



# APPLICATION PACKET FOR Preliminary Project Assessment

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

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Planning Department staff are available to advise you in the preparation of this application. Call (415) 558-6377 for further information.

## 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 viewing 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. Issuance of a PPA letter is not a development approval or denial.

## WHEN IS A PRELIMINARY PROJECT ASSESSMENT NECESSARY?

A PPA is required for any project that includes:

- 1) creation of 7 or more dwelling units\*, and/or
- 2) changes of use of 25,000 square feet or more, and/or
- 3) construction of a new non-residential building or addition of 10,001 square feet or more.
- 4) construction of a new school; addition to an existing school by more than 25 percent or 10 classrooms, whichever is less; or change of use to a school.

The Department may also request other complex projects not meeting these thresholds to undergo a PPA.

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

## 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. (Please consult the current fee schedule, available at the Planning Information Center.) The application will not be accepted by mail, messenger or at the Planning Department reception desk. Applicants may request a 30-minute meeting with the assigned planners to present and explain the proposal to Department staff. The purpose of this meeting is not for planners to provide feedback on the project, but to give applicants the opportunity to clearly present the project to the Department. The Department will issue a PPA letter to the applicant within 90 days. Revising or submitting new materials may result in a restart of the 90-day timetable. 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.

An Environmental Evaluation ("EE") application will be accepted for filing concurrently with PPA applications, rather than only after PPA letter issuance. To the extent appropriate, EE applications submitted prior 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 be reviewing requests for specific incentives or concessions as part of the PPA process.

## INSTRUCTIONS:

1. Please fill out the attached Application for a PPA. 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.
2. In all cases the application must be accompanied by **two** sets of 11 x 17 inch plans sufficient for proper PPA review, as well as an electronic copy of the completed application and plans. A **plot 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. Where the size or use of floor areas is material to the project, **floor plans** will also be required. Drawings of building **elevations** must be provided, even if they lack facade details.

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.

The Department will only respond to one (1) project description. If there are project variants proposed, a separate PPA will be required for each variant. (Except for the State Density Bonus applications described above.)

3. 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.

4. If the project is subject to Planning Code Section 169, a draft Transportation Demand Management Plan must be provided.
5. **Photographs**, unmounted, large enough to show the nature of the property, but not over 8 1/2 x 14 inches are helpful in reviewing PPA applications.
6. All plans and other exhibits submitted with this application will be retained as part of the permanent public record in this PPA.
7. **Planning Code Fees:** Please refer to the Planning Department Fee Schedule for fees related to this application. The Fee Schedule may be obtained from the Planning Department's website at [www.sfgov.org/planning](http://www.sfgov.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 PPA fee will be credited to a subsequent development application fee for the same project. However, time and materials will be charged if staff costs exceed the initial fee.

**To file your Preliminary Project Assessment application, 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.**

**An incomplete application will not be accepted.**

**Applications will not be accepted by mail, messenger or at the Planning Department reception desk.**

# APPLICATION FOR Preliminary Project Assessment

## 1. Owner/Applicant Information

PROPERTY OWNER'S NAME:		
ADDRESS:	ZIP CODE:	TELEPHONE: (    )
PROPERTY OWNER'S EMAIL:		

APPLICANT'S NAME:			<input type="checkbox"/> Same as Above
ADDRESS:	ZIP CODE:	TELEPHONE: (    )	
APPLICANT'S EMAIL:			

CONTACT FOR PROJECT INFORMATION:			Same as: <input type="checkbox"/> Owner <input type="checkbox"/> Applicant
ADDRESS:	ZIP CODE:	TELEPHONE: (    )	
CONTACT PERSON EMAIL:			

## 2. Location and Classification

STREET ADDRESS OF PROJECT:		ZIP CODE:
CROSS STREETS:		

ASSESSORS BLOCK/LOT(S):	LOT DIMENSIONS:	LOT AREA (SQ FT):
ZONING DISTRICT:	HEIGHT/BULK DISTRICT:	TOTAL OF ALL STREET FRONTAGES:

## 3. Reason for Submittal

- Creation of 7+ Dwelling Units  
  Change of Use >25,000 gsf  
  New Construction Non-Residential  
 Non-Residential Addition >10,001 gsf  
  School  
  Other: \_\_\_\_\_

## 4. Project Description

Please Check All That Apply:

- New Construction  
  Demolition  
  Change of Use  
  Alterations  
  Other: \_\_\_\_\_

**Additions to Building(s):**  
 Rear  
 Front  
 Height  
 Side Yard  
 Other: \_\_\_\_\_

Present or Previous Use: \_\_\_\_\_

Proposed Use: \_\_\_\_\_

Request a meeting with PPA planner(s)?  
 YES  
 NO

Will the project include a request for density bonus under the State Density Bonus Law?  
 YES  
 NO

If yes, you are **required** to provide a Project Description and a Project Summary Table for both the base (Planning Code-compliant) project and the bonus project.

5. Project Description continued...

Description of general scope of work: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

6. Project Summary Table

If you are not sure of the eventual size of the project, provide the maximum estimates.

**Please attach an additional sheet with project features that are not included in this table.**

	EXISTING	NET NEW	TOTALS
<b>GROSS SQUARE FOOTAGE (GSF)</b>			
Residential			
Commercial/Retail			
Office			
Industrial/PDR <i>Production, Distribution, &amp; Repair</i>			
Parking			
Usable Open Space			
Public Open Space			
Other ( )			
TOTAL GSF			
	EXISTING	NET NEW	TOTALS
<b>PROJECT FEATURES (Units or Amounts)</b>			
Dwelling Units - Market Rate			
Dwelling Units - Affordable			
Commercial Storefronts			
Hotel Rooms			
Parking Space(s)			
Loading Space(s)			
Car Share Space(s)			
Bicycle Spaces - Class 1			
Bicycle Spaces - Class 2			
Number of Buildings			
Number of Stories			
Height of Building(s)			
Usable Open Space(s)			
Public Open Space(s)			
Public Art			
Other ( )			

## 7. Additional Project Information

Please answer each question to the best of your ability. If the answer is unknown, please state so and provide a brief explanation. Please note that providing more information about the proposed project may result in additional and/or more detailed feedback from the Department.

1. Is the project related to a larger project, series of projects, or program previously reviewed or currently under review?  YES  NO  
If yes, provide record number(s) and description.
  
2. Would the project involve a major alteration of a structure constructed 45 or more years ago or a structure in a historic district?  YES  NO
3. Would the project involve demolition of a structure constructed 45 or more years ago or a structure located in a historic district?  YES  NO
4. Would the project result in excavation or soil disturbance/modification?  YES  NO  
If yes, please provide the following:  
Depth of excavation/disturbance below grade (in feet): \_\_\_\_\_  
Area of excavation/disturbance (in square feet): \_\_\_\_\_  
Amount of excavation (in cubic yards): \_\_\_\_\_  
What type of foundation would be used (if known)?
  
5. Is the project site located on the Maher map or suspected of containing hazardous materials (based on a previous use such as gas station, auto repair, dry cleaners, or heavy manufacturing, or a site with underground storage tanks)?  YES  NO  
If yes, would the project involve change of use from industrial to commercial and/or residential use(s)?  YES  NO
6. Would the project impact any public property or right(s)-of-way?  YES  NO
7. Does the project front a street segment in the Vision Zero Network?  YES  NO
8. Is the project in a Community Plan Area (for example, Market/Octavia)?  YES  NO  
If yes, please identify the area.
  
9. Does the subject property for the proposed project include **any** of the following:  YES  NO
  - greater than 1/2 acre in total area; or
  - contain 250 feet of total lot frontage on one or more publicly-accessible rights-of-way; or
  - frontage encompassing the entire block face between the nearest two intersections with any other publicly-accessible rights-of-way.
10. Does the project scope include **any** of the following:  YES  NO
  - new construction;
  - addition of 20% or more of gross floor area to an existing building; or
  - alteration to greater than 50% of the existing square footage of a building

## 8. Project Information for HOME-SF or State Density Bonus Project

Please answer each question to the best of your ability. "Supplemental Information for HOME-SF or State Analyzed Density Bonus Project Application" due at the time of filing.

If the answer is unknown, please state so and provide a brief explanation. Please note that providing more information about the proposed project may result in additional and/or more detailed feedback from the Department.

1. Is the project seeking approval under the HOME SF Program?  YES  NO

2. Is the project seeking approval under the Analyzed State Density Bonus Program?  YES  NO

If yes, please provide the following information with your PPA Application:

- A completed calculation of the base and density bonus, as well as the base and bonus envelope, pursuant to Planning Code Section 206.5(c)(5)
- The percentage of affordable units provided in the base project, and their associated affordability levels (in Area Median Income)

3. Is the project seeking approval under the Individually Requested State Density Bonus Program?  YES  NO

If yes, please include the following information with your PPA Application:

- Site Plans, Floor Plans, Elevations and Sections for both the Base Project and Density Bonus Projects
- The percentage of affordable units provided in the base project, and their associated affordability levels (in Area Median Income)
- A list of requested Concessions and Incentives or Waivers, if they have been identified

# Applicant's Affidavit, Acknowledgement and Signature

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) All items submitted meet all applicable requirements for quality and content.
- d) Other information or applications may be required.

By signing below, I acknowledge:

That I have read and completed this form in its entirety; that I understand that receipt of these materials by the Department does not mean that the application has been accepted as complete.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (Printed)

\_\_\_\_\_  
Relationship to Project

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Email

For Department Use Only

Application received by Planning Department:

By: \_\_\_\_\_

Date: \_\_\_\_\_



## FOR MORE 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.*

# Application Submittal Checklist

Applications submitted to the Planning Department must be accompanied by this checklist and all required materials. **Incomplete submittals will not be accepted.**

The checklist is to be completed by the applicant or authorized agent and signed by a department staff person at submittal.

APPLICATION MATERIALS	SUBMITTED
PPA Application, signed with all blanks completed (2 copies)	<input type="checkbox"/>
Project Summary Table	<input type="checkbox"/>
Additional Project Information (Questionnaire - Pg 5)	<input type="checkbox"/>
Supplemental Information for HOME-SF or State Analyzed Density Bonus Project Application (if applicable)	<input type="checkbox"/>
Letter of Authorization for agent (if applicable)	<input type="checkbox"/>
Set of plans: 2 reduced size 11"x17"	<input type="checkbox"/>
Site Plan (existing and proposed)	<input type="checkbox"/>
Floor Plans (existing and proposed)	<input type="checkbox"/>
Elevations (including adjacent structures)	<input type="checkbox"/>
Current photographs	<input type="checkbox"/>
Historic photographs (if possible)	<input checked="" type="checkbox"/>
3D Representations and/or Renderings	<input checked="" type="checkbox"/>
Digital copy of ALL materials submitted (CD or USB drive both accepted)	<input type="checkbox"/>
Check payable to Planning Dept. (see current fee schedule)	<input type="checkbox"/>
Other: Section Plan, Detail drawings (ie. windows, door entries, trim), Specifications (for cleaning, repair, etc.) and/or Product cut sheets for new elements (ie. windows, doors)	<input checked="" type="checkbox"/>

NOTES:

- Required Material. Write "N/A" if you believe the item is not applicable, (e.g. letter of authorization is not required if applicant is the property owner.)
- Typically would not apply. Nevertheless, in a specific case, staff may require the item.

No application will be accepted by the Department unless the appropriate items on this checklist is completed. Receipt of this checklist, the accompanying application, and required materials by the Department serves to open a Planning file for the proposed project. After the file is established it will be assigned to a planner. At that time, the planner assigned will review the application to determine whether it is complete or whether additional information is required in order for the Department to make a decision on the proposal.

For Department Use Only

Application accepted by Planning Department:

By: \_\_\_\_\_

Date: \_\_\_\_\_