

**Planning Department**  
**City and County of San Francisco**  
**PROCEDURES FOR SUBMITTING PLANNING DEPARTMENT APPLICATIONS**  
**Variance Application**

**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 415 558-6371. 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 558-5975.
- ! To file a certificate of appropriateness application pertaining to a historic district or architecturally significant building, call the Application Intake Coordinator (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.

# VARIANCE APPLICATION PACKET

## Introduction

This packet contains general information about variances and variance applications, step-by-step instructions on how to file a variance application and all the necessary forms. Please start by carefully reviewing all of the information before attempting to complete the application. You may have to do some research or other work to gather all of the necessary materials. If you have questions or need help, you may call or visit the **Planning Information Center (on the First Floor), 1660 Mission Street; Telephone No. 558-6377; open Monday through Friday, 8 a.m. to 5 p.m.** Because there may be a substantial wait at the Planning Information Center, it is best to gather as much information as possible, complete the application to the best of your ability and have all your questions ready before contacting the Information Center.

## What is a Variance?

The Planning Code generally regulates the use of property, including the size and nature of buildings that may be built on a given piece of property. Building permit applications are filed with the Department of Building Inspection (DBI) and then sent to the Planning Department to check whether the proposed project meets the standards of the Planning Code. If the project complies with our Code, we approve the building permit application, and if it doesn't, we disapprove the project. The Planning Code standards for buildings govern such features as rear yards, front setbacks, usable open space, height and parking.

If some special circumstances make it very difficult for a particular project to meet the Planning Code standards, the property owner may ask for an exception, or **variance**, from the Planning Code. Some Code standards may not be varied, including the use of the property, density, height limits and sign controls. For most quantitative building standards, however, the Planning Department (through an official called the Zoning Administrator) may grant a variance from the usual controls.

To justify a variance, applicants must demonstrate to the Zoning Administrator that their project meets five criteria. The Zoning Administrator must determine, in writing, that a project meets all five requirements. If so, the variance may be granted to the extent justified. Conditions may be attached to the project in exchange for granting the variance. The five requirements are written out fully in the "Decision" section below, but they may be summarized as follows:

- (1) there is an exceptional circumstance that doesn't apply to most, similar properties;
- (2) this exceptional circumstance causes some hardship or practical difficulty if the variance is not granted;
- (3) without the variance, the subject property will be denied a right enjoyed by owners of similar property;
- (4) the variance won't harm the neighbors; and
- (5) the variance is in harmony with the city's General Plan and the general intent of the Planning Code.

Often, the most important findings are #2 and #4. What is the hardship? The hardship cannot be self-imposed, or the result of the property owner's own actions. The fact that it would be easier, or nicer, or less expensive, to do a project the way the owner wants instead of complying with the Planning Code does not constitute a hardship. What impact will this project have on the surrounding properties?

Remember, seeking a variance is asking for something special. You will have to pay a fee with your application, provide materials demonstrating your case, go to a public hearing to defend your proposal, and wait for a written decision. The Zoning Administrator has sole discretion over the decision, and may impose conditions. If you don't like his decision or conditions, you may appeal to the Board of Appeals.

## Why do I need A Variance?

It is best if your project complies with the Planning Code. However, if you feel that there is something exceptional about your property that unfairly prevents you from developing it in a manner comparable to others in your type of zoning district, the variance procedure is a way you can get some relief.

Variance applications generally are started in two ways. The first is when a property owner files a building permit application with DBI, then the application is routed to the Planning Department. While checking for compliance with the Planning Code, the planner discovers that some part(s) of the proposal does not meet the Code. The planner then gives the applicant the option of either changing the project to meet Code or filing a variance application. The second is when an applicant knows or finds out in advance that the proposed project does not meet Code and files the variance application before filing a building permit application. (This way the applicant expedites the building permit application process within the Planning Department, or avoids paying any unnecessary building permit application fees should the variance be denied.)

## The Variance Process

1. Gather the information needed to complete the attached form, including all of the items indicated on the checklist. Complete all blanks on the application form.
2. To file the application, you must call in advance to make an appointment with an intake planner. (We accept variances only through an intake planner, in order to review the application with you and make sure each application gets properly entered into our computer and case tracking systems.) Bring all the materials indicated on the checklist with you to your appointment. A detailed notice titled "Procedures for Submitting Planning Department Applications" is attached to this packet. If your application is deemed incomplete by the Application Intake Planner, a new appointment will be set up for you to return with the completed information and the planner's time for the missed appointment will be charged. If you cannot make it to a scheduled appointment, you must call our Application Intake Scheduler, Larry Johnston at 558-6300 at least 24 hours prior to the scheduled appointment to cancel. Missed appointments will be charged one hour of planner's time. **If environmental evaluation is required, you will be given a separate application for that review. Environmental review must be completed before the variance hearing.**
3. At the designated time and date, meet with the intake planner. This planner will assign a hearing date, discuss the basic elements of the case with you, arrange a day to visit the subject property, give you the required public notification poster, make similar preparations for the hearing and inform you of the fee. Fees are graduated based on construction cost, see the Planning Department's fee schedule.
4. Post the notice on the subject property. The poster must be up for at least 20 days prior to the hearing. The applicant must submit a photograph of the poster posted on the property and the affidavit of posting at the Variance Hearing. The Planning Department will prepare and mail a written notice of the hearing at least 10 days prior to the hearing.
5. Public hearing with the Zoning Administrator on the application are generally held on the fourth Wednesday of the month, in the morning. The purpose of the hearing is for the Zoning Administrator to receive testimony from interested parties, including the applicant. The Zoning Administrator **will not** make an official decision at this time. The Zoning Administrator may indicate the most likely determination of the case.
6. During the hearing, the applicant and/or owners shall be allowed five minutes to present oral argument on how the five findings are met to justify a Variance. Proponents are allowed three minutes to speak. Opponents are allowed three minutes to speak. Applicant and/or owners shall be allowed three minutes for rebuttal.
7. After the hearing, the Zoning Administrator will write a letter disclosing the decision, including any conditions imposed. This is the official decision. Applicants have 10 days from the date of this decision letter to appeal to the Board of Appeals if the decision or conditions are not acceptable. **(The Board of Appeals is at 1660 Mission Street Room 3036, Telephone No. 575-6880.)**

## Justification of A Variance

The Charter and Planning Code authorize the Zoning Administrator to hear and make determinations regarding applications for variances from the strict application of quantitative standards in the Planning Code. The Zoning Administrator has the power to grant only such variances as may be in harmony with the general purpose and intent of the Code and in accordance with the general and specific rules contained therein. The Zoning Administrator has the power to grant such variances only to the extent necessary to overcome such practical difficulty or unnecessary hardship as may be established. No variance may be granted in whole or in part whose effect would be substantially equivalent to a reclassification of property; or which would permit any use, any height or bulk of a building, or any type of sign not expressly permitted for the district(s) in which the property in question is located; or which would grant a privilege for which a conditional use procedure is available, or which would change a definition in the Code.

It is up to you the applicant to justify your variance. You must convince the Zoning Administrator that your project meets all five requirements and is consistent with the eight policies below. You may do that in your testimony at the hearing. You should include a written explanation of how your project meets each of the findings with your application. (If you use a separate sheet of paper, write out each requirement and your answer by number.) At the hearing you may further explain how all five findings can be met in order for a Variance to be granted.

**No variance shall be granted unless the Zoning Administrator finds that each of the following requirements is met** (to facilitate better understanding of each of these requirements, an explanation of each has been written in parentheses):

1. That there are exceptional or extraordinary circumstances applying to the property involved or to the intended use of the property that do not apply generally to other property or uses in the same class of district. (In other words, what is special about the property and why is this situation different from almost all other similar properties in San Francisco? Other properties must comply with the Planning Code; why can't this one?)
2. That owing to such exceptional and extraordinary circumstances the literal enforcement of specified provisions of this Code would result in practical difficulty or unnecessary hardship not created by or attributable to the applicant or the owner of the property. (In other words, why can't the project be built so that it meets the Planning Code? What hardship or practical difficulty would result if it met Code standards? How is the hardship related to the exceptional circumstance? What hardship besides financial hardship would result if the project could not be built? Are there other places on the property where the project could be built and why can't be built in those areas?) Note that the hardship can't be created by you. Cost or economic hardship does not count. Practical difficulty of construction may be considered.
3. That such variance is necessary for the preservation and enjoyment of a substantial property right of the subject property, possessed by other property in the same class of district. (In other words, if you had to meet the Code, how would this prevent anyone from using the property in a similar fashion as others use their properties? What is not fair about your situation?)
4. That the granting of such variance will not be materially detrimental to the public welfare or materially injurious to the property or improvements in the vicinity. (In other words, what kind of impact will the project have on neighbors? Has the applicant talked to neighbors about the project? Do neighbors support the project? Letters signed by the neighbors, stating that plans have been reviewed, understood, and there is no objection is a good way to help meet this criterion.)
5. That the granting of such variance will be in harmony with the general purpose and intent of this Code and will not adversely affect the General Plan. (How is the proposal good for the City and the neighborhood?)

**Type of Application To Be Submitted: VARIANCE**

**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: \_\_\_\_\_  
Assessor's Block/Lot: \_\_\_\_\_ Lot Dimensions: \_\_\_\_\_ Lot Area (Sq. Ft.): \_\_\_\_\_  
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 Declaration**

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)



4. That the granting of such variance will not be materially detrimental to the public welfare or materially injurious to the property or improvements in the vicinity.

5. That the granting of such variance will be in harmony with the general purpose and intent of this Planning Code and will not adversely affect the General Plan.

Indicate by application number any application for Building Permit or Business Licenses that have been filed in connection with the proposed use of this property:

**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 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;

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6. That the City achieve the greatest possible preparedness to protect against injury and loss of life in an earthquake;

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7. That landmarks and historic buildings be preserved; and

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8. That our parks and open space and their access to sunlight and vistas be protected from development.

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**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: \_\_\_\_\_

## INSTRUCTIONS FOR AN APPLICATION FOR VARIANCE FROM PLANNING CODE

Completion of submittal of the application form titled, "Variance Application Form" along with required accompanying material will initiate an application for a variance from the strict application of quantitative standards of the Planning Code, as provided by the Code and in the San Francisco Charter. Below are instructions which should be read carefully before the variance application form is completed. Planning Department staff are available for advice in the preparation of this application, as described previously .

1. Answer all questions fully. Please type or print in ink. Attached additional pages if necessary.
2. Before the application can be considered complete, all items listed below must be provided. All plans and other exhibits submitted with this application will become part of the permanent public record.
  - (a) **300-FOOT RADIUS MAP:** A map drawn on tracing paper, scale 1" = 50', showing:
    - the property that is the subject of this application
    - all other property within a radius of 300 feet of the exterior boundaries of the subject property
    - the Assessor's Block number on each block and Assessor's Lot number on each lot
    - the names of all streets shown

Maps of blocks may be traced at the Assessor's Office, and street widths may be obtained at the City Engineer's Office. It is advisable that this map be drawn by an experienced draftsman. (See Map instructions on page 9.)

- (b) **ADDRESS LIST:** Two typewritten lists both showing in numerical order by Block and Lot the names, addresses and ZIP Codes of the last-known owners of all properties within the 300-foot radius shown on the map. One list must be on gum-backed, self-adhering labels (available at most stationery stores). The other list(s) must be on paper. Names and addresses must be in the same order on the two lists. Also, include all names and addresses of other relevant parties you wish notified of the hearing. The following is an example of what the labels should include.

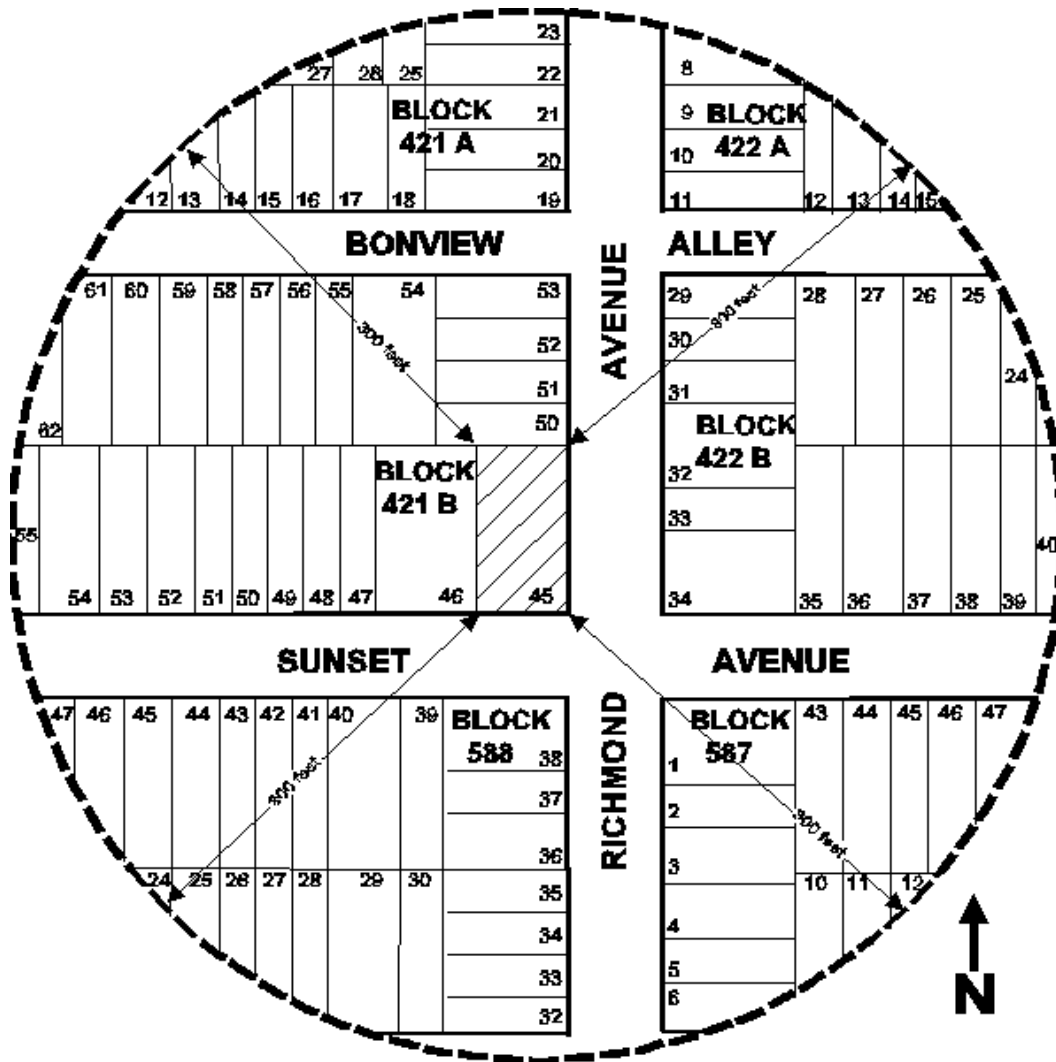
Owner's	
Block #	Lot #
Name	
Address	ZIP

- (c) **PROPERTY OWNERS** are those in the latest Citywide Tax Roll, available on microfiche at the Tax Collector's Office, City Hall, Room 140.
      - (d) **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 creating or acknowledging that agency is required.
      - (e) **PLANS:** The application must be accompanied by plans sufficient for a proper determination of the case. In most cases a plot plan will be required, showing the subject lot and adjacent lots, and existing and proposed structures. Where the size or use of floor areas is material to the case, floor plans will also be required. Drawings of building elevations will be necessary in some cases. All signs and all new landscaping must be specifically shown. Department staff can assist you 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' for floor plans, and 1/4" = 1' for plans showing layout of parking and loading. **All plans must be dimensioned.**

- (f) **PHOTOGRAPHS:** These should be unmounted and of a size adequate to show the nature of the property, but not over 8-1/2 by 14 inches. One set of photographs should show the entire block including the subject property. Please tape these pictures together and label the subject property. Pictures showing what is proposed should also be included. Identify from where the picture was taken. (See photo instructions on page 10).
  - (g) **COVENANTS OR DEED RESTRICTIONS:** If there are covenants or deed restrictions on the property relevant to the subject matter of this application, submit a copy of them and indicate their expiration date, if any.
  - (h) **PLANNING CODE FEES:** Under Article 3.5 of the Planning Code, a fee must be collected per current fee schedules. Checks must be payable to: "Planning Department." A charge for "time and materials" will be billed if costs exceed the initial fee. No fees may be refunded.
3. The California Environmental Quality Act and Chapter 31 of the San Francisco Administrative Code implementing that Act may require environmental evaluation of the proposal. A separate fee is required for environmental review. If required, it must be completed **prior to** the variance hearing.

All plans and other exhibits submitted with this application will be retained as part of the permanent public record for this case.

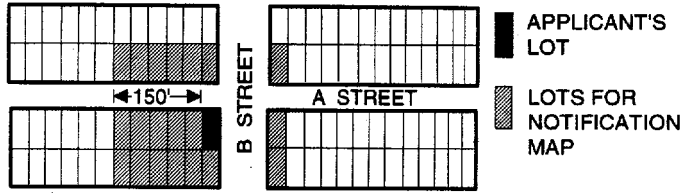
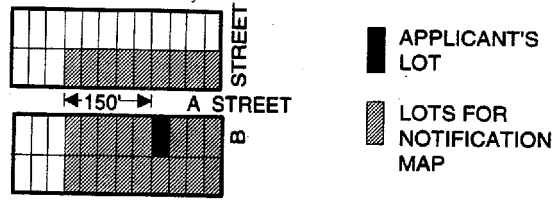
# 300-FOOT RADIUS MAP INSTRUCTIONS



## NOTE: THIS EXAMPLE IS NOT TO REQUIRED SCALE

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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, 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 your project is subject to Section 311 or 312 notification also, please provide a list of names and addresses of residents within 150 feet of subject property as illustrated on the map below, where resident differs from owner.



- If you wish to prepare the materials yourself, block maps may be traced at the office of the Assessor, 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.

- You may, for a fee that varies by firm, have a private drafting service prepare these materials.

### WHO PREPARES NOTIFICATION MAPS, MAILING LISTS AND LABELS?

The businesses below have indicated they provide these professional services. Their listing does not constitute an endorsement. Other professionals can also perform this work and will be added to our list upon request. You may also do this yourself as described above.

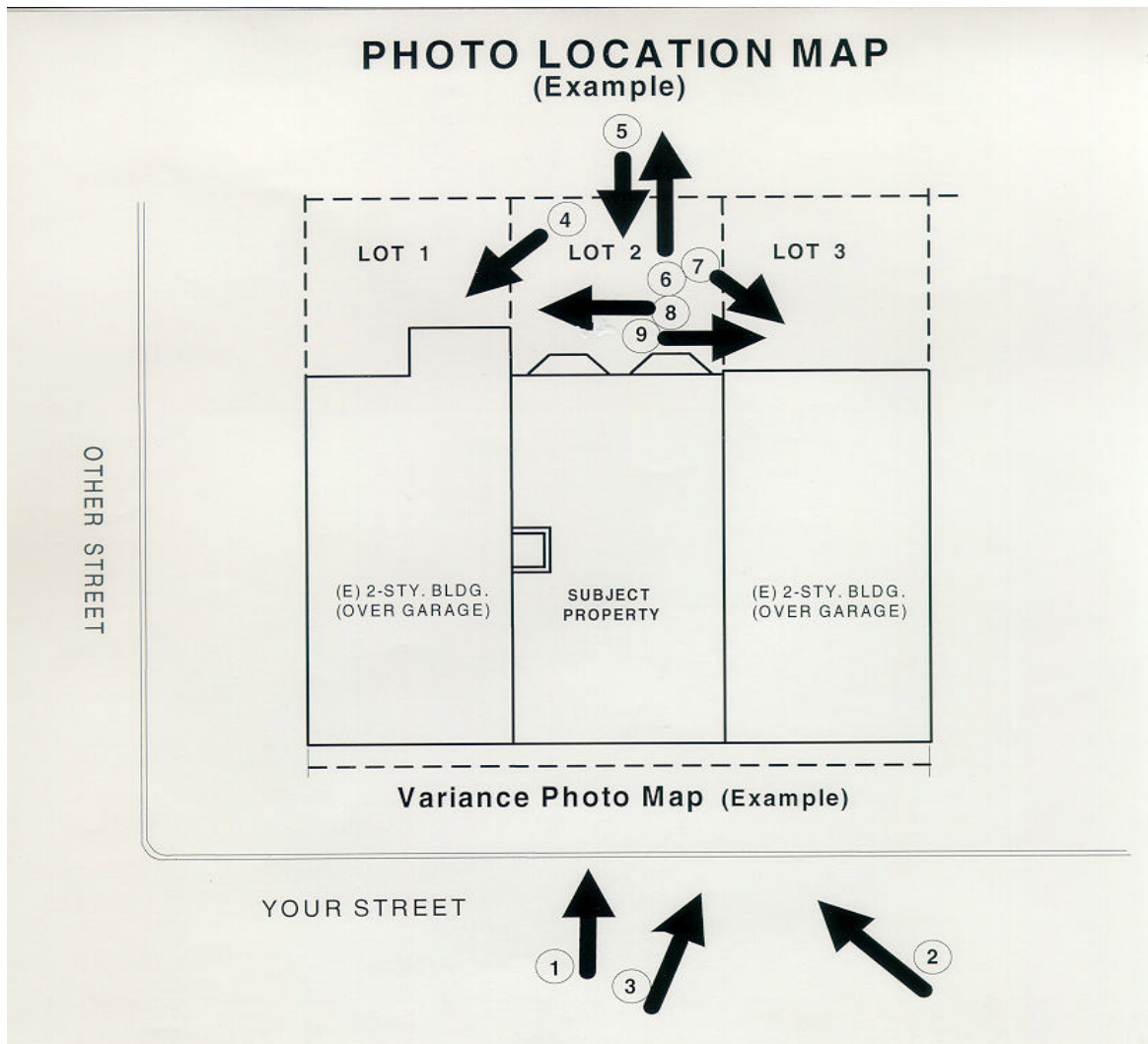
<b>Build CADD</b>	3515 Santiago St., SF CA 94116, (415) 759-8710
<b>Carol Cosseboom, Maps &amp; Mailings</b>	584 Castro St. #840, SF CA 94114, (415) 391-9900
<b>Radius Services</b>	445 Grant Ave. #400, SF CA 94108, (415) 391-4775
<b>Gerard Gibbons, Architectural Drafting</b>	2268 15 <sup>th</sup> St., SF CA 94114 (415) 255-6388
<b>Notice This</b>	(800) 677-0694, <a href="http://www.noticethis.com">www.noticethis.com</a>
<b>Small Buildings</b>	(415) 285-8826
<b>Harvey Wong &amp; Associates Architecture and Planning</b>	543 38 <sup>th</sup> Ave., SF CA 94121 (415) 752-5847
<b>Jerry Brown Designs</b>	2596 Post St., SF CA 94115, (415) 210.0355, jbdsgn@aol.com

## PHOTOGRAPHS

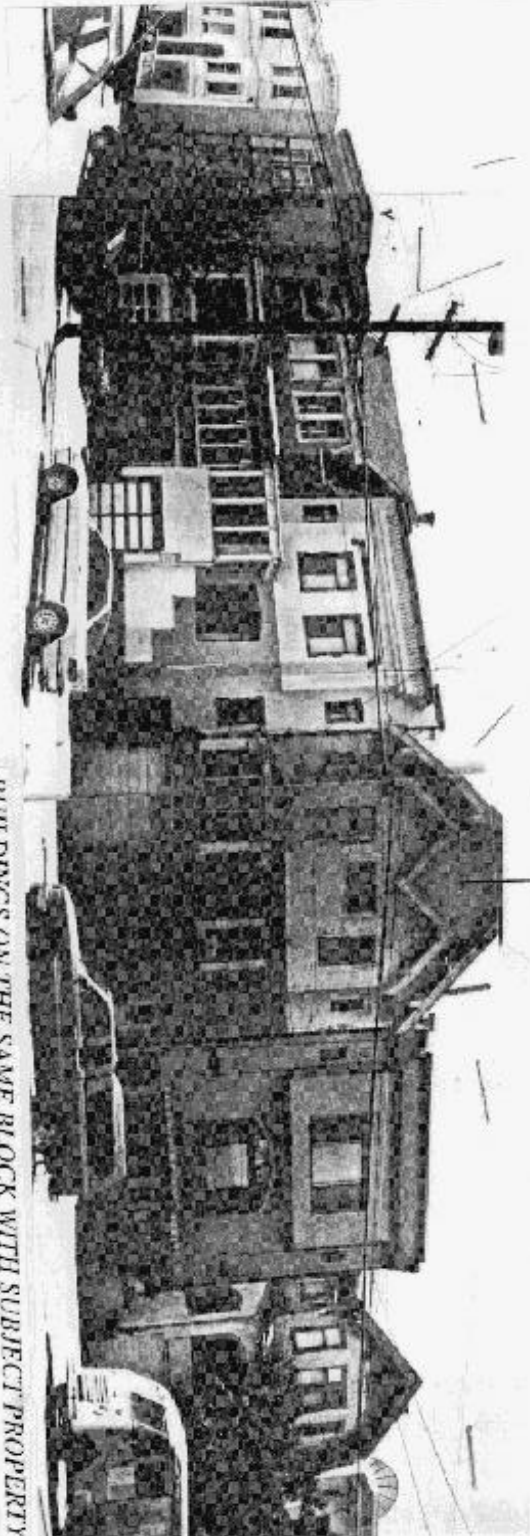
Photographs of the subject site and adjacent buildings are helpful in reviewing cases and must be submitted with each variance. Photographs should be of a size adequate to show the scope of work proposed and the nature of the subject and surrounding properties.

Panoramic views of the subject site and adjacent properties are most helpful. Panoramic pictures do not require a special camera. To submit pictures with panoramic views do the following: (1) position yourself across the street directly in front of the subject property; (2) holding the camera steady (no vertical movement) take successive photos (one after the other) of the entire block; (3) once developed, tape the photos together on an 8 ½" x 14" sheet of paper. The photos should overlap producing one long photo without interruptions between properties. Label the subject building.

Label the photographs (1, 2, 3 . . .) and show the location from where the photo was taken on a plot plan. Use the example below, as a prototype photo location plot plan.

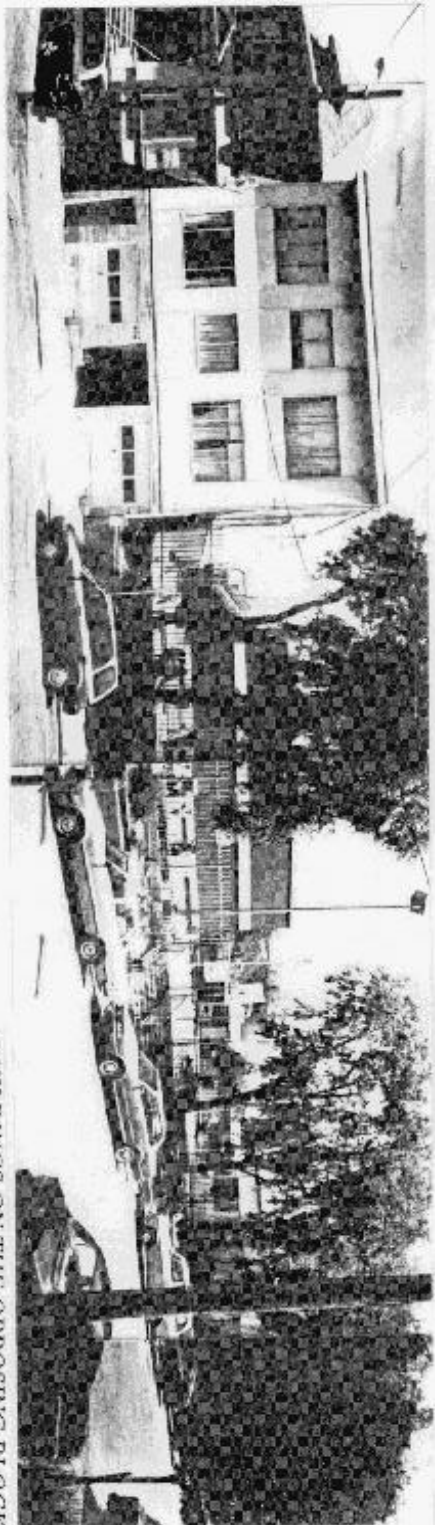


PANORAMIC PHOTOS (EXAMPLE)



SUBJECT PROPERTY

BUILDINGS ON THE SAME BLOCK WITH SUBJECT PROPERTY



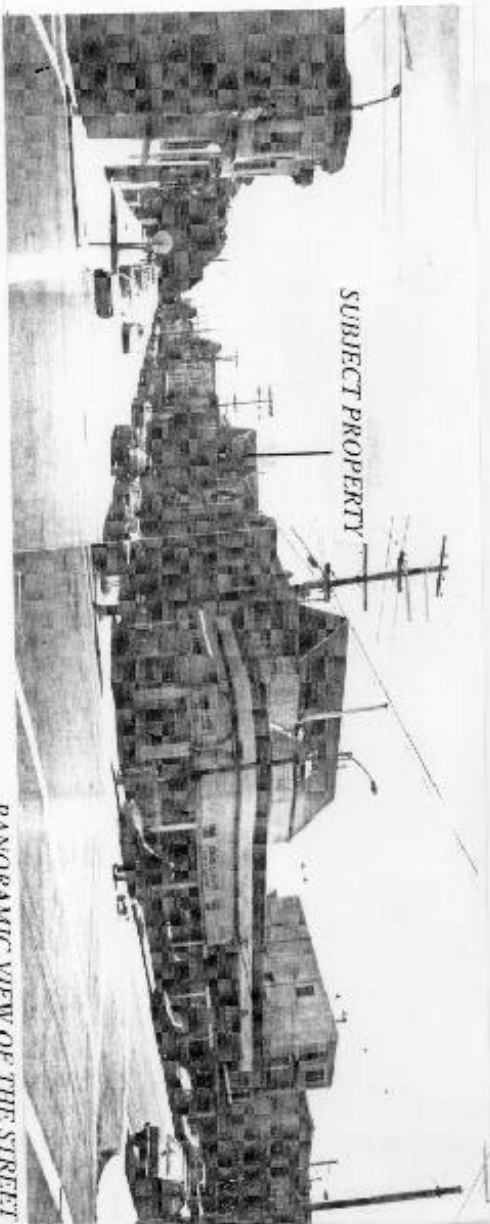
BUILDINGS ON THE OPPOSING BLOCK

PANORAMIC PHOTOS (EXAMPLE)



SUBJECT PROPERTY

REAR VIEW



SUBJECT PROPERTY

PANORAMIC VIEW OF THE STREET

# POSTING AND MAILING ORDINANCE, 2004

## 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 each 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

## SUBMIT THIS COMPLETED DECLARATION AT THE PUBLIC HEARING FOR VARIANCE ONLY

I, \_\_\_\_\_, do hereby declare as follows:

1. On \_\_\_\_\_, 2004, I posted a public notice on the project site (one on each frontage for through and corner lots) stating that a public hearing will be held by the Zoning Administrator on \_\_\_\_\_, 2004 for Variance Application No \_\_\_\_\_. The public notice forms were furnished to me by the Planning Department.
2. Attached to this declaration below are photographs showing the duly posted public notice(s) on the project site.
3. After posting the aforementioned notice(s), I personally inspected the posted notice(s) during the weeks of \_\_\_\_\_ and \_\_\_\_\_ determined that the required notice(s) was posted during the requisite duration between \_\_\_\_\_, and \_\_\_\_\_, 2003.

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, \_\_\_\_\_, 2004, IN SAN FRANCISCO.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (Print or Type)

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

Photograph

Photograph