



TDM PROGRAM PRE-OCCUPANCY MONITORING AND REPORTING FORM

FORM SUBMITTAL REQUIREMENTS

Prior to the issuance of a First Certificate of Occupancy for a building subject to the TDM Program, the Pre-Occupancy Monitoring and Reporting Form must be completed and approved by the Planning Department. The Project's designated TDM coordinator must provide a description and evidence of the programmatic TDM measures to be implemented and facilitate a site inspection by Planning Department staff to confirm that all approved physical measures in the Project's TDM Plan are implemented and/or installed.

For assistance in preparing the Pre-Occupancy Monitoring and Reporting Form, the Department provides a number of resources online. Please visit <http://sfplanning.org/tdm> for more information or email tdm@sfgov.org.

Español: Si desea ayuda sobre cómo llenar esta solicitud en español, por favor llame al 628.652.7550. Tenga en cuenta que el Departamento de Planificación requerirá al menos un día hábil para responder.

中文: 如果您希望獲得使用中文填寫這份申請表的幫助, 請致電628.652.7550。請注意, 規劃部門需要至少一個工作日來回應。

Filipino: Kung gusto mo ng tulong sa pagkumpleto ng application na ito sa Filipino, paki tawagan ang 628.652.7550. Paki tandaan na mangangailangan ang Planning Department ng hindi kukulangin sa isang araw na pantrabaho para makasagot.

WHAT TO SUBMIT:

1. One (1) complete and signed Pre-Occupancy Monitoring and Reporting Form.
2. Plans showing the physical TDM measures and their locations.
3. A written description of and documentation of the programmatic measures to be implemented.
4. A signed letter stating that the TDM coordinator agrees to distribute a copy of the TDM Plan with new employee packets, tenant lease documents, and/or deeds to each new employee, tenant, or owner.
5. If you are not the property owner or designated TDM coordinator, a Letter of Authorization from the owner(s) designating an Authorized Agent to communicate with the Planning Department on their behalf is required.

WHEN TO SUBMIT:

After the Development Project's TDM Plan is finalized, but before construction is completed. It is the responsibility of the TDM coordinator to contact the Planning Department when the construction is nearing completion.

HOW TO SUBMIT:

The Pre-Occupancy Monitoring and Reporting Form is found here: <http://sfplanning.org/permit-forms-applications-and-fees>.

To submit your Pre-Occupancy Monitoring and Reporting Form, please email the form and all accompanying materials to tdm@sfgov.org.

HOW TO OBTAIN APPROVAL:

The Planning Department will review the Pre-Occupancy Monitoring and Reporting Form, and all associated materials and will contact the TDM Coordinator within 30 business days to schedule an in-person site inspection to document that all physical measures are implemented and/or installed. Once all TDM measures are verified, the Planning Department will approve the Pre-Occupancy Monitoring and Reporting Form. For Ongoing Monitoring and Reporting requirements and details, visit <http://sfplanning.org/tdm>.



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Property Information

Project Address: _____

Block/Lot(s): _____

Property Owner's Information

Name: _____

Address: _____

Email: _____

Phone: _____

TDM Coordinator's Information (Primary Contact)

Name: _____

Same as above

Company/Organization: _____

Address: _____

Email: _____

Phone: _____

For Department Use Only

Form received by Planning Department:

By: _____

Date: _____

SITE INSPECTION

To obtain approval on the Pre-Occupancy Monitoring and Reporting Form, this Development Project shall show sufficient evidence of the following:

SUBSTANTIAL EVIDENCE	YES	NO
Designated TDM Coordinator: The Project designated a TDM coordinator.		
Number of Accessory Parking Spaces: This Project built the number of parking spaces as indicated on the approved building permit, consistent with the finalized TDM Plan.		
Programmatic Measures: This Project provided evidence that the programmatic measures as recorded in its TDM Plan will be implemented once the building is occupied.		
Physical Measures: This Project installed all physical measures as recorded in its TDM Plan.		
Target Points Achieved: This Project achieves all target points required per its finalized TDM Plan.		

Compliance: This Project is eligible to receive its First Certificate of Occupancy from DBI.		
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TDM Program Staff Signature

Date

Site Inspection Notes:

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 TDM Program Standards included multiple options to meet the target, and of those options, the owner has implemented and/or installed the TDM measures included in the finalized TDM Plan application.
- d) Other information or applications may be required.

Signature

Name (Printed)

Relationship to Project
(i.e. Owner, Architect, etc.)

Phone

Email

For Department Use Only

Form received by Planning Department:

By: _____

Date: _____