

PROJECT REVIEW MEETING APPLICATION PROCEDURES

Effective September 6, 2009

THE PROJECT REVIEW PROCESS

The Project Review Meeting provides members of the public and Planning Department staff an opportunity to discuss Code requirements, planning processes and Departmental policies related to a specific proposed project.

There are two types of Project Review fee:

1. **Five or fewer units residential and all affordable housing projects.** ([See Fee Schedule](#))
2. **All other projects.** ([See Fee Schedule](#))

There is a non-refundable fee equivalent to the fee for projects of Type 1 above (a lesser fee than Type 2) on all Project Review applications. There is no fee for Project Review meetings held for active cases within the Planning Department. Building Permit applications filed through the Department of Building Inspection are not the same as Planning Department project cases.

APPLYING FOR A PROJECT REVIEW MEETING

Please provide all information requested on the application to avoid delays in scheduling your meeting. The completed application may be sent by mail with a non-refundable minimum fee (Type 1) fee paid in full before a Project Review meeting is scheduled. If your project falls under second type of fee, you must send a check for the Type 2 project per the fee schedule along with the completed application. If you cancel your meeting the difference between a Type 1 and Type 2 fee will be refunded to you. Checks are to be made payable to the SAN FRANCISCO PLANNING DEPARTMENT and must be either received by mail or hand-delivered to the Planning Department reception counter at the address shown below. Please address your request and fee payment to:

Project Review Meeting Coordinator
San Francisco Planning Department
1650 Mission Street, 4th Floor
San Francisco, CA 94103

Contact Person: Sonya P. Banks
Telephone: (415) 575-6089
FAX: (415) 558-6409

Include the Assessor's Block/Lot Number(s) and Planning Department Case Number, if assigned, on all correspondence. Please bring recent photographs of the project site and if available, a proposed site plan, floor plans, and sections and elevations of existing and proposed structures. Please retain a copy of the application form for your records.

PROJECT REVIEW MEETING SCHEDULING

Project Review meetings are scheduled for Tuesdays and Wednesdays. However, appointment availability and timing will vary depending upon project location. Upon receipt of your completed application and fee, a meeting will be scheduled for the soonest available time period. You will be informed of your scheduled meeting date/time within one week of receipt of your Project Review fee. **Although the Type 1 (minimum) fee is non-refundable, you may reschedule your meeting up to 5:00 p.m. on Thursday during the week prior to your scheduled appointment.** Appointments will not be

rescheduled thereafter. Please arrive 15 minutes prior to your scheduled start time and check in with the fourth-floor receptionist at 1650 Mission Street.

PROJECT REVIEW MEETING APPLICATION FORM

APPLICATION DATE: _____

PROJECT CONTACT:

Name _____ Phone No. () _____

Address _____ FAX No. () _____

Owner _____

PROJECT INFORMATION:

Address _____

How many units does the subject property have? _____

Assessor's Block/Lot(s) _____ Zoning District _____

Height and Bulk Districts _____

PROJECT DESCRIPTION / PURPOSE OF MEETING: (Use attachments if necessary)

Land Use Type	Existing	Proposed	Net Change
Number of Dwelling Units			
Commercial Square Footage:			
Retail			
Office			
Number of Hotel Rooms			
Industrial Square Footage			
Other Uses: _____			
Number of Parking Spaces			

Previously contacted Planning Department staff _____

Will this project be publicly funded? (specify) _____