned or occupied by a single entity.
7. The use, if any, of TDR by the project sponsor.

# 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.

\_\_\_\_\_  
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: \_\_\_\_\_