



SAN FRANCISCO PLANNING DEPARTMENT

MEMO

DATE: March 14, 2018
TO: Jayesh Patel, Project Sponsor
FROM: Rick Cooper, Planning Department
RE: PPA Case No. 2017-016315PPA for 0 Guttenberg Street

1650 Mission St.
Suite 400
San Francisco,
CA 94103-2479

Reception:
415.558.6378

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415.558.6409

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415.558.6377

Please find the attached Preliminary Project Assessment (PPA) for the address listed above. You may contact the staff contact, Don Lewis, at (415) 575-9168 or don.lewis@sfgov.org, to answer any questions you may have, or to schedule a follow-up meeting.

A handwritten signature in cursive script, appearing to read "Rick Cooper".

Rick Cooper, Principal Planner



SAN FRANCISCO PLANNING DEPARTMENT

Preliminary Project Assessment

Date: March 14, 2018
Case No.: **2017-016315PPA**
Project Address: 0 Guttenberg Street
Block/Lot: 6475/055
Zoning: RH-1 (Residential-House, One Family)
40-X
Area Plan: Not Applicable
Project Sponsor: Jayesh Patel, P& J Builders LLC
(510) 290-0563
Staff Contact: Don Lewis – (415) 575-9168
don.lewis@sfgov.org

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DISCLAIMERS:

This Preliminary Project Assessment (PPA) letter provides feedback to the project sponsor from the Planning Department regarding the proposed project described in the PPA application submitted on December 14, 2017, as summarized below. This PPA letter identifies Planning Department review requirements for the proposed project, including those related to environmental review, approvals, neighborhood notification and public outreach, the Planning Code, project design, and other general issues of concern for the project. Please be advised that the PPA application does not constitute an application for development with the Planning Department. The PPA letter also does not represent a complete review of the proposed project, does not grant a project approval of any kind, and does not in any way supersede any required Planning Department approvals listed below.

The Planning Department may provide additional comments regarding the proposed project once the required applications listed below are submitted. While some approvals are granted by the Planning Department, some are at the discretion of other bodies, such as the Planning Commission or Historic Preservation Commission. Additionally, it is likely that the project will require approvals from other City agencies such as the Department of Building Inspection, Public Works, the Municipal Transportation Agency, Department of Public Health, San Francisco Public Utilities Commission, and others. The information included herein is based on the PPA application and plans, the Planning Code, General Plan, Planning Department policies, and local, state, and federal regulations as of the date of this document, all of which are subject to change.

PROJECT DESCRIPTION:

The project site is a vacant lot that is located in the center of the block adjoining the rear of existing single-family residences that front on Guttenberg, Morse, Lowell, and Brunswick streets in the Crocker Amazon neighborhood. The proposed access to the project site would be from a new 30-foot-wide driveway (with new curb-cut) off of Guttenberg Street between the existing residences at 156 and 142 Guttenberg Street. The project sponsor proposes to construct 14 two-story, single-family residences with each building ranging between approximately 1,200 to 2,000 square feet in size. Eight of the buildings would include

two off-street parking spaces while six of the buildings would include one off-street parking space. In total, the project would provide 23,428 gross square feet of residential use, 14 residential units, and 22 parking spaces. The project also proposes a 20-foot-wide metal security gate for the driveway. The project would require up to three feet of excavation below ground surface, resulting in approximately 370 cubic yards of excavation.

PRELIMINARY PROJECT COMMENTS:

The following comments address general issues that may affect the proposed project.

1. **Excelsior & Outer Mission Neighborhood Strategy.** The subject property falls within the boundaries of the Excelsior & Outer Mission Neighborhood Strategy. This is not an area plan. The Neighborhood Strategy, which is currently being developed, will outline the vision for the future of the Excelsior & Outer Mission Neighborhood Commercial District. In addition, it will identify goals that will help realize that vision, and specific strategies that can be undertaken to achieve the Strategy's stated goals. The Strategy will result in new projects, plans, and policies in the Excelsior & Outer Mission Neighborhood Commercial District. For more information, please see the project website: <http://sf-planning.org/excelsior-outer-mission-neighborhood-strategy>.
2. **Maximizing Housing Density.** It is the Department's priority to give precedence to the development of all net new housing, and to encourage the direct building of more affordable housing and the maximization of permitted density, while maintaining quality of life and adherence to Planning Code standards. Specifically the Housing Element of the City's General Plan contains the following policy objectives:

POLICY 4.5 - Ensure that new permanently affordable housing is located in all of the City's neighborhoods, and encourage integrated neighborhoods, with a diversity of unit types provided at a range of income levels.

POLICY 13.1 - Support "smart" regional growth that locates new housing close to jobs and transit.

The project proposes to add 23,428 square feet of residential space over 14 single-family housing units. The project could provide more housing units. Under Planning Code Section 304 and Code 304 (d)(4) Interpretation, the site could sustain a total of up to 22 dwelling units. An alternative configuration of the site and mix of housing units would allow for more units, more open space, and a less car-oriented design.

ENVIRONMENTAL REVIEW:

The proposed project requires environmental review in accordance with the California Environmental Quality Act (CEQA). This section identifies the likely environmental review process and additional information and studies necessary to complete environmental review. Formal environmental review begins with Planning Department review of the **Environmental Evaluation Application (EEA)** filed by the project sponsor. The EEA can be submitted at the same time as the PPA application or subsequent to issuance of the PPA letter.

a Preliminary Archeological Sensitivity Assessment (PASS) by a Department Qualified Archeological Consultant, subject to the review and approval by the Department archeologist. The Department archeologist will provide three names from the Qualified Archeological Consultant list if the PASS is required. The PAR will assess the archeological sensitivity of the project site based on in-house source material and will consider the potential for archeological impacts resulting from proposed soils disturbance. Please provide detailed information, including sections, proposed soils-disturbing activities, such as grading, excavation, installation of foundations, soils improvement, and site remediation in the EEA, and submit any available geotechnical/soils or phase II hazardous materials reports prepared for the project to assist in this review. If the Department archeologist determines that the project has a potential to adversely affect archeological resources, the PAR will identify additional measures needed to address the potential effect. These measures may include preparation of an archeological research design and treatment plan, implementation of project mitigation measures (such as archeological testing, monitoring, or accidental discovery), or other appropriate measures.

3. **Transportation.** Based on the PPA submittal, a transportation impact study is not anticipated; an official determination will be made subsequent to submittal of the EEA. In order to facilitate that determination, Planning has the following comments to the project sponsor: include dimensions of existing and proposed curb cuts on plans; and include turn templates to show how vehicles and fire engines can access the project site.
4. **Noise.** Construction noise is subject to the San Francisco Noise Ordinance (Article 29 of the San Francisco Police Code), which includes restrictions on noise levels of construction equipment and hours of construction. If pile driving is to be used during construction, measures to reduce construction noise may be required as part of the proposed project. The EEA should provide a construction schedule and indicate whether pile driving or other particularly noisy construction methods are required.
5. **Air Quality.** The proposed project, with 14 dwelling units, is below the Bay Area Air Quality Management District's (BAAQMD) construction and operation screening levels for criteria air pollutants.² Therefore, an analysis of the project's criteria air pollutant emissions is not likely to be required. However, please provide detailed information related to the volume of excavation as part of the EEA.

In addition, project-related demolition, excavation, grading and other construction activities may cause wind-blown dust that could contribute particulate matter into the local atmosphere. To reduce construction dust impacts, the proposed project will be required to adhere to the dust control requirements set forth in the Construction Dust Ordinance contained in San Francisco Health Code Article 22B and San Francisco Building Code Section 106.A.3.2.6. The proposed project is also required to prepare a Construction Dust Control Plan for review and approval by the San Francisco Department of Public Health (DPH).

2 BAAQMD, *CEQA Air Quality Guidelines*, May 2011, Chapter 3.

The environmental review may be done in conjunction with the required approvals listed below, but must be completed before any project approval may be granted. **Note that until an entitlement application is submitted to the Current Planning Division, only the proposed project description will be reviewed by the assigned environmental coordinator.** EEAs are available in the Planning Department lobby at 1650 Mission Street, Suite 400, at the Planning Information Center at 1660 Mission Street, and online at <http://sf-planning.org/permit-forms-applications-and-fees>. See "Environmental Applications" on page 2 of the current Fee Schedule for a calculation of environmental application fees.¹ In addition, please see page 4 of the Fee Schedule for monitoring fees applicable to projects that require active monitoring of mitigation measures.

A detailed and accurate description of the proposed project is essential for adequate environmental review. Please update the EEA project description as necessary to reflect feedback provided in this PPA letter and include the additional information and documents requested herein and listed again below.

- Plans showing existing and proposed sidewalk widths.
- Turn templates showing how vehicles and fire engines would access the project site.
- Detailed information related to construction equipment, phasing and duration of each phase, volume of excavation, and maximum depth of excavation.
- A preliminary geotechnical report and a phase I environmental site assessment prepared by a qualified professional.
- Detailed information related to any proposed stationary sources.

If you have already filed your EEA, you may provide the requested information and documents as supplements to your application. Please note that the EEA may be placed on hold pending receipt of information articulated in this letter as required for environmental review, including a stable project description.

Environmental Review Document

If the additional analysis outlined below indicates that the project would not have a significant effect on the environment, the project could be eligible for a Class 32 infill development categorical exemption under CEQA Guidelines Section 15332. If a Class 32 exemption is appropriate, Environmental Planning staff will prepare a certificate of exemption.

Below is a list of topic areas addressed through the environmental review process. Based on a preliminary review of the project as it is proposed in the PPA application, some of these topics would require additional study.

1. **Historic Resources.** The project site is a vacant lot in an area that has not been previously surveyed. Therefore, the proposed new construction is subject to review by the Department's Historic Preservation staff in coordination with the Residential Design Advisory Team review. A Historic Resource Evaluation (HRE) report is not required.
2. **Archeological Resources.** The proposed project will require preliminary archeological review (PAR) by a Planning Department archeologist. To aid this review the Department archeologist may request

¹ San Francisco Planning Department. Fee Schedule for Application Fees. Available online at: <http://sf-planning.org/permit-forms-applications-and-fees>.

In addition, the project site is not located within an Air Pollutant Exposure Zone, as mapped and defined by Health Code Article 38. The Air Pollutant Exposure Zone identifies areas with poor air quality based on modeling of air pollution, exposures, and health vulnerability from mobile, stationary, and area source emissions within San Francisco. Given that the project site is not within an Air Pollutant Exposure Zone, no additional measures or analysis related to local health risks are anticipated. However, if the project would include new sources of toxic air contaminants including, but not limited to, emissions from diesel generators or boilers, or any other stationary sources, the project would result in toxic air contaminants that may affect both on-site and off-site sensitive receptors. Please provide detailed information related to any proposed stationary sources with the EEA.

6. **Greenhouse Gases.** *The City and County of San Francisco's Strategies to Address Greenhouse Gas Emissions* presents a comprehensive assessment of policies, programs, and ordinances that represents San Francisco's Qualified Greenhouse Gas (GHG) Reduction Strategy. Projects that are consistent with San Francisco's Qualified GHG Reduction Strategy would result in less-than-significant impacts from GHG emissions. In order to facilitate a determination of compliance with San Francisco's Qualified GHG Reduction Strategy, the Planning Department has prepared a Greenhouse Gas Analysis Compliance Checklist.³ The project sponsor may be required to submit the completed table regarding project compliance with the identified regulations and provide project-level details in the discussion column. This information will be reviewed by the environmental planner during the environmental review process to determine if the project would comply with San Francisco's Greenhouse Gas Reduction Strategy. Projects that do not comply with an ordinance or regulation may be determined to be inconsistent with the Greenhouse Gas Reduction Strategy.
7. **Wind.** The proposed project would not involve construction of a building over 80 feet in height. Therefore, a consultant-prepared wind analysis is not anticipated to be required.
8. **Shadow.** The proposed project would not result in construction of a building greater than 40 feet in height. Therefore, preparation of a consultant-prepared shadow study is not required.
9. **Geology.** The project site is not located within a Seismic Hazard Zone. A geotechnical study prepared by a qualified consultant is not required but would facilitate the environmental review and is encouraged. The study should provide recommendations for any geotechnical concerns identified in the study. In general, compliance with the building codes would avoid the potential for significant impacts related to structural damage, ground subsidence, liquefaction, landslides, and surface settlement. To assist planning department staff in determining whether the project would result in environmental impacts related to geological hazards, it is recommended that you provide a copy of the geotechnical investigation with boring logs for the proposed project. This study will also help inform Planning Department archeologists about the project site's subsurface geological conditions.

³ Refer to <http://sf-planning.org/consultant-sponsor-resources> for latest "Greenhouse Gas Compliance Checklist for Private Development Projects."

10. **Hazardous Materials.** The proposed project would introduce residential uses to the project site and project construction would involve excavation of over 50 cubic yards. The project site is not located on the Maher map and is not suspected of containing subsurface soil or groundwater contamination. However, please submit a phase I environmental site assessment (ESA) that documents prior land uses on the project site. The phase I ESA would determine the potential for site contamination and level of exposure risk associated with the project. In the event that potential subsurface contamination is suspected at the project site, the project would be subject to Article 22A of the Health Code, also known as the Maher Ordinance. The Maher Ordinance, which is administered and overseen by the Department of Public Health (DPH), would require additional coordination with DPH to potentially perform soil and/or groundwater sampling and analysis, as well as remediation of any site contamination, if required. These steps would be required to be completed prior to the issuance of any building permit.
11. **Naturally Occurring Asbestos.** Based upon mapping conducted by the U.S. Geological Survey (USGS), the project site is not underlain by serpentine rock.⁴
12. **Disclosure Report for Developers of Major Projects.** San Francisco Campaign and Governmental Conduct Code Section 3.520 et seq. requires the developer of any project with estimated construction costs exceeding \$1,000,000 to submit a *Disclosure Report for Developers of Major City Projects* if the project requires the issuance of a Community Plan Evaluation (CPE), certification of an Environmental Impact Report (EIR), adoption of a Final Mitigated Negative Declaration, or a project approval by the Planning Commission that adopts CEQA Findings (EIR certification). A residential development project with four or fewer dwelling units is not required to file this report. The first (or initial) report must be filed within 30 days of the date of EIR certification or final environmental determination under CEQA. Please submit a *Disclosure Report for Developers of Major City Projects* directly to the San Francisco Ethics Commission. This form can be found at the Planning Department or online at <http://www.sfethics.org>.

PRELIMINARY PLANNING CODE AND PROCEDURAL COMMENTS:

The following comments address preliminary Planning Code issues that may substantially affect the design and massing of the proposed project:

1. **Priority Policies: General Plan Findings.** The proposed project must be consistent with the eight priority policies set forth in Planning Code Section 101.1. Responses to each finding should be provided referring to specific circumstances or conditions applicable to the property.
2. **Dimensions, Areas, and Open Spaces.** The proposal does not appear to meet all dimensional Planning Code requirements. Modifications may be sought from the Planning Commission through the Planned Unit Development process as one project. Alternatively, proposed subdivision into individual lots will require variances from each code requirement from the Zoning Administrator.

⁴ Planning Department, GIS Layer, "Areas Affected by Serpentine Rocks." Created February 25, 2010 from United States Geological Survey and San Francisco Department of Public Health data.

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City and County of San Francisco
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8. **Stormwater.** If the project results in a ground surface disturbance of 5,000 sf or greater (creating and/or replacing 5,000 square feet or more of impervious surface), it is subject to San Francisco's stormwater management requirements as outlined in the Stormwater Management Ordinance and the corresponding SFPUC Stormwater Design Guidelines (Guidelines). Projects that trigger the stormwater management requirements must prepare a Stormwater Control Plan demonstrating project adherence to the performance measures outlined in the Guidelines including: (a) reduction in total volume and peak flow rate of stormwater for areas in combined sewer systems OR (b) stormwater treatment for areas in separate sewer systems. The SFPUC Wastewater Enterprise, Urban Watershed Management Program is responsible for review and approval of the Stormwater Control Plan. Without SFPUC approval of a Stormwater Control Plan, no site or building permits can be issued. The Guidelines also require a signed maintenance agreement to ensure proper care of the necessary stormwater controls. Compliance may occur through a mix of rooftop, sidewalk, and open space treatments and technologies, and is encouraged to be designed as a comprehensive system that maximizes co-benefits for greening, habitat creation, urban heat island reduction, building energy savings, and beautification. Systems within the public realm should consider adjacencies and opportunities for flow-through systems to neighborhood detention areas. To view the Stormwater Management Ordinance, the Stormwater Design Guidelines, or download instructions for the Stormwater Control Plan, go to <http://sfwater.org/sdg>. Applicants may contact stormwaterreview@sfwater.org for assistance.
9. **Recycled Water.** Projects located in San Francisco's designated recycled water use areas are required to install recycled water systems for irrigation, cooling, and/or toilet and urinal flushing in accordance with the Recycled (or Reclaimed) Water Use Ordinance, adopted as Article 22 of the San Francisco Public Works Code. New construction or major alterations with a total cumulative area of 40,000 square feet or more; any new, modified, or existing irrigated areas of 10,000 square feet or more; and all subdivisions are required to comply. To determine if the proposed project is in a designated recycled water use area, and for more information about the recycled water requirements, please visit sfwater.org/index.aspx?page=687.
10. **Better Roofs Ordinance.** In 2016, San Francisco became the first major city in the U.S. to require the installation of renewable energy facilities or living roofs on new buildings. The Better Roofs Ordinance will require between 15 percent and 30 percent of roof space to incorporate solar (photo voltaic and/or solar thermal systems), living (green) roofs, or a combination of both. The legislation went into effect January 2017. The Ordinance provides guidance for developers, designers, and/or owners might best utilize rooftop space; ideally, projects should pursue holistic design and amenity enhancements for 100% of usable roof space that include open space, habitat, stormwater management, urban agriculture, and other beneficial uses. Please see the Planning Department's Living Roof Manual to learn more: <http://sf-planning.org/departments-publications>.

3. **Street Frontage.** Pursuant to Planning Code Section 144, off-street entrances to off-street parking shall not exceed one-third of the width of the ground story, except that in no event shall it be limited to an entrance of less than ten feet in width.
4. **Bicycle Parking.** Planning Code Section 155.2 requires at least 14 Class I and one Class II bicycle parking space for the 14 proposed residential units. Bicycle spaces provided count toward the target score required by the Transportation Demand Management (TDM) Program.

Class II bicycle parking spaces are to be provided through on-street bicycle racks; however SFMTA has final authority on the type, placement and number of Class II bicycle racks within the public ROW. Prior to issuance of first architectural addenda, you will be required contact the SFMTA Bike Parking Program at bikeparking@sfmta.com to coordinate the installation of on-street bicycle racks and ensure that the proposed bicycle racks meet the SFMTA's bicycle parking guidelines. Depending on local site conditions and anticipated demand, SFMTA may request the project sponsor pay an in-lieu fee for Class II bike racks required by the Planning Code. The SFMTA bicycle parking guidelines can be found at: <https://www.sfmta.com/services/streets-sidewalks/installation-requests/bicycle-racks-corrals>.

5. **Transportation Demand Management (TDM) Program.** The TDM Program was adopted by the Board of Supervisors in February 2017, and it took effect on March 19, 2017. The proposed project includes 14 dwelling units, and thus is subject to the TDM Program. Based on the proposed 22 parking spaces, the project will be required to meet or exceed a target score of 14 points for land use category C.
6. **Streetscape Plan – Better Streets Plan Compliance.** Pedestrian and streetscape improvements consistent with the Better Streets Plan are required if your project meets the conditions delineated in Planning Code Section 138.1. Projects that trigger Section 138.1 will be reviewed by the Department's Streetscape Design Advisory Team (SDAT). SDAT is an interagency group that includes representatives from the Planning Department, Department of Public Works and the Municipal Transportation Agency that provides design guidance on private developments that impact the public right-of-way. See the Preliminary Design section for SDAT comments.

Based on the submitted plans, the total project area is greater than one-half acre and proposes new construction, thus triggering the requirements of a streetscape plan project. This streetscape plan shall be submitted to the Planning Department no later than 60 days prior to any Planning Commission action, and shall be considered for approval at the time of other project approval actions. The streetscape plan should show the location, design, and dimensions of all existing and proposed streetscape elements in the public right-of-way directly adjacent to the fronting property, including street trees, sidewalk landscaping, street lighting, site furnishings, utilities, driveways, curb radii, and curb lines, and the relation of such elements to proposed new construction and site work on the property. Please see the Department's Better Streets Plan and Section 138.1(c) (2) (ii) for the additional elements that may be required as part of the project's streetscape plan.

7. **First Source Hiring Agreement.** A First Source Hiring Agreement is required for any project proposing to construct 25,000 gross square feet or more. For more information, please contact:

11. **Sustainability and Green Building.** San Francisco has a suite of existing sustainability related regulations, including recycling and composting, solar, and more details outlined in the San Francisco Green Building Code (GBC). Per the GBC, this project must meet the standards of LEED Silver or the equivalent GreenPoint rating system. It is recommended that the project sponsor work with the San Francisco Planning, Building, and Environment departments to determine the most beneficial mix of green building strategies that meet or exceed all current requirements, and best fit the local context. This especially includes the provision of renewable energy on site (PV and solar thermal), living roofs and walls, non-potable water reuse, healthy environments (non-toxic building materials), and other innovative approaches to enhancing performance of the City's environment. The City also encourages projects to maximize energy and water efficiencies, consider zero carbon strategies such as all-electric buildings, and commit to green power purchases for 100 percent GHG-free electricity. As with non-potable water systems, projects are recommended to consider district-scale energy opportunities on site and in coordination with neighbors.
12. **Refuse Collection and Loading.** San Francisco is a national leader in diverting waste from landfills, has a Mandatory Recycling and Composting Ordinance, and has a goal to achieve zero waste by 2020. In this, the City requires all buildings to be designed with spaces for collecting and loading recycling and composting in common and private areas, and make these options as or more convenient than waste disposal. More information on the complete suite of the City's Zero Waste legislation may be found here: <http://sfenvironment.org/zero-waste/overview/legislation>. Please also see the Guidance on Recycling Design (page 3) resources for designing appropriate areas: http://sfenvironment.org/sites/default/files/fliers/files/sfe_zw_ab088.pdf. Free design and implementation assistance is available from the San Francisco Department of the Environment's Zero Waste Team by calling 415-355-3700.

PRELIMINARY DESIGN COMMENTS:

The following comments address preliminary design issues that may substantially affect the proposed project:

Site Design, Open Space, and Massing

The project would benefit greatly by incorporating the adjacent vacant parcel at 540 Brunswick Street (Assessor's Block 6475, Lot 010). This would allow two points of access and simplified one-way circulation via an L-shape driveway. It would also allow improved site layout, a normalized pattern of subdivision, and standard lot configurations.

If the 540 Brunswick Street parcel cannot be added to the proposed project, vehicular circulation (including emergency vehicle access) should be simplified and minimized to the greatest-degree possible, parcels should be oriented to reinforce the existing block pattern, and individual lots should conform to normative minimum dimensional and area standards for the RH-1 district (as of right and/or with conditional use authorization).

Please expand the site plan to show the surrounding parcels and buildings in future submittals.

Streetscape and Street Frontage

It is recommended that the shared access driveway prioritize pedestrian and bike circulation and be configured analogous to a shared public way (though it is understood to be private). The proposed security gate is not supported. Refer to the Better Streets Plan for additional guidance including Design Guidelines for Shared Public Ways.

The quantity of parking, as configured, dominates the frontage of the shared access driveway. A reduction of parking and/or reconfiguration for tandem spaces is recommended, so that a greater proportion of each building frontage can be allocated to a more generous entry. Garage door width should be minimized. See Planning Code Section 144 for frontage requirements in RH districts. Please show locations for required bicycle parking in future submittals.

The ground-story of dwellings should be visually-interesting, attractive, and compatible with the scale and character predominant in the existing neighborhood. The design of ground story frontages should incorporate adequate areas for front landscaping and street trees. The entries and any side yards of adjacent buildings could be grouped so that front and side landscape areas can be visually combined. Please see the Guidelines for Ground Floor Residential Design for further guidance.

Architecture

The level of architectural detail provided in the submission is preliminary. Further design review will be provided on subsequent submissions; however, in general façades should be consistent and compatible with the surrounding neighborhood, express significant depth and feature high-quality materials. It is recommended that dwelling prototypes be designed so as to be "accessory dwelling unit ready."

DEVELOPMENT FEES:

This project would be subject to various impact fees. Please refer to the [Planning Director's Bulletin No. 1](#) for an overview of Development Impact Fees, and to the Department of Building Inspection's [Development Impact Fee webpage](#) for more information about current rates. Please note that this list only reflects fees and requirements referenced in the Planning Code.

Based on an initial review of the proposed project, the following impact fees, which are assessed by the Planning Department, would be required:

1. **Residential Child Care Impact Fee (Section 414A)**
2. **Inclusionary Affordable Housing Program Fee (Section 415)**

AFFORDABLE HOUSING:

Inclusionary Affordable Housing (Section 415): Inclusionary Affordable Housing is required for a project proposing ten or more dwelling units. The project sponsor must submit an 'Affidavit of Compliance with the Inclusionary Affordable Housing Program: Planning Code Section 415,' to the Planning Department identifying the method of compliance, on-site, off-site, or affordable housing fee. The following Inclusionary Affordable Housing requirements are those in effect at the time as of issuance of this letter. In the event that the requirements change, the project sponsor shall comply with requirements in place at the time of the issuance of first construction document. Any on-site affordable dwelling-units proposed as part of the project must be designated as owner-occupied units, not rental

units; unless a Costa Hawkins exception agreement is secured by the project sponsor. Affordable units designated as on-site units shall be affordable units for the life of the project. The applicable percentage is dependent on the number of units in the project, the zoning of the property, and the date that the project submitted a complete Environmental Evaluation Application. A complete Environmental Evaluation Application has not been submitted; therefore, pursuant to Planning Code Section 415.3 and 415.6 the Inclusionary Affordable Housing Program requirement for the On-site Affordable Housing Alternative is to provide 12.5 percent of the proposed dwelling units as affordable to low-income households as defined by the Planning Code and Procedures Manual.

For information, if a project proposes rental units, it may be eligible for an On-site Alternative to the Affordable Housing Fee if it has demonstrated to the Planning Department that the affordable units are either: 1) ownership only or 2) not subject to the Costa Hawkins Rental Housing Act (a Costa Hawkins exception). Affordable units are not subject to the Costa Hawkins Rental Housing Act under the exception provided in Civil Code Sections 1954.50 through one of the following methods:

- direct financial construction from a public entity
- development bonus or other form of public assistance

A Costa Hawkins exception agreement is drafted by the City Attorney. You must state in your submittal how the project qualifies for a Costa Hawkins exception. The request should be addressed to the Director of Current Planning. If the project is deemed eligible, we may start working with the City Attorney on the agreement.

PLANNING DEPARTMENT APPROVALS:

The project requires the following Planning Department approvals. These approvals may be reviewed in conjunction with the required environmental review, but may not be granted until after the required environmental review is completed.

1. **Environmental Evaluation Application.**
2. A **Building Permit Application** is required for each new building construction.
3. **Variances** are required for substandard lot size, width, and rear yard for each individual lot if subdivided.
4. A **Conditional Use Authorization Application** is required for Planned Unit Development noting requested modifications from Planning Code if developed as one lot.

In order for Planning Department staff to accurately review projects in a timely manner, plan sets must be complete and thorough. All plans submitted as part of an entitlement or building permit application must meet the Department's [Plan Submittal Guidelines](#).

All applications are available in the Planning Department lobby at 1650 Mission Street, Suite 400, at the Planning Information Center at 1660 Mission Street, and online at www.sfplanning.org. Building Permit Applications are available at the Department of Building Inspection at 1660 Mission Street.

NEIGHBORHOOD NOTIFICATIONS AND OUTREACH:

Project Sponsors are encouraged, and in some cases required, to conduct public outreach with the surrounding community and neighborhood groups early in the development process. Additionally, many approvals require a public hearing with an associated neighborhood notification. Differing levels of neighborhood notification are mandatory for some or all of the reviews and approvals listed above.

1. **Pre-Application Meeting.** This project is required to conduct a Pre-Application Meeting with surrounding neighbors and registered neighborhood groups before a development application may be filed with the Planning Department. The Pre-Application packet, which includes instructions and template forms, is available at <http://sf-planning.org/permit-forms-applications-and-fees> listed under "N" for Neighborhood Notification Pre-Application Meeting. The registered neighborhood group and organizations mailing list is available online at <http://sf-planning.org/department-publications> listed under "N".
2. **Notification of a Project Receiving Environmental Review.** Notice may be required to be sent to occupants of the project site and properties adjacent to the project site, as well as to owners and, to the extent feasible, occupants of properties within 300 feet of the project site at the initiation of the environmental review process. Please be prepared to provide mailing addresses on a CD upon request during the environmental review process.

PRELIMINARY PROJECT ASSESSMENT EXPIRATION:

This Preliminary Project Assessment is valid for a period of **18 months**. An Environmental Evaluation, Conditional Use Authorization, or Building Permit Application, as listed above, must be submitted no later than **September 16, 2019**. Otherwise, this determination is considered expired and a new Preliminary Project Assessment is required. Such applications and plans must be generally consistent with those found in this Preliminary Project Assessment.

cc: Jayesh Patel, Project Sponsor
Nancy Tran, Current Planning
Rachael Tanner, Citywide Planning and Analysis
Jonas Ionin, Planning Commission Secretary
Charles Rivasplata, SFMTA
Jerry Sanguinetti, Public Works
Pauline Perkins, SFPUC
Planning Department Webmaster (planning.webmaster@sfgov.org)