

## How to Schedule an Appointment:

To schedule an intake appointment, please send an email request with this form attached to: [CPC.Intake@sfgov.org](mailto:CPC.Intake@sfgov.org)

You will receive a confirmation email within 2 business days offering the next date and time available. The message will also include any further instructions related to your submittal.

## Getting to your Appointment:

All intake meetings are conducted at 1650 Mission Street, 4th Floor.

*Note: This is not the Planning Information Center (PIC) location.*

Please arrive on time. Arriving more than 15 minutes after your scheduled appointment time will require you to reschedule.

*Note: Parking can be difficult in the area; the Department recommends taking public transit. For route planning assistance, visit [www.511.org](http://www.511.org).*

## At the Appointment:

Only complete submittals will be accepted! To ensure you have a complete application with all required materials, please refer to the checklist at the end of the application packet.

All fees are required to be paid in full upon submittal. Please refer to the current Fee Schedule or Fee Calculator to determine your fee. If you need assistance with this, please contact your assigned Planner Technician once you have a confirmed appointment.

*Note: If you have a fee deferral or payment arrangement established and approved by the Finance Division, please indicate this at the time you request your appointment.*

# INTAKE APPOINTMENT REQUEST FORM

## Property Information

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Property Address: \_\_\_\_\_

Assessor's Block / Lot(s): \_\_\_\_\_

## Contact Person

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Please complete the following with the information of the person **attending** the meeting.

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

## Application Type (check all that apply)

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- Certificate of Appropriateness
- Conditional Use Authorization - including PUD (303 & 304)
- Downtown Residential Project Authorization (309 and 309.1)
- Large Project Authorization (329)
- Mandatory Discretionary Review (317)
- Medical Cannabis Dispensary
- Office Allocation (321)
- Permit to Alter (Major)
- Planning Code and/or Zoning Map Amendment
- Variance
- Other: \_\_\_\_\_

## Reason for Submittal

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Planning Code Section(s): \_\_\_\_\_

Description: \_\_\_\_\_

## Priority Processing (Signed Approval by Planning **REQUIRED**)

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CB3P (Community Business CUA)

Director's Bulletin No. 2

## Construction Cost

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Total Job Value: \_\_\_\_\_

### For Planning Staff Use Only

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

Time: \_\_\_\_\_

Quadrant: \_\_\_\_\_

Planner Tech: \_\_\_\_\_

Intake Fee Estimate: \_\_\_\_\_

Follow-up Email Sent

Added to Schedule