



SAN FRANCISCO
PLANNING
DEPARTMENT

Planning Department
1650 Mission Street
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T: 415.558.6378
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APPLICATION PACKET FOR

Dwelling Unit Removal

Merger, Conversion, or Demolition

Pursuant to Planning Code Section 317, the Planning Commission shall hear and make determinations regarding the loss of dwelling units, with some codified exceptions. The first five pages consist of instructions which should be read carefully before the application form is completed.

Please note, in response to the Mayor's Executive Directive 13-01, additional criteria and/or processes may be required for projects proposing a loss of dwelling unit(s). See the attached summary memo "*Executive Directive 13-01: Housing Production and Preservation of Rental Stock*".

Planning Department staff is available to advise you in the preparation of this application. Call (415) 558-6377 for further information.

WHAT IS A DWELLING UNIT REMOVAL APPLICATION?

The Dwelling Unit Removal application is intended for any requests involving the removal of existing housing. This application is designed to determine if the proposed dwelling unit removal is desirable, utilizing the review criteria set forth in Planning Code Section 317. The Dwelling Unit Removal application can be processed as a Conditional Use Authorization or a Mandatory Discretionary Review. The Code provides for some administrative exceptions where Planning staff may approve an application to remove dwelling units without a public hearing, but only if the project meets certain specific requirements. For more information, please refer to Planning Code Section 317 or the "Dwelling unit Removal Implementation Document."

WHEN IS A DWELLING UNIT REMOVAL APPLICATION NECESSARY?

The Planning Commission requires Mandatory Discretionary Review or Conditional Use hearings for all projects that would result in the removal of existing housing units, whether by demolition, merger with other dwellings, or by conversion to non-residential uses. This application is also required when an alteration is considered tantamount to demolition. A Mandatory Discretionary Review is not required for property that meet any of the following:

- (1) Owned by the United States or any of its agencies;
- (2) Owned by the State of California or any of its agencies, with the exception of such property not used exclusively for a governmental purpose;
- (3) Under the jurisdiction of the Port of San Francisco or the Successor Agency to the Redevelopment Agency of the City and County of San Francisco where the application of this Section is prohibited by State or local law; or
- (4) Where demolition of the building or Removal of a Residential Unit is necessary to comply with a court order or City order that directs the owner to demolish the building or remove the unit, due to conditions that present an imminent threat to life safety.

Please consult a planner at the Planning Information Center (PIC) for additional information regarding these applications.

HOW DOES THE PROCESS WORK?

Please review the instructions in this application and ask PIC staff if you have any questions. After filling out the application and collecting the required notification materials and plans, please contact the Planning Department for an intake appointment to process your application. At this appointment staff will review your application to ensure that it is complete. The application will then be assigned to a planner on a specific Quadrant Team, dependent upon the location of the subject property.

The assigned planner will review the application against the San Francisco General Plan, Planning Code, and Planning Department policies and once the application is considered complete, will set a Planning Commission hearing date. Notification of a public hearing may be sent depending on the nature of the project. The assigned planner will gather comments and concerns from the neighborhood during the notification period. Neighborhood support or opposition will be reflected in a staff report presented at the Planning Commission hearing complete with the Planning Department recommendation for approval or disapproval of the Conditional Use or Mandatory Discretionary Review.

If the proposed project results in the loss or removal of three (3) or more residential dwelling units a Conditional Use Authorization application is required. If the proposed project results in the loss or removal of one (1) or two (2) residential dwelling units, unless a Conditional Use Authorization is already required, a Mandatory Discretionary Review is required.

WHO MAY APPLY FOR A DWELLING UNIT REMOVAL APPLICATION?

A Dwelling Unit Removal application is processed as either a Conditional Use Authorization or a Mandatory Discretionary Review, which are entitlements that run with the property; therefore, the property owner or a party designated as the owner's agent may apply. [A letter of agent authorization from the owner must be attached.]

APPLICATION SUBMITTAL INSTRUCTIONS:

The attached Dwelling Unit Removal application includes a project description, necessary contact information, and findings that must be answered. Please fill out the appropriate findings sheets based on whether the proposal is for loss of dwelling unit(s) through merger, conversion or demolition. Please answer all questions fully. Please type or print in ink and attach pages if necessary.

To be considered complete by the Planning Department, a permit application to demolish a residential structure (Department of Building Inspection [DBI] Application "Form 6") or to make alterations to a structure (DBI Application "Form 3/8") must be submitted to DBI **before** this application can be processed along with the following information (as well as any other requirements imposed by the Department of Building Inspection).

If the project is subject to a Conditional Use under the Planning Code a Conditional Use Authorization application will also be required. Please use this application as supplemental information that must be submitted in conjunction with the Conditional Use Authorization application. The Conditional Use Authorization application fee will be charged rather than a Mandatory Discretionary Review fee.

- **Authorization:** If the applicant in this case is the authorized agent of the property owner, rather than the owner, a letter signed by the owner and creating or acknowledging that agency must be attached and is included in the application.
- **Notification Materials:** Radius map and address list are required for both Conditional Use Authorization and Mandatory Discretionary Review (See instructions on page 4.) These notification materials are in addition to the Section 311/312 notification materials which are required to be submitted with the building permit application ("Form 6" and "Form 3/8"). The notification materials will be requested by the assigned planner upon scheduling a hearing date and are not required at application intake.
- **Photographs:** The application must be accompanied by unmounted photographs, large enough to show the nature of the property but not over 11 X 17 inches. All plans and other exhibits submitted with this application will be retained as part of the permanent public record in this case.
- **A Soundness Report:** If the Applicant contends that the structure is unsound a Soundness Report will be required (see Dwelling Unit Removal Implementation document for details on assessing an unsound structure). After staff's review of the soundness report, a site visit will be conducted to assess the soundness and condition of the structure proposed for demolition. A soundness determination is not required for projects otherwise exempt from a Mandatory DR hearing.
- **A Credible Appraisal Report:** If the Applicant contends that the value of the single-family dwelling in an RH-1 or RH-1(D) District and land has a value greater than the 80th percentile of the combined land and structure values of single-family homes in San Francisco (see "Dwelling Unit Removal - Current Numerical Values "for current value) a credible appraisal report not older than six months must be submitted.

PLAN SUBMITTAL INSTRUCTIONS:

A **site survey** of existing conditions (prepared, stamped and signed by a licensed civil engineer or land surveyor) showing the property lines; existing subject and adjacent structures, sidewalk, curb cuts, utilities; and topographic information sufficient to determine site slopes and grades, building heights, and other Planning Code site and dimensional requirements. This is only required for projects defined as demolitions by DBI (DBI "Form 6" is required).

A **Demolition plan** showing the amount and percentage of the building being demolished or enveloped, measured in lineal feet at the foundation level, and, the amount and percentage of the building being removed or enveloped measured in square feet of actual surface area.

Please consult Planning Code Section 317 or the Dwelling Unit Removal Implementation document for more information. An Application for Demolition (DBI Application "Form 6") is also required when a complete demolition is required. Applications for tantamount to demolition, merger, and conversion do not require a Demolition Application (DBI Application "Form 6").

Existing plans, including floor plans (showing the existing number of dwelling units, number of bedrooms, location of kitchens, legal square footage of building), elevations, and cross sections are required in all instances.

New Construction Plans and a separate Building Permit Application (DBI Application "Form 1/2") must be submitted concurrently with the Demolition Permit, unless DBI only requires an Alteration Permit (DBI Application "Form 3/8"). Applications for merger, tantamount to demolition, or conversions do not require a New Construction Building Permit Application (DBI "Form 1/2"). Please include site plans (showing the adjacent properties, proposed landscaping, street trees and curb cuts), floor plans (showing the proposed number of dwelling units, number of bedrooms, location of kitchens, and proposed square footage), elevations (showing the outlines of adjacent structures), and cross sections.

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. 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. Additional fees may also be collected for preparation and recordation of any documents with the San Francisco Assessor-Recorder's office and for monitoring compliance with any conditions of approval.

The Pre-Application Process:

The following types of projects require a Pre-Application Meeting, provided that the scope of work is subject to Planning Code Section 311 or 312 Notification. Please be aware that a Pre-Application meeting is also required prior to filing any Planning entitlement application (i.e. Conditional Use Authorization, Variance) for projects subject to 311 or 312 Notification.

- New Construction;
- Any vertical addition of 7 feet or more;
- Any horizontal addition of 10 feet or more;
- Decks over 10 feet above grade or within the required rear yard;
- All Formula Retail uses subject to a Conditional Use Authorization.

Please refer to the Pre-Application Meeting Instruction Packet available at www.sfplanning.org or at the Planning Information Center (PIC) counter at 1660 Mission Street, First Floor, San Francisco for further details.

After your case is assigned to a planner, you will be contacted and asked to provide an electronic version of this application including associated photos and drawings.

Planning Commission Hearing Material:

This timeline includes a deadline for project sponsors to submit material to staff to be included in the Commission packet. If the Sponsor does not submit the necessary material by the deadline, the project will be continued to a later hearing date.

- Three weeks prior to hearing: Project Sponsor submits draft project graphics (plans, renderings etc) to project planner.
- Two weeks prior to hearing: Project planner submits Draft staff report (must include draft attachments) to Team Leader for review.
- Ten days prior to hearing (5pm on Monday): Deadline for submittal of all sponsor material and public comment to be included in Commission packets
- One week prior to hearing: Project planner delivers complete Commission packets to the Commission Secretary.

Environmental Review:

All environmental review must conclude prior to the review of any structure proposed for demolition. The environmental review must determine that the structure proposed for demolition is not a potential historical resource under the California Environmental Quality Act (CEQA), or that its removal does not create a significant negative environmental impact, if it is a resource. Applicants filing a Residential Demolition Application for buildings 50 years in age or older must submit a Historic Resource Evaluation along with the Environmental Evaluation Application. This Application does not govern any property subject to the controls of Article 10 or 11 of the Planning Code.

To file your Dwelling Unit Removal application, please call (415) 558-6378 in advance to schedule an intake appointment. At your scheduled appointment, please bring your completed application with ALL required materials.

Notification Requirements for the Removal of Dwellings

If the proposed project requires the loss or removal of three (3) or more residential dwelling units then refer to the Conditional Use Authorization application for notification requirements.

If the proposed project requires the loss or removal of one (1) or two (2) residential dwelling units, unless a Conditional Use Authorization is already required, a Mandatory Discretionary Review is required. Discretionary Review notification requirements are described below.

NOTIFICATION MATERIAL SUBMITTAL INSTRUCTIONS:

1. A set of self-adhering labels including all the parties listed below:
 - Names and addresses of all concerned parties which you are aware.
 - Names and addresses of building permit applicants.
 - Discretionary Review applicant's name and address.
 - Names, addresses, and block/lot numbers of all abutting property owners and occupants and property owners and occupants directly across the street from the subject property (please see diagram 2 to the right).
2. A typewritten list OR a photocopy of the labels containing all pertinent data for addressees described above.
3. A map including all blocks containing properties within the notification list drawn to a scale of 1 inch to 50 feet.

The notification map must include the following information:

- a. Street Names and Addresses
- b. Assessor's Block and Lot Numbers
- c. Number of Dwelling Units per Lot
- d. Any Commercial Tenants

4. A completed Affidavit of Notification Material Preparation for the materials prepared and submitted.
5. If you wish to prepare the materials yourself, block maps are available at the office of the Assessor, 81 Dr. Carlton B. Goodlett Place, City Hall, Room 190.

The latest Citywide tax roll is available at the Office of the Treasurer and Tax Collector, City Hall Room 140, 1 Dr. Carlton B. Goodlett Pl., San Francisco, CA 94102.

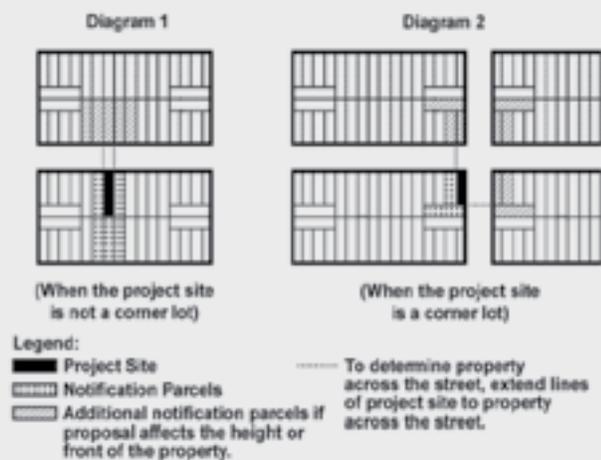
The width of the public right-of-way for the streets separating the blocks may be determined at the Department of Public Works, Bureau of Street Use and Mapping, 875 Stevenson Street, Room 460, 554-5810.

6. You may, for a fee that varies by firm, have a private drafting or mailing service prepare these materials.

1 EXAMPLE OF MAILING LABEL

Block # / Lot #	#9331 / #07
Name	JOHN DOE
Address	123 South Street #2 San Francisco, CA 94100

2



NOTE: THIS EXAMPLE IS NOT TO REQUIRED SCALE

3 The following businesses have indicated that they provide professional notification services. This listing does not constitute an endorsement. Other professionals can also perform this work and can be added to this list upon request.

Build CADD 3515 Santiago Street San Francisco, CA 94116 (415) 759-8710	Ted Madison Drafting P.O. Box 8102 Santa Rosa, CA 95407 (707) 228-8850 tmadison@pacbell.net
Javier Solorzano 3288 - 21st Street #49 San Francisco, CA 94110 (415) 724-5240 Javier131064@yahoo.com	Radius Services 1221 Harrison Street #18 San Francisco, CA 94103 (415) 391-4775 radiusservices@aol.com
Jerry Brown Designs 619 - 27th Street, Apt. A Oakland, CA 94612 (415) 810-3703 jbdsgn328@gmail.com	Notificationmaps.com Barry Dunzer (866) 752-6266 www.notificationmaps.com
Notice This (650) 814-6750	

What Applicants Should Know About the Public Hearing Process and Community Outreach

- A. The Planning Commission encourages applicants to meet with all community groups and parties interested in their application early in the entitlement process. In many cases, this is required as part of the Pre-application process. Department staff is available to assist in determining how to contact interested groups. Neighborhood organization lists are available on the Department's website. Notice of the hearing will be sent to groups in or near the neighborhood of the project. The applicant may be contacted by the Planning Department staff with requests for additional information or clarification. An applicant's cooperation will facilitate the timely review of the application.
- B. The Commission requests that applicants familiarize themselves with the procedure for public hearings, which are excerpted from the Planning Commission's Rules and Regulations below.

CU Hearings. Please refer to the Conditional Use Authorization application for the public hearing process for projects that require a Conditional Use.

DR Hearings. A public hearing may be held on any matter before the Commission at either a Regular or a Special Meeting. The procedure for such public hearings shall be as follows:

1. A brief description of the project issues and concerns by the Planning Department staff.
2. A presentation of the proposal by the DR requester -- not to exceed five (5) minutes. During the presentation, DR applicants should briefly describe their concerns about the proposed construction, how it affects their property or the neighborhood, and acceptable alternatives. Additional materials pertinent to the case may also be presented to the Commission at this time.
3. Presentation(s) supporting the DR request by other individuals or by a member of a neighborhood group or organization -- each speaker not to exceed three (3) minutes. Testimony should be kept brief and not duplicate the testimony or previous speakers. If possible, one person should be selected as the representative to make a presentation to the Commission. The Commission urges all parties supporting the DR request to limit the total length of their presentations to 15 minutes.

4. Presentation by project sponsor (building permit applicant) -- not to exceed five (5) minutes. Project sponsor should address concerns of the DR requester and other individuals, including concerns articulated at the hearing, and demonstrate to the Commission why the project should be approved.
5. Presentation by persons or organizations supporting the project sponsor -- not to exceed three (3) minutes. The Commission urges all parties supporting the Project Sponsor to limit the total length of their presentations to 15 minutes.
6. The Commission may allow the DR requester a rebuttal not to exceed two minutes.
7. The Commission may allow the project sponsor a rebuttal not to exceed two minutes.
8. Public testimony is closed. The Commissioners may ask questions of various persons during their discussion and consideration of the project.
9. Action by Commission on the matter before it. The Commission can vote either to approve the project, approve it subject to certain modifications, disapprove it, or continue the case to a future date.

The Planning Commission action of the building permit can be appealed to the Board of Appeals within fifteen (15) days of the issuance or denial of the building permit application by the Central Permit Bureau.

- C. **Private Transcription.** The Commission President may authorize any person to transcribe the proceedings of a Regular, Special or Committee Meeting provided that the President may require that a copy of such transcript be provided for the Commission's permanent records.
- D. **Opportunities for Appeals by Other Bodies:** Planning Commission actions on Conditional Uses are final unless appealed to the Board of Supervisors within **30 days** of Commission action.



**SAN FRANCISCO
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**FOR MORE INFORMATION:
Call or visit the San Francisco Planning Department**

Central Reception

1650 Mission Street, Suite 400
San Francisco CA 94103-2479

TEL: **415.558.6378**

FAX: **415 558-6409**

WEB: **<http://www.sfplanning.org>**

Planning Information Center (PIC)

1660 Mission Street, First Floor
San Francisco CA 94103-2479

TEL: **415.558.6377**

*Planning staff are available by phone and at the PIC counter.
No appointment is necessary.*

APPLICATION FOR

Dwelling Unit Removal Merger, Conversion, or Demolition

1. Owner/Applicant Information

PROPERTY OWNER'S NAME:	
PROPERTY OWNER'S ADDRESS:	TELEPHONE: ()
	EMAIL:

APPLICANT'S NAME:	
Same as Above <input type="checkbox"/>	
APPLICANT'S ADDRESS:	TELEPHONE: ()
	EMAIL:

CONTACT FOR PROJECT INFORMATION:	
Same as Above <input type="checkbox"/>	
ADDRESS:	TELEPHONE: ()
	EMAIL:

COMMUNITY LIAISON FOR PROJECT (PLEASE REPORT CHANGES TO THE ZONING ADMINISTRATOR):	
Same as Above <input type="checkbox"/>	
ADDRESS:	TELEPHONE: ()
	EMAIL:

2. Location and Classification

STREET ADDRESS OF PROJECT:	ZIP CODE:
CROSS STREETS:	

ASSESSORS BLOCK/LOT:	LOT DIMENSIONS:	LOT AREA (SQ FT):	ZONING DISTRICT:	HEIGHT/BULK DISTRICT:
/				

3. Project Type and History

(Please check all that apply) <input type="checkbox"/> New Construction <input type="checkbox"/> Alterations <input type="checkbox"/> Demolition <input type="checkbox"/> Other Please clarify: _____	ADDITIONS TO BUILDING: <input type="checkbox"/> Rear <input type="checkbox"/> Front <input type="checkbox"/> Height <input type="checkbox"/> Side Yard	BUILDING PERMIT NUMBER(S):		DATE FILED:	
		DATE OF PROPERTY PURCHASE: (MM/DD/YYYY)			
		ELLIS ACT		YES	NO
		Was the building subject to the Ellis Act within the last decade?		<input type="checkbox"/>	<input type="checkbox"/>

4. Project Summary Table

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

	EXISTING USES:	EXISTING USES TO BE RETAINED:	NET NEW CONSTRUCTION AND/OR ADDITION:	PROJECT TOTALS:
PROJECT FEATURES				
Dwelling Units				
Hotel Rooms				
Parking Spaces				
Loading Spaces				
Number of Buildings				
Height of Building(s)				
Number of Stories				
Bicycle Spaces				
GROSS SQUARE FOOTAGE (GSF)				
Residential				
Retail				
Office				
Industrial/PDR <i>Production, Distribution, & Repair</i>				
Parking				
Other (Specify Use)				
TOTAL GSF				

5. Additional Project Details

UNITS	EXISTING:	PROPOSED:	NET CHANGE:
Owner-occupied Units:			
Rental Units:			
Total Units:			
Units subject to Rent Control:			
Vacant Units:			

BEDROOMS	EXISTING:	PROPOSED:	NET CHANGE:
Owner-occupied Bedrooms:			
Rental Bedrooms:			
Total Bedrooms:			
Bedrooms subject to Rent Control:			

6. Unit Specific Information

	UNIT NO.	NO. OF BEDROOMS	GSF	OCCUPANCY	ADDITIONAL CRITERIA (check all that apply)
EXISTING				<input type="checkbox"/> OWNER OCCUPIED <input type="checkbox"/> RENTAL	<input type="checkbox"/> ELLIS ACT <input type="checkbox"/> VACANT <input type="checkbox"/> RENT CONTROL
PROPOSED				<input type="checkbox"/> OWNER OCCUPIED <input type="checkbox"/> RENTAL	
EXISTING				<input type="checkbox"/> OWNER OCCUPIED <input type="checkbox"/> RENTAL	<input type="checkbox"/> ELLIS ACT <input type="checkbox"/> VACANT <input type="checkbox"/> RENT CONTROL
PROPOSED				<input type="checkbox"/> OWNER OCCUPIED <input type="checkbox"/> RENTAL	
EXISTING				<input type="checkbox"/> OWNER OCCUPIED <input type="checkbox"/> RENTAL	<input type="checkbox"/> ELLIS ACT <input type="checkbox"/> VACANT <input type="checkbox"/> RENT CONTROL
PROPOSED				<input type="checkbox"/> OWNER OCCUPIED <input type="checkbox"/> RENTAL	

7. Other Information

Please describe any additional project features that were not included in the above tables:
(Attach a separate sheet if more space is needed)

Priority General Plan Policies – Planning Code Section 101.1

(APPLICABLE TO ALL PROJECTS)

Proposition M was adopted by the voters on November 4, 1986. It requires that the City shall find that proposed alterations and demolitions are consistent with eight priority policies set forth in Section 101.1 of the Planning Code. These eight policies are listed below. Please state how the Project is consistent or inconsistent with each policy. Each statement should refer to specific circumstances or conditions applicable to the property. Each policy must have a response. If a given policy does not apply to your project, explain why it is not applicable.

Please respond to each policy; if it's not applicable explain why:

1. That existing neighborhood-serving retail uses be preserved and enhanced and future opportunities for resident employment in and ownership of such businesses enhanced;
2. That existing housing and neighborhood character be conserved and protected in order to preserve the cultural and economic diversity of our neighborhoods;
3. That the City's supply of affordable housing be preserved and enhanced;
4. That commuter traffic not impede Muni transit service or overburden our streets or neighborhood parking;

Please respond to each policy; if it's not applicable explain why:

5. That a diverse economic base be maintained by protecting our industrial and service sectors from displacement due to commercial office development, and that future opportunities for resident employment and ownership in these sectors be enhanced;

6. That the City achieve the greatest possible preparedness to protect against injury and loss of life in an earthquake;

7. That landmarks and historic buildings be preserved; and

8. That our parks and open space and their access to sunlight and vistas be protected from development.

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Dwelling Unit Merger

(SUPPLEMENTAL INFORMATION)

Pursuant to Planning Code Section 317(e), the merger of residential dwelling-units not otherwise subject to a Conditional Use Authorization shall be either subject to a Mandatory Discretionary Review hearing or will qualify for administrative approval.

Administrative review criteria only apply to those Residential Units proposed for Merger that are not affordable or financially accessible housing, (valued by a credible appraisal within the past six months to be greater than 80% of combined land and structure value of single-family homes in San Francisco).

The Planning Commission shall not approve an application for Merger if certain eviction criteria apply. Please see the implementation document *Zoning Controls on the Removal of Dwelling Units*, Planning Code Section 317, and Administrative Code Section 37.9(a) for additional information.

Please answer the following questions to determine how the project does or does not meet the Planning Code requirements:

DWELLING UNIT MERGER CRITERIA:		YES	NO
1	Does the removal of the unit(s) eliminate only owner-occupied housing? If yes, for how long was the unit(s) proposed for removal owner-occupied? _____ months or years (circle one)	<input type="checkbox"/>	<input type="checkbox"/>
2	Is the removal of the unit(s) and the merger with another intended for owner occupancy?	<input type="checkbox"/>	<input type="checkbox"/>
3	Will the removal of the unit(s) remove an affordable housing unit as defined in Section 415 of the Planning Code or housing subject to the Rent Stabilization and Arbitration Ordinance? If yes, will replacement housing be provided which is equal or greater in size, number of bedrooms, affordability, and suitability to households with children to the units being removed? <input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/>	<input type="checkbox"/>
4	Will the removal of the unit(s) bring the building closer into conformance with the prescribed zoning?	<input type="checkbox"/>	<input type="checkbox"/>
5	Will the number of bedrooms provided in the merged unit be equal to or greater than the number of bedrooms in the separate units?	<input type="checkbox"/>	<input type="checkbox"/>
6	Is the removal of the unit(s) necessary to correct design or functional deficiencies that cannot be corrected through interior alterations?	<input type="checkbox"/>	<input type="checkbox"/>

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: Other information or applications may be required.

Signature: _____

Date: _____

Print name, and indicate whether owner, or authorized agent:

Owner / Authorized Agent (circle one)

Dwelling Unit **Merger** Application Submittal Checklist

(FOR PLANNING DEPARTMENT USE ONLY)

Applications submitted to the Planning Department must be accompanied by this checklist and all required materials.

APPLICATION MATERIALS	CHECKLIST
Original Application, signed with all blanks completed	<input type="checkbox"/>
Prop. M Findings (General Plan Policy Findings)	<input type="checkbox"/>
Supplemental Information Pages for Dwelling Unit Merger	<input type="checkbox"/>
Notification Materials Package: (See Page 4)	<input type="checkbox"/> *
Notification map	<input type="checkbox"/> *
Address labels	<input type="checkbox"/> *
Address list (printed list of all mailing data or copy of labels)	<input type="checkbox"/> *
Affidavit of Notification Materials Preparation	<input type="checkbox"/> *
Set of plans: One set full size AND one reduced size 11"x17"	<input type="checkbox"/>
Site Plan (existing and proposed)	<input type="checkbox"/>
Floor Plans (existing and proposed)	<input type="checkbox"/>
Elevations (including adjacent structures)	<input checked="" type="checkbox"/>
Current photographs	<input type="checkbox"/>
Historic photographs (if possible)	<input checked="" type="checkbox"/>
Check payable to Planning Dept. (see current fee schedule)	<input type="checkbox"/>
Letter of authorization for agent (if applicable)	<input type="checkbox"/>
Pre-Application Materials (if applicable)	<input type="checkbox"/>
Other: Section Plan, Detail drawings (ie. windows, door entries, trim), Specifications (for cleaning, repair, etc.) and/or Product cut sheets for new elements (ie. windows, doors)	<input checked="" type="checkbox"/>

NOTES:

- Required Material. Write "N/A" if you believe the item is not applicable, (e.g. letter of authorization is not required if application is signed by property owner.)
- Typically would not apply. Nevertheless, in a specific case, staff may require the item.
- * Required upon request upon hearing scheduling.

Some applications will require additional materials not listed above. The above checklist does not include material needed for Planning review of a building permit. The "Application Packet" for Building Permit Applications lists those materials.

No application will be accepted by the Department unless the appropriate column on this form is completed. Receipt of this checklist, the accompanying application, and required materials by the Department serves to open a Planning file for the proposed project. After the file is established it will be assigned to a planner. At that time, the planner assigned will review the application to determine whether it is complete or whether additional information is required in order for the Department to make a decision on the proposal.

For Department Use Only

Application received by Planning Department:

By: _____

Date: _____

Dwelling Unit Conversion

(SUPPLEMENTAL INFORMATION)

Pursuant to Planning Code Section 317(f), the Conversion of residential dwelling-units not otherwise subject to a Conditional Use Authorization shall be subject to a Mandatory Discretionary Review.

In reviewing proposals for the Conversion of residential dwelling-units to other forms of occupancy, the Planning Commission will review the criteria below.

Please answer the following questions to determine how the project does or does not meet the Planning Code requirements:

DWELLING UNIT CONVERSION CRITERIA:		YES	NO
1	<p>Will the conversion of the unit(s) eliminate only owner occupied housing?</p> <p>If yes, for how long has the unit(s) proposed for removal been owner-occupied?</p> <p>_____ months or years (circle one)</p>	<input type="checkbox"/>	<input type="checkbox"/>
2	Will the conversion of the unit(s) provide desirable new non-residential use(s) appropriate for the neighborhood and adjoining district(s)?	<input type="checkbox"/>	<input type="checkbox"/>
3	<p>Is the property located in a district where Residential Uses are not permitted?</p> <p>If yes, will the Residential Conversion bring the building closer into conformance with the uses permitted in the zoning district? <input type="checkbox"/> YES <input type="checkbox"/> NO</p>	<input type="checkbox"/>	<input type="checkbox"/>
4	Will the conversion of the unit(s) be detrimental to the City's housing stock?	<input type="checkbox"/>	<input type="checkbox"/>
5	Is the conversion of the unit(s) necessary to eliminate design, functional, or habitability deficiencies that cannot otherwise be corrected?	<input type="checkbox"/>	<input type="checkbox"/>
6	Will the Residential Conversion remove Affordable Housing, or unit(s) subject to the Rent Stabilization and Arbitration Ordinance?	<input type="checkbox"/>	<input type="checkbox"/>

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: Other information or applications may be required.

Signature: _____

Date: _____

Print name, and indicate whether owner, or authorized agent:

Owner / Authorized Agent (circle one)

Dwelling Unit **Conversion** Application Submittal Checklist

(FOR PLANNING DEPARTMENT USE ONLY)

Applications submitted to the Planning Department must be accompanied by this checklist and all required materials.

APPLICATION MATERIALS	CHECKLIST
Original Application, signed with all blanks completed	<input type="checkbox"/>
Prop. M Findings (General Plan Policy Findings)	<input type="checkbox"/>
Supplemental Information Pages for Dwelling Unit Conversion	<input type="checkbox"/>
Notification Materials Package: (See Page 4)	<input type="checkbox"/> *
Notification map	<input type="checkbox"/> *
Address labels	<input type="checkbox"/> *
Address list (printed list of all mailing data or copy of labels)	<input type="checkbox"/> *
Affidavit of Notification Materials Preparation	<input type="checkbox"/> *
Set of plans: One set full size AND one reduced size 11"x17"	<input type="checkbox"/>
Site Plan (existing and proposed)	<input type="checkbox"/>
Floor Plans (existing and proposed)	<input type="checkbox"/>
Elevations (including adjacent structures)	<input checked="" type="checkbox"/>
Current photographs	<input type="checkbox"/>
Historic photographs (if possible)	<input checked="" type="checkbox"/>
Check payable to Planning Dept. (see current fee schedule)	<input type="checkbox"/>
Letter of authorization for agent (if applicable)	<input type="checkbox"/>
Pre-Application Materials (if applicable)	<input type="checkbox"/>
Other: Section Plan, Detail drawings (ie. windows, door entries, trim), Specifications (for cleaning, repair, etc.) and/or Product cut sheets for new elements (ie. windows, doors)	<input checked="" type="checkbox"/>

NOTES:

Required Material. Write "N/A" if you believe the item is not applicable, (e.g. letter of authorization is not required if application is signed by property owner.)

Typically would not apply. Nevertheless, in a specific case, staff may require the item.

* Required upon request upon hearing scheduling.

Some applications will require additional materials not listed above. The above checklist does not include material needed for Planning review of a building permit. The "Application Packet" for Building Permit Applications lists those materials.

No application will be accepted by the Department unless the appropriate column on this form is completed. Receipt of this checklist, the accompanying application, and required materials by the Department serves to open a Planning file for the proposed project. After the file is established it will be assigned to a planner. At that time, the planner assigned will review the application to determine whether it is complete or whether additional information is required in order for the Department to make a decision on the proposal.

For Department Use Only

Application received by Planning Department:

By: _____

Date: _____

Dwelling Unit Demolition

(SUPPLEMENTAL INFORMATION)

Pursuant to Planning Code Section 317(d), Residential Demolition not otherwise subject to a Conditional Use Authorization shall be either subject to a Mandatory Discretionary Review hearing or will qualify for administrative approval.

Administrative approval only applies to:

- (1) single-family dwellings in RH-1 and RH-1(D) Districts proposed for Demolition that are not affordable or financially accessible housing (valued by a credible appraisal within the past six months to be greater than 80% of combined land and structure value of single-family homes in San Francisco); **OR**
- (2) residential buildings of two units or fewer that are found to be unsound housing.

Please see the Department’s website under Publications for “*Loss of Dwelling Units Numerical Values*”.

The Planning Commission will consider the following criteria in the review of Residential Demolitions. Please fill out answers to the criteria below:

EXISTING VALUE AND SOUNDNESS		YES	NO
1	Is the value of the existing land and structure of the single-family dwelling affordable or financially accessible housing (below the 80% average price of single-family homes in San Francisco, as determined by a credible appraisal within six months)? If no, submittal of a credible appraisal is required with the application.	<input type="checkbox"/>	<input type="checkbox"/>
2	Has the housing been found to be unsound at the 50% threshold (applicable to one- and two-family dwellings)?	<input type="checkbox"/>	<input type="checkbox"/>
3	Is the property free of a history of serious, continuing code violations?	<input type="checkbox"/>	<input type="checkbox"/>
4	Has the housing been maintained in a decent, safe, and sanitary condition?	<input type="checkbox"/>	<input type="checkbox"/>
5	Is the property a <i>historical resource</i> under CEQA? If yes, will the removal of the resource have a substantial adverse impact under CEQA? <input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/>	<input type="checkbox"/>
RENTAL PROTECTION		YES	NO
6	Does the Project convert rental housing to other forms of tenure or occupancy?	<input type="checkbox"/>	<input type="checkbox"/>
7	Does the Project remove rental units subject to the Rent Stabilization and Arbitration Ordinance or affordable housing?	<input type="checkbox"/>	<input type="checkbox"/>
PRIORITY POLICIES		YES	NO
8	Does the Project conserve existing housing to preserve cultural and economic neighborhood diversity?	<input type="checkbox"/>	<input type="checkbox"/>
9	Does the Project conserve neighborhood character to preserve neighborhood cultural and economic diversity?	<input type="checkbox"/>	<input type="checkbox"/>
10	Does the Project protect the relative affordability of existing housing?	<input type="checkbox"/>	<input type="checkbox"/>
11	Does the Project increase the number of permanently affordable units as governed by Section 415?	<input type="checkbox"/>	<input type="checkbox"/>

Dwelling Unit Demolition

(SUPPLEMENTAL INFORMATION CONTINUED)

	REPLACEMENT STRUCTURE	YES	NO
12	Does the Project locate in-fill housing on appropriate sites in established neighborhoods?	<input type="checkbox"/>	<input type="checkbox"/>
13	Does the Project increase the number of family-sized units on-site?	<input type="checkbox"/>	<input type="checkbox"/>
14	Does the Project create new supportive housing?	<input type="checkbox"/>	<input type="checkbox"/>
15	Is the Project of superb architectural and urban design, meeting all relevant design guidelines, to enhance the existing neighborhood character?	<input type="checkbox"/>	<input type="checkbox"/>
16	Does the Project increase the number of on-site dwelling units?	<input type="checkbox"/>	<input type="checkbox"/>
17	Does the Project increase the number of on-site bedrooms?	<input type="checkbox"/>	<input type="checkbox"/>

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: Other information or applications may be required.

Signature: _____

Date: _____

Print name, and indicate whether owner, or authorized agent:

Owner / Authorized Agent (circle one)

Demolition Application Submittal Checklist

(FOR PLANNING DEPARTMENT USE ONLY)

Applications submitted to the Planning Department must be accompanied by this checklist and all required materials.

APPLICATION MATERIALS	CHECKLIST
Original Application, signed with all blanks completed	<input type="checkbox"/>
Prop. M Findings (General Plan Policy Findings)	<input type="checkbox"/>
Supplemental Information Pages for Demolition	<input type="checkbox"/>
Notification Materials Package: (See Page 4)	<input type="checkbox"/> *
Notification map	<input type="checkbox"/> *
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