



INSTITUTIONAL MASTER PLAN

APPLICATION PACKET

Pursuant to Planning Code Section 304.5, medical and post-secondary educational institutions must have on file with the Planning Department a current Institutional Master Plan that describes the existing and anticipated future development of that institution. Any institution subject to these requirements must submit an Institutional Master Plan prior to receiving conditional use authorization or any other entitlement requiring Planning Commission approval.

For questions, you can call the Planning counter at 628.652.7300 or email pic@sfgov.org where planners are able to assist you.

Español: Si desea ayuda sobre cómo llenar esta solicitud en español, por favor llame al 628.652.7550. Tenga en cuenta que el Departamento de Planificación requerirá al menos un día hábil para responder.

中文：如果您希望獲得使用中文填寫這份申請表的幫助，請致電628.652.7550。請注意，規劃部門需要至少一個工作日來回應。

Filipino: Kung gusto mo ng tulong sa pagkumpleto ng application na ito sa Filipino, paki tawagan ang 628.652.7550. Paki tandaan na mangangailangan ang Planning Department ng hindi kukulangin sa isang araw na pantrabaho para makasagot.

WHAT IS THE PURPOSE OF AN INSTITUTIONAL MASTER PLAN?

Institutional Master Plans are required (1) to provide notice and information to public agencies and the public to give an opportunity for early and meaningful involvement prior to substantial investment by the institution, (2) to enable the institution to make modifications in response to comments prior to its more detailed planning, and (3) to provide public agencies and the public with information that may help guide their land use decisions.

WHO MUST SUBMIT AN INSTITUTIONAL MASTER PLAN?

Medical institutions and post-secondary educational institutions in San Francisco, including group housing affiliated with and operated by any such institution.

WHEN IS AN INSTITUTIONAL MASTER PLAN OR UPDATE REQUIRED?

All medical or post-secondary educational institutions must have an Institutional Master Plan on file with the Planning Department. A new Institutional Master Plan must be filed either every 10 years or if there are significant revisions to the information contained in an existing Institutional Master Plan on file. "Significant revisions" may include an increase in the institutions size by 10,000 square feet or 25 percent of total square footage, or the opening, closing, or significant change in use of an existing medical unit facility.

FULL INSTITUTIONAL MASTER PLANS

If the institution occupies a site area of 50,000 or more square feet (100,000 or more square feet in the C-3 District), or a site area of less than 50,000 square feet (100,000 or more square feet in the C-3 District) but anticipates future expansion over 50,000 square feet (100,000 or more square feet in the C-3 District), an Institutional Master Plan must be submitted. See Planning Code Section 304.5(c) for a discussion of the format and substance of the Institutional Master Plan.

ABBREVIATED INSTITUTIONAL MASTER PLANS

Institutions of less than 50,000 square feet or institutions of less than 100,000 square feet in the C-3 district may submit an Abbreviated Institutional Master Plan. See Planning Code Section 304.5(d) for a discussion of the format and substance of the Abbreviated Institutional Master Plan.

INSTITUTIONAL MASTER PLAN UPDATES

Every two years or sooner from the date of the most recent approval, the institution that submitted the Institutional Master Plan or the Abbreviated Institutional Master Plan must submit an Institutional Master Plan update. The Planning Department will not grant any permits to the institution until the update is considered complete. See Planning Code Section 304.5(f) for a discussion of the Institutional Master Plan update.

PLANNING COMMISSION HEARINGS OF INSTITUTIONAL MASTER PLANS

The Planning Commission will hold a public hearing on an Institutional Master Plan between 30 and 180 days after the plan has been accepted for filing. An abbreviated Institutional Master Plan may be heard before Planning Commission if the Commission deems it in the public interest to do so. Institutional Master Plan updates do not require public hearings. See Planning Code Section 304.5(e) for more information on Planning Commission hearings of Institutional Master Plans.

INSTITUTIONAL MASTER PLANS AND OTHER APPROVALS

The Planning Department will submit all Institutional Master Plans and updates filed by medical institutions to the Department of Public Health (DPH) for review and comment. DPH will prepare a budget for its review. Half of the expected cost must be submitted by the applicant to DPH prior to its review, and the remainder of the cost will be due at the time the initial payment is depleted. DPH will provide its comments to the Planning Department no later than 90 days after the date of submission. See Planning Code Section 304.5(g) for more information on coordination of Planning Department review with DPH.

Conditional use or other entitlement requiring Planning Commission action must be as described in the Institutional Master Plan or update and cannot be heard or approved by the Planning Commission until three months after the Institutional Master Plan is accepted. Furthermore, medical institutions that are subject to Sections 1513, 1523, and 1604 of Public Law 93-641 or Sections 437 and 438 of the California Health and Safety Code must first receive approvals subject to such sections prior to obtaining conditional use authorizations or other entitlements by the Planning Commission.

The Planning Department will not approve any building permit application for development of any institution subject to Institutional Master Plan requirements unless that institution has complied with all Institutional Master Plan requirements, with the exception of interior alterations that do not significantly intensify, change or expand the use, occupancy or inpatient services or facilities of the institution, and are necessary to correct immediate hazards to health or safety.

FEES

Please refer to the [Planning Department Fee Schedule](#) available at www.sfplanning.org. For questions related to the Fee Schedule, you can call the Planning counter at 628.652.7300 or email pic@sfgov.org where planners are able to assist you.

HOW TO SUBMIT

To file your Institutional Master Plan application, please complete the application and email CPC.Intake@sfgov.org with all required materials.



INSTITUTIONAL MASTER PLAN

APPLICATION

Property Information

Street Address(es) of Project, or Describe Larger Area:

Block/Lot(s):

Property Owner's Information

Name:

Address:

Email Address:

Telephone:

Applicant Information

Same as above

Name:

Company/Organization:

Address:

Email Address:

Telephone:

Please Select Primary Project Contact:

Owner

Applicant

Other (see below for details)

Name: _____ Email: _____ Phone: _____

APPLICATION TYPE: PLEASE CHECK ONE

Full Institutional Master Plan

Abbreviated Institutional Master Plan

Institutional Master Plan Update

MATERIALS SUBMITTED

This application, signed by owner or agent

Textual description and drawings if appropriate

Letter of authorization for agent, if applicable

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.
- d) I hereby authorize City and County of San Francisco Planning staff to conduct a site visit of this property as part of the City's review of this application, making all portions of the interior and exterior accessible through completion of construction and in response to the monitoring of any condition of approval.
- e) I attest that personally identifiable information (PII) - i.e. social security numbers, driver's license numbers, bank accounts - have not been provided as part of this application. Furthermore, where supplemental information is required by this application, PII has been redacted prior to submittal to the Planning Department. I understand that any information provided to the Planning Department becomes part of the public record and can be made available to the public for review and/or posted to Department websites.

Signature

Name (Printed)

Date

Relationship to Project
(i.e. Owner, Architect, etc.)

Phone

Email

For Department Use Only

Application received by Planning Department:

By: _____

Date: _____