BUILDING PERMIT APPLICATION PACKET

Planning Code Section 311/312 Notifications for Residential and Neighborhood Commercial Districts.

PLANNING DEPARTMENT
CITY AND COUNTY OF SAN FRANCISCO

July 29, 2009

THIS PACKET CONTAINS THE FOLLOWING DOCUMENTS

"The Planning Department and the Building Permit Application Process"
"Materials Required for Planning Department Review"
Application Materials Matrix
"Public Notification for Residential Building Permits"
Sample map
Affidavit
"Planning Code Sections 311/312 Reprints"
"Section 311 Neighborhood Notification Instructions"
"Section 312 Neighborhood Notification Instructions"

THE PLANNING DEPARTMENT AND THE BUILDING PERMIT APPLICATION PROCESS

INTRODUCTION

The Department of City Planning has prepared this document to guide building permit applicants through the permit submittal process as it relates to Planning Department procedures required by Planning Code Section 311/312.

This publication addresses only those procedures and materials required for Planning Department review of a building permit application. Overall, building permit application review is coordinated by the Department of Building Inspection (DBI), Central Permit Bureau. Life-safety, structural integrity, health, disability access and other issues require that a building permit application be reviewed by the DBI and other City departments. The Planning Department's responsibility is to review the intended use of a building and the potential effects of its proposed building envelope. During Planning's review period, a notification process allows time for any public concerns to be expressed and incorporated into the assessment of potential effects on surrounding properties. It is possible that public review may lead to a request for discretionary review by the Planning Commission. Changes to a proposal may be required before a building permit application receives final Planning Department approval.

Please read this material thoroughly before preparing a building permit application. Strict adherence to the requirements contained herein will greatly facilitate Planning's timely review of your building permit application.

SUMMARY

Planning Code Section 311 has an effective date of March 4, l996 and Planning Code Section 312 has an effective date of January 15, 2001. The full text of each measure is reprinted at the back of this document. In any conflict between this summary and the actual language of Section(s) 311/312, the language of Section(s) 311/312 governs. Section 311 mandates procedures 1, 2, 3 and 4, and Section 312 mandates procedures 3, 4, and 5. For commonly asked questions and answers regarding the Section 312 process, please ask for the handout "The 312 Notification Process".

1. **Compliance with Residential Design Guidelines.** All proposed new construction, change of use (including change in the number of dwelling units) or exterior alteration to residential buildings in residential (RH or RM) zoning districts must comply with design policies and guidelines of the General Plan, with city-wide Residential Design Guidelines and with any Planning Commission-adopted residential neighborhood design guidelines or conditions placed on the project site. Planning staff reviews applications for compliance with the Planning Code and applicable design guidelines. An appeal of a staff decision may be made to the Planning Commission by either project applicants or community opponents. This procedure applies to all projects on properties in RH-1(D), RH-1, RH-1(S), RH-2, RH-3, RM-1, RM-2, RM-3 and RM-4 zoning districts.

2. **The Pre-Application Process:** Prior to filing any entitlement (this includes but is not limited to Building Permits, Variances, and Conditional Use Authorizations) subject to Planning Code Sections 311/312 notification procedures the project sponsor must conduct a minimum of one pre-application meeting if the proposed scope of work triggers such a meeting. The triggers are referenced below:

- New Construction (subsequent to a demolition or on an undeveloped portion of the lot);
- Vertical additions that add 7' or more feet to the existing building height;
- Horizontal additions that add 10' feet or more to the existing building depth at any level;
- Decks that are subject to Section 311 or 312 Notification.

On June 18th, 2009, the Planning Commission adopted a new pre-application process, which includes a separate comprehensive pre-application packet which is located on the internet at: http://sf-planning.org/Modules/ShowDocument.aspx?documentid=533 or can be obtained at the Public Information Counter (PIC) of the Planning Department located at 1660 Mission Street, First Floor, San Francisco, CA 94103. Please refer to the packet for further detail or contact planning staff with questions.

3. **Public notification and holding period.** Once a permit application for proposed new construction or exterior expansions of buildings in RH or RM or NC districts; all changes of use in RH or RM districts; and specified changes of use in NC districts as described in Section 312 below, including changes to a formula retail use as defined in Section 703.3; complies with the Planning Code and all applicable design guidelines, it shall be held for 30 days from the date the project is publicly announced in a written notice. The notice is to be mailed to all owners and, to the degree feasible, residents of properties surrounding the site and neighborhood organizations in the vicinity of the project to allow for their review. This notice is prepared and mailed by the Planning staff with material provided by the permit applicant. A notice must be posted at the site by the applicant as well. This noticing process may be waived if there has already been a public hearing on the same project. This procedure applies to all projects on properties in RH-1(D), RH-1, RH-1(S), RH-2, RH-3, RM-1, RM-2, RM-3, RM-4 (Section 311), and Neighborhood Commercial districts (Section 312).

4. **Holding demolition applications.** Any application to demolish a dwelling or historical or architecturally significant building in any residential or Neighborhood Commercial district shall not be approved or issued until the City has granted final approval for the building permit application of a replacement building. An exception is permitted when a building poses a serious and imminent safety hazard. This procedure applies to all RH-1(D), RH-1, RH-1(S), RH-2, RH-3, RM-1, RM-2, RM-3, RM-4, RC-1, RC-2, RC-3, RC-4, RED, and Neighborhood Commercial districts.

5. **Compliance with design guidelines of the General Plan.** All proposed new construction, changes of use per Article 7 of the Planning Code as identified in the text of Section 312 below, including change of use to a formula retail use as defined in Section 703.3, or alterations expanding the exterior dimensions of the building in Neighborhood Commercial Districts must comply with design policies and guidelines of the General Plan and periodically amended for specific areas or conditions by the Planning Commission. Planning staff reviews applications for compliance with the Planning Code and design guidelines of the General Plan. Planning staff may require modifications to the exterior of a proposed new building or proposed alteration of any building in order to bring it into conformity with the General Plan. These modifications include, but are not limited to, changes in siting, building envelope, scale texture and detailing, openings, and landscaping. An appeal of a staff decision may be made to the Planning Commission by either project applicants or community opponents. This procedure applies to all projects on properties in Neighborhood Commercial Districts.

THE SITE PERMIT CONCEPT

To assist an applicant in obtaining Planning Department approval for a building permit application without the need to submit a full set of working drawings, the City has developed a site permit procedure whereby the Planning Department is the first agency to review an application. Under this procedure, an applicant submits a building permit application to the Department of Building Inspection (DBI) with the materials required for Planning Department review as listed under "Application Materials" beginning on the next page and as indicated by the Application Materials Matrix attached to this packet. DBI refers the permit application to Planning for review. Once Planning approves the permit application, it goes to the next reviewing agency. At that time, the complete set of working drawings must be submitted to DBI. These working drawings must be consistent with the plans previously approved by Planning or DBI will return them to Planning for review to determine if they are still approvable. This may delay building permit issuance and potentially require a second neighborhood notification and revision recheck fee.

INITIAL SCOPE OF PLANNING DEPARTMENT REVIEW

After receiving a building permit application referred by DBI, Planning initially reviews it for compliance with the Planning Code and any applicable design guidelines. As a result of this review, Planning may send the applicant a "Notice of Planning Department Requirements" which will describe:

1. Changes necessary, including revisions to drawings, to bring the proposal into compliance with the Planning Code or residential design guidelines.
2. Additional information, indicated under "Materials Required for Planning Department Review" below, which was not initially submitted or additional information not initially required but needed to complete application review due to an unforeseen situation.
3. Additional procedures needed to approve the application, such as the neighborhood notification described below, the need to apply for a variance, conditional use application or another authorization required for the project, or the recordation of a Notice of Special Restrictions on the property records.

Disagreements over the interpretation or application of the Planning Code or residential design guidelines should first be discussed with Planning staff. If an issue remains unresolved, the building permit applicant may request it be taken before the Planning Commission for resolution under its power of discretionary review, with costs borne by the permit applicant.

PLANNING DEPARTMENT AND APPLICANT'S RESPONSIBILITY FOR PUBLIC NOTICE

The applicant prepares a neighborhood notification map, mailing list and mailing labels, and an affidavit certifying the accuracy of such information, and posts the site with an oversized notice provided by Planning. **If the approval of an application is delayed by unresponsiveness of an applicant, the address list and labels may have to be redone to ensure their accuracy.**

Once Planning staff determines that an application is approvable, notification proceeds according to procedures for Section 312 (Neighborhood Commercial districts), or Section 311 (RH and RM districts) as described below.

SECTION 311/312 APPLICANT NOTICE PROCEDURES

The instructions to applicants regarding Section 311 or Section 312 notification procedures are described in detail in **SECTION 311, Neighborhood Notification Instructions: SECTION 312, Neighborhood Notification Instructions** appended to the end of this document.

SUBSEQUENT PLANNING DEPARTMENT RESPONSIBILITIES

Planning holds the building permit application for a 30-day period from the date of mailed notification to allow adequate time for public review of the proposal. During the notification period, any person may ask the City Planning Commission to exercise its power of discretionary review over a building permit application. While any person may request discretionary review, such person will typically be a concerned neighbor of the proposal or an interested neighborhood group. The applicant may also seek discretionary review to resolve Design Guideline compliance disagreements with staff.

MATERIALS REQUIRED FOR PLANNING DEPARTMENT REVIEW

Each building permit application must include two complete sets of all information listed below, except for photographs, the notification map and address list, mailing labels and affidavit of which only one set is required. The attached Application Materials Matrix indicates the minimum application materials which may be required. Since it is impossible to predict what materials may be needed in every case, the planner reviewing the permit application may request additional materials at a later time. Your responsiveness to such a request could affect the time it will take the Planning Department to review your permit.

APPLICATION MATERIALS

The attached Application Materials Matrix shows which materials are required for each specific type of work. Use the matrix to determine which materials are required and prepare them according to the specifications below.

A. Architectural Drawings

1. SITE SURVEY at a scale of 1/8" = 1'-0":

Required for new buildings, the site survey must be signed by a licensed surveyor or engineer. A plot plan cannot substitute for the site survey. The following must be included:

a. The full width of all buildings on adjacent lots.
b. The front setback of all adjacent buildings.
c. Curb elevation in line with the mid-point of the subject building and those on adjacent lots.
d. Grade elevations at the mid-point of the front wall of adjacent buildings.
e. Roof elevations including the elevation of eaves and peaks of pitched roofs.
f. Contour lines.
g. Utility lines, vegetation, existing structures on the site, etc.

2. PLOT PLAN at a scale of either of 1/8" = 1'-0" or 1" = 10'-0":

The plot plan must be dimensioned to show significant measurements and signed by the preparer. It must show both existing and proposed development on the subject lot and all development on those lots used to compute the maximum depth of the project pursuant to the requirements of the Planning Code. It must include:

a. Various full widths of all adjacent buildings.

Heights (in feet and number of stories) of buildings and any difference in elevation due to pitched roofs or steps in building mass.

3. FLOOR PLANS at a scale of 1/4" = 1'-0":

The floor plans must be dimensioned to show significant measurements and show all of the following information:

a. Annotations identifying the existing and intended use of all rooms.
b. All existing and proposed plumbing stacks.

All walls, those to remain and those to be removed or added.
All stairs showing the direction of ascent or descent.
All doors.

4. ELEVATIONS at a scale of 1/4" = 1'-0"

Elevations are needed of each building face related to the work for which the application is being sought. The type of building materials on all wall surfaces and for windows and doors should be indicated. Profiles of adjacent buildings that show the full width and roof line of each adjacent building are required in certain instances, refer to the Applications Materials Matrix below. All significant measurements must be dimensioned.

5. SECTIONS at a scale of 1/4" = 1'-0":

Sections through critical points of the proposed building should be provided to clarify the plans. All significant measurements must be dimensioned.

6. LANDSCAPING PLAN at a scale of 1/8" = 1'-0":

When required, a landscaping plan with significant measurements dimensioned must show details such as curbs, materials, plant species, and size of any street trees.

C. Schedules and material specifications for exterior work only

Provide general design details, descriptions of doors and windows including dimensions and materials and finishes for all exterior surfaces.

D. Photographs

All photographs must clearly and accurately represent the subject property and adjacent structures. The image of buildings should be evenly illuminated and as free from objects obstructing a clear view as possible. Photographs must be at least 3 inches in every dimension and should not be mounted. They may be in color or black and white. They should be submitted in an envelope labeled with the building permit application number and street address. The back of each photograph or photo montage should be clearly labeled to indicate the subject. Refer to the attached Application Materials Matrix to determine which photographs are required for your type of building permit application.

E. Notification map and list

Applications to build a new building, change the use or number of dwelling units or add to an existing building in an RH, RM or Neighborhood Commercial District must be accompanied by a notification map, address list and affidavit prepared in compliance with the instructions in the attached handout titled, “Public Notification for Residential and Neighborhood Commercial Building Permits”.

CITY AND COUNTY OF SAN FRANCISCO ■ PLANNING DEPARTMENT
APPLICATION COMPLETENESS MATRIX AND CONTROL SHEET

WAIVER: This permit application is accepted as complete for purposes of initial filing. The Department may find it necessary to request other information after further analysis of the application prior to completing its review. Other planning approvals or environmental documentation may be required for the project to be built. At this time, the following additional application or actions have been identified as necessary.

ADDRESS _____ **BLOCK** _____ **LOT(S)** _____

ZONING _____ **HEIGHT** _____ **SETBACK** _____ **SUD** _____ **SSD** _____ **HD/CD** _____

LM NO. _____ **HT PG** _____ **CAT** _____ ❑ **AS** ❑ **NATL REG** ❑ **NCU/LCU** ❑ **NSR** ❑ **BBN** ❑ **MISC PMT** ❑ **PLNG VIOL** ❑ **DBI COMPLAINT** ❑ **LTR DETER** ❑ **OTHER**

PRIOR CASES OR ACTIONS _____ _____ _____ _____

VIOLATION, OR NSR NO. / OTHER EVENT _____ _____ _____ _____

HOW TO USE THIS MATRIX

Columns to the right describe potential construction project types.
Highlighted columns represent the application's scope of work.
Rows describe project-specific required application materials.
Shading in those columns describing your project indicates that the materials described by that row are required.
Numbers within a cell refer to the matrix notes listed below.

		DEMOLITION (Form 6)	GRADING (Form 5)	SIGNS (Forms 4 & 7) AWNINGS, CANOPIES (Forms 3 & 8)	ALTERATIONS (Forms 3 & 8)															NEW CONSTRUCTION (Forms 1 & 2)
					REPAIR WORK (Reroofing included)	NEW GARAGE	BAY WINDOWS, OTHER ARCHITECTURAL IMPROVEMENTS	DORMER(S), PENTHOUSE, OR OTHER PROJECTIONS	NEW ROOF (Change of profile)	FACADE WORK (New windows/ siding)	ADDITIONS: HORIZONTAL EXTENSION: LATERAL	ADDITIONS: HORIZONTAL EXTENSION: REAR	ADDITIONS: HORIZONTAL EXTENSION: FRONT	ADDITIONS: NEW FLOOR: REAR (Partial)	ADDITIONS: NEW FLOOR: TOTAL	ADDITIONS: NEW FLOOR: FRONT (Partial)	INTERIOR WORK: EXTERIOR MECHANICAL IMPROVEMENTS	INTERIOR WORK: COMMERCIAL TENANT IMPROVEMENTS	INTERIOR WORK: LOWER FLOOR ROOMS	CHANGE OF USE OR OCCUPANCY	
MATRIX NOTES	**APPLICATION MATERIALS DESCRIPTION**																			
GENERAL	SECTION 311 PRE-APPLICATION MTG SIGN-IN, RESPONSE AND AFFADAVIT										1	1	1	1	1	1					1
GENERAL	SECTION 311-312 ITEMS – MAP, LABELS, LIST, AND AFFIDAVIT					2					2	2	2	2	2	2			3	3	2
GENERAL	SITE SURVEY (SIGNED BY SURVEYOR OR CIVIL ENGINEER)																				4
PLOT PLAN	LOCATION OF PROPOSED WORK WITHIN THE LOT																			17	
PLOT PLAN	ADJACENT FRONT WALLS (SHOWING FULL WIDTH OF ADJACENT LOTS)																				
PLOT PLAN	ADJACENT REAR WALLS (SHOWING FULL WIDTH OF ADJACENT LOTS)																				
PLAN(S)	FLOOR PLAN(S) OF FLOOR(S) OF WORK																				
PLAN(S)	FLOOR PLAN(S) OF OTHER FLOOR(S)											13	13						12		
PLAN(S)	ROOF PLAN				13												14		5	5	
PLAN(S)	GARAGE (SHOWING EXISTING & PROPOSED PARKING SPACES)																		7		
PLAN(S)	LANDSCAPING (SHOWING STREET TREE PLANTER & UTILITY LINE LOCATION)					7					7	7	7	7	7	7					
PLAN(S)	SIGN, CANOPY OR AWNING (SHOWING LOCATION OF EXISTING SIGNS)																				
ELEVATION(S)	FRONT				18		16	11				8	10	8	10	10	8	8			
ELEVATION(S)	REAR						16														
ELEVATION(S)	LATERAL																				
OTHER	SECTIONS																				
OTHER	DETAILS			19	19						19	19	19	19	19	19					
PHOTOGRAPHS	BUILDINGS ON THE SAME SIDE OF THE STREET						8					8		8							
PHOTOGRAPHS	BUILDINGS ON THE FACING SIDE OF THE STREET											8		8							
PHOTOGRAPHS	FRONT FACADE OF THE SUBJECT BUILDING					17	8					8		8			8				
PHOTOGRAPHS	REAR FACADE OF THE SUBJECT BUILDING					17						9									
PHOTOGRAPHS	REAR VIEW OF THE ADJACENT BUILDINGS																				
ADDITIONAL	SECTION 101.1 (PROP M) FINDINGS																				
ADDITIONAL	COMMISSION MOTION, VARIANCE DECISION, OR BPA DECISION																				
ADDITIONAL	BUILDING OR FIRE DEPARTMENT DETERMINATION	20																			
ADDITIONAL	TREE DISCLOSURE FORM																				

1. Required for vertical additions that add 7 or more feet to building height or horizontal additions that add more than 10' to existing building depth at any level
2. Required for residential buildings in RH and RM districts and for NC districts.
3. Required if the proposed work changes number of dwellings, use, or includes formula retail.
4. Required for buildings in Residential districts only.
5. Required when the proposed work is in an R district and increases the number of dwelling units. Roof plan will enable determining compliance to open space requirements.
6. Required when the proposed work is in the garage level and it could reduce the number of parking spaces.
7. Required when the addition is at least 20% of the gross floor area of the existing building and when the proposed work eliminates planters and street trees.
8. Required when work is visible from the street.
9. Required to evaluate link between addition and building.
10. Profiles of adjacent buildings that show the full width and roof line of each adjacent building must be included.
11. Profiles of adjacent buildings may be required at the discretion of the reviewer. Applications may be accepted without these profiles.
12. Required when the link between the existing use and the proposed work is weak and unclear.
13. If proposed work is re-roofing.
14. Required for all building expansions except decks and stairs.
15. If mechanical equipment is located on the roof.
16. Depends on the location of the improvements, so as to match.
17. When there is more than one building on the lot.
18. If it affects the roof line.
19. Required if the building is a Landmark or Architecturally Significant or if the type of work requires extensive alterations.
20. Required if the building is damaged by fire.

MATRIX LEGEND		REQUIRED	BLANK	NOT REQUIRED	#	REQUIRED IN CIRCUMSTANCES	✔	INFORMATION SUBMITTED	○	INFORMATION REQUIRED BUT MISSING

REMARKS _____

ACCEPTED _____ PLANNER **DATE** _____ **NOT ACCEPTED** _____ PLANNER **DATE** _____

ATTACH THIS FORM TO THE BUILDING PERMIT APPLICATION

Public Notification for Residential and Neighborhood Commercial Building Permits

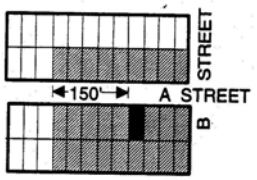
City Planning Code Section 311 and Section 312 require notice to neighbors and property owners for permits involving new construction, certain changes in use, change in the number of dwelling units, or building expansions in RH/RM and Neighborhood Commercial Districts. This initiates a 30-day notification- period for neighborhood review and comment to the Planning Department. This handout describes what you as a Building Permit applicant must do for this public notification. These new requirements went into effect March 4, 1996 and January 11, 2001, respectively.

Note that building expansions do not include exterior building additions of a size exempted by Planning Code Sec. 136(c)1-24 and (c)26 as permitted obstructions, or some Sec. 260(b) exemptions. Not included are such additions as bay windows, dormers, skylights, decks up to 3 ft. above grade, and such minor building safety features required by the Dept. of Building Inspection as hand rails, exit stairs and firewalls greater than 10 ft. in height.

1. WHAT'S NEEDED TO FILE THE BUILDING PERMIT APPLICATION?

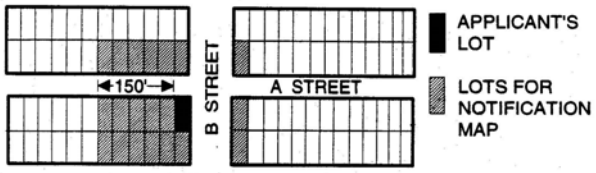
When filing for your permit application include a Notification Map and a Mailing List and Mailing Labels for property owners and residents to be notified as shown below. The back of this page lists businesses that prepare these. While you are encouraged to use a business offering such services, you may also do this yourself by following the instructions below. You *are responsible for the accuracy of these materials. Erroneous information may require remailing or lead to suspension or revocation of a permit. When you file for your permit, please sign and submit the attached affidavit stating that the required map, mailing list and labels have been prepared following these instructions. Include the Contact Person to answer public questions.*

A. Notification Map



Interior Lot! The map must show all lots within 150 feet of your lot that are:

1) in your block on the same street,
2) in your block behind you,
3) in the block across the street from you.



Corner Lot : The map must show all lots within 150 feet of your lot that are:

1) in your block on the same street,
2) in your block behind you,
3) in the blocks across both streets from you,
4) on the opposite corner.

The map should be at I" = 50 scale and show:
1) Street Names and Property Addresses
2) Assessor's Block and Lot Numbers
3) Number of Dwelling Units per Lot
4) Any Commercial Tenants

5)Any Vacant Lots labeled with a “V”
6) Any condominium with all Lot Numbers included
Assessor's Blocks/Lots are at the Assessor's Office, City Hall, 1 Dr. Carlton B. Goodlett Place, Room 190.

B. Mailing List And Mailing Labels

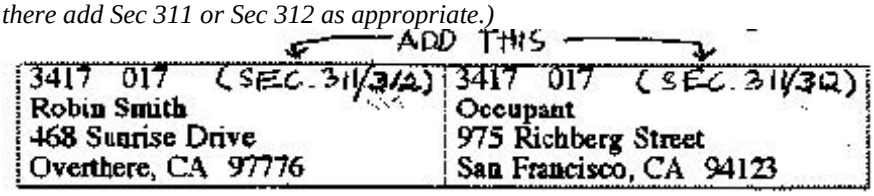
Mailing List: List the Assessor's Block and Lot Numbers for all lots within the Notification Map with the Names and Mailing Addresses of all the property owners and the Mailing Address for all residents and businesses. Include yourself and anyone else you wish notified. Please count the addresses and give the number.

Submit self-adhering **Mailing Labels** with this information, one name and address per label. For property owners, use the names. For residents and businesses, you may use either their name or "Occupant".

Property Owners are those in the latest Citywide Tax Roll, available on microfiche at the Tax Collector's Office, City Hall, 1 Carlton B. Goodlett, Rm. 190.

For Residents or Businesses you can get the number of dwellings or businesses on a lot from the property owner or building manager, or by counting the mail boxes, doorbells and any businesses. You may also use the reverse telephone directory at City libraries, Use addresses shown on the mailbox, doorbell or reverse telephone directory, including any letter suffixes (134, 134A) or fractions (249, 249 1/2). If a doorbell or mailbox has a name but no separate street or apartment number, use that name for the mailing labels. There is usually a Resident anytime the Property Owner in the Citywide Tax Roll has a different mailing address.

Sample Mailing Labels: (this example would be for an absentee owner of Block 3417, Lot 17 and the tenant living there add Sec 311 or Sec 312 as appropriate.)



2. WHAT'S NEEDED AFTER YOU HAVE FILED THE PERMIT APPLICATION?

Planning will review your permit application and let you know if changes are needed to meet the City Planning Code and relevant Residential Design Guidelines for the property. The 30-day public notification period will not start until the planner finds that the building plans meets the Code and Guidelines **and** the following three steps are completed. (Planning cannot approve the permit application until the 30-day notification period has expired.) Do not initiate any actions after application submittal until prompted by your planner.

a. **Posting on the Property.**	Planning will mail an oversized notice for you to post on the property. After you post the notice, sign a declaration of posting and return to Planning.
b. Submitting Photo-Reduced Plans	For **Section 312** notification: Photo-reduce the building plans with any required changes to 8.5" by 11" and give to Planning for mailing. For **Section 311** see **SECTION 311, NEIGHBORHOOD NOTIFICATION INSTRUCTIONS** at the end of this document.
c. Mailing Notice.	Planning will mail notice to all owners. and occupants listed using the Notification Map and to nearby neighborhood organizations with: • information on your project and how to contact you or your agent • the procedure for public review and potential appeals • and the reduced plans

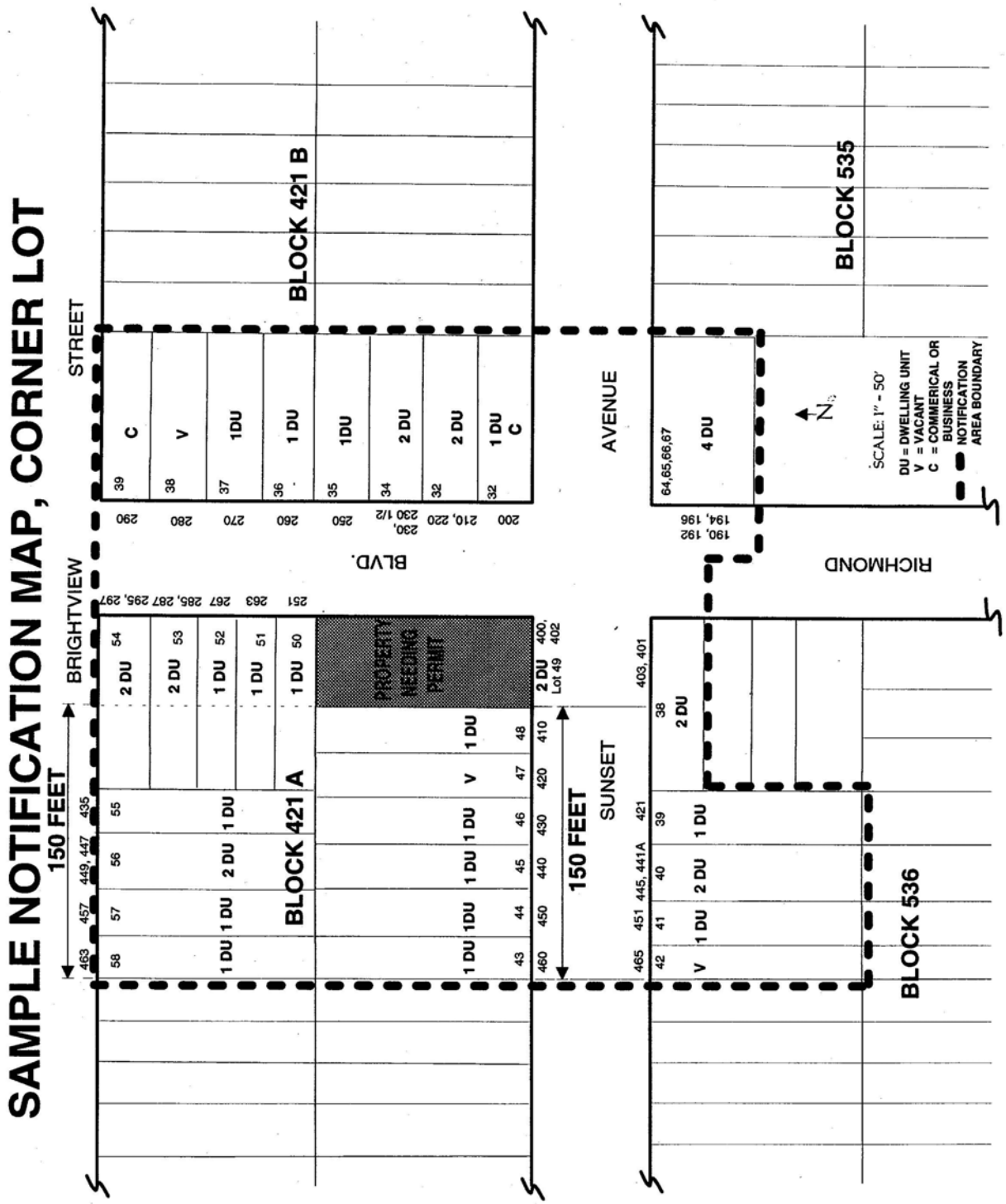
Note: A time and materials fee (refer to the Department's fee schedule) plus paper and postage will be assessed for mailing the notice, payable when submitting the affidavit of posting and reduced plans.

3. WHO PREPARES NOTIFICATION MAPS, MAILING LISTS AND LABELS?

The businesses below have indicated they provide these professional services. Their listing does not constitute an endorsement. Other professionals can also perform this work and will be added to our list upon request. You may also do this yourself as described above.

Notification Services

The following businesses have indicated that they provide professional notification services. This listing does not constitute an endorsement. Other professionals can also perform this work and can be added to this list upon request.	
Build CADD	3515 Santiago St., SF CA 94116 (415) 759-8710
Javier Solorzano	3288 21st St. #49, SF CA 94110 (415) 724-5240, Javier131064@yahoo.com
Jerry Brown Designs	619 27th St., Apt. A, Oakland CA 94612 (415) 810-3703, jbdsgn328@gmail.com
Notice This	(650) 814-6750
Notification SF	3150 18th St.. #307, SF CA 94110 (415) 626-2272
Ted Madison Drafting	P.O. Box 8102, Santa Rosa, CA 95407 (707) 228-8850, tmadison@pacbell.net
Radius Services	1221 Harrison Street, #18 SF CA 94103 (415) 391-4775 radiusservices@aol.com


SAMPLE NOTIFICATION MAP, CORNER LOT
150 FEET
BRIGHTVIEW
STREET
BLOCK 421 B
BLOCK 421 A
PROPERTY NEEDING PERMIT
BLVD.
AVENUE
SUNSET
150 FEET
RICHMOND
BLOCK 535
BLOCK 536
SCALE: 1" = 50'
DU = DWELLING UNIT
V = VACANT
C = COMMERICAL OR BUSINESS
NOTIFICATION AREA BOUNDARY

Affidavit of Preparation of Notification Map,
Mailing List and Mailing Labels for Public
Notification for Residential Building Permits

I, _____, do hereby declare as follows:
(print name)

1. I have prepared the **Notification Map, Mailing List and Mailing Labels for Public Notification for Residential Building Permits** in accordance with Planning Department requirements and instructions for implementing City Planning Code Section 311/312.

2. 1 understand that I am responsible for the accuracy of this information, and that erroneous information may require remailing or lead to suspension or revocation of the permit.

3. I have prepared these materials in good faith and to the best of my ability.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

EXECUTED ON THIS DAY, _____, 20__ IN SAN FRANCISCO

_____
Signature

_____
Name (type or print)

_____
Relationship to Project, e.g., Owner, Agent
(if Agent, give business name and profession)

Project Address
_____

n:\applicat\311_312fnl.doc

SEC. 311. RESIDENTIAL PERMIT REVIEW PROCEDURES FOR RH AND RM DISTRICTS. (Planning Code Text)

(a) Purpose. The purpose of this Section is to establish procedures for reviewing building permit applications for lots in R Districts in order to determine compatibility of the proposal with the neighborhood and for providing notice to property owners and residents neighboring the site of the proposed project and to interested neighborhood organizations, so that concerns about a project may be identified and resolved during the review of the permit.

(b) Applicability. Except as indicated herein, all building permit applications for demolition and/or new construction, and/or alteration of residential buildings in RH and RM districts shall be subject to the notification and review procedures required by this Section. Subsection 311(e) regarding demolition permits and approval of replacement structures shall apply to all R Districts. For the purposes of this Section, an alteration shall be defined as any change in use or change in the number of dwelling units of a residential building, removal of more than 75 percent of a residential building's existing interior wall framing or the removal of more than 75 percent of the area of the existing framing, or an increase to the exterior dimensions of a residential building except those features listed in Section 136(c)(1) through 136(c)(24) and 136(c)(26).

(c) Building Permit Application Review for Compliance and Notification. Upon acceptance of any application subject to this Section, the Planning Department shall review the proposed project for compliance with the Planning Code and any applicable design guidelines approved by the Planning Commission. Applications determined not to be in compliance with the standards of Articles 1.2, 1.5, 2 and 2.5 of the Planning Code, Residential Design Guidelines, including design guidelines for specific areas adopted by the Planning Commission, or with any applicable conditions of previous approvals regarding the project, shall be held until either the application is determined to be in compliance, is disapproved or a recommendation for cancellation is sent to the Department of Building Inspection.

(1) Residential Design Guidelines. The construction of new residential buildings and alteration of existing residential buildings in R Districts shall be consistent with the design policies and guidelines of the General Plan and with the "Residential Design Guidelines" as adopted and periodically amended for specific areas or conditions by the City Planning Commission. The Director of Planning may require modifications to the exterior of a proposed new residential building or proposed alteration of an existing residential building in order to bring it into conformity with the "Residential Design Guidelines" and with the General Plan. These modifications may include, but are not limited to, changes in siting, building envelope, scale texture and detailing, openings, and landscaping.

(2) Notification. Upon determination that an application is in compliance with the development standards of the Planning Code, the Planning Department shall cause a notice to be posted on the site pursuant to rules established by the Zoning Administrator and shall cause a written notice describing the proposed project to be sent in the manner described below. This notice shall be in addition to any notices required by the Building

Code and shall have a format and content determined by the Zoning Administrator. It shall include a description of the proposal compared to any existing improvements on the site with dimensions of the basic features, elevations and site plan of the proposed project including the position of any adjacent buildings, exterior dimensions and finishes, and a graphic reference scale. The notice shall describe the project review process and shall set forth the mailing date of the notice and the expiration date of the notification period.

Written notice shall be mailed to the notification group which shall include the project sponsor, relevant neighborhood organizations as described in Subparagraph 311(c)(2)(C) below, all individuals having made a written request for notification for a specific parcel or parcels pursuant to Planning Code Section 351 and all owners and, to the extent practical, occupants, of properties in the notification area.

(A) The notification area shall be all properties within 150 feet of the subject lot in the same Assessor's Block and on the block face across from the subject lot. When the subject lot is a corner lot, the notification area shall further include all property on both block faces across from the subject lot, and the corner property diagonally across the street.

(B) The latest City-wide Assessor's roll for names and addresses of owners shall be used for said notice.

(C) The Planning Department shall maintain a list, available for public review, of neighborhood organizations which have indicated an interest in specific properties or areas. The organizations having indicated an interest in the subject lot or its area shall be included in the notification group for the proposed project.

(3) Notification Period. All building permit applications shall be held for a period of 30 calendar days from the date of the mailed notice to allow review by residents and owners of neighboring properties and by neighborhood groups.

(4) Elimination of Duplicate Notice. The notice provisions of this Section may be waived by the Zoning Administrator for building permit applications for projects that have been, or before approval will be, the subject of a duly noticed public hearing before the Planning Commission or Zoning Administrator, provided that the nature of work for which the building permit application is required is both substantially included in the hearing notice and is the subject of the hearing.

(5) Notification Package. The notification package for a project subject to notice under this Section 311 shall include:

(A) A description of the proposal compared to any existing improvements on the site with dimensions of the basic features, elevations and site plan of the proposed project including exterior dimensions and finishes, and a graphic reference scale.
(B) Information stating whether the proposed project includes horizontal, vertical, or both horizontal and vertical additions.
(C) Information showing the relationship of the project to adjacent properties, including the position and height of any adjacent building and location of windows facing the subject property.
(D) 11 by 17 drawings at a measurable scale with all dimensions legible that shows (i) both existing and proposed floor plans, (ii) specific dimensional changes to the building, including parapets, penthouses, and other proposed building extensions and (iii) the location and amount of removal of exterior walls.
(E) Floor plans where there is a new building, building expansion, or change in the floor plans of an existing building.
(F) The name and telephone number of the project planner at the Planning Department assigned to review the application.
(G) A description of the project review process, information on how to obtain additional information about the project, and information about the recipient's rights to request additional information, to

request discretionary review by the Planning Commission, and to appeal to other boards or commissions.
(d) Requests for Planning Commission Review. A request for the Planning Commission to exercise its discretionary review powers over a specific building permit application shall be considered by the Planning Commission if received by the Planning Department no later than

5:00 p.m. of the last day of the notification period as described under Subsection (c)(3) above, subject to guidelines adopted by the Planning Commission.
The project sponsor of a building permit application may request discretionary review by the Planning Commission to resolve conflicts between the Director of Planning and the project sponsor concerning requested modifications to comply with the Residential Design Guidelines.

(1) Scheduling of Hearing. The Zoning Administrator shall set a time for hearing requests for discretionary review by the Planning Commission within a reasonable period.

(2) Notice. Mailed notice of the discretionary review hearing by the Planning Commission shall be given not less than 10 days prior to the date of the hearing to the notification group as described in Paragraph 311(c)(2) above. Posted notice of the hearing shall be made as provided under Planning Code Section 306.8.

(e) Demolition of Dwellings, Approval of Replacement Structure Required. Unless the building is determined to pose a serious and imminent hazard as defined in the Building Code an application authorizing demolition in any R District of an historic or architecturally important building or of a dwelling shall not be approved and issued until the City has granted final approval of a building permit for construction of the replacement building. A building permit is finally approved if the Board of Appeals has taken final action for approval on an appeal of the issuance or denial of the permit or if the permit has been issued and the time for filing an appeal with the Board has lapsed with no appeal filed.
(1) The demolition of any building whether or not historically and architecturally important may be approved administratively where the Director of the Department of
Building Inspection or the Chief of the Bureau of Fire Prevention and Public Safety determines, after consultation with the Zoning Administrator, that an imminent safety hazard exists, and the Director of the Department of Building Inspection determines that demolition or extensive alteration of the structure is the only feasible means to secure the public safety.
(Added by Ord. 46-96, App. 2/2/96; amended by Ord. 279-00, File No. 001423, App. 12/15/2000; Ord. 234-05, File No. 050456, App. 9/30/2005)

SEC. 312. NEIGHBORHOOD COMMERCIAL PERMIT REVIEW PROCEDURES FOR ALL NC DISTRICTS. (Planning Code Text)

(a) **Purpose.** The purpose of this Section is to establish procedures for reviewing building permit applications for lots in NC Districts in order to determine compatibility of the proposal with the neighborhood and for providing notice to property owners, occupants and residents neighboring the site of the proposed project and to interested neighborhood organizations, so that concerns about a project may be identified and resolved during the review of the permit.

(b) **Applicability.** Except as indicated herein, all building permit applications for demolition, new construction, changes in use to a formula retail use as defined in section 703.3 of this Code or alterations which expand the exterior dimensions of a building shall be subject to the notification and review procedures required by subsection 312(d). Subsection 312(f) regarding demolition permits and approval of replacement structures shall apply to all NC Districts. For the purposes of this Section, addition to a building of the features listed in Section 136(c)(1) through 136(c)(24) and 136(c)(26) shall not be subject to notification under this Section.

(c) **Changes of Use.** All building permit applications for a **change of use to a bar, as defined in section 790.22, a liquor store, as defined in section 790.55, a walkup facility, as defined in section 790.140, other large institutions, as defined in section 790.50, other small institutions, as defined in section 790.51, a full-service restaurant, as defined in section 790.92, a large fast food restaurant, as defined in section 790.90, a small self-service restaurant, as defined in section 790.91, a massage establishment, as defined in section 790.60, an outdoor activity, as defined in section 790.70, or an adult or other entertainment use, as defined in sections 790.36 and 790.38, shall be subject to the provisions of subsection 312(d).** (emphasis added)

(d) **Building Permit Application Review for Compliance and Notification.** Upon acceptance of any application subject to this Section, the Planning Department shall review the proposed project for compliance with the Planning Code and any applicable design guidelines approved by the Planning Commission. Applications determined not to be in compliance with the standards of Articles 1.2, 1.5, 2 and 2.5 of the Planning Code, including design guidelines for specific areas adopted by the Planning Commission, or with any applicable conditions of previous approvals regarding the project, shall be held until either the application is determined to be in compliance, is disapproved or a recommendation for cancellation is sent to the Department of Building Inspection.

(1) **Neighborhood Commercial Design Guidelines.** The construction of new buildings and alteration of existing buildings in NC Districts shall be consistent with the design policies and guidelines of the General Plan as adopted and periodically amended for specific areas or conditions by the Planning Commission. The Director of Planning may require modifications to the exterior of a proposed new building or proposed alteration of an existing building in order to bring it into conformity with the General Plan. These modifications may include, but are not limited to, changes in siting, building envelope, scale texture and detailing, openings, and landscaping.

(2) **Notification.** Upon determination that an application is in compliance with the development standards of the Planning Code, the Planning Department shall cause a notice to be posted on the site pursuant to rules established by the Zoning Administrator and shall cause a written notice describing the proposed project to be sent in the manner described below. This notice shall be in addition to any notices required by the Building Code and shall have a format and content determined by the Zoning Administrator. It shall include a description of the proposal compared to any existing improvements on the site with dimensions of the basic features, elevations and site plan of the proposed project including the position of any adjacent buildings, exterior dimensions and finishes, a graphic reference scale, existing and proposed uses and commercial or institutional business name, if known. The notice shall

describe the project review process and shall set forth the mailing date of the notice and the expiration date of the notification period.

Written notice shall be mailed to the notification group which shall include the project sponsor, relevant neighborhood organizations as described in Subparagraph 312(d)(2)(C) below, all individuals having made a written request for notification for a specific parcel or parcels pursuant to Planning Code Section 351 and all owners and, to the extent practical, occupants, of properties in the notification area.

(A) The notification area shall be all properties within 150 feet of the subject lot in the same Assessor's Block and on the block face across from the subject lot. When the subject lot is a corner lot, the notification area shall further include all property on both block faces across from the subject lot, and the corner property diagonally across the street.

(B) The latest City-wide Assessor's roll for names and addresses of owners shall be used for said notice.

(C) The Planning Department shall maintain a list, updated every six months with current contact information, available for public review, and kept at the Planning Department's Planning Information Counter, and reception desk, as well as the Department of Building Inspection's Building Permit Counter, of neighborhood organizations which have indicated an interest in specific properties or areas. The organizations having indicated an interest in the subject lot or its area shall be included in the notification group for the proposed project. Notice to these groups shall be verified by a declaration of mailing signed under penalty of perjury. In the event that such an organization is not included in the notification group for a proposed project as required under this subsection, the proposed project must be re-noticed.

(3) **Notification Period.** All building permit applications shall be held for a period of 30 calendar days from the date of the mailed notice to allow review by residents, occupants, owners of neighboring properties and by neighborhood groups.

(4) **Elimination of Duplicate Notice.** The notice provisions of this Section may be waived by the Zoning Administrator for building permit applications for projects that have been, or before approval will be, the subject of a duly noticed public hearing before the Planning Commission or Zoning Administrator, provided that the nature of work for which the building permit application is required is both substantially included in the hearing notice and is the subject of the hearing.

(e) **Requests for Planning Commission Review.** A request for the Planning Commission to exercise its discretionary review powers over a specific building permit application shall be considered by the Planning Commission if received by the Planning Department no later than 5:00 p.m. of the last day of the notification period as described under Subsection (d)(3) above, subject to guidelines adopted by the Planning Commission.

The project sponsor of a building permit application may request discretionary review by the Planning Commission to resolve conflicts between the Director of Planning and the project sponsor concerning requested modifications to comply with relevant design guidelines of the General Plan.

(1) **Scheduling of Hearing.** The Zoning Administrator shall set a time for hearing requests for discretionary review by the Planning Commission within a reasonable period.

(2) **Notice.** Mailed notice of the discretionary review hearing by the Planning Commission shall be given not less than 10 days prior to the date of the hearing to the notification group as described in Paragraph 312(d)(2) above. Posted notice of the hearing shall be made as provided under Planning Code Section 306.8.

(f) **Demolition of Dwellings, Approval of Replacement Structure Required.** Unless the building is

determined to pose a serious and imminent hazard as defined in the Building Code an application authorizing demolition in any NC District of an historic or architecturally important building or of a dwelling shall not be approved and issued until the City has granted final approval of a building permit for construction of the replacement building. A building permit is finally approved if the Board of Appeals has taken final action for approval on an appeal of the issuance or denial of the permit or if the permit has been issued and the time for filing an appeal with the Board has lapsed with no appeal filed.

(1) The demolition of any building whether or not historically and architecturally important may be approved administratively where the Director of the Department of Building Inspection or the Chief of the Bureau of Fire Prevention and Public Safety determines, after consultation with the Zoning Administrator, that an imminent safety hazard exists, and the Director of the Department of Building Inspection determines that demolition or extensive alteration of the structure is the only feasible means to secure the public safety. (Added by Ord. 279-00, File No. 001423, App. 12/15/2000; amended by Ord. 209-03, File No. 030351, App. 6/6/2003; Ord. 258-04, File No. 040365, App. 10/28/2004)