



SAN FRANCISCO  
PLANNING  
DEPARTMENT

# REQUIRED CHECKLIST FOR Better Streets Plan Section 138.1(c)(2)

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Pursuant to Planning Code Section 138.1 and Administrative Code Section 98.1, many large construction projects trigger requirements for a Streetscape Plan.

Planning Department staff are available to advise you in the preparation of this checklist. Call (415) 558-6377 for further information.

## WHAT DOES THIS CHECKLIST DO?

This checklist describes applicable streetscape plan related requirements and will help you design a Code-compliant project. Completion of this checklist is a requirement for projects meeting the criteria identified below. **No permit will be approved by the Planning Department before satisfying all applicable streetscape plan requirements**, including receiving clearance from the Department’s Streetscape Design Advisory Team (SDAT).

## WHY IS A STREETSCAPE PLAN REQUIRED?

Streets make up 25% of San Francisco land area. In 2010, the City adopted the San Francisco Better Streets Plan, a unified set of standards, guidelines, and implementation strategies to govern how the City designs, builds, and maintains its pedestrian environment. The Better Streets Plan provides a blueprint for building streets that continue to function as corridors of movement while at the same time are improved to reach their potential for enhanced community life, recreational opportunities, and ecological benefits. Developers often propose or are required to improve the streets adjacent to their development. This creates a unique opportunity to completely re-make the street environment. Projects that meet the criteria below are required to make improvements consistent with the Better Streets Plan (<http://www.sfbetterstreets.org>).

## WHEN IS A STREETSCAPE PLAN REQUIRED?

If the project meets any **one** of the criteria from Category 1, and any **one** of the criteria from Category 2, then Section 138.1(c)(2) applies.

- | CATEGORY 1: PROJECT LOCATION   | CATEGORY 2: PROJECT SCOPE   |
|--|---|
| ✓ Is greater than ½-acre in total area; or   | ✓ New construction; or  |
| ✓ Contains 250 feet of total lot frontage on one or more publicly-accessible rights-of-way; or   | ✓ Addition of 20% or more of gross floor area to an existing building; or     |
| ✓ The frontage encompasses the entire block face between the nearest two intersections with any other publicly-accessible rights-of-way. | ✓ Alteration to greater than 50% of the existing square footage of a building |

## INSTRUCTIONS

An applicant for a project which meets the criteria identified above must complete this checklist and submit a copy of it to the Planning Department along with the building permit or other application(s) required for the project. **Not all projects meeting the criteria above will be subject to making streetscape improvements.** For example, if the street abutting the project already includes all of the streetscape improvements identified in the Better Streets Plan, SDAT may determine that no additional improvements are necessary.



**SAN FRANCISCO  
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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.*

BUILDING PERMIT  
OR CASE NUMBER:  
For Staff Use only

# REQUIRED CHECKLIST FOR Section 138.1(c)(2) Better Streets Plan

## 1. Applicant Information

CONTACT FOR PROJECT INFORMATION:	
ADDRESS:	TELEPHONE:
	(     )
	EMAIL:

## 2. Location and Classification of Property

STREET ADDRESS OF PROJECT:			
CROSS STREETS:			
ASSESSORS BLOCK/LOT:	LENGTH OF ALL LOT FRONTAGE(S):	LOT SIZE:	ZONING DISTRICT:
/			
RELATED BUILDING PERMIT APPLICATION AND/OR CASE NO.:			

## 3. Scope of Project

Requirements for a streetscape plan apply to the types of projects identified in the table below. Please check all boxes that apply to your project. If one or more boxes are checked in **both** Category 1 and Category 2, then a streetscape plan is required and you need to complete this form.

CATEGORY 1: PROJECT LOCATION		CATEGORY 2: PROJECT SCOPE	
<input type="checkbox"/>	I. Is greater than 1/2-acre in total area; or	<input type="checkbox"/>	I. New construction; or
<input type="checkbox"/>	II. Contains 250 feet of total lot frontage on one or more publicly-accessible rights-of-way; or	<input type="checkbox"/>	II. Addition of 20% or more of gross floor area to an existing building; or
<input type="checkbox"/>	III. The frontage encompasses the entire block face between the nearest two intersections with any other publicly-accessible rights-of-way.	<input type="checkbox"/>	III. Alteration to greater than 50% of the existing square footage of a building

#### 4. Streetscape Information

For all project street frontages, what is the street type?

FRONTAGE	STREET NAME	CROSS STREETS	SEGMENT LENGTH	STREET TYPE
Frontage 1				
Frontage 2				
Frontage 3				
Frontage 4				

For map of street types, see <http://www.sfbetterstreets.org/design-guidelines/street-types/>

For each project street frontage, does the proposed sidewalk meet the Recommended Width for the street type?

FRONTAGE	EXISTING WIDTH (IN FEET)	PROPOSED WIDTH (IN FEET)	MEETS RECOMMENDED WIDTH?
Frontage 1			<input type="checkbox"/> YES <input type="checkbox"/> NO
Frontage 2			<input type="checkbox"/> YES <input type="checkbox"/> NO
Frontage 3			<input type="checkbox"/> YES <input type="checkbox"/> NO
Frontage 4			<input type="checkbox"/> YES <input type="checkbox"/> NO

For recommended sidewalk width by street type, see <http://www.sfbetterstreets.org/design-guidelines/sidewalk-width/>

Does the proposed streetscape design include all standard streetscape improvements for the appropriate street type?

ELEMENT	INCLUDED IN PROPOSAL?
Curb ramps	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A
Corner curb extensions	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A
Street trees	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A
Sidewalk plantings	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A
Pedestrian lighting	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A
Special sidewalk paving (furnishing zone)	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A EXPLAIN _____
Site furnishings (benches, bike racks, etc.)	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A EXPLAIN _____
Other	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A

See <http://www.sfbetterstreets.org/design-guidelines/streetscape-elements-by-street-type/>

*All improvements in the public right-of-way are subject to all applicable City permits and approvals.*

## 5. Streetscape Plan

If the project triggers Section 138.1(c)(2) of the Planning Code, please attach a Streetscape Plan showing the location, design, and dimensions of all existing and proposed streetscape elements in the public right-of-way for all property frontages, and the relation of such elements to proposed new construction and site work on the subject property.

### Streetscape Plan Checklist

PROPOSED STREETScape ELEMENTS	SHOWN IN STREETScape PLAN
Property line	<input type="checkbox"/> YES <input type="checkbox"/> NO
Proposed building edge and any features overhanging the right-of-way (e.g. bay windows)	<input type="checkbox"/> YES <input type="checkbox"/> NO
Curb lines (existing and proposed)	<input type="checkbox"/> YES <input type="checkbox"/> NO
Roadway dimensions, including lane dimensions if available	<input type="checkbox"/> YES <input type="checkbox"/> NO
Street trees	<input type="checkbox"/> YES <input type="checkbox"/> NO
Sidewalk landscaping	<input type="checkbox"/> YES <input type="checkbox"/> NO
Street and pedestrian lighting	<input type="checkbox"/> YES <input type="checkbox"/> NO
Site furnishings	<input type="checkbox"/> YES <input type="checkbox"/> NO
Paving materials	<input type="checkbox"/> YES <input type="checkbox"/> NO
Utilities	<input type="checkbox"/> YES <input type="checkbox"/> NO
Driveways	<input type="checkbox"/> YES <input type="checkbox"/> NO

# Planning Department Determination

TO BE COMPLETED BY STAFF ONLY. DO NOT LEAVE ANY SECTION BLANK

BUILDING PERMIT / CASE NO	
PLANS DATED	
Does the project trigger Section 138.1(c)(2) Better Streets requirements?	
Category 1: Project Location	<p>Is the project located on a lot that:</p> <p><input type="checkbox"/> I. Is greater than ½-acre in total area; or</p> <p><input type="checkbox"/> II. Contains 250 feet of total lot frontage on one or more publicly-accessible rights-of-way; or</p> <p><input type="checkbox"/> III. The frontage encompasses the entire block face between the nearest two intersections with any other publicly-accessible rights-of-way.</p>
Category 2: Project Scope	<p>Does the project include:</p> <p><input type="checkbox"/> I. New construction; or</p> <p><input type="checkbox"/> II. Addition of 20% or more of gross floor area to an existing building; or</p> <p><input type="checkbox"/> III. Alteration to greater than 50% of the existing square footage of a building.</p>
<p>If the project meets any one of the criteria from Category 1 and any one of the criteria from Category 2, then Section 138.1(c)(2) applies, and the applicant must submit a Streetscape Plan. The Streetscape Plan will be reviewed by the Streetscape Design Review Team (SDAT).</p> <p>The project planner is responsible for scheduling a SDAT meeting, and should bring the Streetscape Plan and this filled-out form to the meeting. At the meeting, there will be an opportunity to review the project against other street designations that may be applicable, including high injury corridors.</p>	
STAFF TO SIGN.	
Signature: _____ Print Name: _____ Date: _____	
SDAT Meeting Date : _____	
<i>Once the SDAT meeting has taken place, the Planner should attach the SDAT meeting notes to this form.</i>	

## Staff Checklist

- ✓ The applicant has completed this entire checklist.
- ✓ Once signed, a copy of this checklist has been returned to the applicant. The original has been included in the project file.
- ✓ The Streetscape Plan and SDAT notes should be included in the project file.