



SAN FRANCISCO
PLANNING
DEPARTMENT

INSTRUCTION PACKET AND AFFIDAVIT FOR Pre-Application Meeting

This packet consists of instructions and templates for conducting the Pre-Application Meeting. Planning Department staff are available to advise you in the preparation of these materials. Call the Planning Information Center at (415) 558-6377 for further information.

Planning Department
1650 Mission Street
Suite 400
San Francisco, CA
94103-9425

T: 415.558.6378
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Note: A Pre-Application Meeting is required even if the horizontal addition referenced above does not increase the overall depth of the building. Similarly, a Pre-Application Meeting is required even if the vertical addition referenced above does not change the overall building height.

WHAT IS A PRE-APPLICATION MEETING?

The Pre-Application Meeting is a mandatory form of community outreach conducted by the project sponsor to receive initial feedback regarding certain project types prior to submittal to the Planning Department or the Department of Building Inspection. Adjacent neighbors and relevant neighborhood organizations are invited to attend this meeting, which must take place during certain hours of the day and within a certain distance from the project site. The meeting's intention is to initiate neighbor communication and identify issues and concerns early on; provide the project sponsor the opportunity to address neighbor concerns about the potential impacts of the project prior to submitting an application; and, reduce the number of Discretionary Reviews (DRs) that are filed.

WHEN IS A PRE-APPLICATION MEETING REQUIRED?

- New Construction; or
- Any vertical addition of 7 feet or more; or
- Any horizontal addition of 10 feet or more; or
- Decks over 10 feet above grade or within the required rear yard (excludes roof decks); or
- All Formula Retail uses subject to a Conditional Use Authorization; or
- Section 313, PDR-1-B projects; or
- Community Business Priority Processing Program (CB3P) projects; or
- Department Staff may request a Pre-Application meeting be conducted for any project.

WHY IS A PRE-APPLICATION MEETING REQUIRED?

The Pre-Application process is required for certain projects subject to Planning Code Section 311 or 312 Notification, or as required by other activities listed above. It serves as the first step in the process prior to building permit application or entitlement (Conditional Use Authorization, Variance, etc.) submittal. Those contacted as a result of the Pre-Application process will also receive a formal entitlement notice or 311 or 312 notification when the project is submitted and reviewed by Planning Department staff.

The benefits to project sponsors include: early identification of neighbor concerns; ability to mitigate neighbor concerns before project submittal; a more streamlined, predictable review from the Planning Department; and, elimination of delays associated with Discretionary Reviews.

The benefits to the neighbors include: the opportunity to express concerns about a project before it is submitted and eliminating the need to file a Discretionary Review.

INSTRUCTIONS

Prior to filing any entitlement (this includes but is not limited to Building Permits, Variances, and Conditional Use Authorizations) the Project Sponsor must conduct a minimum of one Pre-Application meeting if the proposed scope of work triggers such a meeting, as referenced on the previous page.

Additionally, if the project is required to submit a Transportation Demand Management (TDM) Plan pursuant to Planning Code Section 169, the Project Sponsor must discuss potential TDM Measures that may be incorporated into the project.

This meeting must be held in accordance with the following rules.

These groups and individuals must be invited to the meeting:

- Invite all Neighborhood Organizations for the relevant neighborhood(s). Note that the number of organizations extends beyond just your neighborhood association. The full list for your area can be found by first typing “neighborhood groups” in the search bar at www.sfplanning.org. Then, click on the relevant neighborhood on the map to find the neighborhood organization list in spreadsheet format. If the property is located on the border of two or more neighborhoods, you must invite all bordering neighborhood organizations.
- Invite all abutting property owners and occupants and property owners and occupants directly across the street from the project site. Please be sure to include all occupants of the subject building. (Note: Sec. 313 PDR-I-B projects require mailing to owners and occupants within a 300 foot radius). Refer to the Neighborhood Notification handout, available at www.sfplanning.org, for clarification.
- One copy of the invitation letter must be mailed to the project sponsor as proof of mailing. Invitations shall be sent at least 14 calendar days before the meeting. The postal date stamp will serve as record of timely mailing.

Note: When the subject lot is a corner lot, the notification area shall further include all properties on both block faces across from the subject lot, and the corner property diagonally across the street.

The meeting must be conducted at one of these places:

- The project site;
- An alternate location within a one-mile radius of the project site (i.e. community center, coffee shop, etc.); or,
- The project sponsor may opt to have a Pre- Application Meeting held at the Planning Department instead of the project site, for a fee. A planner will be available for questions.

Note: Please see the Department Facilitated Pre-Application Meeting form at www.sfplanning.org for more information. Refer to the Planning Department Fee Schedule, which may be obtained from the Planning Department’s website at www.sfplanning.org/planning or in person at the Public Information Counter (PIC) located at 1660 Mission Street, San Francisco, CA 94103. For questions related to the Fee Schedule, please call the PIC at 415.558.6377.

The meeting must be held within specific timeframes and meet certain requirements:

- Meetings are to be conducted within 6:00 p.m. -9:00 p.m., Mon.-Fri.; or within 10:00 a.m. -9:00 p.m., Sat-Sun. If the Project Sponsor has selected a Pre-Application Meeting held at the Planning Department, this meeting will be conducted during regular business hours.
- A sign-in sheet must be used in order to verify attendance. Note if no one attended.
- Preliminary plans must be available at the meeting that include the height and depth of the subject building and its adjacent properties, and dimensions must be provided to help facilitate discussion. Neighbors may request reduced copies of the plans from the Project Sponsor by checking the “please send me plans” box on the sign-in sheet, and the Project Sponsor shall provide reduced copies upon such request.
- Questions and concerns by attendees, and responses by Project Sponsor, if any, must be noted.

For accountability purposes, please submit the following with your Application:

- A copy of the letter mailed to neighbors and neighborhood organizations (use attached invitation) AND a letter with postmark as proof of mailing;
- A list of those persons and neighborhood organizations invited to the meeting;
- A copy of the sign-in sheet (use attached template);
- A summary of the meeting and a list of any changes made to the project as a result of the neighborhood comments (use attached template);
- The affidavit, signed and dated (use attached template);
- One reduced copy of the plans presented to the neighbors at pre-application meeting.

Notice of Pre-Application Meeting

Date

Dear Neighbor:

You are invited to a neighborhood Pre-Application meeting to review and discuss the development proposal at _____, cross street(s) _____ (Block/Lot#: _____; Zoning: _____), in accordance with the San Francisco Planning Department’s Pre-Application procedures. The Pre-Application meeting is intended as a way for the Project Sponsor(s) to discuss the project and review the proposed plans with adjacent neighbors and neighborhood organizations before the submittal of an application to the City. This provides neighbors an opportunity to raise questions and discuss any concerns about the impacts of the project before it is submitted for the Planning Department’s review. Once a Building Permit has been submitted to the City, you may track its status at www.sfgov.org/dbi.

The Pre-Application process serves as the first step in the process prior to building permit application or entitlement submittal. Those contacted as a result of the Pre-Application process will also receive a formal entitlement notice or 311 or 312 notification after the project is submitted and reviewed by Planning Department staff.

A Pre-Application meeting is required because this project includes (check all that apply):

- New Construction;
- Any vertical addition of 7 feet or more;
- Any horizontal addition of 10 feet or more;
- Decks over 10 feet above grade or within the required rear yard;
- All Formula Retail uses subject to a Conditional Use Authorization;
- PDR-I-B, Section 313;
- Community Business Priority Processing Program (CB3P).

The development proposal is to: _____

Existing # of dwelling units: _____	Proposed: _____	Permitted: _____
Existing bldg square footage: _____	Proposed: _____	Permitted: _____
Existing # of stories: _____	Proposed: _____	Permitted: _____
Existing bldg height: _____	Proposed: _____	Permitted: _____
Existing bldg depth: _____	Proposed: _____	Permitted: _____

MEETING INFORMATION:

Property Owner(s) name(s): _____
 Project Sponsor(s): _____
 Contact information (email/phone): _____
Meeting Address*: _____
Date of meeting: _____
Time of meeting:** _____

*The meeting should be conducted at the project site or within a one-mile radius, unless the Project Sponsor has requested a Department Facilitated Pre-Application Meeting, in which case the meeting will be held at the Planning Department offices, at 1650 Mission Street, Suite 400.

**Weeknight meetings shall occur between 6:00 p.m. - 9:00 p.m. Weekend meetings shall be between 10:00 a.m. - 9:00 p.m, unless the Project Sponsor has selected a Department Facilitated Pre-Application Meeting.

If you have questions about the San Francisco Planning Code, Residential Design Guidelines, or general development process in the City, please call the Public Information Center at 415-558-6378, or contact the Planning Department via email at pic@sfgov.org. You may also find information about the San Francisco Planning Department and on-going planning efforts at www.sfplanning.org.

Affidavit of Conducting a Pre-Application Meeting, Sign-in Sheet and Issues/Responses submittal

I, _____, do hereby declare as follows:

- 1. I have conducted a Pre-Application Meeting for the proposed new construction, alteration or other activity prior to submitting any entitlement (Building Permit, Variance, Conditional Use, etc.) in accordance with Planning Commission Pre-Application Policy.
- 2. The meeting was conducted at _____ (location/address) on _____ (date) from _____ (time).
- 3. I have included the mailing list, meeting invitation and postmarked letter, sign-in sheet, issue/ response summary, and reduced plans with the entitlement Application. I understand that I am responsible for the accuracy of this information and that erroneous information may lead to suspension or revocation of the permit.
- 4. I have prepared these materials in good faith and to the best of my ability.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

EXECUTED ON THIS DAY, _____, 20_____ IN SAN FRANCISCO.

Signature

Name (type or print)

Relationship to Project (e.g. Owner, Agent)
(if Agent, give business name & profession)

Project Address

Pre-Application Meeting Sign-in Sheet

Meeting Date: _____
 Meeting Time: _____
 Meeting Address: _____
 Project Address: _____
 Property Owner Name: _____
 Project Sponsor/Representative: _____

Please print your name below, state your address and/or affiliation with a neighborhood group, and provide your phone number. Providing your name below does not represent support or opposition to the project; it is for documentation purposes only.

NAME/ORGANIZATION	ADDRESS	PHONE #	EMAIL	SEND PLANS
1. _____				<input type="checkbox"/>
2. _____				<input type="checkbox"/>
3. _____				<input type="checkbox"/>
4. _____				<input type="checkbox"/>
5. _____				<input type="checkbox"/>
6. _____				<input type="checkbox"/>
7. _____				<input type="checkbox"/>
8. _____				<input type="checkbox"/>
9. _____				<input type="checkbox"/>
10. _____				<input type="checkbox"/>
11. _____				<input type="checkbox"/>
12. _____				<input type="checkbox"/>
13. _____				<input type="checkbox"/>
14. _____				<input type="checkbox"/>
15. _____				<input type="checkbox"/>
16. _____				<input type="checkbox"/>
17. _____				<input type="checkbox"/>
18. _____				<input type="checkbox"/>

Summary of discussion from the Pre-Application Meeting

Meeting Date: _____
 Meeting Time: _____
 Meeting Address: _____
 Project Address: _____
 Property Owner Name: _____
 Project Sponsor/Representative: _____

Please summarize the questions/comments and your response from the Pre-Application meeting in the space below. Please state if/how the project has been modified in response to any concerns.

Question/Concern #1 by (name of concerned neighbor/neighborhood group): _____

Project Sponsor Response: _____

Question/Concern #2: _____

Project Sponsor Response: _____

Question/Concern #3: _____

Project Sponsor Response: _____

Question/Concern #4: _____

Project Sponsor Response: _____
