



SAN FRANCISCO  
PLANNING  
DEPARTMENT

# APPLICATION PACKET FOR Gasoline Service Station Conversion

Planning Department  
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Pursuant to Planning Code Section 228 through 228.5 the Planning Commission or the Zoning Administrator shall hear and make determinations regarding applications for the authorization of a conversion of a gasoline service station. The first pages on this document 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 GASOLINE SERVICE STATION CONVERSION?

The Gasoline Service Station Conversion Ordinance allows for the removal of any underground storage tank at a service station where removal of the tank is required to comply with a local, state or federal regulatory agency with jurisdiction over underground storage tanks. The removal of an underground tank pursuant to this Section does not otherwise exempt a property owner from the requirement of obtaining a Conditional Use Authorization or conversion determination to convert a gasoline service station.

Where the Bureau of Building Inspection and the Bureau of Fire Prevention and Public Safety determine that the service station is unsafe or dangerous and that demolition is the only feasible means to secure the public safety, the gasoline service station may be demolished. This provision, however, shall not relieve the property owner from continued use of the property as a gasoline service station.

## WHEN IS A GASOLINE SERVICE STATION CONVERSION APPLICATION NECESSARY?

A gasoline service station conversion application is necessary whenever an existing gasoline service station is proposed to be converted to a different type of use or removed. There are two separate processes that may be applicable when seeking to remove or convert a gas station. The first process is a determination made by the Zoning Administrator. To qualify for this option, the Applicant must make certain findings and prove that there is a financial hardship. Please see findings listed on Form B of this application.

The second process for removing or converting a gas station is through the Conditional Use Authorization process. A Conditional Use Authorization is heard before the Planning Commission. For gas stations that cannot make the findings of financial hardship associated with the Zoning Administrator determination, the Conditional Use Authorization process is a viable option. There are additional findings that must be made prior to submittal. Please see findings listed on Form A of this application.

Depending on the procedure chosen by the Applicant, certain processes and fees apply.

## 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 Gasoline Service Station Conversion application. Please bring this application and the supplemental Conditional Use Authorization application (if applicable). The Conditional Use Authorization application 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.

If you are seeking to remove or convert the gas station by using the Zoning Administrator determination procedure, please bring this application with Form B completed.

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 or Zoning Administrator determination hearing date. All owners within 300 feet of the subject property will receive notification of the hearing. The assigned planner will gather comments and concerns from the neighborhood during the notification period. (Additional information regarding the process is contained in the Conditional Use Authorization application.)

## WHO MAY APPLY FOR A GASOLINE SERVICE STATION CONVERSION APPLICATION?

The property owner or party designated as the owner's agent may apply for a Gasoline Service Station Conversion and supplemental Conditional Use (if applicable). [A letter of agent authorization from the owner must be attached.]

## INSTRUCTIONS:

The attached application for a Gasoline Service Station Conversion includes a project description, necessary contact information, 'Form A: Criteria for Conditional Use Authorization for Gasoline Service Station Conversion', and 'Form B: Criteria for Conversion Determination from the Zoning Administrator for Gasoline Service Station Conversion'. (Please also attach your supplemental Conditional Use application if applicable.) Please answer all questions fully and state in detail the manner in which you believe the criteria in

'Form A' or 'Form B' will be met. Please type or print in ink and attach pages if necessary.

Please provide the following materials with this application:

- **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 Gasoline Service Station Conversion.
- **Drawings:** The application must be accompanied by plans sufficient for proper determination of the case. In most cases 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. Where the size or use of floor areas is material to the case, **floor plans** will also be required.

Drawings of building **elevations** must be provided in most cases. 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 may require 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.

**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 a Planning Commission is required) 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 Gasoline Service Station Conversion 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 (and supplemental Conditional Use Authorization application if applicable) with all required materials.**



CASE NUMBER:  
For Staff Use only

# APPLICATION FOR Gasoline Service Station Conversion

## 1. Owner/Applicant Information

PROPERTY OWNER'S NAME:	
PROPERTY OWNER'S ADDRESS:	TELEPHONE: (    )
	EMAIL:

APPLICANT'S NAME:		Same as Above <input type="checkbox"/>
APPLICANT'S ADDRESS:	TELEPHONE: (    )	
	EMAIL:	

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:
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## 3. Project Description

( Please check all that apply ) <input type="checkbox"/> Change of Use <input type="checkbox"/> Change of Hours <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.: 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 )

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

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CASE NUMBER:  
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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)

**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. This application 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 it is complete. Receipt of this the 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.*