## PROJECT REVIEW MEETING APPLICATION PROCEDURES

Effective August 30, 2013

#### 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**

\$394.00 One to five residential units and all affordable housing projects
\$932.00 Six or more residential units and all other projects, including commercial projects

If a meeting is cancelled, there is a Refund Processing Fee charge of \$457.00; any difference on payment made will be refunded. 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 <a href="www.sfplanning.org">www.sfplanning.org</a> 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. Appointment varies depending on availability of slots, amount of applications received, and availability of the planners. Turn around 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

PROJECT CONTACT:				
Name		Phone No. ( )		
Address				
FAX No. ()				
Owner				
PROJECT INFORMATION	[ <b>:</b>			
Property Address				
How many units does the subje				
Assessor's Block/Lot(s) Height and Bulk Districts			Zoning District	
Land Use Type	Existing	Proposed	Net Chang	
**	Existing	Proposed	Net Chang	
Land Use Type  Number of Dwelling Units	Existing	Proposed	Net Change	
**	Existing	Proposed	Net Change	
Number of Dwelling Units	Existing	Proposed	Net Change	
Number of Dwelling Units  Commercial Square Footage:	Existing	Proposed	Net Chang	
Number of Dwelling Units  Commercial Square Footage:  Retail	Existing	Proposed	Net Chang	
Number of Dwelling Units  Commercial Square Footage:  Retail  Office	Existing	Proposed	Net Change	
Number of Dwelling Units  Commercial Square Footage:  Retail  Office  Number of Hotel Rooms	Existing	Proposed	Net Chang	