



SAN FRANCISCO PLANNING DEPARTMENT

New Planning Code Summary:

Notice to Tenants of Dwelling Unit Merger or Demolition

Amended Sections: 311 and 312
Case Number: 2015-008150PCA
Board File/Enactment #: 150587/208-15
Initiated by: Supervisor Wiener
Effective Date: January 8, 2016

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Summary of Planning Code Amendment:

The Ordinance amends Planning Code Sections 311 and 312 by requiring notice to tenants in unauthorized units of applications removing residential units in the buildings in which they reside.

The Way It Was:

1. Written notice is required to be mailed to tenants residing in a building where a building permit application proposing to eliminate a residential unit is filed. However, Planning Code Sections 311 and 312 did not require notice to be mailed to tenants residing in unauthorized units in the building where the building permit application was filed.
2. For the purposes of mailed notices, Project Sponsors are required to use the latest City-wide Assessor's roll for providing the addresses of owners and occupants within the notification area. However, the Planning Code did not require Project Sponsors to provide the Zoning Administrator (ZA) with a list of all tenants residing in the subject property, including those in unauthorized units.
3. The Planning Department requires Project Sponsors to post a notice along the subject property's property line when submitting a building permit application subject to Sections 311 and 312. This notice must be visible from the public street, alley or sidewalk. However, these Planning Code Sections did not require Project Sponsors to post a notice in a conspicuous common area of a subject building when submitting a building permit application to eliminate a residential unit.

The Way It Is Now:

1. In addition to the requirements listed above, Planning Code Sections 311 and 312 now also require notice to be mailed to tenants residing in unauthorized units of

a subject property when a building permit application proposing to eliminate either an authorized or unauthorized residential unit is filed.

2. In addition to using the latest City-wide Assessor's roll to provide addresses for owners and occupants within the notification area, the Planning Code requires Project Sponsors to provide the ZA with a list of all tenants residing in a building, including those residing in unauthorized units, when a building permit application proposes the elimination of at least one residential unit.
3. The Planning Code requires Project Sponsors to post a notice in a conspicuous common area of a subject building when submitting a building permit application to eliminate a residential unit. This is in addition to the existing posted notice requirement pursuant to Planning Code Sections 311(c)(2) and 312(d)(2).

Link to Signed Legislation:

<https://sfgov.legistar.com/View.ashx?M=F&ID=4178839&GUID=8851FBDA-F755-4FEA-AC25-84C8CCB8EF3B>