



# SAN FRANCISCO PLANNING DEPARTMENT

## Request for Department Facilitated Pre-Application Meeting As Required by Planning Code Sections 311/312

The Pre-Application Process is required for certain alterations and new construction projects located in all zoning districts subject to Section 311 or 312 Notification. A Pre-Application meeting must occur prior to the filing of any entitlement or building permit applications. Projects with the following scopes of work are subject to the pre-application procedures described in this packet:

- New Construction (subsequent to a demolition or on an undeveloped portion of the lot);
- Vertical additions that add 7' or more feet to the existing building height;
- Horizontal additions that add 10' feet or more to the existing building depth at any level;
- Decks that are subject to Section 311 or 312 Notification.

The Project Sponsor may opt to have a Planning Department Facilitated Pre-Application Meeting instead of a meeting on or proximate to the proposed project site, for which the fee is \$832.00. The meeting will be held at the Planning Department during regular business hours for one hour. The Project Sponsor is required to perform the mailing and noticing requirements as outlined in the Pre-Application packet. A planner will attend to answer questions about the Planning Code and review process, but will not discuss the Department's position on the proposal. Please make checks payable to the Planning Department.

SCOPE OF WORK: \_\_\_\_\_

ADDRESS OF PROJECT SITE: \_\_\_\_\_

BLOCK AND LOT OF PROJECT SITE: \_\_\_\_\_

NAME OF REQUESTOR: \_\_\_\_\_

ADDRESS OF REQUESTOR: \_\_\_\_\_

CONTACT INFORMATION: \_\_\_\_\_

### REQUESTOR'S AFFIDAVIT

Under penalty of perjury the following declarations are made:

1. The undersigned is the owner or authorized agent of the owner of this property.
2. The information presented is true and correct to the best of my knowledge.

Signed \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
(Print Full Name of Requestor)

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