



# SAN FRANCISCO PLANNING DEPARTMENT

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## INTERDEPARTMENTAL PROJECT REVIEW

*Effective: August 31, 2015*

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

Reception:  
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Interdepartmental Project Reviews are **mandatory** for new construction projects that propose buildings eight (8) stories or more and new construction on parcels identified by the State of California Department of Conservation, Division of Mines and Geology as Seismic Hazard Zones in the City and County of San Francisco. Projects identified as such, must request and participate in an interdepartmental project review prior to any application that requires a public hearing before the Planning Commission or new construction building permit.

Project Sponsors may elect to request an interdepartmental review for any project at any time, however, it is strongly recommended that the request is made prior to the submittal of the above referenced applications.

The Planning Department acts as the lead agency in collaboration with the Department of Building Inspection (DBI); the Department of Public Works (DPW); and the San Francisco Fire Department (SFFD). A representative from each of these City Agencies will attend your meeting.

### **Interdepartmental Project Review 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](http://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.

To avoid delays in scheduling your meeting, provide all information requested on this form and submit your request with a check in the appropriate amount payable to the San Francisco Planning Department. Requests may be mailed or delivered to **San Francisco Planning Department, 1650 Mission Street, Suite 400, San Francisco, CA 94103-2414**. Those wishing more specific or more detailed information may contact the Project Review Meeting Coordinator at **(415) 575-9091**.

*Please note: All returned checks are subject to a \$50.00 bank fee.*

***Interdepartmental Project Reviews are scheduled no sooner than two (2) weeks from the receipt of the request form and check.***

**Submittal requirements:**

***Please submit four (4) copies/sets of all information for distribution to each department/agency.***

*Note: No documents or plans should exceed 11" x 17" page size.*

All projects subject to the **mandatory** Interdepartmental Project Review shall be required to submit the following minimum information in addition to their request form:

1. Site Survey with topography lines;
2. Floor Plans with occupancy and/or use labeled of existing and proposed;
3. Existing and proposed elevations;
4. Roof Plan; and
5. Pictures of the subject property and street frontages.

Planned unit developments or projects with an acre or more of land area shall be required to submit the following additional information:

1. Existing and proposed street names and widths;
2. Location of any existing train tracks; and
3. Location of any existing and proposed easements.

***In order for the Interdepartmental Project Review to be most effective and beneficial to you, it is strongly recommended that any issues, concerns and/or specific questions are submitted with this request directed to each discipline.***

# INTERDEPARTMENTAL 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)

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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			
Number of Stories			

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

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

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