



SAN FRANCISCO  
PLANNING  
DEPARTMENT

# APPLICATION PACKET FOR Large Project Authorization in Eastern Neighborhoods

Planning Department  
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94103-9425

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Pursuant to Planning Code Section 329, the Planning Commission shall review and evaluate all physical aspects of a proposed project that meets particular criteria within Eastern Neighborhoods Mixed Use Districts. 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 A LARGE PROJECT AUTHORIZATION IN EASTERN NEIGHBORHOODS MIXED USE DISTRICTS?

Within Eastern Neighborhoods Mixed Use districts, a project sponsor must apply for a Large Project Authorization if the proposal meets certain size thresholds listed below. The project sponsor may request particular exceptions from the Planning Code provided that the Planning Commission evaluates the physical design aspects of the proposal at a public hearing. Planning Code Section 329 specifies exceptions to Code provisions which may be granted by the Planning Commission. The Planning Commission may require project modifications or conditions in order to achieve the objectives and policies of the General Plan or the purposes of the Planning Code.

## WHEN IS A LARGE PROJECT AUTHORIZATION NECESSARY?

This Section applies to all new construction and proposed alterations of existing buildings in the Eastern Neighborhoods Mixed Use Districts that meet at least one of the following criteria:

1. The project includes the construction of a new building greater than 75 feet in height (excluding any exceptions permitted per Section 260(b)), or includes a vertical addition to an existing building resulting in a total building height greater than 75 feet; or
2. The project involves a net addition or new construction of more than 25,000 gross square feet; or
3. The project has 200 or more linear feet of contiguous street frontage on any public right of way.

As a component of the review process under Planning Code Section 329, the project may seek exceptions and shall be reviewed by the Planning Commission which shall evaluate physical design issues. For a list these issues, please see page 3.

## HOW DOES THE PROCESS WORK?

Please review the instructions in this application and ask PIC staff if you have any questions. After filling out the application and collecting the required notification materials and plans, please contact the Planning Department for an intake appointment to process your application. At this appointment a planner will review your application to ensure that it is complete. The application will then be assigned to a planner on a specific Quadrant Team, dependent upon the location of the subject property. The assigned planner will review the application against the San Francisco General Plan, the Planning Code, and Planning Department policies and set a Planning Commission hearing date. All owners within 300 feet of the subject property will receive notification of the hearing. In some cases additional notification is required by the Planning code, which shall be completely concurrently. The assigned planner will gather comments and concerns from the neighborhood during the notification period. Neighborhood support or opposition will be reflected in a staff report presented at the Planning Commission hearing complete with the Planning Department recommendation for approval or disapproval of the large project authorization.

## WHO MAY APPLY FOR A LARGE PROJECT AUTHORIZATION IN EASTERN NEIGHBORHOODS?

A Large Project Authorization in the Eastern Neighborhoods mixed use districts is an entitlement that runs with the property; therefore, the property owner or a party designated as the owner's agent may apply for a Large Project Authorization. [A letter of agent authorization from the owner must be attached.]

## INSTRUCTIONS:

The attached application for a Large Project Authorization includes a project description, necessary contact information, modifications and exceptions to the project, and a set of findings that must be answered. The modifications and exceptions portion lists some of the physical aspects that the Planning Commission may consider during their design review and the possible exceptions that may be granted by the Planning commission. Please describe the exceptions for which you are applying in the designated area. The set of findings are Priority General Plan Policy Findings, which determine San Francisco General Plan consistency. Please answer all questions fully. Please type or print ink and attach pages if necessary.

Please provide the following materials with this application:

- **300 Foot Radius Map and Address List:** See instructions on page 4.
- **Authorization:** If the applicant in this case is the authorized agent of the property owner, rather than the owner, a letter signed by the owner and creating or acknowledging that agency must be attached and is included in the application for Large Project Authorization.
- **Drawings:** The application must be accompanied by plans sufficient for proper review of the case. At a minimum, the following is required. A **plot plan** will be required, accurately showing existing and proposed structures on both the subject property and on immediately adjoining properties, open spaces, driveways, parking areas, trees, and land contours where relevant. **Floor plans** will be required showing the dimensions and organization of interior spaces. Please prepare all floor plans to scale and label all interior spaces.

Drawings of building **elevations** must be provided. Please include fenestration details and materials. Please prepare elevations to scale and include height measurements. All **landscaping** should be clearly shown on the plans, calling out species type. A sign program may be submitted at this time. Certain types of conditional uses have additional special requirements under the Code and may require additional information to be submitted with the application; the Department staff will assist in determining what materials are required. A north arrow and scale shall be shown on each plan, and unless an exception is specifically granted by the Zoning Administrator the scale shall be not less than 1" = 20' for plot plans, 1/8" = 1' 0" for floor plans, and 1/4" = 1' 0" for plans showing layout of parking and loading.

- **Photographs:** The application must be accompanied by unmounted photographs, large enough to show the nature of the property but not over 11 X 17 inches.

All plans and other exhibits submitted with this application will be retained as part of the permanent public record in this case.

**After your case is assigned to a planner, you will be contacted and asked to provide an electronic version of this application including associated photos and drawings.**

**Fees:**

Please refer to the Planning Department Fee Schedule available at [www.sfplanning.org](http://www.sfplanning.org) or at the Planning Information Center (PIC) located at 1660 Mission Street, First Floor, San Francisco. For questions related to the Fee Schedule, please call the PIC at (415) 558-6377. Fees will be determined based on the estimated construction costs. Should the cost of staff time exceed the initial fee paid, an additional fee for time and materials may be billed upon completion of the hearing process or permit approval. Additional fees may also be collected for preparation and recordation of any documents with the San Francisco Assessor-Recorder's office and for monitoring compliance with any conditions of approval.

**The Pre-Application Process:**

The following types of projects require a Pre-Application Meeting, provided that the scope of work is subject to Planning Code Section 311 or 312 Notification. Please be aware that a Pre-Application meeting is also required prior to filing any Planning entitlement application (i.e. Conditional Use Authorization, Variance) for projects subject to 311 or 312 Notification.

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

Please refer to the Pre-Application Meeting Instruction Packet for further detail or contact planning staff with questions. The Pre-Application Meeting Instruction Packet is available at [www.sfplanning.org](http://www.sfplanning.org) or at the Planning Information Center (PIC) counter at 1660 Mission Street, First Floor, San Francisco.

**CEQA Review:**

The California Environmental Quality Act (CEQA) and Chapter 31 of the San Francisco Administrative Code implementing that act requires an Environmental Evaluation before the application may be considered. Please consult the Planning Department staff to determine if an Environmental Evaluation application must be submitted with this application. A separate fee is required for environmental review.

**Additional Large Project Authorization Design Review:**

The Planning Commission shall review and evaluate all physical aspects of the proposed project at the public hearing. The review shall address physical design issues including but not limited to the following:

1. Overall building massing and scale;
2. Architectural treatments, facade design and building materials;
3. The design of lower floors, including building setback areas, commercial space, townhouses, entries, utilities, and the design and siting of rear yards, parking and loading access;
4. The provision of required open space, both on- and off-site. In the case of off-site publicly accessible open space, the design, location, access, size, and equivalence in quality with that otherwise required on-site;
5. The provision of mid-block alleys and pathways on frontages between 200 and 300 linear feet per the criteria of Section 270, and the design of mid-block alleys and pathways as required by and pursuant to the criteria set forth in Section 270.2;
6. Streetscape and other public improvements, including tree planting, street furniture, and lighting;
7. Circulation, including streets, alleys and mid-block pedestrian pathways;
8. Bulk limits;
9. Other changes necessary to bring a project into conformance with any relevant design guidelines, Area Plan or Element of the General Plan.

The referenced Code sections are available on-line and may be explained to you at the PIC.

**Planning Commission Hearing Material:**

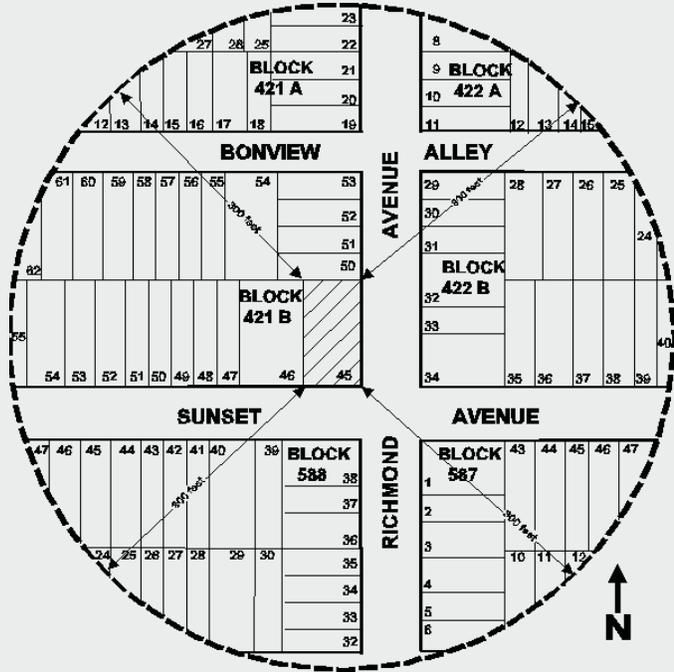
This timeline includes a deadline for project sponsors to submit material to staff to be included in the Commission packet. If the Sponsor does not submit the necessary material by the deadline, the project will be continued to a later hearing date.

- Three weeks prior to hearing: Project Sponsor submits draft project graphics (plans, renderings etc) to project planner.
- Two weeks prior to hearing: Project planner submits Draft staff report (must include draft attachments) to Team Leader for review.
- Ten days prior to hearing (5pm on Monday): Deadline for submittal of all sponsor material and public comment to be included in Commission packets
- One week prior to hearing: Project planner delivers complete Commission packets to the Commission Secretary.

**To file your Large Project Authorization application**, please call (415) 558-6378 in advance to schedule an intake appointment. At your scheduled appointment with a staff planner, please bring your completed application with all required materials.

# 300-foot Radius Map Instructions

1. The map must show all properties within 300-feet of the EXTERIOR boundaries of the property; a 300-foot radius map, drawn to a scale of 1 inch to 50 feet, either the original on TRACING paper or a blueprint copy (no photocopy accepted) is required for submittal with applications under the Planning Code, including variance, reclassification (rezoning), large project authorization, conditional use, and certain subdivision applications.
2. Submit two lists of the names and addresses, including the block and lot for each one, of all owners of the properties within 300 feet of the subject property and self-adhering labels with the same data. The latest Citywide tax roll is available at the Office of the Treasurer and Tax Collector, City Hall Room 140, 1 Dr. Carlton B. Goodlett Pl., San Francisco, CA 94102, for the preparation of this list. The labels will be used to mail notice of the time and place of the public hearing required.



NOTE: THIS EXAMPLE IS NOT TO REQUIRED SCALE

**EXAMPLE OF MAILING LABEL**

Block # / Lot #	#9331 / #07
Name	JOHN DOE
Address	123 South Street #2 San Francisco, CA 94100

The following businesses have indicated that they provide professional notification services. This listing does not constitute an endorsement. Other professionals can also perform this work and can be added to this list upon request.

3. If you wish to prepare the materials yourself, block maps may be traced at the office of the Assessor, 81 Dr. Carlton B. Goodlett Place, City Hall, Room 190. The width of the public right-of-way for the streets separating the blocks may be determined at the Department of Public Works, Bureau of Street Use and Mapping, 875 Stevenson Street, Room 460, 554-5810.
4. You may, for a fee that varies by firm, have a private drafting or mailing service prepare these materials.

**Build CADD**  
3515 Santiago Street  
San Francisco, CA 94116  
(415) 759-8710

**Javier Solorzano**  
3288 - 21st Street #49  
San Francisco, CA 94110  
(415) 724-5240  
Javier131064@yahoo.com

**Jerry Brown Designs**  
619 - 27th Street, Apt. A  
Oakland, CA 94612  
(415) 810-3703  
jbdsgn328@gmail.com

**Ted Madison Drafting**  
P.O. Box 8102  
Santa Rosa, CA 95407  
(707) 228-8850  
tmadison@pacbell.net

**Notificationmaps.com**  
Barry Dunzer  
(866) 752-6266  
www.notificationmaps.com

**Radius Services**  
1221 Harrison Street #18  
San Francisco, CA 94103  
(415) 391-4775  
radiuservices@aol.com

**Notice This**  
(650) 814-6750

# What Applicants Should Know About the Public Hearing Process and Community Outreach

- A. The Planning Commission encourages applicants to meet with all community groups and parties interested in their application early in the entitlement process. Department staff is available to assist in determining how to contact interested groups. Neighborhood organization lists area available on the Department's website. Notice of the hearing will be sent to groups in or near the neighborhood of the project. The applicant may be contacted by the Planning Department staff with requests for additional information or clarification. An applicant's cooperation will facilitate the timely review of the application.
- B. The Commission requests that applicants familiarize themselves with the procedure for public hearings, which are excerpted from the Planning Commission's Rules and Regulations below.
- Hearings.** A public hearing may be held on any matter before the Commission at either a Regular or a Special Meeting. The procedure for such public hearings shall be as follows:
1. A description of the issue by the Director or a member of the staff along with the Planning Department's recommendation.
  2. A presentation of the proposal by the project sponsor for a period not to exceed 15 minutes.
  3. A presentation of opposition to the proposal, by organized opposition, for a period not to exceed 15 minutes. Organized opposition will be recognized only upon written application to the president at or prior to the hearing. Such application should identify the organization(s) and speaker(s).
  4. Public testimony from proponents of the proposal. An individual may speak for a period not to exceed 3 minutes. An organization or group will be given a period not to exceed 5 minutes if the organization or group is represented by one speaker.
  5. Public testimony from opponents of the proposal would be taken under conditions parallel to those imposed on proposal proponents, 3 minutes for an individual and 5 minutes for a group or organization if the group or organization is represented by one speaker.
  6. The project sponsor or applicant will be given a period, not to exceed 5 minutes, within which to clarify any questions raised in previous testimony.
  7. Organized opposition, recognized in accordance with Paragraph 3 above, will be given a period not to exceed 5 minutes, within which to clarify any questions raised in previous testimony.
  8. Discussion and vote by the Planning Commission on the matter before it.
  9. The President may impose time limits on appearances by members of the public and may otherwise exercise his or her discretion on procedures for the conduct of public hearings.
- C. **Private Transcription.** The Commission President may authorize any person to transcribe the proceedings of a Regular, Special or Committee Meeting provided that the President may require that a copy of such transcript be provided for the Commission's permanent records.
- D. **Opportunities for Appeals by Other Bodies:** Planning Commission actions on Large Project Authorizations are final unless appealed to the Board of Supervisors within **30 days** of Commission action.

CASE NUMBER:  
For Staff Use only

# APPLICATION FOR Large Project Authorization

## 1. Owner/Applicant Information

PROPERTY OWNER'S NAME:	
PROPERTY OWNER'S ADDRESS:	
TELEPHONE:	(    )
EMAIL:	
NAME OF APPLICANT / CONTACT FOR PROJECT INFORMATION:	
Same as Above <input type="checkbox"/>	
ADDRESS:	TELEPHONE:
	(    )
	EMAIL:

## 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)

Change of Use  Change of Hours  New Construction  Alterations  Demolition  Other

If Other, please clarify: \_\_\_\_\_

**Additions to Building:** Rear  Front  Height  Side Yard

Present or Previous Use: \_\_\_\_\_

Proposed Use: \_\_\_\_\_

Building Permit Application No. \_\_\_\_\_ Date Filed: \_\_\_\_\_

#### 4. Project Summary Table

If you are not sure of the eventual size of the project, provide the maximum estimates.

	EXISTING USES:	EXISTING USES TO BE RETAINED:	NET NEW CONSTRUCTION AND/OR ADDITION:	PROJECT TOTALS:
<b>PROJECT FEATURES</b>				
Dwelling Units				
Hotel Rooms				
Parking Spaces				
Loading Spaces				
Number of Buildings				
Height of Building(s)				
Number of Stories				
Bicycle Spaces				
<b>GROSS SQUARE FOOTAGE (GSF)</b>				
Residential				
Retail				
Office				
Industrial/PDR <i>Production, Distribution, &amp; Repair</i>				
Parking				
Other (Specify Use)				
<b>TOTAL GSF</b>				

Please describe any additional project features that are not included in this table:  
(Attach a separate sheet if more space is needed.)

Please describe the bedroom count and mix, and any additional project features that are not included in this table:

#### 5. Action(s) Requested (Include Planning Code Section which authorizes action)

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# Large Project Authorization Exceptions

Pursuant to Planning Code Section 329 (d), as a component of the review process under this Section 329, projects may seek specific exceptions to the provisions of this Code as provided for below:

1. Exceeding the principally permitted accessory residential parking ratio described in Section 151.1 and pursuant to the criteria therein;
2. Exception from residential usable open space requirements. In circumstances where such exception is granted, a fee shall be required pursuant to the standards in Sections 135(j), pursuant to the criteria of Section 305(c).
3. Modification of the horizontal massing breaks required by Section 270.1 in light of any equivalent reduction of horizontal scale, equivalent volume of reduction, and unique and superior architectural design, pursuant to the criteria of Section 270.1(d).
4. Exception from satisfaction of loading requirements per Section 152.1 pursuant to the criteria contained therein.
5. Exception to height limits for vertical non-habitable architectural elements described in Section 263.21 and pursuant to the criteria therein;
6. Provision of the required minimum dwelling unit mix, as set forth in Section 207.6, pursuant to the criteria of Section 305(c);
7. Exception for rear yards, pursuant to the requirements of Section 134(f);
8. The number of Designated Office Stories for projects which are subject to vertical office controls pursuant to 219.1 or 803.9(h) and contain more than one building on the project site, so long as
  - a. an increase in the number of Designated Office Stories would result in a total square footage of office space no greater than that which would otherwise be permitted by the project.
  - b. office uses are consolidated within a lesser number of buildings than would otherwise be the case, and
  - c. the resulting location and mix of uses increases the project's consistency with nearby land uses;
9. Where not specified elsewhere in this Subsection (d), modification of other Code requirements which could otherwise be modified as a Planned Unit Development (as set forth in Section 304), irrespective of the zoning district in which the property is located.

Please describe in detail the exceptions being sought pursuant to this Section. Use an attachment if necessary.

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# Priority General Plan Policies Findings

Proposition M was adopted by the voters on November 4, 1986. It requires that the City shall find that proposed projects and demolitions are consistent with eight priority policies set forth in Section 101.1 of the City Planning Code. These eight policies are listed below. Please state how the project is consistent or inconsistent with each policy. Each statement should refer to specific circumstances or conditions applicable to the property. Each policy must have a response. IF A GIVEN POLICY DOES NOT APPLY TO YOUR PROJECT, EXPLAIN WHY IT DOES NOT.

1. That existing neighborhood-serving retail uses be preserved and enhanced and future opportunities for resident employment in and ownership of such businesses enhanced;

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2. That existing housing and neighborhood character be conserved and protected in order to preserve the cultural and economic diversity of our neighborhoods;

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3. That the City's supply of affordable housing be preserved and enhanced;

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4. That commuter traffic not impede Muni transit service or overburden our streets or neighborhood parking;

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CASE NUMBER:  
For Staff Use only

5. That a diverse economic base be maintained by protecting our industrial and service sectors from displacement due to commercial office development, and that future opportunities for resident employment and ownership in these sectors be enhanced;

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6. That the City achieve the greatest possible preparedness to protect against injury and loss of life in an earthquake;

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7. That landmarks and historic buildings be preserved; and

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8. That our parks and open space and their access to sunlight and vistas be protected from development.

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# Estimated Construction Costs

TYPE OF APPLICATION:	
OCCUPANCY CLASSIFICATION:	
BUILDING TYPE:	
TOTAL GROSS SQUARE FEET OF CONSTRUCTION:	BY PROPOSED USES:
ESTIMATED CONSTRUCTION COST:	
ESTIMATE PREPARED BY:	
FEE ESTABLISHED:	

## 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)

CASE NUMBER:  
For Staff Use only

## Application Submittal Checklist

Applications listed below submitted to the Planning Department must be accompanied by this checklist and all required materials. The checklist is to be completed and **signed by the applicant or authorized agent and a department staff person.**

APPLICATION MATERIALS	CHECKLIST
Application, with all blanks completed	<input type="checkbox"/>
300-foot radius map, if applicable	<input type="checkbox"/>
Address labels (original), if applicable	<input type="checkbox"/>
Address labels (copy of the above), if applicable	<input type="checkbox"/>
Site Plan	<input type="checkbox"/>
Floor Plan	<input type="checkbox"/>
Elevations	<input type="checkbox"/>
Section 303 Requirements	<input type="checkbox"/>
Prop. M Findings	<input type="checkbox"/>
Historic photographs (if possible), and current photographs	<input type="checkbox"/>
Check payable to Planning Dept.	<input type="checkbox"/>
Original Application signed by owner or agent	<input type="checkbox"/>
Letter of authorization for agent	<input type="checkbox"/>
Other: Section Plan, Detail drawings (ie. windows, door entries, trim), Specifications (for cleaning, repair, etc.) and/or Product cut sheets for new elements (ie. windows, doors)	<input type="checkbox"/>

**NOTES:**

- Required Material. Write "N/A" if you believe the item is not applicable, (e.g. letter of authorization is not required if application is signed by property owner.)
- Typically would not apply. Nevertheless, in a specific case, staff may require the item.
- Two sets of original labels and one copy of addresses of adjacent property owners and owners of property across street.

**After your case is assigned to a planner, you will be contacted and asked to provide an electronic version of this application including associated photos and drawings.**

Some applications will require additional materials not listed above. The above checklist does not include material needed for Planning review of a building permit. The "Application Packet" for Building Permit Applications lists those materials.

No application will be accepted by the Department unless the appropriate column on this form is completed. Receipt of this checklist, the accompanying application, and required materials by the Department serves to open a Planning file for the proposed project. After the file is established it will be assigned to a planner. At that time, the planner assigned will review the application to determine whether it is complete or whether additional information is required in order for the Department to make a decision on the proposal.

For Department Use Only

Application received by Planning Department:

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

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



**SAN FRANCISCO  
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.*