

# INSTRUCTION PACKET AND AFFIDAVIT FOR Pre-Application Meeting

Planning Department 1650 Mission Street Suite 400 San Francisco, CA

94103-9425

T: 415.558.6378 F: 415.558.6409 Date: June 18, 2009

Updated to include Requirement for Formula Retail on March 4, 2010

To: Applicants seeking Planning Approval for New Construction,

**Alterations or Formula Retail Use** 

From: San Francisco Planning Department

Re: Pre-Application Information Packet

#### WHAT IS A PRE-APPLICATION MEETING?

The Pre-Application Meeting is a mandatory form of community outreach conducted by the project sponsor in order to receive initial feedback regarding certain project types prior to submittal to the Planning Department or the Department of Building Inspection. Adjacent neighbors and relevant neighborhood groups are invited to attend this meeting which must take place during certain hours of the day and within a certain distance from the project site. This meeting is intended to initiate neighbor communication to identify issues and concerns early on; provide the project sponsor the opportunity to address neighbor concerns about the potential impacts of the project prior to submitting an application; and, reduce the number of Discretionary Reviews (DRs) that are filed.

The Pre-Application process is only required for projects subject to Planning Code Section 311 or 312 Notification. It serves as the first step in the process prior to building permit application or entitlement (Conditional Use Authorization, Variance, etc.) submittal. Those contacted as a result of the Pre-Application process will also receive a formal entitlement notice or 311 or 312 notification when the project is submitted and reviewed by Planning Department staff.

The benefits to project sponsors include: early identification of neighbor concerns; ability to mitigate neighbor concerns before project submittal; a more streamlined, predictable review from the Planning Department; and, elimination of delays associated with Discretionary Reviews. The benefits to the neighbors include: the opportunity to express concerns about a project before it is submitted and eliminating the need to file a Discretionary Review.

### WHEN IS A PRE-APPLICATION MEETING REQUIRED?

- New Construction; or
- Any vertical addition of 7 feet or more; or
- Any horizontal addition of 10 feet or more; or
- Decks over 10 feet above grade or within the required rear yard; or
- All Formula Retail uses subject to a Conditional Use Authorization.

#### NOTE:

A Pre-Application
Meeting is required
even if the horizontal
addition referenced
above does not
increase the overall
depth of the building.
Similarly, a PreApplication Meeting
is required even if
the vertical addition
referenced above
does not change
the overall building
height.

#### **INSTRUCTIONS**

Prior to filing any entitlement (this includes but is not limited to Building Permits, Variances, and Conditional Use Authorizations) the project sponsor must conduct a minimum of one Pre-Application meeting if the proposed scope of work triggers such a meeting, as referenced on the previous page.

### This meeting must be in accordance with the following rules:

- Invite all Neighborhood Associations for the relevant neighborhood(s) (available
  at www.sfplanning.org). If the property is located on the border of two or more
  neighborhoods, you must invite all bordering neighborhood organizations. Click on
  the relevant neighborhood on the map to find the neighborhood organization list in pdf
  format.
- Invite all abutting property owners and occupants, including owners of properties directly across the street from the project site to the meeting. Please be sure to include all occupants of the subject building. One copy of the invitation letter must be mailed to the project sponsor as proof of mailing. Invitations should be sent at least 14 calendar days before the meeting. The postal date stamp will serve as record of timely mailing.

### The meeting must be conducted at either:

- The project site;
- An alternate location within a one-mile radius of the project site (i.e. community center, coffee shop, etc.); or,
- The project sponsor may opt to have a Department Facilitated Pre- Application Meeting that will be held at the Planning Department instead of the 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.sfplanning. 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. Please see the Department Facilitated Pre-Application Meeting form at www.sfplanning.org for more information.
- Meetings are to be conducted from 6:00 p.m. -9:00 p.m., Mon.-Fri.; or from 10:00 a.m.
   -9:00 p.m., Sat-Sun., unless the Project Sponsor has selected a Department Facilitated Pre-Application Meeting. Facilitated pre-application meetings will be conducted during regular business hours.
- A sign-in sheet must be used in order to verify attendance.
- Preliminary plans must be reviewed that include the height and depth of the subject building and its adjacent properties, and dimensions must be provided to help facilitate discussion. Neighbors may request reduced copies of the plans from the project sponsor by checking the "please send me plans" box on the sign-in sheet, and the Project Sponsor shall provide reduced copies upon such request.

## For accountability purposes, please submit the following information with your Entitlement Application:

- A copy of the letter mailed to neighbors and neighborhood groups (use attached invitation);
- A list of those persons and neighborhood groups invited to the meeting;
- A copy of the sign-in sheet (use attached template);
- A summary of the meeting and a list of any changes made to the project as a result of the neighborhood comments (use attached template).
- The affidavit, signed and dated (use attached template);
- One reduced copy of the plans presented to the neighbors at pre-application meeting.

## Notice of Pre-Application Meeting

Dear Neighbor:				
You are invited to a neighborh proposal at; Zor Planning Department's Pre-Applicati	nood Pre-Application me	eting to review and	discuss the developm (Block/L	nent Lot#:
Planning Department's Pre-Applicati Sponsor(s) to discuss the project and re before the submittal of an application any concerns about the impacts of t Building Permit has been submitted t	eview the proposed plans wit to the City. This provides ne he project before it is subm	th adjacent neighbors and sighbors an opportunity of nitted for the Planning 1	l neighborhood organizat: to raise questions and disc Department's review. On	ions cuss
The Pre-Application process is only a serves as the first step in the process a result of the Pre-Application process project is submitted and reviewed by	prior to building permit app ss will also receive a formal	olication or entitlement s entitlement notice or 311	ubmittal. Those contacte	ed as
A Pre-Application meeting is require	d because this project includ	des (check all that apply)	):	
□ New Construction;				
☐ Any vertical addition of 7 feet of	or more;			
☐ Any horizontal addition of 10 fo	eet or more;			
☐ Decks over 10 feet above grade	or within the required rear	vard:		
The development proposal is to:				
The development proposal is to:  Existing # of dwelling units:	Proposed:	Permitted:		
Existing # of dwelling units: Existing bldg square footage:	Proposed: Proposed:	Permitted: Permitted:		
Existing # of dwelling units: Existing bldg square footage: Existing # of stories: Existing bldg height:	Proposed: Proposed: Proposed: Proposed:	Permitted: Permitted: Permitted: Permitted:		
Existing # of dwelling units: Existing bldg square footage: Existing # of stories: Existing bldg height:	Proposed: Proposed: Proposed: Proposed:	Permitted: Permitted: Permitted: Permitted:		
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Existing # of dwelling units: Existing bldg square footage: Existing # of stories: Existing bldg height: Existing bldg depth: MEETING INFORMATION: Property Owner(s) name(s): Project Sponsor(s): Contact information (email/phone): _	Proposed: Proposed: Proposed: Proposed: Proposed:	Permitted: Permitted: Permitted: Permitted: Permitted:		
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Existing # of dwelling units: Existing bldg square footage: Existing # of stories: Existing bldg height: Existing bldg depth: MEETING INFORMATION: Property Owner(s) name(s): Project Sponsor(s): Contact information (email/phone): Meeting Address*: Date of meeting:	Proposed: Proposed: Proposed: Proposed: Proposed: Proposed:	Permitted: Permitted: Permitted: Permitted: Permitted:		
Existing # of dwelling units:  Existing bldg square footage:  Existing # of stories:  Existing bldg height:  Existing bldg depth:  MEETING INFORMATION:  Property Owner(s) name(s):  Project Sponsor(s):  Contact information (email/phone):  Meeting Address*:  Date of meeting:  Time of meeting:  *The meeting should be conducted at the Department Facilitated Pre-Application M	Proposed: Proposed: Proposed: Proposed: Proposed: Proposed:	Permitted: Permitted: Permitted: Permitted: Permitted: le radius, unless the Project	t Sponsor has requested a	650
	Proposed: Proposed: Proposed: Proposed: Proposed: Proposed:	Permitted: Permitted: Permitted: Permitted: Permitted: Permitted: Permitted: end meetings shall be between	t Sponsor has requested a ing Department offices, at 16	650

# Affidavit of Conducting a Pre-Application Meeting, Sign-in Sheet and Issues/Responses submittal

I,	, do hereby declare as follows:						
1.	I have conducted a Pre-Application Meeting for the proposed new construction or alteration prior to submitting any entitlement (Building Permit, Variance, Conditional Use, etc.) in accordance with Planning Commission Pre-Application Policy.						
2.	The meeting was conducted at	(location/address					
	on (date) from	_ (time).					
3.	reduced plans with the entitlement Applicat	tiation, sign-in sheet, issue/response summary, and tion. I understand that I am responsible for the accurac mation may lead to suspension or revocation					
4.	I have prepared these materials in good faith	h and to the best of my ability.					
I decl corre		the State of California that the foregoing is true and					
EXEC	CUTED ON THIS DAY,	, 20 IN SAN FRANCISCO.					
Signatu	rure						
Name (t	(type or print)						
Relation	onship to Project (e.g. Owner, Agent)						
(if Agen	nt, give business name & profession)						
Project	t Address						

Pre-Application N	/leetina S	Sian-in Sh	eet	
Meeting Date:				
Please print your name below, stayour phone number. Providing y is for documentation purposes or	our name below o			
NAME/ORGANIZATION	ADDRESS	PHONE #	EMAIL	SEND PLANS
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2				
3				
4				
5				
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8				
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10				
11				
12				
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14				
15				
16				
17				
18				

# Summary of discussion from the Pre-Application Meeting

Meeting Date:							
Meeting Time:							
Meeting Address:							
Project Address:Property Owner Name:							
Project Sponsor/Representative:							
Project Sponsor/Representative:							
Please summarize the questions/comments and your response from the Pre-Application meeting in the space below. Please state if/how the project has been modified in response to any concerns.							
Question/Concern #1 by (name of concerned neighbor/neighborhood group):							
Project Sponsor Response:							
Troject opolisor response.							
Question/Concern #2:							
Project Sponsor Response:							
Troject Spotisor Response.							
Question/Concern #3:							
Project Sponsor Response:							
Troject opolisor response.							
Question/Concern #4:							
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Project Sponsor Response:							
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