



# SAN FRANCISCO PLANNING DEPARTMENT

## Section 317 Application

Section 317 of the Planning Code requires that a public hearing will be held prior to approval of any permit that will remove existing housing, with certain codified exceptions. Where a project will result in the loss of one or two residential units, the project is subject to a Mandatory Discretionary Review (DR) hearing before the Planning Commission, unless the Code specifically requires Conditional Use (CU) Authorization. Projects resulting in the loss of three or more units will require a Conditional Use hearing by the Planning Commission. If a Conditional Use is required, attach this Application as a supplemental document. All projects subject to Section 317 must fill out this cover sheet and the relevant attached Form(s) (A, B, or C), and contact Georgia Powell at (415) 558-6371 to schedule an intake appointment.

1650 Mission St.  
Suite 400  
San Francisco,  
CA 94103-2479

Reception:  
**415.558.6378**

Fax:  
**415.558.6409**

Planning  
Information:  
**415.558.6377**

PROJECT ADDRESS:		NAME:		
BLOCK / LOT:		ADDRESS:		
ZONING:		CITY, STATE:		
LOT AREA		PHONE:		
#	PROJECT INFORMATION	EXISTING	PROPOSED	NET CHANGE
1	Total number of units			
2	Total number of parking spaces			
3	Total gross habitable square footage			
4	Total number of bedrooms			
5	Date of property purchase			
6	Number of rental units			
7	Number of bedrooms rented			
8	Number of units subject to rent control			
9	Number of bedrooms subject to rent control			
10	Number of units currently vacant			
11	Was the building subject to the Ellis Act within the last decade?			
12	Number of owner-occupied units			

I have read and understood the information in this Application, including the required payment of time and material fees for processing this Application. I certify that I will pay all Planning Department time and material costs for processing this Application, as required by Sections 350(c) and 352(B) of the Planning Code.

Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

# Loss of Dwelling Units through Demolition

(FORM A – COMPLETE IF APPLICABLE)

Pursuant to Planning Code Section 317(d), the demolition of residential dwellings not otherwise subject to a Conditional Use Authorization shall be either subject to a Mandatory Discretionary Review hearing or will qualify for administrative approval. Administrative approval only applies to (1) single-family dwellings in RH-1 Districts proposed for Demolition that are not affordable or financially accessible housing (valued by a credible appraisal within the past six months to be greater than 80% of combined land and structure value of single-family homes in San Francisco); or (2) residential buildings of two units or fewer that are found to be unsound housing.

The Planning Commission will consider the following criteria in the review of applications to demolish Residential Buildings. Please fill out answers to the criteria below:

## *Existing Value and Soundness*

1. Whether the Project Sponsor has demonstrated that the value of the existing land and structure of a single-family dwelling is not affordable or financially accessible housing (above the 80% average price of single-family homes in San Francisco, as determined by a credible appraisal within six months);  
\_\_\_\_\_

2. Whether the housing has been found to be unsound at the 50% threshold (applicable to one- and two-family dwellings).  
\_\_\_\_\_

## *Existing Building*

1. Whether the property is free of a history of serious, continuing code violations;  
\_\_\_\_\_
2. Whether the housing has been maintained in a decent, safe, and sanitary condition;  
\_\_\_\_\_
3. Whether the property is a "historical resource" under CEQA;  
\_\_\_\_\_
4. If the property is a historical resource, whether the removal of the resource will have a substantial adverse impact under CEQA;  
\_\_\_\_\_

## *Rental Protection*

5. Whether the Project converts rental housing to other forms of tenure or occupancy;  
\_\_\_\_\_
6. Whether the Project removes rental units subject to the Rent Stabilization and Arbitration Ordinance;  
\_\_\_\_\_

***Priority Policies***

- 7. Whether the Project conserves existing housing to preserve cultural and economic neighborhood diversity;  

---
- 8. Whether the Project conserves neighborhood character to preserve neighborhood cultural and economic diversity;  

---
- 9. Whether the Project protects the relative affordability of existing housing;  

---
- 10. Whether the Project increases the number of permanently affordable units as governed by Section 315;  

---

***Replacement Structure***

- 11. Whether the Project located in-fill housing on appropriate sites in established neighborhoods;  

---
- 12. Whether the Project creates quality, new family housing;  

---
- 13. Whether the Project creates new supportive housing;  

---
- 14. Whether the Project promotes construction of well-designed housing to enhance existing neighborhood character;  

---
- 15. Whether the Project increases the number of on-site dwelling units;  

---
- 16. Whether the Project increases the number of on-site bedrooms.  

---

# Loss of Dwelling Units through Merger

(FORM B – COMPLETE IF APPLICABLE)

Pursuant to Planning Code Section 317(e), the merger of residential dwelling-units not otherwise subject to a Conditional Use Authorization shall be either subject to a Mandatory Discretionary Review hearing or will qualify for administrative approval. Administrative review criteria only applies to those Residential Units proposed for Merger that are (1) not affordable or financially accessible housing are exempt from Mandatory DR (valued by a credible appraisal within the past six months to be greater than 80% of combined land and structure value of single-family homes in San Francisco); and (2) meet a supermajority of the merger criteria listed below.

Please state how the project meets or does not meet the following criteria:

1. Does the removal of the unit(s) eliminate only owner-occupied housing, and if so, for how long was the unit(s) proposed to be removed owner-occupied?

---

---

---

2. Is the removal of the unit(s) and the merger with another intended for owner occupancy?

---

---

---

3. Will the removal of the unit(s) bring the building closer into conformance with the prevailing density in its immediate area and in the same zoning district?

---

---

---

4. Will the removal of the unit(s) bring the building closer into conformance with the prescribed zoning?

---

---

---

5. Is the removal of the unit(s) necessary to correct design or functional deficiencies that cannot be corrected through interior alterations?

---

---

---

# Loss of Dwelling Units through Conversion

(FORM C – COMPLETE IF APPLICABLE)

Pursuant to Planning Code Section 317(f), the Conversion of residential dwelling-units not otherwise subject to a Conditional Use Authorization shall be subject to a Mandatory Discretionary Review. In reviewing proposals for the Conversion of residential dwelling-units to other forms of occupancy, the Planning Commission will review criteria 1-5 listed below.

Please state how the project meets or does not meet the following criteria:

1. Will the conversion of the unit(s) eliminate only owner occupied housing, and if so, for how long has the unit(s) proposed to be removed been owner occupied?

---

---

---

2. Will the conversion of the unit(s) provide desirable new non-residential use(s) appropriate for the neighborhood and adjoining district(s)?

---

---

---

3. Will the conversion of the unit(s) bring the building closer into conformance with the prevailing character of its immediate area and in the same zoning district?

---

---

---

4. Will the conversion of the unit(s) be detrimental to the City's housing stock?

---

---

---

5. Is the conversion of the unit(s) necessary to eliminate design, functional, or habitability deficiencies that cannot otherwise be corrected?

---

---

---

# Priority General Plan Policies – Planning Code Section 101.1

(APPLICABLE TO ALL PROJECTS SUBJECT TO THIS APPLICATION)

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.

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; \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
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. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# Planning Department Submittal Requirements

To be considered complete by the Planning Department, a permit application to demolish a residential structure (DBI Application “Form 6”) or to make alterations to a structure (DBI Application “Form 3/8”) must be accompanied by this Section 317 Application and the following information (as well as any other requirements imposed by the Department of Building Inspection):

- CONDITIONAL USE (CU) APPLICATION** if the project is subject to a Conditional Use under the Planning Code. If a CU Application is required, use this application as supplemental information that must be submitted in conjunction with the CU Application. The CU fee will be charged rather than a Mandatory DR fee.
- A SOUNDNESS REPORT** if the Applicant contends that the residence is unsound (see Section 317 Implementation Document for details on assessing an unsound structure). A site visit will be conducted to assess the soundness and condition of the structure proposed for demolition. Only one- and two-family dwellings determined to be unsound may be exempt from a public hearing. A soundness determination is not required for projects otherwise exempt from a public hearing.
- AN APPRAISAL** not older than six months if the Applicant contends that the value of the single-family dwelling and land has a value greater than the 80<sup>th</sup> percentile of the combined land and structure values of single-family homes in San Francisco (see Section 317 Implementation Document for current value). Only single-family dwellings in RH-1 Districts that exceed this value may be exempt from a public hearing under this criterion.
- ENVIRONMENTAL REVIEW** must conclude prior to the review of any structure proposed for demolition. The environmental review must determine that the structure proposed for demolition is not a potential historical resource under the California Environmental Quality Act (CEQA), or that its removal does not create a significant negative environmental impact, if it is a resource. Applicants filing a Residential Demolition Application for buildings 50 years in age or older must submit a Historic Resource Evaluation along with the Environmental Evaluation Application. This Application does not govern any property subject to the controls of Article 10 or 11 of the Planning Code.
- A SITE SURVEY** of existing conditions (prepared, stamped and signed by a licensed civil engineer or land surveyor) showing the property lines; existing subject and adjacent structures, sidewalk, curb cuts, utilities; and topographic information sufficient to determine site slopes and grades, building heights, and other Planning Code site and dimensional requirements. This is only required for projects defined as demolitions by DBI (“Form 6”).
- DEMOLITION PLANS** showing the amount and percentage of the building being demolished or enveloped, measured in lineal feet at the foundation level, *and*, the amount and percentage of the building being removed or enveloped measured in square feet of actual surface area. An Application for Demolition (DBI Application “Form 6”) is also required.
- EXISTING PLANS**, including floor plans (showing the existing number of dwelling units, number of bedrooms, location of kitchens, legal square footage of building), elevations, and cross sections.

- **NEW CONSTRUCTION PLANS and a separate Building Permit Application (DBI Application “Form 1/2”)** must be submitted concurrently with the Demolition Permit, unless DBI only requires an Alteration Permit (DBI Application “Form 3/8”). Please include site plans (showing the adjacent properties, proposed landscaping, street trees and curb cuts), floor plans (showing the proposed number of dwelling units, number of bedrooms, location of kitchens, and proposed square footage), elevations (showing the outlines of adjacent structures), color renderings/perspectives/ models, and cross sections.
- **PHOTOS** of the block faces on the subject side of the street and across the street, and of the rear facades of the subject and adjacent buildings, and close-up photos of the structure proposed for demolition.
- **NOTIFICATION MATERIALS**
  - (Mandatory Discretionary Review) – Discretionary Review notification materials are required for the loss or Removal of one or two residential dwelling-units in all zoning districts, unless a Conditional Use Authorization is already required.
    - Submit two typewritten lists of all abutting property owners and occupants, and property owners and occupants directly across the street from the subject property owners. The first copy must be on gum-backed, self-adhering labels, and the second must be a photocopy of the labels. A map representing those included on the list must accompany the labels and list.
    - These notification materials are in addition to any Section 311 or 312 notification materials that are required for Projects located in the RH, RM, RTO, or NC Districts
    - If you believe the Project is exempt from Mandatory Discretionary Review under Planning Code Section 317, please complete the relevant aspects of this Section 317 Application and submit it through an intake appointment along with the associated Mandatory DR fee. Planning Staff will assess the merits of the Application, and if it is determined that the Project is exempt, you will be refunded the unused portion of your fee. The DR Case will be closed and deemed approved for purposes of meeting Section 317. Before moving the project onto the Department of Building, the Planning Department must first review and approve the Building Permit Applications.
  - (Conditional Use Authorization) – Conditional Use Authorization is required for the loss or Removal of three or more residential dwelling-units in all zoning districts.
    - Submit two typewritten lists of property owners located within 300-feet of the Subject Property’s boundaries. The first copy must be on gum-backed, self-adhering labels, and the second must be a photocopy of the labels. A map representing those included on the list must accompany the labels and list.
    - If the Subject Property is located in an RH, RM, RTO, or NC District, submit mailing labels and a copy of those labels for tenants who live within 150-feet of the Subject Property in order to cover the notification requirements of Section 311/312.
    - If the Subject Property is located in a zoning district that does not typically require notification for alterations or demolitions, submit only the notification requirements for a Conditional Use Application.