



# SAN FRANCISCO PLANNING DEPARTMENT

City and County of San Francisco

Applicants proposing demolition of a residential structure subject to the Planning Commission Policy requiring mandatory Discretionary Review (a public hearing before the Commission) shall complete and sign the front of this application and shall submit all materials as described on the reverse side. Any existing structure determined to be a public hazard or any residential structure damaged by fire, earthquake, or other act of God to be demolished and replaced in kind and recommended for demolition by the Director of the Department of Building Inspection is exempt from this policy.

<b>RESIDENTIAL DEMOLITION APPLICATION</b>				
<b>Project Address</b> _____		<b>Name</b> _____		
<b>Block / Lot</b> _____		<b>Address</b> _____		
<b>Zoning</b> _____		<b>City, State</b> _____		
<b>Lot Area</b> _____		<b>Phone</b> _____		
#	PROJECT INFORMATION	EXISTING	PROPOSED	NET CHANGE
1	Total number of units			
2	Total number of parking spaces			
3	Total gross habitable square footage			
4	Total number of bedrooms			
5	When was property purchased?			
6	How many units are / will be rentals?			
7	How many bedrooms are / will be rentals?			
8	How many units are subject to rent control?			
9	How many bedrooms are subject to rent control?			
10	How many units are currently vacant?			
11	Was the building subject to the Ellis Act within the last decade?			
12	How many units are / will be Owner-occupied?			

I HAVE READ AND UNDERSTOOD THE INFORMATION ON THE REVERSE OF THIS FORM, INCLUDING THE REQUIRED PAYMENT OF TIME AND MATERIAL FEES FOR THE PROCESSING OF THIS APPLICATION, AND I CERTIFY THAT I WILL PAY ALL PLANNING DEPARTMENT TIME AND MATERIAL COSTS FOR THE DISCRETIONARY REVIEW, AS REQUIRED BY SECTIONS 350(C) AND 352(B) OF THE PLANNING CODE.

\_\_\_\_\_  
PROPERTY OWNER'S SIGNATURE

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
DATE

## What to Submit to the Planning Department:

**To be considered complete by the Planning Department, a permit application to demolish a residential structure (DBI Application "Form 6") must be accompanied by the following information, in addition to any other requirements imposed by the Department of Building Inspection:**

- ❑ A SITE SURVEY of existing conditions (prepared, stamped and signed by a licensed civil engineer or land surveyor) showing the property lines, existing subject and adjacent structures, sidewalks, curb cuts, utilities, and topographic information sufficient to determine site slopes and grades, building heights, and other Planning Code site and dimensional requirements.
- ❑ A SOUNDNESS REPORT if the Applicant contends that the residence is unsound (see Planning Department Public Handout entitled "Soundness Report Requirements for Proposed Demolition of Residential Buildings").
- ❑ HISTORICAL INFORMATION, if applicable: the application for demolition cannot be processed until an environmental determination is made either that the structure is not a potential historical resource under the California Environmental Quality Act (CEQA), or that its removal does not create a significant negative environmental impact, if it is a resource. If the structure is more than fifty years old, the applicant should submit a completed form entitled "Historic Resource Evaluation Request: Supplemental Information for Residential Demolition."
- ❑ AN APPRAISAL not older than six months, if the value of the existing structure and land is equal to or greater than \$1.2 million for a single family home, \$1.9 million for a two-family home, or \$2.5 million for a three-family home. Under Planning Commission policy, such residences in this price range, not being affordable housing, are not required to undergo a Discretionary Review hearing unless the project does not comply with other Department requirements or unless a member of the public requests a hearing. Proposals to demolish buildings with 4 or more units, regardless of value, are subject to a mandatory hearing.
- ❑ FLOOR PLANS showing the existing number of dwelling units, number of bedrooms, location of kitchens, and square footage of the existing building;
- ❑ PHOTOS of the blockfaces on the subject side of the street and across the street, and of the rear facades of the subject and adjacent buildings, and close-up photos of the structure proposed for demolition;
- ❑ FINDINGS establishing compliance with the Priority Policies of Section 101.1(b) ("Prop M") of the Planning Code.
- ❑ NOTIFICATION MATERIALS as required for RH, RM, and NC Districts [or a Conditional Use Application for residences in C-3 (Downtown Commercial), and N.O.M.R.S.U.D. (North of Market Residential Special Use District), and above the ground floor in NC and the Van Ness S.U.D, and in certain Mixed-Use Districts].
- ❑ A separate Building Permit Application (DBI Application "Form 1-2") must be submitted concurrently with the Demolition Permit. The application may be a Building or Site Permit as described in other handouts, with information and drawings sufficient to determine the proposed number of dwelling units, number of bedrooms, location of kitchens, square footage of the proposed building, compliance with parking requirements, and the effect of the project on neighborhood character.

Planning Commission policy requires that Staff conduct a site visit to assess the soundness and condition of the structure proposed for demolition. The Planner assigned to review the Application will contact the Project Sponsor to arrange this site visit.

The Planning Commission requires, prior to its Public Hearing, twenty sets of plans of the existing structure proposed for demolition and of the proposed replacement building in an 11" x 17" format, with all dimensions and notes readable. Please wait to provide these drawing sets until instructed by the case planner to do so, after a hearing date has been established, and the proposed design has received staff support.

Please see the latest *Planning Department Schedule of Application Fees*, under "Commission and Variance Hearing Applications, Mandatory Discretionary Review," for the current charges for this application.

### PLEASE NOTE:

**The Planning Commission must find that the proposed demolition conforms to certain General Plan Objectives in order to grant approval. See the attached Checklist for a list of criteria related to the General Plan.** A credible Soundness Report is essential, if the Applicant is justifying the demolition request on the basis that the subject building is unsound. Without a determination that the dwelling is unsound, the recommendation of approval is harder to make, and in that case, the applicant may be advised to consider a project that alters, rather than demolishes, the existing structure.

## RESIDENTIAL DEMOLITION CRITERIA

GENERAL PLAN POLICIES		PROJECT DESCRIPTION	COMPLIANCE		
			N/A	YES	NO
<b>EXISTING VALUE AND SOUNDNESS</b>	<b>1</b>	<p>Is the appraised value of the existing housing at or above \$1.2 million for 1 D.U., \$1.9 million for 2 D.U.s., or \$2.5 million for 3 D.U.s? If so, a hearing is not required under this policy.</p> <p>Buildings with 4 or more D.U.s., regardless of value, are subject to a mandatory hearing.</p>		<input type="checkbox"/>	<input type="checkbox"/>
	<b>2</b>	<p>Is the existing housing unsound at the 50% threshold, including only repairs of construction deficiencies in the upgrade cost?</p>		<input type="checkbox"/>	<input type="checkbox"/>
	<b>3</b>	<p>Is the existing housing unsound at the 75% threshold, including in the upgrade cost repairs of both construction deficiencies and of maintenance items?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>EXISTING BUILDING</b>	<b>4</b>	<p>Is the property free of a history of serious, continuing code violations?</p>		<input type="checkbox"/>	<input type="checkbox"/>
	<b>5</b>	<p>Has the housing been maintained in a decent, safe, and sanitary condition?</p>		<input type="checkbox"/>	<input type="checkbox"/>
	<b>6a</b>	<p>Has the property been determined NOT to be an "historical resource" under CEQA?</p>		<input type="checkbox"/>	<input type="checkbox"/>
	<b>6b</b>	<p>If 6a is "NO," has it been determined that removal of the resource will NOT have a substantial adverse impact under CEQA?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

GENERAL PLAN POLICIES		PROJECT DESCRIPTION	COMPLIANCE		
			N/A	YES	NO
RENTAL PROTECTION	7	Does the project restrict the conversion of rental housing to other forms of tenure or occupancy?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	8	Does the project sponsor volunteer to restore any units to rent control?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PRIORITY POLICIES	9	Does the project conserve existing housing to preserve cultural & economic diversity of our neighborhoods?		<input type="checkbox"/>	<input type="checkbox"/>
	10	Does the project conserve neighborhood character to preserve cultural & economic diversity of our neighborhoods?		<input type="checkbox"/>	<input type="checkbox"/>
	11	Does the project protect the affordability of existing housing?		<input type="checkbox"/>	<input type="checkbox"/>
	12	Does the project increase the number of permanently affordable units?		<input type="checkbox"/>	<input type="checkbox"/>
REPLACEMENT STRUCTURE	13	Does the project locate in-fill housing on appropriate sites in established neighborhoods?		<input type="checkbox"/>	<input type="checkbox"/>
	14 a	Does the project create quality, new family housing?		<input type="checkbox"/>	<input type="checkbox"/>
	14 b	Does the project create new supportive housing?		<input type="checkbox"/>	<input type="checkbox"/>
	15	Does the project promote construction of well-designed housing to enhance existing neighborhood character?		<input type="checkbox"/>	<input type="checkbox"/>
	16 a	Does the project increase the number of on-site dwelling units?		<input type="checkbox"/>	<input type="checkbox"/>
	16 b	Does the project increase the number of on-site bedrooms?		<input type="checkbox"/>	<input type="checkbox"/>