



# PROJECT REVIEW MEETING APPLICATION

## APPLICATION SUBMITTAL REQUIREMENTS

The Project Review Meeting provides members of the public and Planning Department staff an opportunity to discuss Code requirements, planning processes and Departmental policies related to a specific proposed project.

If you currently have a project assigned to a planner with the Department, please schedule a Project Review meeting directly with your assigned planner.

For questions related to the Project Review process, please contact the Project Review Meeting Coordinator hotline at 415.575.9091.

### WHAT TO SUBMIT:

1. One (1) original of this application with all blanks filled in;
2. One hard copy set of reduced sized (11"x17") plans, including but not limited to plans showing adjacent structures, existing and proposed floor plans, elevations, and sections (if available);
3. Current photograph(s) of the subject property (if available);
4. A credit card or check made payable to the "San Francisco Planning Department" for the required application fee (See [Fee Schedule and/or Calculator](#)). *Please note, all returned checks are subject to a \$50.00 bank fee.*

### HOW TO SUBMIT

To file your Project Review Meeting Application and materials, please submit either in person or by mail to the following address:

Project Review Meeting Coordinator  
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 submit the application in person at the Planning Department's reception desk.

### PROJECT REVIEW MEETING SCHEDULING

Project Review Meetings are scheduled weekly on Tuesday afternoons and Wednesday mornings depending on the concerned Quadrant.

Appointment varies depending on availability of slots, amount of applications received, and availability of the planners. Turnaround of appointments is usually one (1) to two (2) weeks. Scheduling of appointment is first-come-first-serve basis.

Appointments can be rescheduled if the Planning Department is notified before 12:00 noon on Thursday before your scheduled appointment. Please arrive 15 minutes prior to your scheduled start time and check-in with the Receptionist at 1650 Mission Street, Suite 400.

**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.



# PROJECT REVIEW MEETING APPLICATION

## Applicant Information

Name: \_\_\_\_\_

Address: \_\_\_\_\_ Email Address: \_\_\_\_\_

\_\_\_\_\_ Telephone: \_\_\_\_\_

Property Owner's Name: \_\_\_\_\_

## Property Information

Project Address: \_\_\_\_\_ Block/Lot(s): \_\_\_\_\_

Zoning District: \_\_\_\_\_ Height and Bulk Districts: \_\_\_\_\_

How many units does the subject property have? \_\_\_\_\_

## Project Description:

Please provide a narrative project description that summarizes the project and its purpose. Please list any special authorizations or changes to the Planning Code or Zoning Maps if applicable.  See Attachment

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## Additional Staff Requested for Project Review Meeting:

- Preservation Planner
  Environmental Planner
  Accessory Dwelling Unit  
 Urban Design Advisory Team Member

Will this project be publicly funded? (please specify): \_\_\_\_\_

## Related Building Permits Applications

Building Permit Applications No(s): \_\_\_\_\_

Previously contacted Planning Department staff: \_\_\_\_\_

## PROJECT AND LAND USE TABLES

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

Project Features			
	Existing	Proposed	Net Change
Number of Dwelling Units			
Commercial Square Footage			
Retail Square Footage			
Office Square Footage			
Number of Hotel Rooms			
Industrial Square Footage			
Number of Parking Space			
Other Uses Square Footage (please specify below):			

For Department Use Only

Application received by Planning Department:

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

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