



SAN FRANCISCO PLANNING DEPARTMENT

PROJECT REVIEW MEETING APPLICATION PROCEDURES

Effective September 1, 2016

1650 Mission St.
Suite 400
San Francisco,
CA 94103-2479

Reception:
415.558.6378

Fax:
415.558.6409

Planning
Information:
415.558.6377

THE PROJECT REVIEW PROCESS

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.

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](http://www.sf-planning.org) at www.sf-planning.org 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.

There is **no fee** for Project Review meetings held for active cases within the Planning Department. Building Permit applications filed through the Department of Building Inspection are not the same as Planning Department project cases.

APPLYING FOR A PROJECT REVIEW MEETING

Applicants must submit a completed application form either by person or by mail. Application forms are available in our website at www.sfplanning.org and at our Planning Information Counter at the ground floor of 1660 Mission Street.

Checks are to be made payable to the SAN FRANCISCO PLANNING DEPARTMENT. Please submit your application form and fee payment to:

Project Review Meeting Coordinator
San Francisco Planning Department
1650 Mission Street, 4th Floor
San Francisco, CA 94103

Telephone: (415) 575-9190
FAX: (415) 558-6409

Always include the *Assessor's Block/Lot Number(s) and Planning Department Case Number*, if assigned, on all correspondence, including *a brief description of the proposed project*. Please submit (if available) recent photographs of the project site, the proposed site plan, floor plans, and sections and elevations of existing and proposed structures. Please retain a copy of the application form for your records.

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.

Appointment can be rescheduled if we are 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.

PROJECT REVIEW MEETING APPLICATION FORM

APPLICATION DATE: _____

PROJECT CONTACT: (Please complete all data fields)

Name _____ Phone No. () _____
 Address _____
 City _____ Zip Code _____
 FAX No. () _____ E-Mail Address _____
 Name of Property Owner _____

PROJECT INFORMATION:

Property Address _____
 How many units does the subject property have? _____
 Assessor's Block/Lot(s) _____ Zoning District _____
 Height and Bulk Districts _____

PROJECT DESCRIPTION / PURPOSE OF MEETING: (Use a separate sheet, if necessary)

Additional Staff Requested for Project Review Meeting: Preservation Planner Environmental Planner
 RDT (Residential Design Team) Member in Attendance [*if requesting in RH, RM, & RTO Districts*]

Land Use Type	Existing	Proposed	Net Change
Number of Dwelling Units			
Commercial Square Footage:			
Retail			
Office			
Number of Hotel Rooms			
Industrial Square Footage			
Other Uses: _____			
Number of Parking Spaces			

Previously contacted Planning Department staff _____
 Will this project be publicly funded? (specify) _____