



SAN FRANCISCO
PLANNING
DEPARTMENT

Planning Department
1650 Mission Street
Suite 400
San Francisco, CA
94103-9425

T: 415.558.6378
F: 415.558.6409

RECEIVED DATE: For Staff Use only	
ISSUE BY DATE: For Staff Use only	

APPLICATION PACKET FOR Preliminary Project Assessment

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

WHAT IS A PRELIMINARY PROJECT ASSESSMENT?

The Preliminary Project Assessment (PPA) is a preliminary process that evaluates moderate to large projects before development applications are filed. This early viewing of the project provides sponsors with feedback and procedural instructions, and also allows staff to coordinate at the beginning in the development process. The PPA application is not a development application. Issuance of a PPA letter is not a development approval or denial.

WHEN IS A PRELIMINARY PROJECT ASSESSMENT NECESSARY?

A PPA is required for any project that is

- 1) creating 7 or more dwelling units, and/or
- 2) changes of use of 25,000 square feet or more, and/or
- 3) constructing a new non-residential building or addition of 10,001 square feet or more.

The Department may also request other complex projects not meeting these thresholds to undergo a PPA.

HOW DOES THE PROCESS WORK?

PPA applications must be submitted in person at the Planning Information Center, 1660 Mission Street, first floor, with the required materials along with a check payable to the Planning Department. (Please consult the current fee schedule, available at the Planning Information Center.) The application will not be accepted by mail, messenger or at the Planning Department reception desk. Applicants may request a 30-minute meeting with the assigned planners to present and explain the proposal to Department staff. The purpose of this meeting is not for planners to provide feedback on the project, but to give applicants the opportunity to clearly present the project to the Department. The Department will issue a PPA letter to the applicant within 90 days. Revising or submitting new materials may result in a restart of the 90-day timetable. The letter includes procedural requirements (applications, approvals, etc.) and general comments on design and other significant issues. The letter is valid for a period of 18 months. Sponsors may elect to schedule one project review meeting with Department staff within 30 days of the issuance of the PPA letter.

An Environmental Evaluation (“EE”) application will be accepted for filing concurrently with PPA applications, rather than only after PPA letter issuance. To the extent appropriate, EE applications submitted prior to the PPA letter issuance should be amended to address input from the PPA letter.

WHO MAY APPLY FOR A PRELIMINARY PROJECT ASSESSMENT?

Any property owner or authorized agent of a property owner may file a PPA application.

INSTRUCTIONS:

1. Please fill out the attached Application for a PPA. If the applicant in this case is the authorized agent of the property owner, rather than the owner, a letter signed by the owner and creating or acknowledging that agency must be attached and included in the application for the PPA.

2. In all cases the application must be accompanied by **two** sets of 11 x 17 inch plans sufficient for proper PPA review, as well as an electronic copy of the completed application and plans. A **plot plan** is required, showing accurately the subject lot and adjacent lots, and existing and proposed structures on both the subject property and on immediately adjoining properties, open spaces, driveways, parking areas, trees, and land contours where relevant. Where the size or use of floor areas is material to the project, **floor plans** will also be required. Drawings of building **elevations** must be provided, even if they lack facade details.

Basic 3D representations of the project are also helpful. The Department staff can assist in determining what plans are required. The plans must be dimensioned or include an accurate scale, and should also include a north arrow and a legend for relevant symbols and/or notes.

3. **Photographs**, unmounted, large enough to show the nature of the property, but not over 8 1/2 x 14 inches are helpful in reviewing PPA applications.

4. All plans and other exhibits submitted with this application will be retained as part of the permanent public record in this PPA.

5. **Planning Code 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 at www.sfgov.org/planning 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. The PPA fee will be credited to a subsequent development application fee for the same project. However, time and materials will be charged if staff costs exceed the initial fee.

To file your Preliminary Project Assessment application, submit in person at the Planning Information Center, 1660 Mission Street, first floor, with the required materials along with a check payable to the Planning Department. The application will not be accepted at the PIC if incomplete, and will not be accepted by mail, messenger or at the Planning Department reception desk.

1. Owner/Applicant Information

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

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

CONTACT FOR PROJECT INFORMATION:		
Same as Above Owner <input type="checkbox"/> or Applicant <input type="checkbox"/>		
ADDRESS:	ZIP CODE:	TELEPHONE: ()
CONTACT PERSON EMAIL:		

Request a meeting with PPA planner(s)? YES NO

2. Location and Classification

STREET ADDRESS OF PROJECT:		ZIP CODE:		
CROSS STREETS:				
ASSESSORS BLOCK/LOT:	LOT DIMENSIONS:	LOT AREA (SQ FT):	ZONING DISTRICT:	HEIGHT/BULK DISTRICT:
/				

3. Project Description

Please Check

New Construction Demolition Alteration Change of Use Change of Hours Other

Describe what is to be done:

Additions to Building: Rear Front Height Side Yard

Present or Previous Use: _____

Proposed Use: _____

4. Project Summary Table

If you are not sure of the eventual size of the project, provide the maximum estimates.

	EXISTING USES:	EXISTING USES TO BE RETAINED:	NET NEW CONSTRUCTION AND/OR ADDITION:	PROJECT TOTALS:
GROSS SQUARE FOOTAGE (GSF)				
Residential				
Retail				
Office				
Industrial/PDR <i>Production, Distribution, & Repair</i>				
Parking				
Other (Specify Use)				
TOTAL GSF				
PROJECT FEATURES				
Dwelling Units				
Hotel Rooms				
Parking Spaces				
Loading Spaces				
Number of Buildings				
Height of Building(s)				
Number of Stories				

Please describe any additional project features that are not included in this table:
(Attach a separate sheet if more space is needed)

5. Additional Project Information

Please answer each question to the best of your ability. If the answer is unknown, please state so and provide a brief explanation. Please note that providing more information about the proposed project may result in additional and/or more detailed feedback from the Department.

1. Would the project involve a major alteration of a structure constructed 45 or more years ago or a structure in an historic district? YES NO

2. Would the project involve demolition of a structure constructed 45 or more years ago or a structure located in an historic district? YES NO

3. Would the project result in excavation or soil disturbance/modification? YES NO

If yes, how many feet below grade would be excavated?

What type of foundation would be used (if known)?

4. Is the project site located in an area of potential geotechnical hazard as identified in the San Francisco General Plan or on a steep slope or would the project be located on a site with an average slope of 20% or more? YES NO

5. Would the project result in ground disturbance of 5,000 gross square feet or more? YES NO

6. Would the project result in a construction of a structure 80 feet or higher? YES NO

7. Would the project impact any public property or right(s)-of-way? YES NO

8. For any project site that is located on the Maher map or is suspected of containing hazardous materials (based on a previous use such as gas station, auto repair, dry cleaners, or heavy manufacturing, or a site with underground storage tanks): YES NO

Would the project involve soil disturbance of any amount (including grading or minor excavation for utilities) or a change of use from industrial to commercial/residential?

If yes, please describe and provide the amount of soil disturbance in cubic yards.

AND

If yes, please describe.

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.....
.....

9. Is the project related to a larger project, series of projects, or program? YES NO

If yes, please describe.

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.....

10. Is the project in a Community Plan Area (for example, Market/Octavia)? If yes, please identify the area. YES NO

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Estimated Construction Costs

TYPE OF APPLICATION:	
OCCUPANCY CLASSIFICATION:	
BUILDING TYPE:	
TOTAL GROSS SQUARE FEET OF CONSTRUCTION:	BY PROPOSED USES:
ESTIMATED CONSTRUCTION COST:	
ESTIMATE PREPARED BY:	
FEE ESTABLISHED:	

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: The other information or applications may be required.

Signature: _____

Date: _____

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

Owner / Authorized Agent (circle one)

Application Submittal Checklist

Applications listed below submitted to the Planning Department must be accompanied by this checklist and all required materials. The checklist is to be completed and **signed by the applicant or authorized agent and a Department staff person.**

APPLICATION MATERIALS	CHECKLIST
Application, with all blanks completed	<input type="checkbox"/>
300-foot radius map, if applicable	<input checked="" type="checkbox"/>
Address labels (original), if applicable	<input checked="" type="checkbox"/>
Address labels (copy of the above), if applicable	<input checked="" type="checkbox"/>
Site Plan	<input type="checkbox"/>
Floor Plan	<input type="checkbox"/>
Elevations	<input type="checkbox"/>
Section 303 Requirements (shown on info. sheet)	<input checked="" type="checkbox"/>
Prop. M Findings	<input checked="" type="checkbox"/>
Photographs	<input type="checkbox"/>
Check payable to Planning Dept.	<input type="checkbox"/>
Application signed by owner or agent	<input type="checkbox"/>
Letter of authorization for agent	<input type="checkbox"/>
Electronic copy of required materials	<input type="checkbox"/>

NOTES:

- Required Material. Write "N/A" if you believe the item is not applicable, (e.g. letter of authorization is not required if application is signed by property owner.)
- Typically would not apply. Nevertheless, in a specific case, staff may require the item.

Some applications will require additional materials not listed above. The above checklist does not include material needed for Planning review of a building permit. The "Application Packet" for Building Permit Applications lists those materials.

No application will be accepted by the Department unless the appropriate items on this checklist is completed. Receipt of this checklist, the accompanying application, and required materials by the Department serves to open a Planning file for the proposed project. After the file is established it will be assigned to a planner. At that time, the planner assigned will review the application to determine whether it is complete or whether additional information is required in order for the Department to make a decision on the proposal.

Acknowledgement and Signatures

OTHER APPLICATIONS THAT MAY BE REQUIRED:

By signing below, I acknowledge: That I have read and completed this form in its entirety; that I understand that receipt of these materials by the Department does not mean that the application has been accepted as complete; that all of the information provided in this application is accurate.

Signature: _____

Date: _____

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

Owner / Authorized Agent (circle one)

For Department Use Only

Application received by Planning Department:

By: _____

Date: _____



**SAN FRANCISCO
PLANNING
DEPARTMENT**

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>**

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*Planning staff are available by phone and at the PIC counter.
No appointment is necessary.*