



APPLICATION PACKET OF INFORMATION FOR **Transportation Demand Management Program**

WHAT IS THE TRANSPORTATION DEMAND MANAGEMENT (TDM) PROGRAM?

The City and County of San Francisco (“City”) is projected to grow substantially through 2040, and this growth will bring more cars. The Transportation Demand Management (TDM) Program is aimed at improving and expanding the City’s transportation system, and it creates a policy framework for new private development to minimize its impact on the transportation system. The TDM Program helps ensure that new developments are designed to make it easier for residents, tenants, employees, and visitors to get around by sustainable travel modes, such as transit, walking, and biking. Property owners choose from a variety of TDM measures, which are intended to reduce Vehicle Miles Traveled (“VMT”) associated with a particular type of development project.

Planning Code Section 169 identifies the applicability for the TDM Program and establishes the TDM Program Standards. The TDM Program Standards contain the specific requirements necessary for a Development Project’s compliance with the TDM Program. These requirements include submittal of one or more TDM Plans. The TDM Plan(s) shall document the Development Project’s compliance with the TDM Program, including the Development Project’s point target and associated TDM measures selected to achieve that point target.

WHEN IS A TDM PLAN NECESSARY?

In general, any Development Project that meets the applicability criteria of Planning Code Section 169.3 shall be subject to the TDM Program requirements, and must submit a TDM Plan. This includes projects that propose:

- Addition/Construction of ten (10) or more Dwelling Units
- Addition/Construction of ten (10) or more bedrooms of Group Housing
- New construction resulting in 10,000 square feet of **occupied floor area** or more of any use other than Residential, excluding any area used for accessory parking
- Any Change of Use of 25,000 square feet of **occupied floor area** or more of any use other than Residential, excluding any area used for accessory parking, if:
 - The Change of Use involves a change from a Residential use to any use other than Residential, or
 - The Change of Use involves a change from any use other than Residential to another use other than Residential.

Projects that are 100% Affordable Housing, or projects that are for Parking Garages or Parking Lots that are not included within a larger Development Project, are exempt from the TDM Program requirements.

Projects with a Development Application filed, or an Environmental Evaluation Application deemed complete on or before September 4, 2016, shall be subject to 50% of the applicable target requirement. Projects not meeting the above criteria, but which file a Development Application before January 1, 2018, shall be subject to 75% of the applicable target requirement. Projects submitting their first Development Application on or after January 1, 2018 shall be subject to 100% of the target requirement.

HOW DOES THE PROCESS WORK?

If the project is subject to the TDM Program per Planning Code Section 169.3, the Project Sponsor shall fill out and submit the accompanying application form, along with the associated application fee, at the time of submittal for the first Development Application for the project.

For projects that require a pre-application community meeting, the Project Sponsor must discuss potential TDM measures at the meeting and solicit feedback from the local community to be taken into consideration when preparing the proposed TDM Plan application for submission. In addition, if the project requires a Preliminary Project Assessment (PPA), the Project Sponsor is required to submit a draft TDM Plan with the PPA application.

Once the TDM Plan is received, Planning Department staff will review the application for compliance with the TDM Program Standards in conjunction with review of the Development Application for the project. The project will be subject to the TDM Program Standards in effect on the date the TDM Plan application is accepted at the Planning Department.

A project's TDM Plan will be finalized prior to Planning Department approval of the associated building permit. The final TDM Plan will be recorded as a Notice in the Official Records of the Recorder of the City. Neither the Planning Commission or the Zoning Administrator can waive, reduce, or adjust the requirements of the TDM Program through the approval process for the Development Application. However, a Development Project's finalized TDM Plan may be subsequently modified after the issuance of a building or site permit, in accordance with Planning Code Section 169.4 and the TDM Program Standards.

All projects subject to the TDM Program must designate a TDM coordinator: the point of contact for Planning Department staff on the project's compliance with the TDM Program. The project's TDM coordinator will also coordinate a pre-occupancy site visit with Planning Department staff, and will submit Pre-Occupancy and Ongoing Monitoring and Reporting Forms along with the associated monitoring fee. These steps will help the Department ensure that the project will continue to comply with its TDM Plan.

WHO MAY SUBMIT A TDM PLAN?

The TDM Plan will be recorded on the property and will run with the property in perpetuity. Therefore, the property owner or a party designated as the owner's agent may submit the TDM Plan application.

FEES:

Please refer to the Planning Department Fee Schedule available at www.sfplanning.org or at the Planning Information Center (PIC) located at 1660 Mission Street, First Floor, San Francisco. For questions related to the Fee Schedule, please call the PIC at (415) 558-6377.

Submission of a TDM Plan application includes an initial application submittal fee. Should the cost of staff time exceed the initial fee paid, an additional fee for time and materials may be billed upon completion of the hearing process or permit approval. Monitoring for compliance will occur once a year beginning 18 months after occupancy, or will occur once every 3 years for those property owners that are in good standing after a period of 5 consecutive years. Such monitoring will be subject to a separate application and associated fee.

Development Projects consisting of 24 or fewer Dwelling Units shall be exempt from the periodic compliance review fee and the voluntary TDM Plan update review fee, but shall otherwise be subject to the TDM Program, including the required payment of the initial application fee.

Any land use that requires a TDM Plan, but will be occupied by a non-profit organization that will receive funding from the City to provide services at the subject property shall be exempt from all TDM application fees, provided it files a fee waiver application with the TDM Plan application at the time of submittal, and additional fee waivers with each Ongoing Monitoring and Reporting Form, and as needed if there is a voluntary TDM Plan update submittal. These non-profit fee waivers shall be revoked if a change occurs in the use or tenancy of the project, such that the minimum requirements for a waiver are no longer met.

TDM PLAN UPDATE:

Following occupancy of a project, if a property owner wishes to change their TDM Plan and select different measures they may submit a TDM Plan Update application, so long as it would still allow them to achieve the required point target for their Development Project. The attached application will also be used for the TDM Plan Update application, and will require a Letter of Authorization from the property owner and a written description of any programmatic TDM measures to be offered. Additionally, for a TDM Plan Update application, a set of plans must be submitted showing any physical TDM measures.



TRANSPORTATION DEMAND MANAGEMENT (TDM) PROGRAM

APPLICATION SUBMITTAL REQUIREMENTS

The attached application for a TDM Plan includes a basic project description, necessary contact information, more detailed project description tables that identify the proposed land use(s), relevant point target(s) for the project, and a TDM Menu worksheet that lists the various measures the project may select in order to meet the required point target. For any programmatic TDM measures you must include a written description of the services to be provided. For physical TDM measures, the plans associated with the Development Application must show the location, number, and/or dimensions of these measures; however, a separate set of drawings is not required with the TDM application. Please answer all questions fully. Please type or print in ink and attach pages if necessary.

For assistance in preparing a TDM Plan, the Department provides a number of resources available online. Please visit <http://sf-planning.org/tdm-materials-and-resources> for more information.

WHAT TO SUBMIT:

1. One (1) original of this application signed by owner or agent, with all blanks filled in.
2. A digital copy of all documents submitted (may be provided via CD or USB drive), containing the application and any other submittal materials that are available electronically.
3. Additional Information for Programmatic TDM Measures: the application must be accompanied by a written description of the services to be provided for any programmatic TDM measures.
4. A check made payable to the "San Francisco Planning Department" for the required application fee amount. (See Fee Schedule and/or Calculator)

Additionally, if you are not the property owner:

5. Written documentation from the property owner designating the Applicant as an Authorized Agent.

All plans and other exhibits submitted with this application will be retained as part of the permanent public record in this case.

HOW TO SUBMIT:

To file your TDM Plan application, please bring the application and all accompanying materials with you at the time of your intake appointment for the project's Development Application.

To schedule an appointment, please send an email request along with the intake appointment request form to: CPC.Intake@sfgov.org.

Intake request forms are available here: <http://sf-planning.org/permit-forms-applications-and-fees>.

Projects that only require a Building Permit Application or if the Building Permit Application is the first Development Application filed for the project, the TDM Plan application may be submitted in person at the Planning Information Center at 1660 Mission Street, first floor.

Español: Si desea ayuda sobre cómo llenar esta solicitud en español, por favor llame al 415-575-9010. 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415-575-9010。請注意, 規劃部門需要至少一個工作日來回應。

Tagalog: Kung gusto mo ng tulong sa pagkumpleto ng application na ito sa Filipino, paki tawagan ang 415-575-9121. Paki tandaan na mangangailangan ang Planning Department ng hindi kukulangin sa isang araw na pantrabaho para makasagot.



TRANSPORTATION DEMAND MANAGEMENT (TDM) PLAN APPLICATION

Property Owner's Information

Name: _____

Address: _____ Email Address: _____

Telephone: _____

Applicant Information (if applicable)

Name: _____ Same as above

Company/Organization: _____

Address: _____ Email Address: _____

Telephone: _____

Please Select Billing Contact: Owner Applicant Other (see below for details)

Name: _____ Email: _____ Phone: _____

Please Select Primary Project/TDM Contact: Owner Applicant Billing Other (see below for details)

Name: _____ Email: _____ Phone: _____

Property Information

Project Address: _____ Block/Lot(s): _____

Project Description:

Please provide a narrative project description that summarizes the project and its purpose. See Attachment

LAND USE TABLES

If you are not sure of the eventual size of the project, provide the maximum estimates.

Gross Floor Area and Occupied Floor Area are defined in Planning Code Section 102.

Land Use Category A (Retail)	
Gross Floor Area (GFA)	
Occupied Floor Area (OFA)	
Number of Accessory Parking Spaces	
Target Points	

Land Use Category B (Office)	
Gross Floor Area (GFA)	
Occupied Floor Area (OFA)	
Number of Accessory Parking Spaces	
Target Points	

Land Use Category C (Residential)	
Gross Floor Area (GFA)	
Occupied Floor Area (OFA)	
Number of Accessory Parking Spaces	
Target Points	

Land Use Category D (Other)	
Gross Floor Area (GFA)	
Occupied Floor Area (OFA)	
Number of Accessory Parking Spaces	
Target Points	

TDM PLAN WORKSHEET

Category	Measure	Points	Land Use Category			
			A Retail	B Office	C Residential	D Other
ACTIVE-1	Improve Walking Conditions: Option A ; or	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
	Improve Walking Conditions: Option B	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
ACTIVE-2	Bicycle Parking: Option A ; or	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Bicycle Parking: Option B ; or	2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Bicycle Parking: Option C ; or	3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Bicycle Parking: Option D	4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
ACTIVE-3	Showers and Lockers	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ACTIVE-4	Bike Share Membership: Location A ; or	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
	Bike Share Membership: Location B	2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
ACTIVE-5A	Bicycle Repair Station	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
ACTIVE-5B	Bicycle Maintenance Services	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
ACTIVE-6	Fleet of Bicycles	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
ACTIVE-7	Bicycle Valet Parking	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
CSHARE-1	Car-share Parking and Membership: Option A ; or	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Car-share Parking and Membership: Option B ; or	2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Car-share Parking and Membership: Option C ; or	3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Car-share Parking and Membership: Option D ; or	4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
	Car-share Parking and Membership: Option E	5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
DELIVERY-1	Delivery Supportive Amenities	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
DELIVERY-2	Provide Delivery Services	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
FAMILY-1	Family TDM Amenities: Option A ; and/or	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Family TDM Amenities: Option B	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FAMILY-2	On-site Childcare	2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FAMILY-3	Family TDM Package	2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HOV-1	Contributions or Incentives for Sustainable Transportation: Option A ; or	2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
	Contributions or Incentives for Sustainable Transportation: Option B ; or	4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
	Contributions or Incentives for Sustainable Transportation: Option C ; or	6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
	Contributions or Incentives for Sustainable Transportation: Option D	8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
HOV-2	Shuttle Bus Service: Option A ; or	7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
	Shuttle Bus Service: Option B	14	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>

- = applicable to land use category.
- = applicable to land use category, see fact sheets for further details regarding project size and/or location.
- = applicable to land use category only if project includes some parking.
- = not applicable to land use category.
- = project sponsor can select these measures for land use category D, but will not receive points.

NOTE: Please tally the points on the next page.

NOTE: A project sponsor can only receive up to 14 points between HOV-2 and HOV-3.

Category	Measure	Points	Land Use Category			
			A Retail	B Office	C Residential	D Other
HOV-3	Vanpool Program: Option A; or	1	☑	☑	☒	○
	Vanpool Program: Option B; or	2	☑	☑	☒	○
	Vanpool Program: Option C; or	3	☑	☑	☒	○
	Vanpool Program: Option D; or	4	☑	☑	☒	○
	Vanpool Program: Option E; or	5	☑	☑	☒	○
	Vanpool Program: Option F; or	6	☑	☑	☒	○
	Vanpool Program: Option G	7	☑	☑	☒	○
INFO-1	Multimodal Wayfinding Signage	1	☑	☑	☑	☑
INFO-2	Real Time Transportation Information Displays	1	☑	☑	☑	☑
INFO-3	Tailored Transportation Marketing Services: Option A; or	1	☑	☑	☑	○
	Tailored Transportation Marketing Services: Option B; or	2	☑	☑	☑	○
	Tailored Transportation Marketing Services: Option C; or	3	☑	☑	☑	○
	Tailored Transportation Marketing Services: Option D	4	☑	☑	☑	○
LU-1	Healthy Food Retail in Underserved Area	2	☑	☒	☒	☒
LU-2	On-site Affordable Housing: Option A; or	1	☒	☒	☑	☒
	On-site Affordable Housing: Option B; or	2	☒	☒	☑	☒
	On-site Affordable Housing: Option C; or	3	☒	☒	☑	☒
	On-site Affordable Housing: Option D	4	☒	☒	☑	☒
PKG-1	Unbundle Parking: Location A; or	1	☑☐	☑☐	☑☐	○
	Unbundle Parking: Location B; or	2	☑☐	☑☐	☑☐	○
	Unbundle Parking: Location C; or	3	☑☐	☑☐	☑☐	○
	Unbundle Parking: Location D; or	4	☑☐	☑☐	☑☐	○
	Unbundle Parking: Location E	5	☑☐	☑☐	☑☐	○
PKG-2	Parking Pricing	2	☐	☐	☒	○
PKG-3	Parking Cash Out: Non-residential Tenants	2	☐	☐	☒	○
PKG-4	Parking Supply: Option A; or	1	☐	☐	☐	☐
	Parking Supply: Option B; or	2	☐	☐	☐	☐
	Parking Supply: Option C; or	3	☐	☐	☐	☐
	Parking Supply: Option D; or	4	☐	☐	☐	○
	Parking Supply: Option E; or	5	☐	☐	☐	○
	Parking Supply: Option F; or	6	☐	☐	☐	○
	Parking Supply: Option G; or	7	☐	☐	☐	○
	Parking Supply: Option H; or	8	☐	☐	☐	○
	Parking Supply: Option I; or	9	☐	☐	☐	○
	Parking Supply: Option J; or	10	☐	☐	☐	○
	Parking Supply: Option K	11	☑	☑	☑	○

- ☑ = applicable to land use category.
- ☑☐ = applicable to land use category, see fact sheets for further details regarding project size and/or location.
- ☐ = applicable to land use category only if project includes some parking.
- ☒ = not applicable to land use category.
- = project sponsor can select these measures for land use category D, but will not receive points.

Land Use Category Totals

A Retail B Office C Residential D Other

Point Subtotal from Page 1: _____

Point Subtotal from Page 2: _____

Totals: _____

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 selected the TDM measures included in the 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

Application received by Planning Department:

By: _____

Date: _____