TECH SPEC: ☐ Preservation ☐ ART 10/11

TECH SPEC: ☐ SProT ☐ Wireless

CP QUADRANT: ☐ NE ☐ NW ☐ SE ☐ SW

SAN FRANCISCO PLANNING DEPARTMENT

Permit Application Intake Checklist

WAIVER: This permit application has been accepted for purposes of initial filing. The Department may request additional information after further analysis of the application prior to completing its review. Other planning approvals, environmental documentation, or historic resource information may be required for the project to be approved. At this time, the following additional application or actions have been identified as necessary. Consult our "Plan Submittal Guidelines" for further information.

ADDRESS:	BLOCK:	LOT(S):

Columns to the right describe potential construction project types.

Rows describe project-specific required application materials.

Yellow Shading in those columns describing your project indicates that the materials described by that row are required.

Numbers within a cell refer to the matrix notes listed on the other side of the page.

				ALTERATIONS *(Forms 3 & 8)*												
				ADDITIONS									INTERIOR WORK			
		Demolition *(Form 6)*	New Construction *(Forms 1 & 2)*	Horizontal Addition	Vertical Addition	Repair Work	Garage	Bay Window(s) *(Permitted Obstructions, PC 136)*	Deck	Dormer(s), Stair Penthouse, Mech. Equip.	New Roof *(Change of profile)*	Facade Work *(New windows / siding)*	Commercial Tenant Improvements	Lower Floor Rooms *No change in density*	Change of Use or Occupancy	Signs *(Forms 4 & 7)* Awnings, Canopies
GENERAL	Pre-Application See Note 1 for 6 REQUIRED Components		1	1	1		1		1	1					1	
GENERAL	Supplemental Information: Building Permit Application, Planning Review		2	2	2		2			2					2	
GENERAL	Site Survey (Signed by Surveyor or Civil Engineer)															
GENERAL	Priority Policies: General Plan Findings														3	
GENERAL	Formula Retail Affidavit		4													4
PLOT PLANs Showing Existing and Proposed	Location of Proposed Work Within the Lot															
PLOT PLANs Showing Existing and Proposed	Adjacent Building Profiles / Rooflines (Showing Full Width of Abutting Lots)			18	18		9		16							
PLOT PLANs Showing Existing and Proposed	Landscaping (Showing Street Tree Planter & Utility Line Location)			7	7	5	7								7	
PLAN(S) Showing Existing and Proposed	Floor Plan(s) of Floor(s) of Work		17	17	17										17	
PLAN(S) Showing Existing and Proposed	Floor Plan(s) of Other Floor(s)													12		
PLAN(S) Showing Existing and Proposed	Roof Plan												14		15	
PLAN(S) Showing Existing and Proposed	Garage (Automobile and Bicycle Parking Spaces)													6	6	
ELEVATION(S) (Showing Existing and Proposed)	Front			10	10		13	16	16	11	14		8		8	
ELEVATION(S) (Showing Existing and Proposed)	Rear			10	10		13	16	16	11	14	8	8			
ELEVATION(S) (Showing Existing and Proposed)	Side			10	10	8	13	16	16	11	14	8	8			
	Sections (existing and proposed)															
PHOTOGRAPHS Provide location key. May be placed on Plot Plan.	Buildings on the Same Side of the Street							8								
PHOTOGRAPHS Provide location key. May be placed on Plot Plan.	Buildings on the Facing Side of the Street															
PHOTOGRAPHS Provide location key. May be placed on Plot Plan.	Front Facade of the Subject Building						13	8	8				8			16
PHOTOGRAPHS Provide location key. May be placed on Plot Plan.	Rear Facade of the Subject Building						13		16				8			
PHOTOGRAPHS Provide location key. May be placed on Plot Plan.	Rear View of the Adjacent Buildings								16							

☐ **ACCEPTED** ☐ **NOT ACCEPTED** DATE: _____ PLANNER (PRINT NAME)_____

_____

_____

_____

Project may require (advise applicant): ☐Conditional Use ☐Variance ☐Environmental Evaluation ☐Historic Evaluation

311 or 312 contact (print name and provide telephone and/or email): _____

NOTES:

1. In areas subject to Neighborhood Notification (Planning Code Section 311, 312): required for new construction, vertical additions of 7 feet or more, horizontal additions of 10 feet tor more, decks over 10 feet above grade or within the required rear yard, or Formula Retail uses subject to a Conditional Use Authorization.

Notes for a complete pre-application:

- A copy of the letter (use standard template) mailed to neighbors and neighborhood organizations. A copy of the postmarked envelope is encouraged, but not required;
- A list of those persons and neighborhood organizations invited to the meeting;
- A copy of the sign-in sheet (use standard template);
- A summary of the meeting and a list of any changes made to the project as a result of the neighborhood comments (use standard template);
- The affidavit, signed and dated (use standard template);
- One reduced copy of the plans presented to the neighbors at pre-application meeting.

2. Required starting March 16, 2016. The supplemental information sheet provides building and project data to the Planning Department to improve Pipeline Reports and to assist in planning for the city's future.

3. Not required if applicant has previously filed for a Conditional Use.

4. Required if the proposed construction involves a new commercial tenant. Required for new business signs if no Affidavit was filed with a building permit.

5. Required if repair work includes paving driveways and/or walkways or planter boxes in the required front setback.

6. Required when the proposed work is in the garage level and it could reduce the number of parking spaces.

7. Required per Planning Code Section 142 and the Green Landscaping Ordinance.

   Street trees are DPW jurisdiction, but Planning will ensure plot plans reflect basic information needed for DPW staff to review.

8. Required when work is visible from the street.

9. Required only when there is an expansion of the building envelope or the proposed work involves a new structure.

10. Profiles of adjacent buildings that show the full width and roof line of each adjacent building must be included.

    Indicate exterior cladding and window materials.

    Indicate location of adjacent building's light well(s) and/or windows in relation to proposed addition, as needed. Photos may be required.

11. Profiles of adjacent buildings may be required at the discretion of the reviewer. Applications may be accepted without these profiles.

12. Required when the link between the existing use and the proposed work is weak and unclear.

13. Required if affected by the proposed garage.

14. If it affects the roofline.

15. If mechanical equipment is located on the roof.

16. Depends on the location of the improvements.

17. Provide a table on cover sheet with existing and proposed gross square feet by floor, and by unit as applicable. A second table may be necessary to document demolition calculations.

18. Label adjacent property addresses.

    Illustrate required rear yard, provide dimensions, and if averaging, indicate qualifying rear walls.

    Indicate the number of floors of each part of site plan.

COMMENTS OR ADDITIONAL NOTES:

SAN FRANCISCO PLANNING DEPARTMENT

FOR OTHER PLANNING INFORMATION:
Call or visit the San Francisco Planning Department

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.