

Planning Department
City and County of San Francisco
PROCEDURES FOR SUBMITTING PLANNING DEPARTMENT APPLICATIONS
Conditional Use

PLEASE MAKE AN ADVANCE APPOINTMENT TO FILE MOST APPLICATIONS. The environmental review, conditional use, variance and all other Planning Department applications except those specifically exempted below are accepted only by appointment. The Application Intake Planner does not make direct appointments.

For conditional use, variance, reclassification and code amendment applications, make the appointment in advance by calling our Applications Intake Scheduler, Georgia Powell, at 558-6371. If Ms. Powell is unavailable, please leave a message providing the following information:

- (1) your request to make an appointment to submit an application,
- (2) what type(s) of application(s) you want to file,
- (3) the permit application number for your project, if any,
- (4) your name or the name of your agent, and
- (5) the telephone number at which you or your agent can be reached during regular business hours, also fax number and EMail address, if you wish.

Our applications scheduler will call you or your agent to set up the appointment. **Refer your questions to the Planning Information Center staff at 1660 Mission Street, 1st Floor, between the hours of 8:00 a.m. - 5:00 p.m., Monday through Friday at 558-6377.**

At your scheduled appointment with the Application Intake Planner, please bring your completed application with all required attachments to the Planning Information Center at 1660 Mission Street, 1st Floor, and ask for the Application Intake Area. At that time, the initial fee will be determined on the basis of estimated construction costs. Fees are set forth in City Planning Code Article 3.5A. **No fees may be refunded.** Should the cost of staff time necessary to process the application 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 a Notice of Special Restrictions, and for monitoring compliance with conditions of approval of mitigation measures.

OTHER APPLICATIONS REQUIRING AN APPOINTMENT

- ! For environmental review applications, call Joy Navarrate at 415 558-5975.
- ! To file a certificate of appropriateness application pertaining to a historic district or architecturally significant building, call the Application Intake Coordinator at (415 558-6300).

An appointment is not required to file a discretionary review application. The completed application form and required additional materials for these applications along with a check must be brought to the Planning Information Center during the hours noted above, and the planner on duty will review the application for completeness and accept complete applications.

All plans, drawings, photographs, mailing lists, maps and other materials required for the application must be included with the completed application form and **cannot be "borrowed" from any related application.** The application will be accepted only when it is complete in all respects. Applications which are not totally complete in accordance with the application's instructions must be rejected and, when complete, must be submitted during a rescheduled appointment.

THESE PROCEDURES DO NOT APPLY TO THE FOLLOWING APPLICATIONS:

- ! Applications pertaining to downtown buildings if staff have requested you to follow alternative submittal procedures.
- ! Department of Building Inspection (DBI) applications such as building, alteration, demolition, grading, fire or plumbing permits.
- ! Health or Police permits reviewed by this Department.

Planning Department
1660 Mission Street, Fifth Floor
San Francisco 94103 (415) 558-6377

APPLICATION FOR CONDITIONAL USE UNDER THE CITY PLANNING CODE

This is an application to the City Planning Commission for authorization of a conditional use specifically provided for in the City Planning Code. This application may also be for a discretionary review in lieu of conditional use, when provided for under the City Planning Code. The first page consists of instructions which should be read carefully before the application form is completed. Planning Department staff are available to advise you in the preparation of this application. Call (415) 558-6377 for further information.

INSTRUCTIONS

1. Answer all questions fully, please type or print in ink. Attach additional pages if necessary.

2. A public hearing must be held in this case. You must provide each of the following with this application:

(a) **300-Foot Radius Map:** A map drawn on tracing paper, scale 1" = 50', showing the property that is the subject of this application and all other property within a radius of 300 feet of the exterior boundaries of the subject property, the Assessor's Block number of each block and Assessor's Lot number on each lot, and the names of all streets shown. Maps of individual blocks may be traced at the Assessor's Office, and street widths may be obtained at the Department of Public Works Bureau of Street Use and Mapping. It is advisable that this work be done by an experienced draftsman.

(b) **Address List:** Two typewritten lists, one on gum-backed, self-adhering labels, showing in numerical order by Block and Lot the names, addresses and zip codes of the owners of all properties within the 300 foot radius shown on the map. Self-adhering labels are available at most stationary stores.

The names and addresses are available to the public at the Tax Collector's Office and are those shown on the latest city-wide assessment roll.

Include all names and addresses of additional owners, attorneys, and other parties you want to have notified of the hearing.

<u>Block #</u>	<u>Lot #</u>	<u>#9331</u>	<u>#7</u>
<u>Name</u>		<u>John Doe</u>	
<u>Address</u>		<u>123 South Street #2</u>	
		<u>S. F. CA 94100</u>	

When the application is submitted, the applicant will be asked to apply the labels to the Department's envelopes.

(c) **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.

3. In all cases the application must be accompanied by plans sufficient for proper determination of the case. In most cases a plot plan will be required, showing accurately the subject lot and adjacent lots, and existing and proposed structures, on both the subject property and on immediately adjoining properties, open spaces, driveways, parking areas, trees, and land contours where relevant. Where the size or use of floor areas is material to the case, floor plans will also be required.

APPLICATION FOR CONDITIONAL USE
(Continued)

Drawings of building elevations must be provided in cases in which new construction will occur. All signs and all landscaping calling out species must be specifically shown. Certain types of conditional uses have additional special requirements under the Code.

The Department staff will assist in determining what plans are required. A north arrow and scale shall be shown on each plan, and unless an exception is specifically granted by the Zoning Administrator the scale shall be not less than 1" = 20' for plot plans, 1/8" = 1' 0" for floor plans, and 1/4" = 1' 0" for plans showing layout of parking and loading.

4. Photographs, unmounted, large enough to show the nature of the property, but not over 8-1/2 x 14 inches are helpful in reviewing conditional use applications.
5. All plans and other exhibits submitted with this application will be retained as part of the permanent public record in this case.
6. Planning Code Fees: The initial fee established in City Planning Code, Article 3.5A must be submitted with your application. Time and Materials will be charged if staff costs exceed the initial fee.
7. The California Environmental Quality Act and Chapter 31 of the San Francisco Administrative Code implementing that act may require an Environmental Evaluation before the application may be considered. Please consult the Planning Department staff to determine if an Environmental Evaluation application form must be submitted with this application. A separate fee would be required for environmental review.
8. For certain types of conditional uses, the City Planning Code sets out additional criteria for approval in the Code Section under which authorization is sought. If any such criteria apply in this case, state in detail the manner in which you believe they will be met on a separate sheet. The referenced Code sections may be viewed or explained to you at the Department's Planning Information Center, 1660 Mission Street, First Floor (Telephone: (415) 558-6377).

<u>Proposal or Area</u>	<u>Code Reference</u>
Parking lots	Section 156
Parking exceeding accessory amounts	Section 157
Major garages in C-3 districts	Section 158
Northern Waterfront S.U.D.	Sections 240.1 and 240.3
Height limits Special Exceptions*	Sections 263, 263.1, 263.2, 263.3, 263.4, and 263.5
Bulk Exceptions	Section 271
*-Southern edge Jackson Square	
-North and South of Ferry Building	
-Near Chinese Playground	

WHAT APPLICANTS SHOULD KNOW ABOUT THE REVIEW PROCESS

A. The City Planning Commission encourages applicants to meet with all community groups and parties interested in their application before the public hearing on the matter. The staff of the Department is available to assist in determining how to contact interested groups. 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 their Rules and Regulations below.

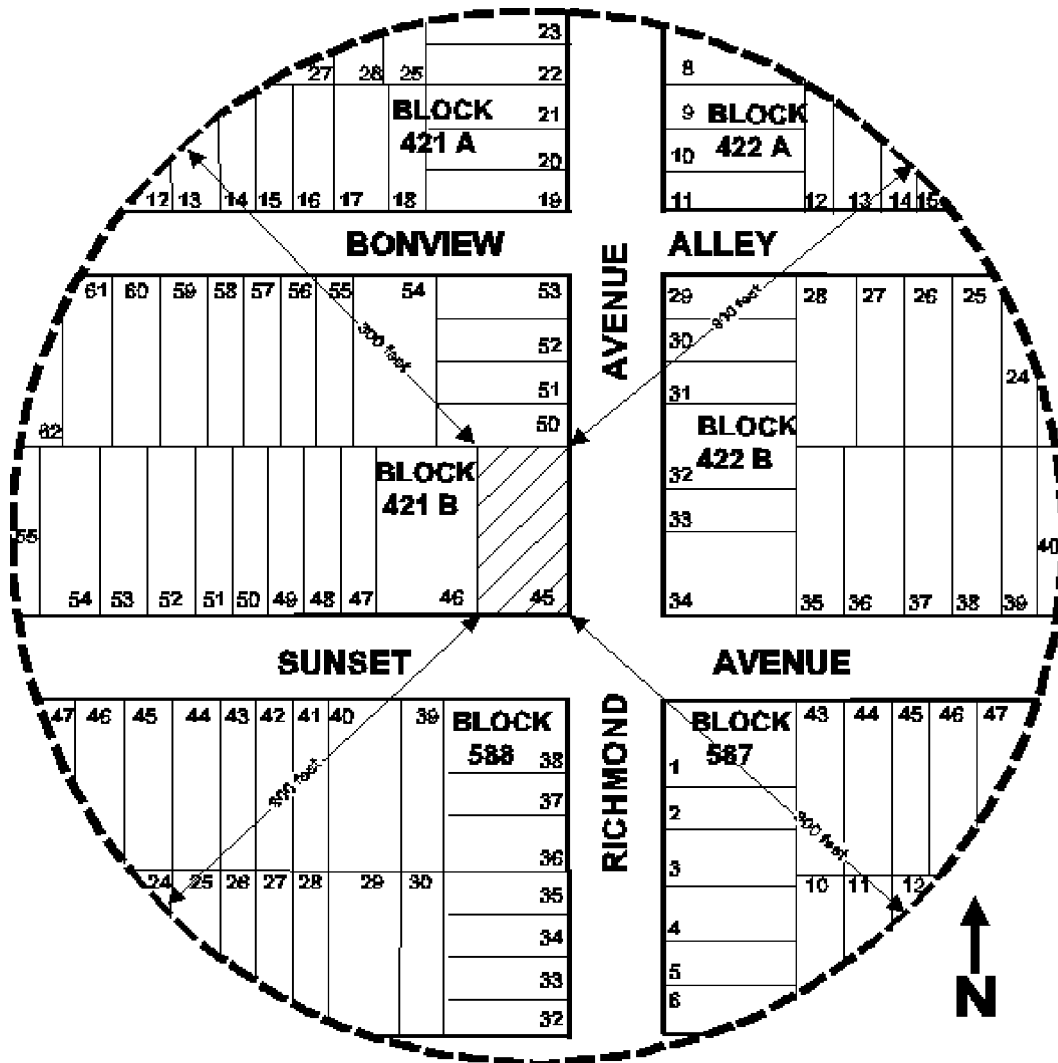
Section 10. Hearings. A public hearing may be held on any matter before the Commission at either a Regular or a Special Meeting. The procedure for such public hearings shall be as follows:

1. A description of the issue by the Director or a member of the staff.
2. A presentation of the proposal by the project sponsor for a period not to exceed 20 minutes.
3. A presentation of opposition to the proposal, by organized opposition, for a period not to exceed 15 minutes. Organized opposition will be recognized only upon written application to the president at or prior to the hearing, which application identifies the organization(s) and speaker(s).
4. Public testimony from proponents of the proposal. An individual may speak for a period not to exceed 3 minutes. An organization or group will be given a period not to exceed 6 minutes if the organization or group is represented by one speaker.
5. Public testimony from opponents of the proposal would be taken under conditions parallel to those imposed on proposal proponents, 3 minutes for an individual and 6 minutes for a group or organization if the group or organization is represented by one speaker.
6. The project sponsor or applicant will be given a period, not to exceed 5 minutes, within which to clarify any questions raised in previous testimony.
7. Organized opposition, recognized in accordance with Paragraph 3 above, will be given a period not to exceed 5 minutes, within which to clarify any questions raised in previous testimony.
8. Director's recommendation.
9. Discussion and vote by the Planning Commission on the matter before it. 10. In public hearings on Draft Environmental Impact reports, all speakers will be limited to a period not to exceed 5 minutes.
11. The President may impose time limits on appearances by members of the public and may otherwise exercise his or her discretion on procedures for the conduct of public hearings.

Section 12. Private Transcription. The President or Committee Chairman may authorize any person to transcribe the proceedings of a Regular, Special or Committee Meeting provided that the President or Chairman may require that a copy of such transcript be provided for the Commission's permanent records.

C. Opportunities for Rehearings by Other Bodies: Reclassifications (Rezoning) and Setback Applications recommended by the Commission require legislation adopted by the Board of Supervisors to become law. Those applications denied by the Planning Commission as well as Planning Commission actions on Conditional Uses are final unless appealed to the Board of Supervisors, telephone no. (415) 558-3184 within 30 days of Commission action. Departmental action following City Planning Commission action on a Building Permit Application under Discretionary Review may be appealed to the Board of Appeals, telephone no. (415) 554-6723 within 15 days of departmental action.

300-FOOT RADIUS MAP INSTRUCTIONS



NOTE: THIS EXAMPLE IS NOT TO REQUIRED SCALE

1. The map must show all properties within 300-feet of the EXTERIOR boundaries of the property; a 300-foot radius map, drawn to a scale of 1 inch to 50 feet, either the original on TRACING paper or a blueprint copy (no photocopy accepted) is required for submittal with applications under the Planning Code, including variance, reclassification (rezoning), set-back, conditional use, and certain subdivision applications.
2. Submit a list of the names and addresses, including the block and lot for each one, of all owners of the properties within 300-feet of the subject property and gummed labels with the same data with these applications. The latest Citywide Tax Roll is available at the office of the Tax Collector, City Hall - Room 140, 1 Dr. Carlton B. Goodlett Pl. for the preparation of this list. The labels will be used to mail notice of the time and place of the public hearing required.
3. If you wish to prepare the materials yourself, block maps may be traced at the Office of the Assessor-Recorder, 1 Dr. Carlton B. Goodlett Place, City Hall, Room 190. The width of the public right-of-way for the streets separating the blocks may be determined at the Bureau of Street Use and Mapping, 875 Stevenson Street, Room 460, 554-5810.
4. You may, for a fee that varies by firm, have a private drafting service prepare these materials.

Type of Application To Be Submitted: Conditional Use

1. Owner/Applicant Information

Property Owner's Name: _____

Address: _____ ZIP: _____ Telephone: (____) _____

Applicant's Name: _____

Address: _____ ZIP: _____ Telephone: (____) _____

Contact for Project Information: _____

Address: _____ ZIP: _____ Telephone: (____) _____

2. Location and Classification

Street Address of Project: _____ ZIP: _____

Cross Streets: _____

Assessors Block/Lot: _____ Lot Dimensions: _____ Lot Area(SqFt): _____

Zoning District: _____ Height/Bulk District _____

3. Project Description

Please Check

Change of Use Change of Hours New Construction

Alterations Demolition Other

Describe what is to be done: _____

Additions to Building:

Rear Front Height Side Yard

Present or Previous Use: _____

Proposed Use: _____

Building Permit Application No. _____ Date Filed: _____

4. Action(s) Requested (Include Planning Code Section which authorizes action)

5. 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.

Signed _____ Date _____

Applicant or owner

(Print Name of Applicant in Full)

N:\APPLICAT\CUAPP.WPD

City Planning Case No. _____

Address _____

Block and Lot No. _____

PRIORITY GENERAL PLAN POLICIES FINDINGS

Proposition M was adopted by the voters on November 4, 1986. It requires that the City shall find that proposed projects and demolitions are consistent with eight priority policies set forth in Section 101.1 of the City 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 DOES NOT.

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;

PRIORITY GENERAL PLAN POLICIES FINDINGS

(Continued)

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.

DATE: _____

PROJECT ADDRESS: _____

ASSESSOR'S BLOCK/LOT _____

ESTIMATED CONSTRUCTION COSTS

TYPE OF APPLICATION: _____

OCCUPANCY CLASSIFICATION: _____

BUILDING TYPE: _____

TOTAL GROSS SQUARE FEET OF CONSTRUCTION _____

ESTIMATED SQUARE FOOTAGE:

BY PROPOSED USES: _____

ESTIMATED CONSTRUCTION COST _____

ESTIMATE PREPARED BY: _____

FEE ESTABLISHED: _____

APPLICATION SUBMITTAL CHECKLIST

Applications listed below submitted to the Planning Department must be accompanied by this checklist and all required materials. The checklist is to be completed **and signed by the applicant or authorized agent and a department staff person.**

<u>REQUIRED MATERIALS</u> (check correct column)	<u>APPLICATIONS</u>			
	↓	↓	↓	↓
	↓	↓	↓	↓
	↓	↓	↓	↓
	↓	↓	↓	↓
	Environmental Evaluation	Conditional Use	Reclassification	Variance
Application, with all blanks completed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
300-foot radius map	--	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Address labels (original)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Address labels (copy of the above)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Site Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Floor Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Elevations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Section 303 Requirements (shown on info. sheet)	--	<input type="checkbox"/>	--	--
Prop. M Findings	--	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Photographs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check payable to Planning Dept.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Application signed by owner or agent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Letter of authorization for agent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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.

- 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.
 - Two sets of original labels and one copy of addresses of adjacent property owners and owners of property across street.

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.

ACKNOWLEDGEMENT AND SIGNATURES

OTHER APPLICATIONS THAT MAY BE REQUIRED: _____ By signing below, I acknowledge: That I have read and completed this form in its entirety; that I understand that receipt of these materials by the Department does not mean that the application has been accepted as complete; that all of the information provided in this application is accurate.

Signature _____

Date _____

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

Owner/Authorized Agent (circle one)

APPLICATION RECEIVED BY PLANNING DEPARTMENT:

By: _____

Date

POSTING AND MAILING ORDINANCE, 2009

Hearing Requiring Sign Posting

1. Conditional Use
2. Variance (more than 10 percent)
3. Reclassification of Property (rezoning one-half acre or less)
4. Section 309 (Downtown) Projects
5. Section 322 (Office Development Limit) Projects
6. Discretionary Review of Building and Site Permit

Duration of Posting

1. 20 days prior to hearing, Applicant Responsibility
 - Conditional Use
 - Variance
 - Section 309 Project
 - Section 322 Project
2. 10 days prior to hearing, Applicant Responsibility
 - Discretionary Review of Building and Site Permits
3. 10 days prior to hearing, Zoning Administrator Responsibility
 - Reclassification of Property

Placement of Signs

1. Where window of building is no more than six feet back from property line: Sign must be posted inside window, when window is of sufficient size. The bottom of the sign must be no lower than four feet above grade and the top no higher than eight and one-half feet above grade.
2. Where windows are not of suitable size and the building facade is no more than nine feet back from the property line, the sign must be affixed to the building with its bottom at least five feet above grade and its top no more than seven and one-half feet above grade.
3. When the structure is more than nine feet back from the property line, the sign must be posted at the property line with its top no more than six, nor less than five, feet above grade.

Signs and lettering must in all cases be clearly visible from a public street, alley or sidewalk. In those cases where a sign is not affixed to a building, it must be attached to standards and appropriately protected from inclement weather.

If sign is removed or otherwise destroyed during the required posting period, the Zoning Administrator may require that the site be re-posted for the required duration prior to hearing.

Source of Signs

- Unless directed by the Zoning Administrator to post a larger sign, applicants should obtain a reprinted 30' by 30' sign from the Department of City Planning and complete the required sign age information.

Documentation of Posting

- At the time of the hearing the applicant must submit a declaration, signed under the penalty of perjury, which declares that the applicant has complied with the provisions of the posting ordinance. Photographs must also be submitted showing the sign posted on the site.
 - Questions about sign postings should be directed to the planner handling the application.

DECLARATION OF POSTING

I, _____, do hereby declare as follows:
Name (Print or Type)

1. On _____, 2009, I posted public notice on the project site.
2. Attached to this declaration are photographs showing the duly posted public notices on the project site.
3. After posting the aforementioned notice, I personally inspected the posted notice during the weeks of _____ and _____ and determined that the required notice was posted during the requisite duration between _____ and _____, 2009.

I declare under the penalty of perjury under the laws of the State of California that the foregoing is true and correct.

EXECUTED ON THIS DAY, _____, 2009 IN SAN FRANCISCO.

Signature

Name (Print or Typed)

Relationship to Project: e.g. owner,
Attorney, Architect, etc.

**SUBMIT THIS COMPLETED DECLARATION AT THE PUBLIC HEARING
FOR CONDITIONAL USE ONLY**



SAN FRANCISCO PLANNING DEPARTMENT

1650 Mission Street, Suite 400

San Francisco, California 94103

www.sfgov.org/planning

CHAPTER 83: FIRST SOURCE HIRING PROGRAM

This completed form must be filed with the Planning Department prior to any Planning Commission hearing or if principally permitted, Planning Approval of the Site Permit for all projects subject to Administrative Code Chapter 83

Project Address _____ Block/Lot(s) _____

Building Permit Application No. _____ Case No. (if applicable) _____ Motion No. (if applicable) _____

Please check the boxes that are applicable to this project: (select all that apply)

- 1A. THE PROJECT IS WHOLLY RESIDENTIAL;
- 1B. THE PROJECT IS WHOLLY COMMERCIAL (for the purposes of Administrative Code Chapter 83, any project that is not residential is considered to be a commercial activity);
- 1C. THE PROJECT IS A MIXED USE.

- 2A. THE PROJECT WILL CREATE TEN (10) OR MORE NEW RESIDENTIAL UNITS;
- 2B. THE PROJECT WILL CREATE 25,000 SQUARE FEET OR MORE OF NEW OR ADDITIONAL GROSS FLOOR AREA.

- 3A. THE PROJECT WILL CREATE LESS THAN TEN (10) NEW RESIDENTIAL UNITS;
- 3B. THE PROJECT WILL CREATE LESS THAN 25,000 SQUARE FEET OF NEW OR ADDITIONAL GROSS FLOOR AREA.

If you checked either 2A or 2B your project is subject to the First Source Hiring Program. Please contact the First Source Hiring Program Manager with the San Francisco Human Services Agency's Workforce Development Division to develop a contract to satisfy this requirement.

If you checked 3A and 3B your project is not subject to the First Source Hiring Program.

For questions, please contact the First Source Hiring Manager at (415) 401-4960 or for frequently asked questions you may access First Source information at www.onestopsf.org.

DECLARATION FOR ADMINISTRATIVE CODE CHAPTER 83 COMPLIANCE

ADDRESS OF PRINCIPAL PROJECT: _____ PAGE 2

CONTACT INFORMATION AND DECLARATION OF SPONSOR OF PRINCIPAL PROJECT	
Print Name	
Address	
City, State, Zip	
Phone	Fax
E-mail	
I hereby declare that the information herein is accurate to the best of my knowledge and that I intend to satisfy the requirements of Administrative Code Chapter 83.	
_____ (signature)	



SAN FRANCISCO PLANNING DEPARTMENT

1650 Mission Street, Suite 400

San Francisco, California 94103

www.sfgov.org/planning

SECTION 315: DECLARATION OF INTENT

This completed form must be filed with the Planning Department prior to any Planning Commission hearing or if principally permitted, Planning Approval of the Site Permit for all projects subject to Planning Code Section 315 (five or more residential units), the Inclusionary Housing Requirement

Project Address _____ Block/Lot(s) _____

Building Permit Application No. _____ Case No. (if applicable) _____ Motion No. (if applicable) _____

Name of Planner (SF Planning Department Contact) _____

NUMBER OF ALL UNITS IN THE PRINCIPAL PROJECT:					
TOTAL UNITS:	STUDIOS:	ONE-BEDROOM:	TWO-BEDROOM:	THREE-BEDRM:	

This project will comply with Planning Code Section 315 by: (select one of four options below)

1. PAYMENT OF AN IN-LIEU FEE PRIOR TO BUILDING PERMIT ISSUANCE:

2. PROVISION OF BMR UNITS ON-SITE AT 15 % OF THE UNIT TOTAL:

NUMBER OF SALE BMR UNITS ON SITE IN THE PRINCIPAL PROJECT:					
TOTAL BMR UNITS:	STUDIOS:	ONE-BEDROOM:	TWO-BEDROOM:	THREE-BEDRM:	
NUMBER OF RENTAL BMR UNITS ON SITE IN THE PRINCIPAL PROJECT:					
TOTAL BMR UNITS:	STUDIOS:	ONE-BEDROOM:	TWO-BEDROOM:	THREE-BEDRM:	

3. CONSTRUCTION OF BMR UNITS OFF-SITE AT 20 % OF THE UNIT TOTAL:

NUMBER OF SALE BMR UNITS CONSTRUCTED OFF SITE:					
TOTAL BMR UNITS:	STUDIOS:	ONE-BEDROOM:	TWO-BEDROOM:	THREE-BEDRM:	
NUMBER OF RENTAL BMR UNITS CONSTRUCTED OFF SITE:					
TOTAL BMR UNITS:	STUDIOS:	ONE-BEDROOM:	TWO-BEDROOM:	THREE-BEDRM:	
AREA OF DWELLINGS IN PRINCIPAL PROJECT:			S.F.	AREA OF DWELLINGS IN OFF-SITE PROJECT:	
				S.F.	

Off-Site Project Address (if more than one lot, attach additional sheet) _____ Off-Site Block/Lot(s) _____

Building Permit Application No. _____ Case No. (if applicable) _____ Motion No. (if applicable) _____

APPLICANT'S DECLARATION OF INTENT FOR SECTION 315 COMPLIANCE

ADDRESS OF PRINCIPAL PROJECT: _____ PAGE 2

Number of market-rate units in the off-site project _____

4. USING A COMBINATION OF PAYMENT OF AN IN-LIEU FEE &/OR PROVISION OF ON-SITE BMR UNITS, &/OR CONSTRUCTION OF OFF-SITE BMR UNITS WITH THE FOLLOWING DISTRIBUTION:

Indicate what percent of each option would be implemented (from 0% to 99%) and the number of on-site and/or off-site BMR units for rent and/or for sale.

- 1. In-lieu fee _____% of BMR requirement
- 2. On-Site _____% of BMR requirement

NUMBER OF SALE BMR UNITS ON SITE IN THE PRINCIPAL PROJECT:					
TOTAL BMR UNITS:	STUDIOS:	ONE-BEDROOM:	TWO-BEDROOM:	THREE-BEDRM:	
NUMBER OF RENTAL BMR UNITS ON SITE IN THE PRINCIPAL PROJECT:					
TOTAL BMR UNITS:	STUDIOS:	ONE-BEDROOM:	TWO-BEDROOM:	THREE-BEDRM:	

- 3. Off-Site _____% of BMR requirement

NUMBER OF SALE BMR UNITS CONSTRUCTED OFF SITE:					
TOTAL BMR UNITS:	STUDIOS:	ONE-BEDROOM:	TWO-BEDROOM:	THREE-BEDRM:	
NUMBER OF RENTAL BMR UNITS CONSTRUCTED OFF SITE:					
TOTAL BMR UNITS:	STUDIOS:	ONE-BEDROOM:	TWO-BEDROOM:	THREE-BEDRM:	
AREA OF DWELLINGS IN PRINCIPAL PROJECT:			S.F.	AREA OF DWELLINGS IN OFF-SITE PROJECT:	

 Off-Site Project Address Off-Site Block/Lot(s)

 Building Permit Application No. Case No. (if applicable) Motion No. (if applicable)

Number of market-rate units in the off-site project: _____

CONTACT INFORMATION AND DECLARATION OF SPONSOR OF PRINCIPAL PROJECT	CONTACT INFORMATION AND DECLARATION OF SPONSOR OF OFF-SITE PROJECT (IF DIFFERENT)
Print Name	Print Name
Address	Address
City, State, Zip	City, State, Zip
Phone Fax	Phone Fax
E-mail	E-mail
I hereby declare that the information herein is accurate to the best of my knowledge and that I intend to satisfy the requirements of Planning Code Section 315 as indicated above.	I hereby declare that the information herein is accurate to the best of my knowledge and that I intend to provide off-site BMR housing for the principal project as indicated.
_____ (signature)	_____ (signature)

APPLICANT'S DECLARATION OF INTENT FOR SECTION 315 COMPLIANCE

ADDRESS OF PRINCIPAL PROJECT: _____

PAGE 3

Cc: Mayor's Office of Housing
Historic File, Principal Project
Case Docket, Principal Project, if any

Historic File, Off-Site Project, if any
Case Docket, Off-Site Project, if any

Doc. Version 5
01/28/08