



REQUEST FOR DEPARTMENT FACILITATED PRE-APPLICATION MEETING

APPLICATION SUBMITTAL REQUIREMENTS

The [Pre-Application Process](#) is required for certain alterations and new construction projects located in all zoning districts subject to Section 311 Notification. A Pre-Application meeting must occur prior to the filing of any entitlement or building permit applications. Projects with the following scopes of work are subject to the pre-application procedures described in this packet:

- Projects subject to 311 Notification;
- 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;
- Community Business Priority Processing (CB3P); and
- Projects in PDR-I-G Districts subject to Section 313.

The Project Sponsor may opt to have a Planning Department Facilitated Pre-Application Meeting instead of a meeting on or proximate to the proposed project site. The meeting will be held at the Planning Department during regular business hours for one hour. The Project Sponsor is required to perform the mailing and noticing requirements as outlined in the Pre-Application packet. A planner will attend to answer questions about the Planning Code and review process, but will not discuss the Department’s position on the proposal.

For questions related to the Department Facilitated Pre-Application Meeting process, please contact the Meeting Coordinator hotline at 415.575.9091.

WHAT TO SUBMIT:

1. One (1) original of this application signed by owner or agent, with all blanks filled in;
2. A credit card or check made payable to the “San Francisco Planning Department” for the required application fee (See [Fee Schedule and/or Calculator](#)).

HOW TO SUBMIT

To file your Request for Department Facilitated Pre-Application Meeting application and materials, please submit in person to the following address:

San Francisco Planning Department
1650 Mission Street, Suite 400
San Francisco, CA 94013

If you plan to pay for the application fee by credit card, please inform the Planning Department’s reception desk.

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 415.575.9121. Paki tandaan na mangangailangan ang Planning Department ng hindi kukulangin sa isang araw na pantrabaho para makasagot.



REQUEST FOR DEPARTMENT FACILITATED PRE-APPLICATION MEETING

Applicant or Requestor Information

Name:

Address:

Email Address:

Telephone:

Property Information

Project Address:

Block/Lot(s):

Project Description:

Please provide a narrative project description that summarizes the project and its purpose. See Attachment

APPLICANT OR REQUESTOR'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.

Signature

Name (Printed)

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

Phone

Email

For Department Use Only

Application received by Planning Department:

By: _____

Date: _____

Name of Planner Assigned: _____