

# STEP-BY-STEP INSTRUCTIONS FOR CREATING A TDM PLAN



## STEP 1

### Determine Applicability

#### APPLICABILITY

**Residential:**  $\geq 10$  dwelling units (DUs) or  $\geq 10$  bedrooms of group housing

**Non-residential:**  $\geq 10,000$  square feet (sf) of Occupied Floor Area

**Change of Use:**  $\geq 25,000$  sf of Occupied Floor Area for non-residential uses

#### NOTES

100% affordable housing projects and non-accessory parking garages/lots are generally exempt.

See **TDM Program Standards, page 24** for the definition of “Accessory Parking” and see Planning Code Section 102 for the definition of “Occupied Floor Area.” The applicability for each land use category in a mixed-use project is determined separately.

**Example:** a project includes 175 DUs over 7,500 sf of retail. The TDM Program applies to the residential use, but not the non-residential (retail) use.

## STEP 2

### Gather Project Information

#### Project Address

#### Development Program

#### DEVELOPMENT PROGRAM

##### Residential:

- # of dwelling units
- % of dwelling units two-bedrooms or larger
- % on-site affordable units by AMI
- # of accessory parking spaces

##### Nonresidential:

- Occupied Floor Area (sf)
- # of accessory parking spaces per use

## STEP 3

### Identify Land Use Categories

Each land use is grouped into one of four land use categories:

- A. Retail**
- B. Office**
- C. Residential**
- D. Other**

#### NOTES

See **TDM Program Standards, page 7, Table 2.2** for a list of land uses under each land use category.

If the land use category is not on this list, the Zoning Administrator will determine the appropriate category.

## STEP 4

### Identify Target(s)

Determine the target(s) for each land use category.

See **TDM Program Standards, page 6, Table 2.1** for land use categories and targets.

#### NOTES

Targets for each land use type may also be calculated using the TDM tool. The latest version of the tool is here: <http://www.sftdmtool.org>

## STEP 5

# Code Compliance

Many TDM Measures may already be required by the Planning Code (i.e. bicycle parking).

Identify any TDM measures that correspond with Planning Code requirements.

Read the fact sheet to make sure the TDM requirements are met, and to select the correct option (where applicable).

### NOTES

**Example:** If more bicycle parking is being proposed than what is required under Planning Code Section 155.1 it may meet the requirements of ACTIVE-2, Option B-D, depending on how many spaces are proposed.

## STEP 6

# Additional TDM Measures

Select additional TDM measures until the target for each land use category is met.

**See TDM Program Standards, page 12-13, Table 2.3: TDM Menu of Options** for additional TDM measures.

Make sure each TDM measure is applicable to the proposed project based on land use type, size, and location.

### NOTES

The applicability for each TDM measure is located on the fact sheet.

**See TDM Program Standards, Appendix A.**

## STEP 7

# Check the Math

Verify that the correct # of points has been entered for each measure, and that the points have been correctly totaled.

### NOTES

**See TDM Program Standards, page 12-13, Table 2.3: TDM Menu of Options** and the individual facts sheets in **TDM Program Standards, Appendix A** for point values.

## STEP 8

# Submit Application

Submit a TDM Plan Application and administrative fee payment with the first Development Application for the project. Neither an Environmental Evaluation Application or a Preliminary Project Assessment (PPA) application qualify as a Development Application.

### NOTES

The TDM Plan Application can be downloaded here: [http://default.sfplanning.org/forms/TDM\\_Program\\_Application.pdf](http://default.sfplanning.org/forms/TDM_Program_Application.pdf)

