



SAN FRANCISCO  
PLANNING  
DEPARTMENT

# APPLICATION PACKET FOR Shadow Analysis

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

T: 415.558.6378  
F: 415.558.6409

To file Shadow Analysis Application, please complete this form and bring the required materials to the Planning Information Counter during the hours of 8:00 a.m. to 5:00 p.m. on Monday through Friday. The staff on the counter will take applications during those times. Planning Department staff are available to advise you in the preparation of this application.

Call (415) 558-6377 for further information.

## WHAT IS A SHADOW ANALYSIS?

A Shadow Analysis is the process to implement Section 295 of the Planning Code, also known as "Proposition K" and "the Sunlight Ordinance." Planning Code Section 295 mandates that new structures above 40 feet in height that would cast additional shadows on properties under the jurisdiction of, or designated to be acquired by the Recreation and Parks Department can only be approved by the Planning Commission if the shadow is determined to be insignificant or not adverse to the use of the park. Also, a recommendation from the Recreation and Parks Commission is required prior to the Planning Commission hearing.

## WHEN IS A SHADOW ANALYSIS NECESSARY?

In general, all applications for new construction or additions to existing buildings with a roof height above 40 feet in height must be reviewed to determine whether such shading might occur.

## HOW DOES THE PROCESS WORK?

Please review the instructions in the application. After filling out the application, submit the application and required plans to the Planning Department. Based on the information provided by the applicant, the Department staff will develop a "shadow fan" diagram that shows the maximum extent of the shadows cast by a building throughout the year, between one hour after sunrise and one hour before sunset. This diagram does not account for existing buildings. If the shadow fan indicates the project shadow does not reach any property protected by the sunlight ordinance, no further review will be required. Planning staff will issue a letter of No Impact. If the fan shows that the project has potential to shade such properties, the applicant will be notified by the Department for further reviews.

## WHO MAY FILE FOR A SHADOW ANALYSIS?

A Shadow Analysis usually accompanies a building permit application, a land use entitlement such as a Conditional Use, or an Environmental Review Application. Any project that requires a Shadow Analysis should be filed at about the same time as the related application(s). Accordingly, the property owner or a party designated as the owner's agent, may apply for the Shadow Analysis.

## INSTRUCTIONS:

The application on the following page must be submitted to the Planning Department along with all required materials listed below:

1. Site plan at a scale of 1 inch = 200 feet (this is the correct scale).
2. Elevations of building with dimensions shown. Please include the height of the roof, parapet, ridge, towers, and penthouses.
3. A check made to The Planning Department for the current fee.
4. A letter of authorization for the property owner if the applicant is not the owner.

No Application will be accepted by the Department unless it is completed and accompanied by the required materials. Receipt of the application and required materials by the Department will only serve the purpose of establishing a case file for the proposed project. After the file is established, it will be assigned to a specific staff person. The staff person will review the file and determine if additional information is required.

**To file your Shadow Analysis application**, please contact the staff planner that you are working with for associated entitlements to schedule an intake appointment. Please submit your completed application with all required materials. Shadow Analysis application materials may also be submitted at the Planning Information Center (PIC). Please call the PIC (415) 558-6377 with questions regarding this application.

CASE NUMBER:  
For Staff Use only

# APPLICATION FOR Shadow Analysis

## 1. Owner/Applicant/Consultant Information

PROPERTY OWNER'S NAME:		
ADDRESS:	ZIP CODE:	TELEPHONE: (    )
APPLICANT'S NAME:		
Same as Above <input type="checkbox"/>		
ADDRESS:	ZIP CODE:	TELEPHONE: (    )
CONTACT FOR PROJECT INFORMATION:		
Same as Above <input type="checkbox"/>		
ADDRESS:	ZIP CODE:	TELEPHONE: (    )
CONSULTANT PREPARING SHADOW STUDY CONTACT INFORMATION:		
Same as Above <input type="checkbox"/>		
ADDRESS:	ZIP CODE:	TELEPHONE: (    )

## 2. Location and Classification

STREET ADDRESS OF PROJECT:		ZIP CODE:		
CROSS STREETS:				
ASSESSORS BLOCK/LOT: /	LOT DIMENSIONS:	LOT AREA (SQ FT):	ZONING DISTRICT:	HEIGHT/BULK DISTRICT:

## 3. Project Description

( Please check all that apply ) <input type="checkbox"/> New Construction <input type="checkbox"/> Alterations <input type="checkbox"/> Demolition <input type="checkbox"/> Other Please clarify:	<b>ADDITIONS TO BUILDING:</b> <input type="checkbox"/> Rear <input type="checkbox"/> Front <input type="checkbox"/> Height <input type="checkbox"/> Side Yard	PRESENT OR PREVIOUS USE:
		PROPOSED USE:
		BUILDING APPLICATION PERMIT NO.:

Please describe the project: ( Attach a separate sheet if more space is needed ):

Lined writing area consisting of 25 horizontal lines.

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## 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: The other information or applications may be required.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print name, and indicate whether owner, or authorized agent:

\_\_\_\_\_  
Owner / Authorized Agent (circle one)

For Department Use Only

Application received by Planning Department:

By: \_\_\_\_\_

Date: \_\_\_\_\_



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PLANNING  
DEPARTMENT**

**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.*