



SAN FRANCISCO  
PLANNING  
DEPARTMENT

## GENERAL PLANNING INFORMATION

# Neighborhood Notification

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

T: 415.558.6378  
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Date:  
July 2015

Subject:  
**Pursuant to Planning Code Sections 311 and 312, the Planning Department shall conduct a Neighborhood Notification for building expansions and certain changes of use dependent upon the zoning district of the subject property.**

## What is Neighborhood Notification?

As required by Planning Code Section 311 and 312, Neighborhood Notification is conducted by the Planning Department for many discretionary permits within certain zoning districts. When an applicant submits a Building Permit to the Department of Building Inspection (DBI), the Planning Department is the first reviewing agency and will conduct the Neighborhood Notification. Neighborhood Notification is mailed to neighbors within 150 feet of the subject property and relevant neighborhood groups for a 30-day public review period.

Building Permits for work located within the RH Districts (Residential House), RM Districts (Residential Mixed), Residential Enclave Districts (RED), Residential Transit Oriented Districts (RTO), Western SOMA Planning Area Special Use Districts, NC (Neighborhood Commercial) Districts, and Eastern Neighborhood Mixed Use Districts are subject to Neighborhood Notification dependent upon the scope of work. Typically, building expansions, certain changes of use, and formula retail uses (a.k.a. chain stores) require Neighborhood Notification.

## When is Neighborhood Notification Required?

### Pre-Application Meeting

A Pre-Application Meeting is required for horizontal and vertical expansions that meet specific thresholds, and specific changes of use. Please refer to page three of this document for additional information. Please keep in mind that the Pre-Application process must occur **prior** to conducting Neighborhood Notification.

### Residential Districts

Neighborhood Notification is required in residential districts (RH, RM, and RTO, Districts) when there is an expansion of the building envelope or a change in use. Removal of more than 75% of interior wall framing or 75% of existing framing will also trigger Neighborhood Notification.

### Neighborhood Commercial, RTO, RED, and Western SOMA Planning Area Special Use Districts:

Neighborhood Notification is required for all building permit applications for demolition, new construction, or alterations which expand the exterior dimensions of a building. In addition, Neighborhood Notification is required for all building permit applications for a change of use to a bar, a liquor store, a walk-up facility, other large institutions, other small institutions, a restaurant, a limited restaurant, a massage establishment, an outdoor activity, an adult or other entertainment use, a fringe financial service use, tobacco

paraphernalia establishment, or a formula retail use. In RTO Districts, a commercial change of use follows the provisions set forth in this section. Please refer to the Planning Code for definitions of these uses or contact the Public Information Center (PIC) at (415) 558-6377.

#### **Eastern Neighborhood Mixed Use Districts:**

Neighborhood Notification is required for all building permit applications for demolition, new construction, or alterations which expand the exterior dimensions of a building. In addition, Neighborhood Notification is required for all building permit applications for a change of use from any one land use category to another land use category. A "land use category" shall mean those categories used to organize individual land uses which appear in the use tables in Article 8 of the Planning Code, and include the following: residential use, institutional use, retail sales and service use, assembly, recreation and entertainment use, office use, motor vehicle services use, industrial home and business service use, or other use.

## How does the Process Work?

The process is split into four stages: 1) submittal, 2) planning review, 3) notification preparation, and 4) notification period. If you are unsure if your project is subject to Neighborhood Notification, please call the PIC at (415) 558-6377. You may also visit the PIC at 1660 Mission Street, First Floor, San Francisco.

### *Submittal*

At this time, submittal of Neighborhood Notification materials is **not** required with the Building Permit Application. Submittal of pre-application meeting materials is still required.

### *Planning Department Review*

After submittal, the Building Permit Application will be routed to Planning Department staff for review against the Planning Code, General Plan, Residential Design Guidelines, and/or other application design criteria. Additional review may be required by the Residential Design Team or the Urban Design Advisory Team dependent upon the zoning district and scope of work. During the review, modifications to the project may be requested. Planning staff will send the applicant a "Notice of Planning Department Requirements," that will describe necessary revisions, additional information required, and additional procedures needed to complete the application. During the review period, the assigned Planner assigned will notify the sponsor when to

submit the Neighborhood Notification materials. These materials generally include photographs, maps, and mailing lists. The applicant is responsible for the accuracy of these materials. Erroneous information may require re-mailing a notice or potentially lead to suspension or revocation of a permit.

### *Notice Preparation*

Once the Building Permit Application is complete and complies with all relevant Planning Codes and guidelines, the assigned planner will draft a notice describing the project. The planner will request a reduced set of plans (11" X 17" per Planning Code Section 311 or 8.5" X 11" per Planning Code Section 312), to be mailed with the notice. The plans must be legible. The planner will also request an electronic copy of the mailing list and plans on a CD-ROM. The notice will be mailed to all owners and occupants within 150 feet of the subject property and all relevant neighborhood groups.

An additional fee is required for mailing the notices that must be collected prior to the start of the notification period. Please refer to the Department's Fee Schedule for additional information.

The planner will also create an 11" X 17" orange poster that must be posted at the subject site during the 30-day notification period. The applicant is responsible for making sure that the poster is up for the duration of the notification period, and is posted in accordance with the Posting Ordinance.

### *Notification Period*

During the 30-day notification period, neighbors may contact the Project Sponsor or Planning staff to voice concerns or make comments regarding the proposal. Revisions to the plans made during the notification period may require a new notice. A neighbor may file for a Discretionary Review, which is a request for the Planning Commission to review the application. The Planning Department only accepts Discretionary Review applications prior to the expiration of the 30-day notification period. For more information regarding the Discretionary Review process, please visit [www.sfplanning.org](http://www.sfplanning.org).

If no Discretionary Review application is filed, Planning staff may approve the Building Permit Application after the 30-day notification period has ended and route the permit to the DBI for further review. The applicant must submit the Declaration of Posting after the Notification Period.

# Who May Apply for a Building Permit Application?

Only the property owner or a party designated as the owner's agent may apply for a Building Permit Application. [A letter of agent authorization from the owner must be attached.]

## Instructions for Applying:

Please provide the following materials with the Building Permit Application if subject to Neighborhood Notification:

- 150-Foot Map and Mailing List:** See instructions on page 4. Please be aware that the Planning Department will request that a CD-ROM with the mailing list in an excel mail merge format be submitted during the Notice Preparation stage of the process.
- 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 Building Permit Application.
- Drawings:** Please review the Department's "Plan Submittal Guidelines" handout. In all cases a **plot plan** is required, accurately showing full outlines of 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** are also required. Significant dimensions should be provided.

Drawings of building **elevations** must be provided in most cases. **Landscaping** should be clearly shown on the plans. 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. Please see the Plan Submittal Guidelines for additional information.

- Photographs:** The application must be accompanied by unmounted photographs, large enough to show the nature of the property and neighborhood context.
- Pre-Application Requirements.** A Pre-Application Meeting is required for projects that require Section 311/312 Neighborhood Notification and are equal to or greater to any of the physical expansion thresholds listed below. Please visit [www.sfplanning.org](http://www.sfplanning.org) for the Pre-Application packet, which includes a comprehensive instruction guide and required materials that **must** be submitted along with the

Building Permit Application. Please be aware that a Pre-Application meeting is also required prior to the first Planning entitlement (i.e. Conditional Use Authorization, Variance) subject to Section 311/312 Neighborhood Notification and meeting any of the thresholds listed below.

- New Construction that requires Section 311/312 Notification;
- Any vertical addition of 7 feet or more;
- Any horizontal addition of 10 feet or more;
- Decks that require Section 311 or 312 Notification;
- Section 313, PDR-I-B;
- Community Business Priority Processing Program (CB3P);
- All Formula Retail uses subject to a Conditional Use Authorization.

NOTE: A Pre-Application Meeting is required even if the horizontal addition referenced above does not increase the overall depth of the building or if the vertical addition referenced above does not change the overall building height.

- 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.
- Historic Review:** Additional review by a Preservation Planner may be required for buildings that are over 45 years in age or older. Typically, proposals that would require this review are visible from the public right of way and constitute a change from the original design.
- Fees:** Please refer to the Planning Department Fee Schedule available at [www.sfplanning.org](http://www.sfplanning.org) or at the 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 are 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.

# 150-foot Map Instructions

1. The map must show all properties within 150-feet of the EXTERIOR boundaries of the property drawn to a scale of 1 inch to 50 feet. The notification area shall be all properties within 150 feet of the subject lot in the same Assessor's Block and on the block face across from the subject lot. When the subject lot is a corner lot, the notification area shall further include all property on both block faces across from the subject lot, and the corner property diagonally across the street.

The notification map must include the following information:

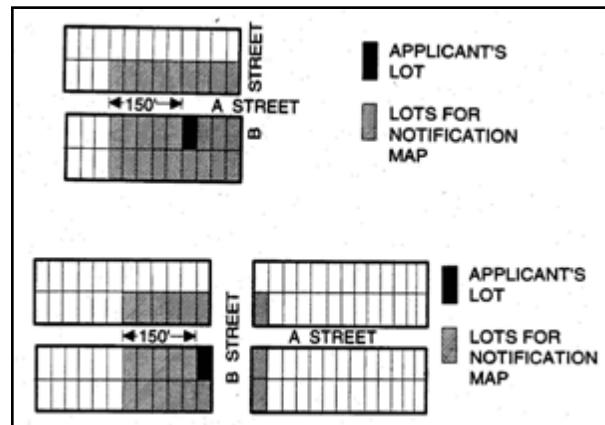
- a. Street Names and Addresses
- b. Assessor's Block and Lot Numbers
- c. Number of Dwelling Units per Lot
- d. Any Commercial Tenants

2. Submit a mailing list of the names and addresses, including the block and lot for each one, of all owners and occupants of the properties within 150 feet of the subject property. This data will subsequently be submitted in Excel format in a "mail merge" ready layout on a CD after Planning review. 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.

## EXAMPLE

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

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.



NOTE: THIS EXAMPLE IS NOT TO REQUIRED SCALE

4. You may, for a fee that varies by firm, have a private drafting or mailing service prepare these materials.

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.

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

**Notificationmaps.com**  
Barry Dunzer  
(866) 752-6266  
[www.notificationmaps.com](http://www.notificationmaps.com)

**Javier Solorzano**  
3288 - 21st Street #49  
San Francisco, CA 94110  
(415) 724-5240  
[javier131064@yahoo.com](mailto:javier131064@yahoo.com)

**Radius Services**  
1221 Harrison Street #18  
San Francisco, CA 94103  
(415) 391-4775  
[radiusservices@sfradius.com](mailto:radiusservices@sfradius.com)

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

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

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



SAN FRANCISCO  
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## FOR OTHER PLANNING 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.