



SAN FRANCISCO  
PLANNING  
DEPARTMENT

Planning Department  
1650 Mission Street  
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San Francisco, CA  
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# APPLICATION PACKET FOR Health Care Services Master Plan Consistency Determination

Pursuant to Planning Code Section 342, certain Medical Use projects must complete and submit a HCSMP Consistency Determination Application as part of any entitlement or building permit application.

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

## WHAT IS THE HEALTH CARE SERVICES MASTER PLAN?

Through San Francisco Ordinance No. 300-10, the Board of Supervisors required the creation of a Health Care Services Master Plan (HCSMP) to “provide the Health Commission, the Planning Commission and Board of Supervisors with information and public policy recommendations to guide their decisions to promote the City’s land use and policy goals developed in such Plan, such as distribution and access to health care services.”

The HCSMP was adopted by the Board of Supervisors on December 17, 2013. The Planning Department, in conjunction with the Department of Public Health (DPH), must now determine whether certain Medical Use projects align with the HCSMP by making a “Consistency Determination.”

*Please reference the HCSMP Recommendations and Guidelines when completing this form.*

For questions about the HCSMP, please contact Lori Cook with the Department of Public Health at [Loraine.Cook@sfdph.org](mailto:Loraine.Cook@sfdph.org).

## WHAT IS A CONSISTENCY DETERMINATION?

A Consistency Determination describes whether certain Medical Use development projects promote the Recommendations and Guidelines of the Health Care Services Master Plan. This Determination is made by the Planning Department or Planning Commission, in consultation with the DPH, upon completion of the attached application.

## WHEN IS A CONSISTENCY DETERMINATION APPLICATION NECESSARY?

A Consistency Determination Application is necessary for certain Medical Use projects defined by Planning Code Sections 790.114, 790.44, 890.114, 890.44, 209.3(a), 217(a), and 217(c), if they include:

- i. Any change of use to a Medical Use that occupies 10,000 gross square feet or greater; or
- ii. Any expansion of an existing Medical Use by 5,000 gross square feet or greater

## HOW DOES THE PROCESS WORK?

The initial Consistency Determination application review process is as follows:

1. Applicants proposing projects that include a Medical Use must complete and submit a HCSMP Consistency Determination Application as part of any entitlement or building permit application. The applicant bears full responsibility for justifying (e.g., through the provision of Office of Statewide Health Planning and Development and other data) how and to what extent the project responds to HCSMP Recommendations and Guidelines. This Application should contain sufficient information to determine compliance with the HCSMP.

2. Planning staff conducts an initial review of the Consistency Determination Application to ensure that the project scope meets the requirements for a Consistency Determination per San Francisco Ordinance No. 300-10. If Planning staff confirms that the project is subject to a Consistency Determination, Planning staff will then forward the Consistency Determination Application to DPH for an initial review.
3. DPH staff will review the Application and accompanying justification to determine whether the project is consistent with HCSMP Recommendations and Guidelines. Based on its review, DPH staff will present the recommendation to the Health Commission (either as an informational item, or as an item for discussion). DPH will then recommend that the project be assigned one of three possible HCSMP Consistency Determination outcomes: Consistent, Consistent and Recommended for Incentives, or Inconsistent.
4. DPH staff will forward their final recommendation regarding a project's Consistency with the HCSMP to Planning.
5. Planning will post the final determination on <http://www.sf-planning.org> for a 15-day public comment period.

Conditional Use or other entitlement requiring Planning Commission action cannot be heard or approved by the Planning Commission until a Consistency Determination for the proposed Medical Use is made.

Similarly, the Planning Department will not approve any building permit application for development of any Medical Use subject to a Consistency Determination until such Consistency Determination is made.

### *Consistent Applications*

Applications found to be Consistent with the HCSMP will be issued a Consistency Determination by the Planning Department that would be posted on the Planning Department's website for 15 days for public comment. If the Planning Department receives no "substantive arguments" and written objections, as determined by the Planning Director, the Consistency Determination will become final. If, however, the Planning Department receives substantive written objections, the application will be treated as an inconsistent application, in terms of process (see below).

### *Consistent and Recommended for Incentives*

Applications that DPH staff recommends as "Consistent and Recommended for Incentives" will be forwarded to the Health Commission for review at a public hearing. If the Health Commission finds the application to be "Consistent and Recommended for Incentives," the application will undergo a similar review process as described for Consistent Applications. However, in addition, these applications will be reviewed on a case-by-case basis by Planning and DPH to determine appropriate project incentives, based on the project's health care benefits to the City's vulnerable populations.

The Planning Department recommends that you file your Consistency Determination Application as soon as possible if you are seeking any incentives.

### *Inconsistent Applications*

Applications found to be inconsistent with the HCSMP will be forwarded to the Health Commission for review at a public hearing. If the Health Commission finds the application to be consistent with the HCSMP, it will issue findings to this effect. If the Health Commission finds the application to be inconsistent, it will make recommendations to achieve consistency. The Health Commission must submit its findings or recommendations to the Planning Commission within 30 days of receipt of the application.

The Planning Commission must hold a public hearing within 30 days of receiving the findings from the Health Commission unless there is an associated entitlement, in which case it will be heard concurrently. The Planning Department may not approve any permit or entitlements for a Medical Use project that does not have a Consistency Determination unless the Planning Commission identifies countervailing public policy considerations that justify such approval.

### *Appeals*

Any person may file an appeal within 30 days of the issuance or denial of a Consistency Determination. If the Board of Supervisors has appeal authority to review the associated entitlement(s), the appeal should be made to the Board of Supervisors. In all other cases, the appeal should be filed with the Board of Appeals. The Board of Supervisors and the Board of Appeals have the authority to reverse the Planning Department's or Planning Commission's determination.

## WHEN TO FILE A CONSISTENCY DETERMINATION APPLICATION?

A Consistency Determination application may be filed concurrently with the Environmental Evaluation Application or as part of a related entitlement (it should not be filed as a separate application, as there is no separate intake fee). DPH will review Consistency Determination applications and provide a recommendation to the Planning Department within 90 days from the date of filing.

## WHO MAY APPLY FOR A CONSISTENCY DETERMINATION APPLICATION?

A Consistency Determination Application is processed as part of certain Medical Use projects, which are entitlements that runs with the property; therefore, the property owner or a party designated as the owner's agent may apply. [A letter of agent authorization from the owner must be attached.]

**INSTRUCTIONS:**

The attached application for a HCSMP Consistency Determination is to be submitted as part of the required entitlement application. This application does not require an additional fee.

Please answer all questions fully. Please type or print in ink and attach pages if necessary.

Please see the primary entitlement application for a list of necessary materials required.

**To file your application, please call (415) 558-6378 in advance to schedule an intake appointment.**

**This application is to be filed with the other required entitlement application(s)!**



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**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 FOR Health Care Services Master Plan Consistency Determination

## 1. Owner/Applicant Information

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

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

CONTACT FOR PROJECT INFORMATION:		Same as Above <input type="checkbox"/>
ADDRESS:	TELEPHONE: (    )	
	EMAIL:	

COMMUNITY LIAISON FOR PROJECT (PLEASE REPORT CHANGES TO THE ZONING ADMINISTRATOR):		Same as Above <input type="checkbox"/>
ADDRESS:	TELEPHONE: (    )	
	EMAIL:	

## 2. Location and Project Description

STREET ADDRESS OF PROJECT:		ZIP CODE:		
CROSS STREETS:				
ASSESSORS BLOCK/LOT:	LOT DIMENSIONS:	LOT AREA (SQ FT):	ZONING DISTRICT:	HEIGHT/BULK DISTRICT:
/				
PROJECT TYPE:		BUILDING PERMIT NUMBER(S):	DATE FILED:	
<input type="checkbox"/> <b>Change of use to Medical Use</b> > 10,000 gsf				
<input type="checkbox"/> <b>Addition to existing Medical Use</b> > 5,000 gsf		CASE NUMBER:	DATE FILED:	

# Compliance with the HCSMP Recommendations and Guidelines

<p>1. Please describe the overall project proposal. (attach additional pages as needed)</p>
<p>2. Please summarize and provide proof of how the project addresses the HCSMP Guidelines and Recommendations, including whether there are innovative ways in which your project addresses them. (attach data and additional information as needed)</p>
<p>3. Does your project meet any of the Guidelines labeled “eligible for incentives”? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, is your project seeking incentives? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please list below or attach additional information.</p>

## Applicant’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.
- c: Other information or applications may be required.

Signature: \_\_\_\_\_

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

Print name, and indicate whether owner, or authorized agent:

\_\_\_\_\_  
Owner / Authorized Agent (circle one)

## PLANNING DEPARTMENT USE ONLY

DPH RECOMMENDATION: (attach additional pages as needed)

PLANNING DEPARTMENT DETERMINATION BASED ON DPH RECOMMENDATION/FINDINGS:

- Project is **Inconsistent** with the HCSMP
- Project is **Consistent** with HCSMP
- Project is **Consistent** with the HCSMP and **Recommended for Incentives**.  
Projects incentives will be determined on a case-by-case basis.

COMMENTS:

VERIFIED BY PLANNER:

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

Printed Name: \_\_\_\_\_ Phone: \_\_\_\_\_

VERIFIED BY DIRECTOR:

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

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