



# SAN FRANCISCO PLANNING DEPARTMENT

## Fee Exemption Application

Per Section 350(j)(2) of the San Francisco Planning Code and Section 31.22(h)(2) of the San Francisco Administrative Code, an exemption from paying the full fees for Discretionary Reviews and Appeals may be granted when the requestor's income is not enough to pay for the fee without affecting their abilities to pay for the necessities of life, provided that the person seeking the exemption demonstrates to the Planning Director or his/her designee that they are substantially affected by the proposed project.

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Select the application for which a fee exemption is being requested:

- Discretionary Review Request
- Appeal to the Board of Supervisors
- Appeal to the Planning Commission (Environmental Application)
- Appeal to the Board of Supervisors (Environmental Application)

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

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

Record ID: \_\_\_\_\_

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

Justification for Exemption Request: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

The requestor must submit documentation proving that their "income is not enough to pay for the fee without affecting their abilities to pay for the necessities of life." Select the documentation being submitted with this application:

- IRS Tax Form 1040/1099/540
- W-2 / Unemployment Benefits
- Medi-Cal Eligibility Statement
- Other: \_\_\_\_\_

### Department Determination:

Approval /  Denial \_\_\_\_\_

Date: \_\_\_\_\_ Yvonne Ko, Revenue Team Supervisor

Date: \_\_\_\_\_ Anika Lyons, Finance Operations Manager