



PRELIMINARY PROJECT ASSESSMENT

INFORMATIONAL PACKET

Planning Department staff are available to advise you in the preparation of this application. Call 415.558.6377 for further information.

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 PRELIMINARY PROJECT ASSESSMENT?

The Preliminary Project Assessment (PPA) is a preliminary process that evaluates moderate to large projects before development applications are filed. This early review of the project provides sponsors with feedback and procedural instructions, and also allows staff to coordinate at the beginning in the development process. The PPA application is not a development application, and issuance of a PPA letter is not a development approval or denial. For any project that requires a PPA, no development application, including for Environmental Evaluation (EE) will be accepted until after the PPA letter has been issued.

WHEN IS A PRELIMINARY PROJECT ASSESSMENT REQUIRED?

A PPA is required for any project that includes:

1. creation of 10 or more dwelling units*, and/or
2. creation or expansion of any group housing use of 10,000 square feet or more; and/or
3. construction of a new non-residential building or non-residential addition of 10,000 square feet or more.

**For ADU projects, only proposal of 25 or more new ADUs will require a PPA.*

The Department may also request a PPA review for other complex projects.

HOW DOES THE PROCESS WORK?

PPA applications must be submitted in person at the Planning Information Center, 1660 Mission Street, first floor, with the required materials along with a check payable to the Planning Department. (See [Fee Schedule and/or Calculator](#) online or available at the Planning Information Center.) The application will not be accepted by mail, messenger or at the Planning Department reception desk. The Department will issue a PPA letter to the applicant within 60 days. Revising or submitting new materials may result in a restart of the 60-day review period. The letter includes procedural requirements (applications, approvals, etc.) and general comments on design and other significant issues. The letter is valid for a period of 18 months. Sponsors may elect to schedule one project review meeting with Department staff within 30 days of the issuance of the PPA letter.

No development application, including an Environmental Evaluation (“EE”) application, will be accepted prior to the issuance of the PPA letter. To the extent appropriate, any development application filed subsequent to the PPA letter issuance should be amended to address input from the PPA letter.

WHO MAY APPLY FOR A PRELIMINARY PROJECT ASSESSMENT?

Any property owner or authorized agent of a property owner may file a PPA application.

If requesting a density bonus under the State Density Bonus Law, provide both the Project Description and Project Summary Table for both the base (Planning Code-compliant) project and the bonus project. Note that the Planning Department will not review requests for specific incentives or concessions as part of the PPA process.

SUBMITTAL INSTRUCTIONS

To submit a Preliminary Project Assessment Application, please provide the following materials with the application:

1. Please submit a [Preliminary Project Assessment Application](#), and complete all requested information as applicable. Incomplete applications will be held by the Department until all missing information has been provided.

Note: The Department will only respond to one (1) project description per PPA. If there are project variants proposed, a separate PPA will be required for each variant. However, if the project is requesting a density bonus under the State Density Bonus Law, provide both the Project Description and Project Summary Table for both the base (Planning Code-compliant) project and the bonus project. Note that the Planning Department will not be reviewing requests for specific incentives or concessions as part of the PPA process.

Note: If the project is subject to Planning Code Section 169, a draft Transportation Demand Management Plan must be provided as a part of the PPA submittal. However, a formal TDM Plan Application or fee is not required at this time.

2. If the applicant in this case is the authorized agent of the property owner, rather than the owner, a letter signed by the owner and creating or acknowledging that agency must be attached and included in the application for the PPA.
3. In all cases the application must be accompanied by one of 11 x 17 inch plans sufficient for proper PPA review, as well as an electronic copy of the completed application and plans. A site plan is required, showing accurately the subject lot and adjacent lots, and existing and proposed structures on both the subject property and on immediately adjoining properties, open spaces, driveways, parking areas, trees, and land contours where relevant. Drawings of building elevations must be provided, even if they lack facade details.
4. A digital copy of all documents submitted (CD or USB drive), containing the application, project drawings.
5. A check made payable to the “San Francisco Planning Department” for the required intake fee amount. (See [Fee Schedule and/or Calculator](#)).

6. Optional design review materials:

It is recommended that the application also include a design or concept narrative statement, so that the Department's design review staff have an understanding of the design intent at the time of initial review.

Basic 3D representations of the project are also helpful. The Department staff can assist in determining what plans are required. The plans must be dimensioned or include an accurate scale, and should also include a north arrow and a legend for relevant symbols and/or notes.

Any photographs that would be helpful in understanding the site context or reviewing the PPA application.

All plans and other exhibits submitted with this application will be retained as part of the permanent public record in this PPA.

Fees

Please refer to the [Planning Department Fee Schedule](http://www.sfplanning.org) available at www.sfplanning.org 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.

To file your Preliminary Project Assessment application, please submit in person at the Planning Information Center, 1660 Mission Street, first floor, with all required materials including a check payable to the Planning Department. Applications will not be accepted by mail, messenger or at the Planning Department reception desk.

An incomplete application will not be accepted.

No Development Application or Environmental Evaluation Application will be accepted concurrently with the PPA.



San Francisco Planning

FOR MORE INFORMATION:

Call or visit San Francisco
Planning

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.