SIDEWALK LEGISLATION APPLICATION MATERIALS

To increase efficiency and reduce paper consumption, the Office of the City and County Surveyor requires that all project applications be submitted electronically. *

- Paper applications will be returned to project applicants.
- As our applications are currently being updated, disregard application language which calls for paper submittal.
- Applications must be entirely complete or will be rejected.
- Application re-submittals are subject to an additional $250.00 administrative fee.
- Electronic file size submittal in any one email is limited to 20 megabytes. (Multiple emails or “Zip” files may be used.)
- Digital media is accepted by post or messenger delivery.
- Submit each application document as a separate PDF file. (Do not bundle multiple documents into one PDF.)
- Document file naming convention should reflect the name of the document as found in the application checklist.
- *Note: All documents requiring notarized signature must be submitted in both electronic and original hardcopy format.
- All checks that are submitted to Public Works Mapping Department are required to be submitted with an Assessor Parcel Number (APN) and subject property address written on the face of the check. If a check is submitted without the APN and property address, then the submittal will be considered incomplete and subject to an additional $250 fee for re-submittal.
- It is the policy of Public Works Mapping Department that every project has a single point of contact. All correspondence with Public Works Mapping Department must come through the Project Surveyor or Engineer.
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WEBSITE: http://www.sfpublicworks.org/
FOLLOW THE LINKS: “SERVICES A-Z” AND “SUBDIVISION AND MAPPING”
A. **SIDEWALK LEGISLATION PROCESS OVERVIEW**

**What is Sidewalk Legislation and when is it required?**

On May 11, 1910 the Board of Supervisors passed Ordinance No. 1061, entitled “Regulating the Width of Sidewalks.” This Ordinance assigned the San Francisco Public Works (SFPW) to track and regulate sidewalk widths by creating legislation when changes to the official sidewalk are approved. An application for sidewalk legislation must be submitted any time that designs call for a change in the width of the sidewalk. In order to construct the newly legislated sidewalk, a Street Improvement Permit from the BSM Permits Section will be required. Sidewalk Legislation Applications and additional forms are available at our website and at the San Francisco Public Works, Bureau of Street Use and Mapping main office located at 49 South Van Ness Ave, Suite #300, San Francisco, CA 94103.

Applications for Sidewalk Legislation fall into the two general categories:

1. **Streamlined Procedure** – On February 21, 2012, Ordinance No. 1061 was modified to give the San Francisco Public Works (SFPW) the authority to legislate certain sidewalk changes via a PW Order. This category does not have to be approved by the Board of Supervisors. Sidewalk changes that are eligible to be legislated via the streamlined procedure are as follows:
   a. Sidewalk bulb-outs
   b. Corner bulb-outs
   c. Sidewalk widening **not** in excess of one linear block

2. **Standard Procedure** – Any sidewalk changes not mentioned in 1(a)-1(c) above must be legislated and approved by the Board of Supervisors. Examples of these changes include but are not limited to:
   a. Establishing a new sidewalk
   b. Bulb-ins and passenger drop-off / pick-up areas
   c. Reduction in the official sidewalk width
   d. Sidewalk widening in excess of one linear block

**NOTE:**
With the exception of Board of Supervisors approval, both of the procedures mentioned above are processed and circulated in the same manner.

**Key Activities in the Sidewalk Legislation Process**

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<td>Finalize Q20 Map / Drawing</td>
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<td>City Planning General Plan Review</td>
<td>Finalize PW Order</td>
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<td>Notification of Objections or Conditions</td>
<td>Legislation to the Board of Supervisors (if needed)</td>
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I. **Application (see Key Activities)**

A. **Prepare and Submit Application**

   Complete the application and all the relevant forms provided. Be sure to follow the application instructions described in the Guidelines. Use the Application Checklist to ensure the appropriate forms, number of copies, and submittal order is correct.

   SFPW’s review and processing fee for sidewalk legislation can be acquired from our Fee Schedule ([www.sfpublicworks.org/services/subdivisions-and-mapping](http://www.sfpublicworks.org/services/subdivisions-and-mapping)). SFPW may require additional fees to cover the additional costs of processing complex or unusual changes.

**NOTE:**
Fees are nonrefundable and do not include the Planning Department’s Fees.
II. Review (see Key Activities page 3)

A. SFPW Performs Initial Review
After SFPW receives the application and determines it is complete, an initial review will be performed. This is a technical review of the design, to verify that all required information has been provided, and to verify that sufficient information is available to determine the location where the official sidewalk width change will take place. If there are any issues, the person listed as the contact will be contacted for corrections. Corrections must be received prior to any further processing. Incomplete applications will be returned and may be subject to an additional $250 re-submittal fee.

III. Circulation

A. City Agencies & Private Utility Companies
SFPW will circulate plans and information to various City Agencies and private utility companies. They will have 30 workdays to provide comments, object to the changes, or request additional time for review. Any changes from the original plans must be identified to SFPW in writing. Certain changes may require re-referral to City Agencies. SFPW may charge additional processing fees if substantial changes are made from the original plans. If any City Agency has conditionally approved the plans the conditions must be satisfied, and the issuing agency must provide an approval letter to San Francisco Public Works, prior to the sidewalk changes being approved. Depending on the proposed change(s) for your project, some agencies must refer the sidewalk change to a public hearing or committee. This will extend the review time of your project.

B. City Planning General Plan Review
The Sidewalk Legislation package requires a completed General Plan Referral application for the Planning Department. The Planning Department review ensures that the proposed sidewalk changes comply with the California Environmental Quality Act (CEQA) and is consistent with the General Plan, Planning Code Section 101.1 (Proposition M), and other provisions of the Planning Code. Prior to SFPW forwarding the General Plan Referral to the Planning Department, the application will be reviewed to verify that the information being sent to the Planning Department is consistent with what has been submitted to SFPW. If consistent, a SFPW employee will sign Part 1, Section D of the General Plan Referral and forward it to the Planning Department for review.

C. Notifications of Objections or Conditions
SFPW will notify the applicant if any City Agency or private utility company has conditions or objections to the project. It is the responsibility of the applicant to reach out to the agency or utility company with the conditions and work out a plan to satisfy such conditions. Once satisfied, the issuing agency must provide an approval letter to San Francisco Public Works, prior to the sidewalk changes being approved.

IV. Finalizing

A. Finalize Q-20 Map / Drawing
The Q-20 drawing shows in detail what areas of the sidewalk will be changed and is a part of the legislation. SFPW will verify that there are no objections from utility companies or City Agencies, that the Planning Department has approved, and, if an application for a street-improvement permit has been submitted, that our design details match those that are in the street-improvement plans. Once all items have been verified, the Q-20 drawing will be finalized and signed by the City and County Surveyor.

B. Finalize PW Order
Upon completion of the Q-20 drawing SFPW will prepare a Public Works Order that shall be signed by the City and County Surveyor and the Director of Public Works. If your project falls under the Streamlined Procedure, the change in the sidewalk will be made official via this PW Order.
C. Legislation to the Board of Supervisors (if needed)
If your project is processed in the Standard Procedure, legislation will have to be approved by the Board of Supervisors. The Q-20 drawing, PW Order, and legislation will be sent by SFPW to the Board of Supervisors. The legislation will be assigned to a committee and then sent to the full Board for approval.

B. GUIDELINES TO COMPLETE APPLICATION

One of the primary reasons for delays in the Sidewalk Legislation review process is that applicants fail to submit a complete application. These guidelines are designed to help applicants provide SFPW with all the necessary information to conduct a thorough and timely review.

Before Filling Out an Application

1. Read the full application.
2. Determine if the project qualifies for the Streamlined Procedure or the Standard Procedure. The Planning Department fees are different for each of the procedure types.
3. Determine if your proposal will change on-street parking or change the curb color. These issues may require that the Municipal Transportation Agency (MTA) conduct public hearings and pass MTA Board legislation. Contact MTA as soon as possible to start this process as this will extend review time. Contact Muni Transit Service Planning at 415-701-4500.

Detailed Instructions for Filling Out the Application

A complete Sidewalk Legislation application consists of:

1. A cover letter
2. A one page application form
3. An application checklist
4. Inclusion of required attachments listed in the application checklist

Required Items of the Sidewalk Legislation Checklist (page 12 of application):

The Sidewalk Legislation Application Checklist identifies all the items necessary to complete the Sidewalk Legislation application.

The order of the items on the checklist should be used for collating and organizing all materials before submission. SFPW is responsible for referring the submitted application packets to other City Agencies.

1. One (1) Set of Plans (a USB Drive with files in PDF or DWG format may be submitted)
A Licensed Land Surveyor or Registered Civil Engineer shall prepare the plans showing the proposed sidewalk changes. Submit one (1) set on 11”x17” sheets. Use a scale in which all details are legible. It is recommended that you submit PDF or 2016, 2018 DWG images.

2. SFPW Sidewalk Legislation Fee
(Verify from our Fee Schedule: http://www.sfpublicworks.org/services/subdivisions-and-mapping) Submit a check or money order payable to the San Francisco Public Works (SFPW) for the appropriate fee identified in the current Fee Schedule. Date the checks no more than 15 days from the day of application submittal.
3. City Planning Fee
Please see page 4 of this application to determine whether the category of your Sidewalk Legislation application falls into the Streamlined Procedure or the Standard Procedure. Please submit a check or money order, made out to the SF-Planning Department, in the proper amount.

- a) Go to [https://sfplanning.org/resource/fee-schedule-applications](https://sfplanning.org/resource/fee-schedule-applications)
- b) Click Download
- c) Scroll to Land Use Supplementals and search for section i. General Plan Referral (GPR)

4. Project Information (Attachment 1)
Provide requested information on Attachment 1. You may add additional sheets if space is needed. This information will help expedite your application when it is circulated by SFPW to other City Agencies.

5. General Plan Review Application (Attachment 2)
All sidewalk changes must satisfy the General Plan. Please submit one digital copy of this application with your package. On occasion a project may have General Plan approval prior to the submittal of sidewalk legislation. If this is your situation, you may submit a copy of the General Plan Review approval letter. The approval letter must specify that the sidewalk changes were reviewed and approved.

**Finalizing the Application**

1. Complete and sign the cover letter
2. Complete and sign the application form
3. Ensure that all required items are:
   - Included
   - Completed per instructions
   - Signed, where applicable
   - Copied per instructions
   - Collated per the application checklist

   **Tip:** Use the first columns of the application checklist to verify that all required items are complete and meet above specifications.

4. Collate and organize all the copies of the required items in the order listed in the checklist. **It is the applicant’s responsibility to submit a complete and organized application packet.** SFPW will not make extra copies of any requested and submitted document and will deem the application incomplete until the applicant submits all of the required materials.

   **INCOMPLETE SUBMITTALS WILL BE CHARGED AN ADDITIONAL $250.00 PROCESSING FEE!**

   **FEES ARE NON-REFUNDABLE.**

5. Submit a completed and collated application packet to SFPW, Bureau of Street Use and Mapping located at Attention: 9th Floor, 49 South Van Ness Ave, Suite #300, San Francisco, CA 94103.

**After Submitting Application to SFPW**

1. SFPW will notify you of any additional information that may be needed.
2. Respond promptly to additional requests for information from SFPW or other agencies.
C. SAMPLE COVER LETTER

Date

Application for Sidewalk Legislation

Property Address: ________________________________

Assessor’s Block: ________ Lot Number(s): ________

City and County Surveyor  
San Francisco Public Works  
Bureau of Street-Use & Mapping  
49 South Van Ness Ave, Suite #300,  
San Francisco, CA 94103

Dear Sir:

I/We, hereby submit to you for your review and processing a proposed official sidewalk change, together with the Sidewalk Legislation Application, the checklist and all applicable items, fees, documents and data checked thereon.

Provide general information of the proposed sidewalk changes such as general location, minimum resulting vehicular path of travel width, length, and what is the purpose of the bulb-out.

Respectfully,

Attachment: Application Packet
D. APPLICATION FOR SIDEWALK LEGISLATION

Property Address: ________________________________

Assessor’s Block: _________ Lot Number(s): _________

<table>
<thead>
<tr>
<th>Owner information:</th>
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<tbody>
<tr>
<td>Name:</td>
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<tr>
<td>Address:</td>
</tr>
<tr>
<td>Phone:</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Person to be contacted concerning this project (If different from owner):</th>
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<tbody>
<tr>
<td>Name:</td>
</tr>
<tr>
<td>Address:</td>
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<td>Phone:</td>
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<tr>
<th>Firm or agent preparing the plans:</th>
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<tbody>
<tr>
<td>Name:</td>
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<tr>
<td>Address:</td>
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<tr>
<td>Phone:</td>
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STATE OF CALIFORNIA
CITY AND COUNTY OF SAN FRANCISCO

I (We) ____________________________________________
(Print Applicant’s Full Name)

declare, under penalty of perjury, that I am (we are) the owner(s) [authorized agent of the owner(s)] of the property that is the subject of this application, that the statements herein and in the attached exhibits present the information required for this application, and the information presented is true and correct to the best of my (our) knowledge and belief.

Signed: ________________________________  Date: ________________________________

Signed: ________________________________  Date: ________________________________
## E. SIDEWALK LEGISLATION APPLICATION CHECKLIST

Property Address: _________________________________

Assessor’s Block: ________ Lot Number(s): ________

Check the following items enclosed where applicable:

<table>
<thead>
<tr>
<th>Item Description and Order</th>
<th>Total digital copies</th>
<th>Attachment No. (where applicable)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Cover Letter</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>2. Section F. Plans</td>
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<td></td>
</tr>
<tr>
<td>Note: You may submit your drawings on a USB drive with your application in either PDF or 2016, 2018 DWG format.</td>
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<tr>
<td>3. Section G. SFFD Plans</td>
<td>1</td>
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<tr>
<td>Note: You may submit your drawings on a USB drive with your application in either PDF or 2016, 2018 DWG format.</td>
<td></td>
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<tr>
<td>4. SFPW Fee. See amount for Sidewalk Legislation: [link]</td>
<td>1</td>
<td>Attachment No. 1</td>
</tr>
<tr>
<td>5. Project Information (Section H.)</td>
<td>1</td>
<td>Attachment No. 1</td>
</tr>
<tr>
<td>6. General Plan Referral Application [link]</td>
<td>1</td>
<td>Attachment No. 2</td>
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<tr>
<td>6a. General Plan Referral Fee [link]</td>
<td>1</td>
<td>Attachment No. 2</td>
</tr>
<tr>
<td>6b. General Plan Referral – Required Photos</td>
<td>1</td>
<td>Attachment No. 2</td>
</tr>
<tr>
<td>6c. Letter of Authorization</td>
<td>1</td>
<td>Attachment No. 2</td>
</tr>
</tbody>
</table>
F. ITEMS REQUIRED ON PLANS

(a) Existing conditions with the sidewalk and street widths labeled. Existing radii, deltas, and arc lengths do not have to be labeled.

(b) Proposed changes. All widths, radii, deltas, and arc lengths must be labeled.

(c) Existing and proposed spot elevations at the top of the curb and the corresponding flow line at 25 foot intervals.

(d) Existing and proposed catch basins.

(e) Existing and proposed sewer laterals that connect the building(s) fronting the proposed change(s).

(f) Fire hydrants (existing and/or proposed). Indicate whether the hydrant is low pressure or high pressure.

(g) Hydrant shut off valves.

(h) Cistern access locations.

(i) Any fixed structures existing or proposed within a five (5) foot radius of a fire hydrant.

(j) Existing and proposed parking spaces and any parking controls. Note whether existing parking is removed or new spaces will be added.

(k) Existing and proposed traffic lanes. Include direction of traffic flow.

(l) Refer to www.sfmta.com for the system map of MUNI routes. For intersections with bus turns submit plan view demonstrating sufficient clearance for buses without encroaching onto oncoming lanes. Contact Muni Transit Service Planning at 415-701-4500 to obtain bus dimensions.

(m) At intersections: provide plan view of the turning track of a fire aerial truck (D.O.T. WB-40 vehicle) and a fire engine (D.O.T. SU-30 vehicle) that demonstrates that there is enough clearance for fire department vehicles to turn onto streets without having to go onto oncoming traffic lanes.

(n) The locations and widths of railroad right-of-way, sewer and other easements, alleys and other important features, both existing and proposed, within the area(s) of the sidewalk change(s).

(o) Location and dimensions of existing sewers, water mains, culverts, within 10 feet of the proposed sidewalk change. Include the direction of flow of sewers.

(p) Location of all existing utility facilities which are fronting or within 10 feet of the proposed sidewalk change limits. This can be based on record information. Include: water valves, fire hydrants, gas valves, electrical and telephone vaults, utility poles, muni poles, street lights, traffic lights, and any other surface utilities.

The above requirements are to be shown on an 11” x 17” paper size. PDF submittal is recommended.
G. ITEMS REQUIRED ON SFFD PLANS & TURNING TEMPLATES

(a) At intersections: provide plan view of the turning track of a fire aerial truck (D.O.T. WB-40 vehicle) and a fire engine (D.O.T. SU-30 vehicle), see below for requirements.

(b) Include cross section views. Show both existing and proposed in side by side layout.

(c) Include overhead plans. Show both existing and proposed in side by side layout.
   (i) Overhead Plans will include any utility lines, power lines, or any objects above the path of travel.

(d) Show existing and proposed street layouts. The items to show include, and not limited to:
   (i) Height of any existing or proposed buildings
   (ii) Clear width travel lane
   (iii) Parking lane
   (iv) Bike lane
   (v) Existing or new sidewalk changes, including curb return radii
   (vi) Any traffic calming structures or improvements within the Right-of-Way

(e) Fire hydrants (existing and/or proposed). Indicate whether the hydrant is low pressure or high pressure.
   (i) If proposed, fire hydrants shall be located within 2 feet from curb and have 5 feet clearance around them. A clear path from staged engine to hydrant shall be 10 feet. **Must provide dimensions of any proposed fire hydrants.**

(f) Hydrant shut off valves.

(g) Any fixed structures existing or proposed within a five (5) foot radius of a fire hydrant.

(h) Existing and proposed traffic lanes. Include direction of traffic flow.
   (i) **Show measurements** for Fire Truck turning movements at all intersections for both Engine types. The plans must show at minimum 7 feet refuge between the truck and new curb line throughout the entire movement.

(i) Show surface clear widths. A clear width of 20 feet or 26 feet shall be maintained at all times. The clear width is dependent on the building height and type, see below. **Label dimensions on templates.**
   (i) Buildings with greater than 40 in height shall maintain 26 feet clearance.
   (ii) Buildings with less than 40 in height shall maintain 20 feet clearance.
   (iii) When showing clear width, **please clearly display the height and type of building.**
   (iv) No permanent fixtures to be installed within the clear width.

(k) If the turning templates include the Engine turning into the oncoming lane, you must provide at minimum 7 feet refuge for oncoming traffic. **Must show dimensions.**

*The above requirements are to be shown on an 11” x 17” paper size. PDF submittal is recommended.*
H. ATTACHMENTS

Attachment No. 1

Project Information

Property Address: ________________________________
Assessor’s Block: _______ Lot Number(s): _______

Department of City Planning (DCP)

1. Has the Department of City Planning reviewed your project?  
   No ☐ Yes ☐ (Please provide information below.)
   
   Date of Review: ____________________________
   City Planning Case No. ______________________ (if available)
   City Planning reviewer’s name: ____________________________

2. Does the sidewalk change have General Plan Referral Approval?  
   No ☐ (You must submit a General Plan Referral application as part of this package.)
   Yes ☐ (Submit a copy of the General Plan Referral Approval and provide the information below.)
   
   Date of Approval: ____________________________
   City Planning Case No. ______________________

3. Has the sidewalk change been environmentally cleared under the California Environmental Quality Act?  
   No ☐
   Yes ☐ (Submit a copy of the Approval and provide the information below.)
   
   Date of Approval: ____________________________
   City Planning Case No. ______________________

BSM – Street Improvement Permit(s)

1. Have you submitted an application for a Street-Improvement Permit? In order to construct the newly legislated sidewalk, a Street Improvement Permit from the BSM Permits Section will be required.  
   No ☐ Yes ☐ (Please provide information below.)

<table>
<thead>
<tr>
<th>Name of person who reviewed the project</th>
<th>Permit No</th>
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**SFPW – Hydraulic Engineering**

1. Has your project been reviewed by the Hydraulic Engineering Section  
   No ☐ Yes ☐ (Please provide information below.)

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<tr>
<th>Name of person who reviewed the project</th>
<th>Date Reviewed</th>
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2. Was it determined that your proposal will meet the 100 year storm requirements?  
   No ☐ Yes ☐ (Please provide a copy of the approved hydraulic analysis.)

**Fire Department**

1. Has the Fire Department reviewed your plans?  
   No ☐ Yes ☐ (Please provide information below.)

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<tr>
<th>Name of person who reviewed the project</th>
<th>Section</th>
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2. Are there fire hydrants in the area of your proposed work?  
   No ☐ Yes ☐ (Please provide information below.)

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<tr>
<th>Type (Low pressure or High Pressure)</th>
<th>Location (intersection corner or fronting address)</th>
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3. What will be the minimum clear street width within the areas of the proposed changes? **Do not** include parking lane widths. The width of bicycle lanes **shall** be included for this calculation. If your sidewalk change will take place at a corner, provide the new clear width for each street.

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<thead>
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<th>Location (intersection corner or fronting address)</th>
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4. What will be the maximum height of the building(s) fronting the sidewalk change and immediately across the street?

<table>
<thead>
<tr>
<th>Location (intersection corner or fronting address)</th>
<th>Height in feet</th>
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Municipal Transportation Agency (MTA)

1. Has MTA reviewed your plans?
   No ☐   Yes ☐ (Please provide information below.)

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<thead>
<tr>
<th>Name of person who reviewed the project</th>
<th>MTA Section</th>
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2. Has your project been reviewed by the Transportation Advisory Staff Committee (TASC)?
   No ☐   Yes ☐ (Please provide information below.)

   Date Heard by TASC: ________________________________
   Date Approved by TASC: ________________________________

3. Will your proposed work change street parking?
   No ☐   Yes* ☐ (Please provide information below.)

   How many parking spots will be removed? ________________________________
   List proposed curb color (red, blue, green, yellow, etc.)** ________________________________

NOTE:
*Changes to on-street parking may require public hearing and MTA Board legislation which will extend review time.
**Requests for new color curb require MTA Board legislation. Refer to www.sfmta.com/services/new-color-curb for further info on submitting an application under the color curb program.
***All fields must be filled, if no fillable can be provided, please print N/A.
Attachment No. 2

General Plan Referral

(Digital [pdf] Submissions Preferred, via Email or USB Drive)
GENERAL PLAN REFERRAL APPLICATION

APPLICATION SUBMITTAL REQUIREMENTS

Pursuant to San Francisco Charter Section 4.105 and Sections 2A.52 and 2A.53 of the San Francisco Administrative Code establish the requirement for General Plan Referrals for certain types of projects described in this application packet. The Planning Department or Planning Commission shall review the project and determine whether the project is in conformity with the General Plan, prior to Board of Supervisors’ consideration of an ordinance or resolution approving the project.

Please read the General Plan Referral Informational Packet and the instructions in this application carefully before the application form is completed.

WHAT TO SUBMIT:

1. One (1) original of this application signed by owner or agent, with all blanks filled in;
2. One hardcopy set of reduced sized (11”x17”) plans, including but not limited to plans showing adjacent structures, existing and proposed floor plans, elevations, and sections;
3. Prop M Findings;
4. A Letter of Authorization for Agent from the owner giving you permission to communicate with the Planning Department on their behalf;
5. Name and signature of the City Agency or Department with jurisdiction over the project;
6. Location Map (showing adjacent properties);
7. Current or historic photograph(s) of the subject property and its immediate vicinity, with viewpoints labeled;
8. A digital copy of all documents submitted (CD or USB drive), containing all applications, project drawings, photos and letter of authorization (if you are not submitting via email); and
9. A check made payable to the “San Francisco Planning Department” for the required intake fee amount. (See Fee Schedule and/or Calculator)

HOW TO SUBMIT:

To file your completed General Plan Referral application and required materials, you may submit it through the following methods:

Email
Email all the required materials to: CPC.General.Plan.Referrals@sfgov.org

Mail
Submit all the required materials to:
Attn: General Plan Referral
1650 Mission Street, Suite 400
San Francisco, CA 94103

Should you have questions or want to discuss a project before submitting a completed application, you may contact the General Plan Referral Team with the email listed above.

Español: Si desea ayuda sobre cómo llenar esta solicitud en español, por favor llame al 415-575-9010. Tenga cuenta que el Departamento de Planificación requerirá al menos un día hábil para responder.

中文：如果您希望获得使用中文填写这份申请表的帮助，请致电415-575-9010。请注意，规划部门需要至少一个工作日来回应。

Tagalog: Kung gusto mo ng tumulong sa pagkumpletong application na ito sa Filipino, paki tawagan ang 415-575-9121. Paki tandaan na mangangailangan ang Planning Department ng hindi kukulangin sa isang araw na pantrabaho para makasagot.
GENERAL PLAN REFERRAL APPLICATION

Property Owner's Information

Name:
Address:  
Email Address:  
Telephone:  

Applicant Information (if applicable)

Name:  
Company/Organization:  
Address:  
Email Address:  
Telephone:  

City Agency with Jurisdiction (if applicable)  *If more than one department has jurisdiction, attach additional sheets.

Contact Name:  
Name of the Department/Agency:  
Address:  
Email Address:  
Telephone:  

Please Select Billing Contact:  
☐ Owner  ☐ Applicant  ☐ City Agency  ☐ Other (see below)  
Name:  
Email:  
Phone:  

Please Select Primary Project Contact:  
☐ Owner  ☐ Applicant  ☐ City Agency  

Property Information

Project Address:  
Plan Area:  
Assessor's Block/Lot No(s): if project is in public right-of-way, provide block/lot nos of fronting property.:  

Present or Previous Use:  
Proposed Use:  
Is Proposed Use Allowed Under Current Zoning?:  
☐ Yes ☐ No  
Current Zoning:  

Name: Same as above ☐  
Contact Name: Same as above ☐
Project Description:

Please provide a detailed description of the project and the reason for a General Plan Referral request.
### Project Details:

<table>
<thead>
<tr>
<th>Property or Open Space:</th>
<th>□ Acquisition/Lease</th>
<th>□ Sale/Lease</th>
<th>□ Change in Use</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>□ Other: ____________</td>
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<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Public Building or Structure:</th>
<th>□ New Construction</th>
<th>□ Alteration</th>
<th>□ Demolition</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>□ Change in Use</td>
<td>□ Acquisition/Lease</td>
<td>□ Sale/Lease</td>
</tr>
<tr>
<td></td>
<td>□ Other: ____________</td>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Redevelopment Area/Project:</th>
<th>□ New</th>
<th>□ Major Change</th>
<th>□ Other: ____________</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Sidewalk, Street, Transportation Route:</th>
<th>□ Corner bulbouts or widening less than 1 block*</th>
<th>□ Widening</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>□ Narrowing</td>
<td>□ Encroachment Permit</td>
</tr>
<tr>
<td></td>
<td>□ Street Vacation</td>
<td>□ Other: ____________</td>
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<td></td>
<td>□ Extension</td>
<td></td>
</tr>
<tr>
<td></td>
<td>□ Abandonment</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Subdivision:</th>
<th>□ New</th>
<th>□ Replat</th>
<th>□ Lot Line Adjustment</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>□ Other: ____________</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Public Housing:</th>
<th>□ New Construction</th>
<th>□ Major Change</th>
<th>□ Other: ____________</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Publicly Assisted Private Housing:</th>
<th>□ New Construction</th>
<th>□ Major Change</th>
<th>□ Other: ____________</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Capital Improvement Plan:</th>
<th>□ Annual Capital Expenditure Plan</th>
<th>□ Capital Improvement Project</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>□ Six Year Capital Improvement Program</td>
<td>□ Other: ____________</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Long Term Financing Proposal:</th>
<th>□ General Obligation Bond</th>
<th>□ General Revenue Bond</th>
<th>□ Non-Profit Corporation Proposal</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>□ Other: ____________</td>
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</table>

### Environmental Review

Prior to issuance of a General Plan Referral, the project must receive clearance under the California Environmental Quality Act (CEQA). Has the project already been covered by previous environmental analysis? If yes, please provide the project name and/or case number if cleared by the San Francisco Planning Department or the agency and project name, and case number if cleared by another lead agency.

Name of the Department/Agency: ______________________

Project Name: ______________________  Case Number: ______________________
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.

<table>
<thead>
<tr>
<th>Please respond to each policy; if it's not applicable explain why:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. That existing neighborhood-serving retail uses be preserved and enhanced and future opportunities for resident employment in and ownership of such businesses enhanced;</td>
</tr>
<tr>
<td>2. That existing housing and neighborhood character be conserved and protected in order to preserve the cultural and economic diversity of our neighborhoods;</td>
</tr>
<tr>
<td>3. That the City’s supply of affordable housing be preserved and enhanced;</td>
</tr>
<tr>
<td>4. That commuter traffic not impede Muni transit service or overburden our streets or neighborhood parking;</td>
</tr>
<tr>
<td>Please respond to each policy; if it’s not applicable explain why:</td>
</tr>
<tr>
<td>---------------------------------------------------------------</td>
</tr>
<tr>
<td>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;</td>
</tr>
<tr>
<td>6. That the City achieve the greatest possible preparedness to protect against injury and loss of life in an earthquake;</td>
</tr>
<tr>
<td>7. That landmarks and historic buildings be preserved; and</td>
</tr>
<tr>
<td>8. That our parks and open space and their access to sunlight and vistas be protected from development.</td>
</tr>
</tbody>
</table>
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

Name (Printed)

Relationship to Project

(i.e. Owner, Authorized Agent, etc.)

Phone

Email

Signature of City Department Representative (if City-Sponsored Project)

Name (Printed)

APPLICANT’S SITE VISIT CONSENT FORM

I hereby authorize City and County of San Francisco Planning staff to conduct a site visit of this property, making all portions of the interior and exterior accessible.

Signature

Name (Printed)

Date