STEP-BY-STEP INSTRUCTIONS FOR CREATING A TDM PLAN

STEP 1
Determine Applicability

APPLICABILITY
Residential: ≥ 10 dwelling units (DUs) or ≥ 10 bedrooms of group housing
Non-residential: ≥ 10,000 square feet (sf) of Occupied Floor Area
Change of Use: ≥ 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.

See TDM Program Standards, Page 5, Section 2.1(a) for Development Projects with Multiple Low-Density Buildings.

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.

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**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**

See TDM Program Standards, Appendix A for point values.

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**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.

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**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

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