



SAN FRANCISCO PLANNING DEPARTMENT

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

Reception:
415.558.6378

Fax:
415.558.6409

Planning
Information:
415.558.6377

Request for Department Facilitated Pre-Application Meeting As Required by Planning Code Sections 311/312

The Pre-Application Process is required for certain alterations and new construction projects located in all zoning districts subject to Section 311 or 312 Notification. A Pre-Application meeting must occur prior to the filing of any entitlement or building permit applications. Projects with the following scopes of work are subject to the pre-application procedures described in this packet:

- 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.
- All Formula Retail uses subject to a Conditional Use Authorization.

The Project Sponsor may opt to have a Planning Department Facilitated Pre-Application Meeting instead of a meeting on or proximate to the proposed project site. 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 meeting will be held at the Planning Department during regular business hours for one hour. The Project Sponsor is required to perform the mailing and noticing requirements as outlined in the Pre-Application packet. A planner will attend to answer questions about the Planning Code and review process, but will not discuss the Department's position on the proposal. Please make checks payable to the Planning Department.

SCOPE OF WORK	
ADDRESS OF PROJECT SITE	
BLOCK AND LOT OF PROJECT SITE	
NAME OF REQUESTOR	
ADDRESS OF REQUESTOR	
CONTACT INFORMATION	
NAME OF PLANNER ASSIGNED	

Please submit this application to Planning Reception, Fourth Floor, 1650 Mission Street, San Francisco

REQUESTOR'S AFFIDAVIT

Under penalty of perjury the following declarations are made:

1. The undersigned is the owner or authorized agent of the owner of this property.
2. The information presented is true and correct to the best of my knowledge.

Signed _____ Date: _____

(Print Full Name of Requestor)