Print Form

SAN FRANCISCO
PLANNING
DEPARTMENT

APPLICATION PACKET FOR

Board of Supervisors Appeal Fee Waiver

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

T: 415.558.6378
F: 415.558.6409

Pursuant to Planning Code Section 350 and 352(n), the Planning Director shall consider and make determinations regarding applications for the authorization of a Board of Supervisors Appeal Fee Waiver. The first pages consist of instructions which should be read carefully before the application form is completed.

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

WHAT IS AN APPLICATION FOR A BOARD OF SUPERVISORS APPEAL FEE WAIVER?

Section 350 of the San Francisco Planning Code establishes an exemption from paying the full fees when the Requestor's income is not enough to pay for the fee without affecting their abilities to pay for the necessities of life, provided that the person seeking the exemption demonstrates to the Planning Director or his/her designee that they are substantially affected by the proposed project.

Section 352(n) of the San Francisco Planning Code establishes a waiver from the Board of Supervisor Appeal fees if the appeal is filed by a neighborhood organization that has been in existence for 24 months prior to the filing date of the request, is on the Planning Department's neighborhood organization notification list and can demonstrate to the Planning Director or his/her designee that the organization is substantially affected by the proposed project.

WHEN IS AN APPLICATION FOR A BOARD OF SUPERVISORS APPEAL FEE WAIVER APPROPRIATE?

An Application to Request a Board of Supervisors Appeal Fee Waiver is appropriate when the Board of Supervisors appeal fee affects the requestor's ability to pay for the necessities of life, in the case of an individual, or when a neighborhood organization in existence 24 months prior to the filing date of the request and on the Planning Department's notification list can demonstrate that the organization is substantially affected by the proposed project.

HOW DOES THE PROCESS WORK?

An individual seeking an exemption should not file this application, but must contact Ms. Yvonne Ko at the San Francisco Planning Department at (415) 558-6386.

A neighborhood organization seeking a Board of Supervisors Appeal Fee Waiver must complete the attached application, along with necessary supporting materials, and submit it to the Planning Information Center (PIC) at 1660 Mission Street.

WHO MAY APPLY FOR A BOARD OF SUPERVISORS APPEAL FEE WAIVER?

Any individual or neighborhood group who will file for a Board of Supervisors Appeal and who believes that they qualify for a waiver of the fee may file this application. An individual seeking an exemption should not file this application, but must contact Ms. Yvonne Ko at the San Francisco Planning Department at (415) 558-6386.

CASE NUMBER: For Staff Use only	

APPLICATION FOR
Board of Supervisors Appeal Fee Waiver

1. Applicant and Project Information

APPLICANT NAME:	
APPLICANT ADDRESS:	TELEPHONE: ( )
	EMAIL:

NEIGHBORHOOD ORGANIZATION NAME:	
NEIGHBORHOOD ORGANIZATION ADDRESS:	TELEPHONE: ( )
	EMAIL:

PROJECT ADDRESS:		
PLANNING CASE NO.:	BUILDING PERMIT APPLICATION NO.:	DATE OF DECISION (IF ANY):

2. Required Criteria for Granting Waiver

(All must be satisfied; please attach supporting materials)

- ☐ The appellant is a member of the stated neighborhood organization and is authorized to file the appeal on behalf of the organization. Authorization may take the form of a letter signed by the President or other officer of the organization.
- ☐ The appellant is appealing on behalf of an organization that is registered with the Planning Department and that appears on the Department's current list of neighborhood organizations.
- ☐ The appellant is appealing on behalf of an organization that has been in existence at least 24 months prior to the submittal of the fee waiver request. Existence may be established by evidence including that relating to the organization's activities at that time such as meeting minutes, resolutions, publications and rosters.
- ☐ The appellant is appealing on behalf of a neighborhood organization that is affected by the project and that is the subject of the appeal.

For Department Use Only

Application received by Planning Department:

By: _____ Date: _____

Submission Checklist:

- ☐ APPELLANT AUTHORIZATION
- ☐ CURRENT ORGANIZATION REGISTRATION
- ☐ MINIMUM ORGANIZATION AGE
- ☐ PROJECT IMPACT ON ORGANIZATION

☐ WAIVER APPROVED ☐ WAIVER DENIED

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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**

Planning Information Center (PIC)
1660 Mission Street, First Floor
San Francisco CA 94103-2479

TEL: **415.558.6377**

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