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December 1, 2017

VIA MESSENGER

London Breed, President
San Francisco Board of Supervisors
1 Dr. Carlton Goodlett Place, Room 244
City Hall, Second Floor
San Francisco, CA 94102

**Re: 218 27th Avenue, San Francisco
December 12, 2017 Hearing
Appeals of Conditional Use Authorization and
Categorical Exemption Determination**

Dear President Breed and Members of the Board:

Our firm represents Alex Bernstein and Sonia Daccarett (the "Appellants"), the owners of a single family home located at 2545 Lake Street. Their property is adjacent to 218 27th Street, the subject of this appeal (the "Property").

On October 12, 2017, the Planning Commission approved Conditional Use Application No. 2016-003258CUA (Motion No. 20025) to demolish the existing, two-story single family home on the Property and construct a four-story, three-unit building comprised of three market-rate, two-story condominiums with three off-street parking spaces (the "Project"). The Planning Department issued a Categorical Exemption Determination dated June 29, 2016 with respect to its environmental review of the Project.

The Appellants do not oppose the Planning Commission's approval of the Project outright but rather seek to modify certain aspects of the Project's design to minimize the substantial light, air and privacy impacts the Project will have on their property and other adjoining properties.

For the reasons set forth below, we request that you uphold the decision to approve the Project subject to modifications to the conditions of approval to require a reduction of the proposed building height from 40 feet to 30 feet. The construction of three units within three stories would allow the Project to attain the desired density while adapting more closely to the neighborhood context and significantly mitigating the adverse impacts of the Project. In terms of feasibility, an Architect commissioned by the Appellants to evaluate the proposed Project was able to develop an alternate concept that conforms to development standards, contains the same density of housing units, and limits the overall height to only three stories.

We also request that the Project be required to mitigate for the loss of light, air and privacy by removing the proposed side deck areas; and by painting of the exterior of the north-facing wall in

a white or other light-reflective color. Finally, in order to safeguard against excessive noise, we request a limit on the permitted hours of construction to 9:00 am to 5:00 pm on weekdays.

The Appellants concurrently appealed the Categorical Exemption Determination relied upon by the Planning Commission in approving the Project because it does not satisfy the requirements of the California Environmental Quality Act, Public Resources Code Sections 21000 *et seq.* ("CEQA") and the City's CEQA Procedures codified in San Francisco Administrative Code Chapter 31. We respectfully request that you set aside the determination and require that environmental review of the Project be conducted in compliance with applicable requirements.

I. CONDITIONAL USE AUTHORIZATION

A. The Project Will Result In Significant Light, Air And Privacy Impacts.

The Property is a key lot, and the northern side property line abuts the rear property line of five residential parcels with frontage on Lake Street. While the Property is located within the RM-1 (Residential, Mixed, Low Density) District, the surrounding neighborhood to the north and west are within the RH-1 (Residential, House, One-Family) District.

Most of the surrounding buildings are three stories tall—immediately adjacent to the subject property to the north is a three-story building, immediately to the south is a three-unit, three-story building, and directly across the street is a three-story building. The Appellants' home, which will be severely impacted by the Project, is two stories tall.

In its current design, the Project will nearly double the height of the existing building from 21 feet to 40 feet, add side decks, add three off-street parking spaces, and significantly expand into the rear yard pursuant to the approval of a reduction of the rear yard requirement. The rear yard setback will be reduced from 60 feet to roughly 30 feet, or from the existing 50% down to 25%. The replacement of the existing two-story home that covers 50% of the lot, with a four-story building that covers 75% of the lot will result in significant light, air and privacy impacts.

The increase in the building height will result in a substantial increase in the shadow cast on adjoining properties, and severely limit solar access to our client's private indoor living spaces, as well as outdoor areas. This is evidenced in the light analysis submitted by the Appellants' architect to the staff planner on October 2, 2017, 10 days in advance of the Planning Commission hearing. (**EXHIBIT 1.**) A shadow study prepared on behalf of the Appellants was also presented at the hearing, and it includes a three-dimensional model that shows how the Project will result in a loss of light to adjacent parcels, most severely in the winter season. (**EXHIBIT 2.**) In terms of privacy, the larger building profile will directly result in a loss of privacy to three adjacent buildings that house over 25 residents. The Project applicant provided its own shadow study for the first time at the hearing, affording no opportunity for meaningful review and analysis by members of the public or the commission.

From the side of the proposed building, there is direct visual access into the private interior and outdoor open spaces. The Appellants' property is uniquely situated in that the northern wall of the

proposed building will span the entire length of the Appellants' rear property line, and directly overlook and box in the open space of their back yard.

B. The Findings Required For Conditional Use Authorization Are Not Supported By The Facts.

Under the applicable Planning Code provisions, approval of the Project requires that four sets of separate findings be made for each of the following four aspects of the Project: (1) construction of the new, four-story, three-unit building; (2) demolition of the existing two-story, single family building; (3) General Plan conformance; and (4) conformance with Proposition M General Plan priority policies. Each set of findings specifically requires consideration of the Project's impacts on the neighboring properties, given that the Planning Code expressly states that one of its more particularly specified purposes is to "provide light, air, privacy and convenience of access to property." (SFPC Sec. 101.)

Each set of findings set forth in Motion No. 20025 states that "on balance," the applicable criteria are met. (Motion No. 20025, pp. 5-6, 8, 10.) This is not supported by the evidence. Findings made in support of an agency's decision must be based on evidence contained in the administrative record, which comprises the entire body of evidence presented for consideration in connection with the project, and provides the basis to judge whether sufficient evidence supports the findings and decision of the agency. (*Topanga Association for a Scenic Community v. County of Los Angeles* (1974) 11 Cal. 3d 506, 515). A governmental entity "must render findings sufficient both to enable the parties to determine whether and on what basis they should seek review and, in the event of review, to apprise a reviewing court of the basis of the board's decision." (*Id.* at 514.) Substantial evidence must support an administrative agency's findings and the findings must support the decision." (*Id.*) The findings must "bridge the analytical gap" between the evidence and the decision. (*Id.* at 521.) As detailed below, the facts presented do not support that the Project meets the applicable criteria for approval.

1. Planning Code Section 303 Criteria for Construction.

The following criteria for approval of the construction of the building are not met by the Project due to the impacts it will have on light, air and privacy of neighboring properties:

- The proposed use and building, at the size and intensity contemplated and at the proposed location, will provide a development that is necessary or desirable for, and compatible with, the neighborhood or the community
- Such use or feature as proposed will not be detrimental to the health, safety, convenience or general welfare of persons residing or working in the vicinity, or injurious to property, improvements or potential development in the vicinity.

(SFPC Sec. 303(c)(1), (2).) The health, safety, convenience or general welfare of persons residing or working in the vicinity requires consideration of the proposed size of the structure, proposed alternatives to off-street parking, safeguards afforded to prevent offensive emissions such as

noise and treatment given to such aspects as screening and open spaces. The facts presented do not establish that the Project will not be detrimental to those residing in the vicinity.

Section 311(c)(1) of the Planning Code also requires the construction of new residential buildings in R districts to be consistent with Residential Design Guidelines. In part, the findings contained in Motion No. 20025 summarily state that as conditioned, the siting of the new building will be consistent with the objectives of the Residential Design Guidelines. (Motion No. 20025, pp. 5-6.) These conclusions are not supported by the evidence.

Under the Residential Design Guidelines, general design principles require maintaining light to adjacent properties by providing adequate setbacks. (Residential Design Guidelines (Dec. 2003), p. 4.) Specific design guidelines for rear yards require articulation of the building to minimize impacts on light and privacy to adjacent properties. (*Id.*, p. 16.) "When expanding a building into the rear yard, the impact of that expansion on light and privacy for abutting structures must be considered...modifications to the building's design can help reduce these impacts and make a building compatible with the surrounding context." (*Id.*) Similarly, with regard to privacy, the Guidelines state that where a proposed project will have an unusual impact on privacy to neighboring interior living spaces, appropriate design modifications can minimize impacts. (*Id.*, p. 17.)

In addition, "[e]ven when permitted by the Planning Code, building expansions into the rear yard may not be appropriate if they are uncharacteristically deep or tall, depending on the context of other buildings that define the mid-block open space. An out-of-scale rear yard addition can leave surrounding residents feeling 'boxed-in' and cut-off from the mid-block open space." (*Id.*, p. 26.)

The Project does not meet these relevant design guidelines and fails to incorporate appropriate design modifications to address the loss of light and privacy. Moreover, the proposed design of the building lacks the level of articulation for details, features, and levels present at most of the neighborhood structures, and should be refined.

2. Planning Code Section 317 Criteria for Residential Demolition.

The criteria for residential demolition also includes consideration of whether the project meets all relevant design guidelines, to enhance existing neighborhood character. (SFPC Sec. 317(g)(5)(N).) As discussed above, this criterion is not met.

Additional criteria for approval for a residential demolition are (1) whether the project increases the number of permanently affordable units and (2) whether the project creates new supportive housing. (SFPC Sec. 317(g)(5)(J), (M).) The Project does neither.

A final criterion requires a determination of whether a project will replace a building not subject to the Residential Rent Stabilization and Arbitration Ordinance, and if so, whether the new project replaces all of the existing units with new dwelling units of a similar size and with the same number of bedrooms. (SFPC Sec. 317(g)(5)(R).) The findings state, "[t]he Planning Department cannot definitively determine whether or not the single-family home is subject to the Rent Stabilization and Arbitration Ordinance. This is the purview of the Rent Board; however, the Department can

confirm that there are no tenants living in the dwelling." (Motion No. 20025, p. 8.) The record lacks basic information to support that this criterion is met.

3. General Plan Housing Element Objectives and Policies.

The fact presented and the evidence in the record do not support the Planning Commission's finding of the Project's conformity with the General Plan. The findings set forth the following Housing Element policies and corresponding findings:

- Objective 2, Policy 2.1: Discourage the demolition of sound existing housing, unless the demolition results in a net increase in affordable housing.

The project proposes demolition of a sound residential structure containing a three-bedroom single family dwelling but that the new building will contain three dwelling units and results in a net increase of family-sized housing.

This ignores the plain language of the criterion and the fact that the Project does not result in any affordable housing.

- Objective 3, Policy 3.1: Preserve rental units, especially rent controlled units, to meet the City's affordable housing needs.
- Objective 3, Policy 3.3: Maintain balance in affordability of existing housing stock by supporting affordable moderate ownership opportunities
- Objective 3, Policy 3.4: Preserve "naturally affordable" housing types, such as smaller and older ownership units.

The existing single family dwelling is currently vacant. The Planning Department cannot definitively determine whether or not the single-family home is subject to the Rent Stabilization and Arbitration Ordinance. This is the purview of the Rent Board; however, the Department can confirm that there are no tenants living in the dwelling. The new construction project will result in an increase in the number of both units and bedrooms of the property."

(Motion No. 20025, p. 9.) These findings are nonresponsive and irrelevant, and the conclusion that the Project conforms to the policies in furtherance of Objective 3 is wholly unsupported. The Project will not preserve rental units to meet the City's affordable housing needs, the Project will not support affordable moderate ownership opportunities, and the Project will eliminate a "naturally affordable," smaller and older single family home.

4. Proposition M Priority General Plan Policy Findings.

The Project fails to comply with three of the eight priority-planning policies codified in Planning Code Section 101.1:

- That the City's supply of affordable housing be preserved and enhanced;
- That commuter traffic not impede Muni transit service or overburden our streets or neighborhood parking;
- That our parks and open space and their access to sunlight and vistas be protected from development.

The Project does not create affordable housing and reduces access to sunlight from private open space areas. With a parking ratio of one to one, the addition of three, three bedroom units and three off-street parking spaces adds to traffic congestion and overburdens neighborhood streets and parking.

Based on the facts in the record and given the weight of importance given to consideration of light, air and privacy impacts on neighboring properties, reasonable conditions (including those required by the Residential Design Guidelines) must be imposed to minimize the Project's adverse impacts.

Accordingly, reducing the building height to three stories, would substantially minimize shadow impacts on neighboring properties, bring the building closer to conformance with surrounding buildings, and still accommodate three housing units. Treating or painting the northern wall of the building would minimize the loss of light and mitigate for boxing in the Appellants' rear yard open space. Finally, limiting the permitted hours of construction would provide a safeguard against excessive noise.

II. CATEGORICAL EXEMPTION DETERMINATION

A. The Categorical Exemption Determination Fails To Identify The Conditional Use Authorization As An Approval Required For The Project.

Pursuant to the City's CEQA Guidelines, the Environmental Review Officer must post on the Planning Department website specific information about an exemption determination. For projects that involve the issuance of multiple discretionary permits or other project approvals, the Environmental Review Officer must identify any additional discretionary approvals required other than the Approval Action that are known to the Environmental Review Officer at the time of the issuance of the exemption determination, and post this information on the Planning Department website. (SFAC Sec. 31.08(e)(1)(B).)

Here, the CEQA Categorical Exemption Determination lists as the Project Approval Action, only the "Building Permit." (*Id.*, p. 4.) The determination describes the Project as the demolition of the two-story single-family home and construction of a four-story building containing three residences

and three parking spaces. (CEQA Categorical Exemption Determination, p. 1.) It does not, however, include any information that conditional use authorization is required for the Project, and therefore, the content requirements for an exemption determination is not satisfied.

B. The Notice of Public Hearing Failed to Inform The Public That an Exemption Determination Was Made.

For any demolition of an existing structure, the Environmental Review Officer is required to prepare a written exemption determination and provide notice to the public. (SFAC Sec. Section 31.08(e)(3).) Notice of public hearing on the Approval Action¹ for a project determined to be exempt from CEQA must, in part, "Inform the public of the exemption determination and how the public may obtain a copy of the exemption determination." (SFAC Sec. 31.08(f).)

Here, the Notice of Public Hearing on the Conditional Use Authorization held on October 12, 2017 does not inform the public of the exemption determination but instead suggests that an exemption determination may have been made by stating, "[i]f, as part of this process, the Department's Environmental Review Officer has deemed this project to be exempt from further environmental review, an exemption determination has been prepared and can be obtained through the Exemption Map..." The requirement that the public be informed that the exemption determination was made was not met.

C. The Environmental Review Officer Failed to Make a Determination of Whether The Changes to the Project Were Substantial.

Where a project that the Environmental Review Officer has determined to be exempt is changed prior to any subsequent approval actions, the Environmental Review Officer must determine whether the change is a substantial modification. (SFAC Sec. 31.08(i).)

A substantial modification of an exempt project requiring reevaluation under Section 31.19(b) can mean new information or evidence of substantial importance presented to the Environmental Review Officer that was not known and could not have been known with the exercise of reasonable diligence at the time the Environmental Review Officer issued the exemption determination that shows the project no longer qualifies for the exemption.

Even if the Environmental Review Officer determines that a change in an exempt project is not a substantial modification, she is required to post a notice of the determination in the offices of the Planning Department and on the Planning Department website and mail such notice to the applicant, board(s), commission(s) or department(s) that will carry out or approve the project, and to any organizations and individuals who previously have requested such notice in writing. (SFAC Sec. 37.08(i).)

¹ For a private project seeking an entitlement from the City and determined to be exempt from CEQA, "Approval Action" means the first approval of the project in reliance on the exemption by the City Planning Commission following a noticed public hearing. (SFAC Sec. 31.04(h).)

Here, the project was changed after the exemption determination was made and before the Conditional Use Authorization was approved, but the Environmental Review Officer never made a determination of whether the project changes constituted a substantial modification requiring reevaluation. The City's Property Information Map indicates that on July 5, 2016, two building permit applications were filed. Building Permit Application No. 201607051548 is to erect the four-story, three-unit residential building, and Building Permit Application No. 201607051544 is to demolish the two-story single family dwelling. (**EXHIBIT 3.**)

On the same day, July 5, 2016, CEQA Clearance was issued by the Planning Department. (**EXHIBIT 4.**) However, the Categorical Exemption Determination, signed by Planner Stephanie Cisneros on June 29, 2016, references plans dated January 7, 2016. This predates the submittal of the applications and presumably was based on pre-application information submitted by the Project applicant.

The planning application for demolition is dated July 20, 2017. (**EXHIBIT 5.**) The conditions of approval for the Conditional Use Authorization as approved by the Planning Commission require conformance with plans dated September 8, 2017. (Motion No. 20025, Exh. B.)

Once the Project was changed, i.e., updated plans were submitted, the Environmental Review Officer was required to make a determination of whether the changes were substantial and required reevaluation. This was not done.

The cursory process utilized by the City in issuing the Categorical Exemption Determination undermined the stated purposes of CEQA and the City's implementing regulations, among them to: (a) provide decision makers and the public with meaningful information regarding the environmental consequences of proposed activities; (b) identify ways that environmental damage can be avoided or significantly reduced; (c) provide for public input in the environmental review process; (d) bring environmental considerations to bear at an early stage of the planning process, and to avoid unnecessary delays or undue complexity of review; and (e) prevent significant avoidable damage to the environmental by requiring changes in projects through the use of alternatives or mitigation measures when the government agency finds the changes to be feasible.

If the Environmental Review Officer had followed the proper procedures, the Appellants may have had an opportunity to present their shadow study as new evidence of potential aesthetics impacts for the City's consideration earlier in the process. While a shadow analysis technically is not required for a project that does not exceed 40 feet in height, a proper and more transparent environmental review process that engaged the neighborhood may have brought to bear at an earlier stage, the potential impacts of the Project, as well as feasible changes or measures to avoid those impacts.

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D. Class 1 and Class 3 Categorical Exemptions Do Not Apply Because There Are Unusual Circumstances Such That The Proposed Project Will Result in a Significant Effect on the Environment.

If there is a "reasonable possibility" that an activity will have a significant effect on the environment due to "unusual circumstances," an agency may not find the activity to be categorically exempt from CEQA. (14 Cal Code Regs., Sec. 15300.2(c).) Here, the Project presents unusual circumstances because it is a key lot and the horizontal expansion of the building will directly impact the rear property line of abutting lots by essentially creating a four-story wall along those lot lines. There is a reasonable possibility that significant environmental impacts would result from these unusual circumstances. The shadow study provides relevant evidence to support a fair argument that a significant impact on the environment may occur in the area of aesthetics by degrading the existing visual character of the site and its surroundings, and in the area of land use and planning, by conflicting with applicable land use policies and regulations adopted for the purpose of avoiding or mitigating an environmental effect.

Based on the foregoing, we respectfully request that you set aside the Categorical Exemption Determination and require that proper environmental review in full conformance with CEQA and the City's implementing regulations be undertaken prior to the final approval of the Project.

Very truly yours,



Robia S. Crisp

Attachments

cc: Lisa Gibson, Environmental Review Officer
Steven Vettel, Esq. (Via E-Mail SVettel@fbm.com)
Alex Bernstein (Via E-Mail alex@kingfisherinvestment.com)
Sonia Daccarett (Via E-Mail sdaccarett@gmail.com)
Michael Donner, Esq.
Paul Mabry, Esq.

EXHIBIT LIST

- EXHIBIT 1 LIGHT ANALYSIS
- EXHIBIT 2 SHADOW STUDY PRESENTATION
- EXHIBIT 3 SF PROPERTY INFORMATION MAP—BUILDING PERMITS REPORT
- EXHIBIT 4 SF PROPERTY INFORMATION MAP—PLANNING APPLICATIONS REPORT
- EXHIBIT 5 PROJECT PLANNING APPLICATION FORMS

EXHIBIT 1

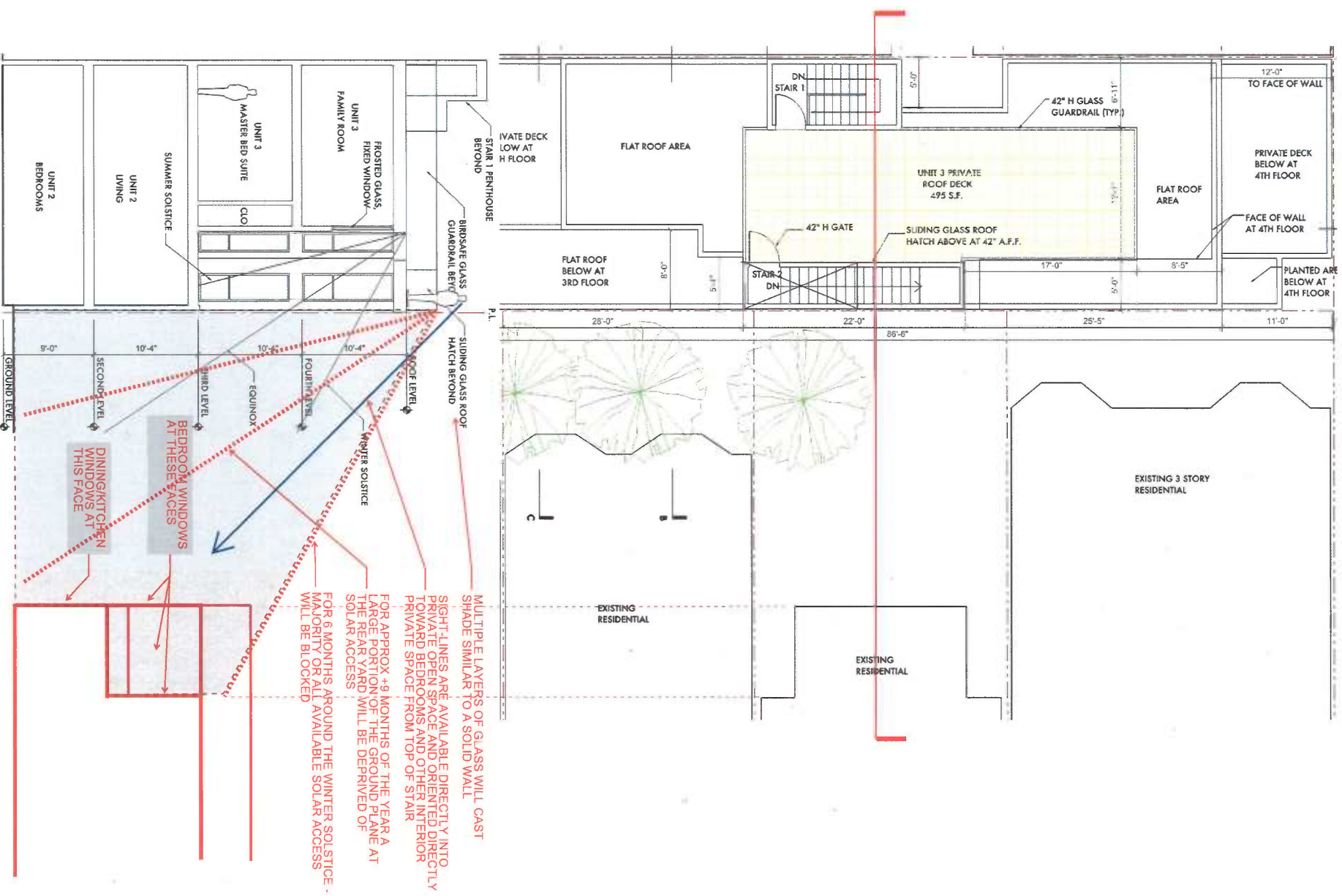


EXHIBIT 2

SF Planning Commission Hearing
218 27th Avenue

Analysis Discussion

12 October 2017

We are deeply concerned

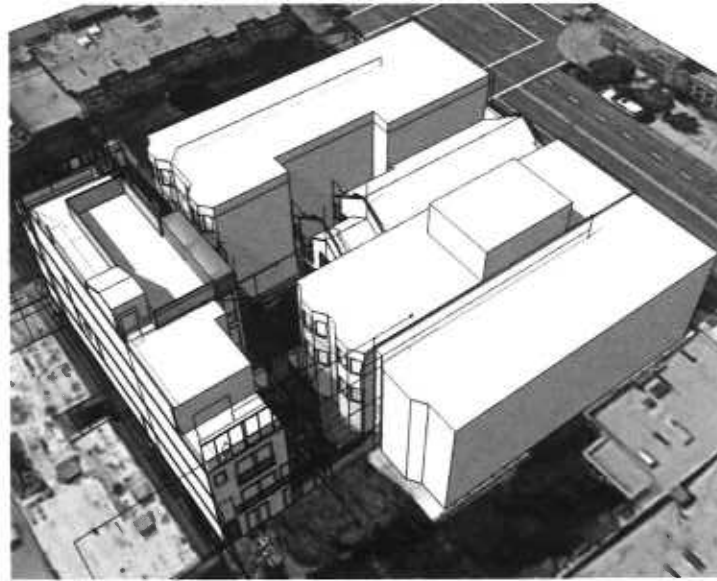
- We understand you are pretty far down the path with this review.
- We would like to share some information you have not yet been shown.
- Ask you to recognize the submitted documents largely excluded analysis of 2545 Lake St. and did not clearly show impact to adjacent buildings.
- The Staff's Recommendation of Approval is premature due to the incomplete information.
- We are asking for your action to be consistent with that recorded on other recent similar proposals .
- We hope you will agree the changes we are requesting are essential for the community.

Privacy and Light

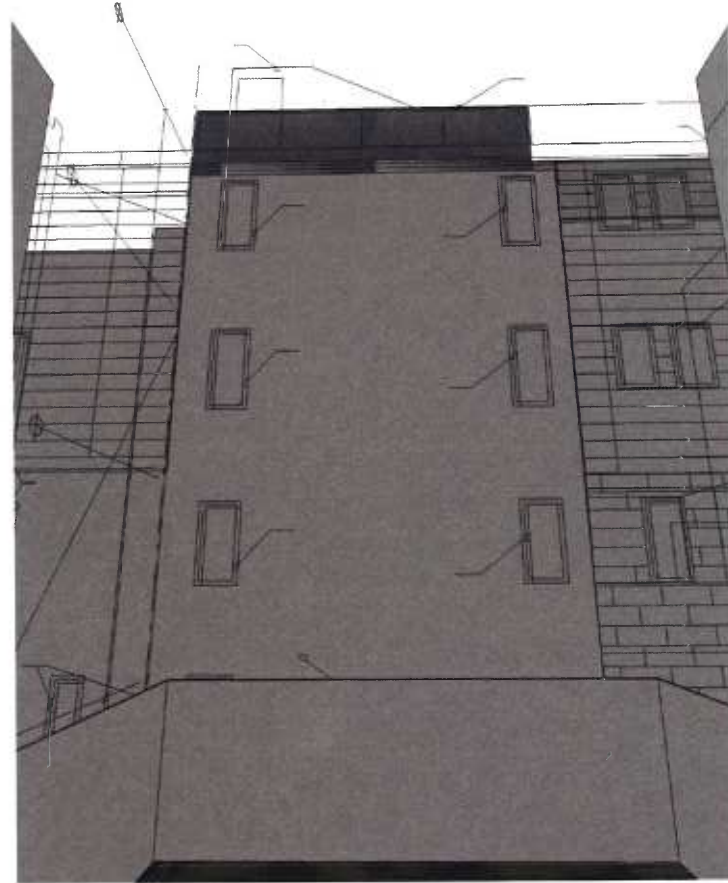
- The impact is significant and cannot be visualized clearly based on the documents provided to you.
- These points will be an issue for all 3 of the adjacent parcels and their many residents.

Creating a chasm

- To aid in the analysis and explanation, we have generated an accurate 3 dimensional model of the proposal and the adjacent properties based on the current set provided by the applicant. Intentional or not, this information is not represented in the package you have been provided.
- The result of the current design is a chasm which will be deprived of privacy and light



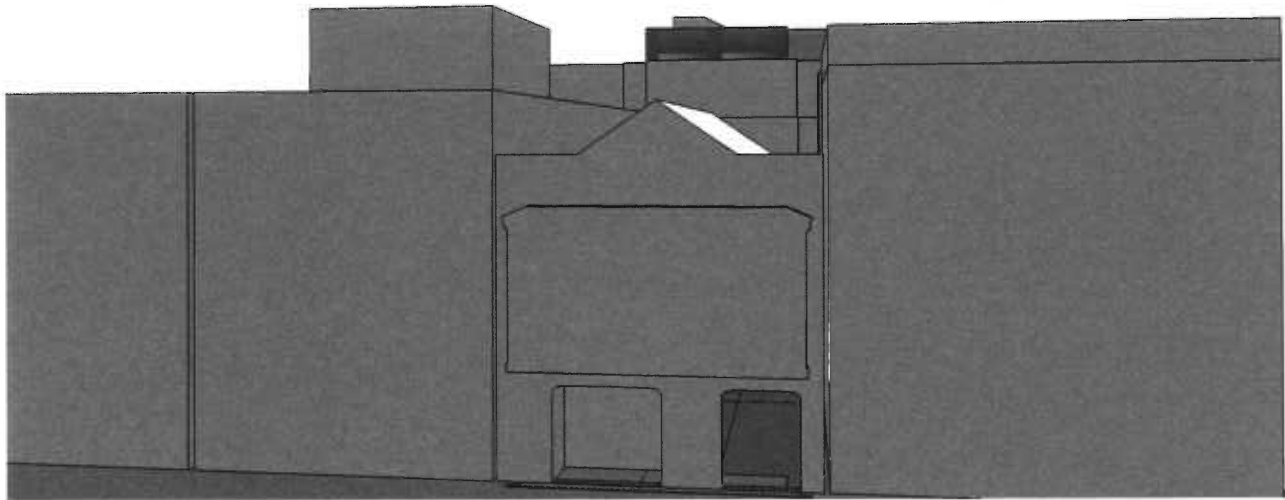
Creating a chasm - Comparison



Background

218 27th Avenue
SF Planning Commission

Shadows cast by the proposed project – Most severe at Winter Solstice



Issue:

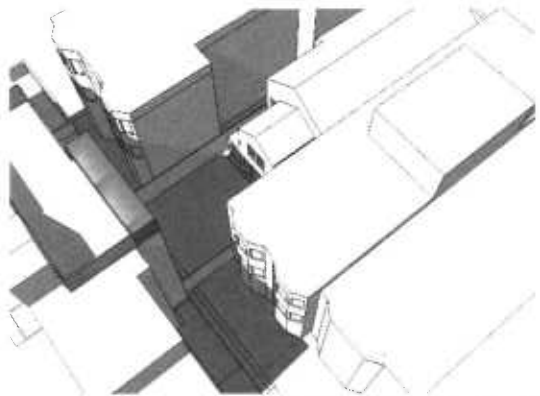
There are significant shadow impacts to the adjacent existing properties that has not been clearly exhibited in the submitted documents

Recommendation:

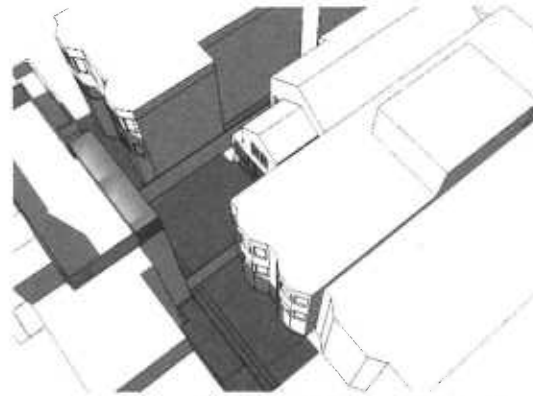
Condition the project to a height not to exceed that of 210 27th Ave. (removal of 1 floor)

Resulting mass still allows enough area for 3 typical units.

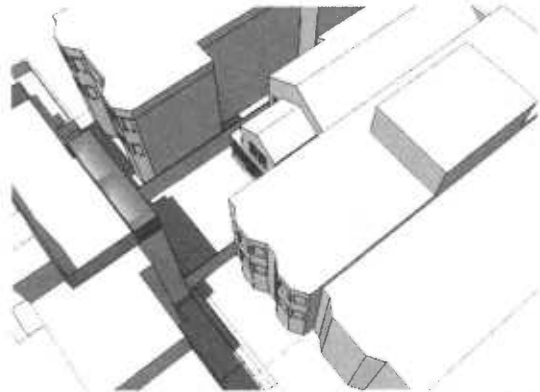
Shadows cast by the proposed project – Most severe at Winter Solstice



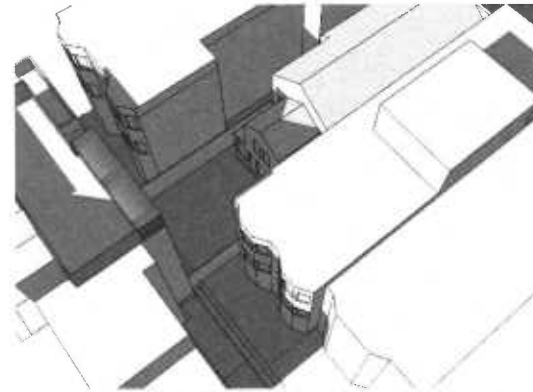
Spring Equinox - March



Fall Equinox - September



Summer Solstice - June



Winter Solstice - December

Issue:

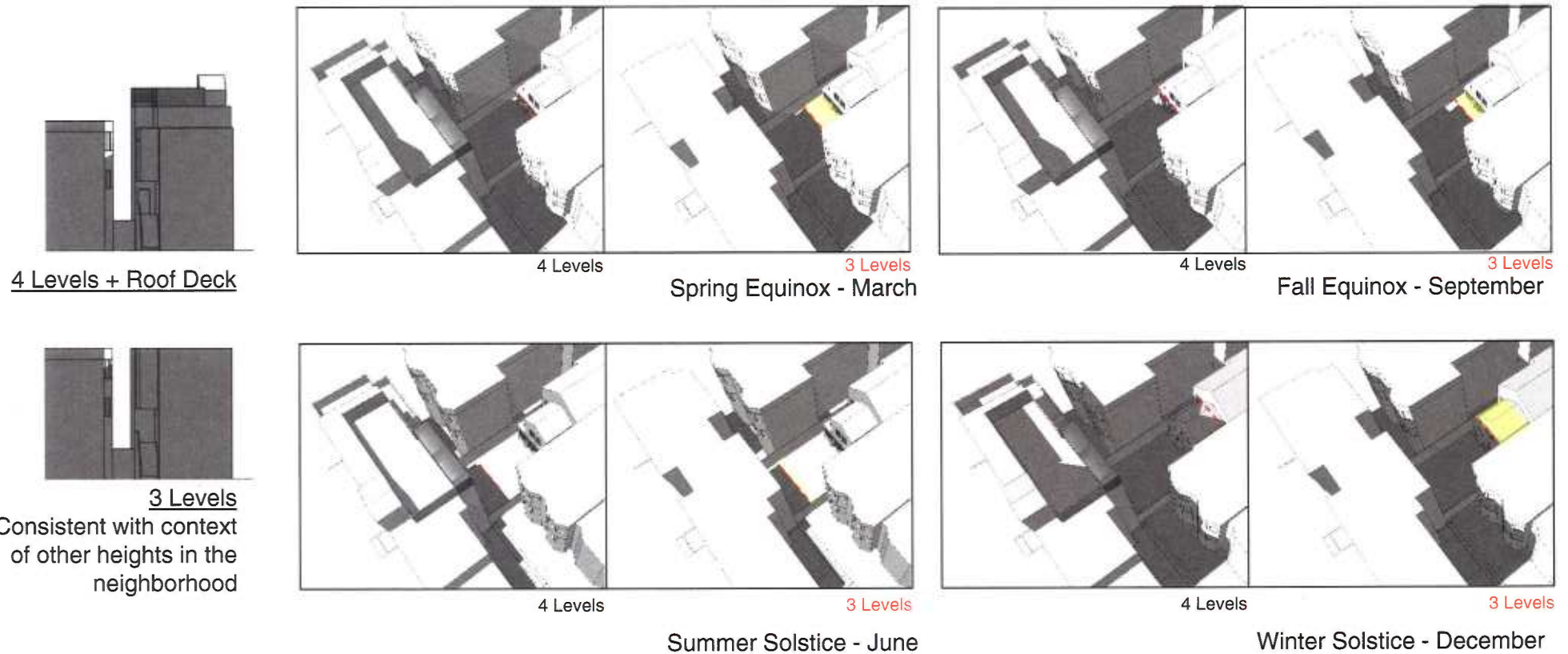
There are significant shadow impacts to the adjacent existing properties that has not been clearly exhibited in the submitted documents

Recommendation:

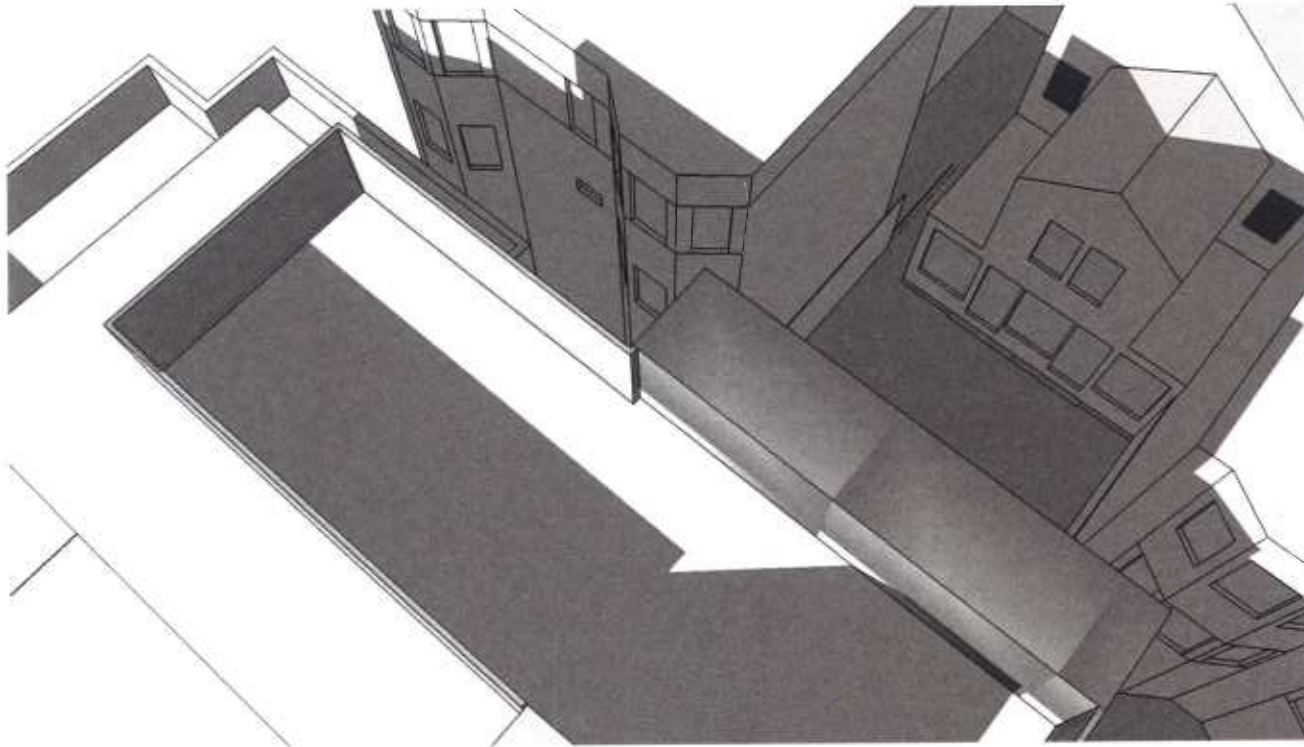
Condition the project to a height not to exceed that of 210 27th Ave. (removal of 1 floor)

Resulting mass still allows enough area for 3 typical units.

Limit the Shadows cast by the proposed project – Our Recommendation: Remove the Roof Deck and 1 Floor of the Building



View from the Unit 3 Private Roof Deck and Side Windows



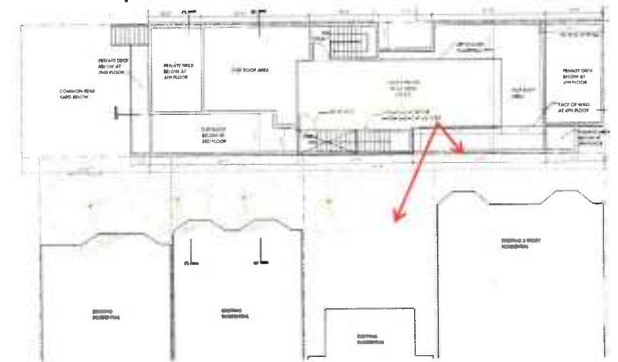
Issue:

There is direct visual access into private interior and outdoor spaces from the Unit 3 Private Roof Deck

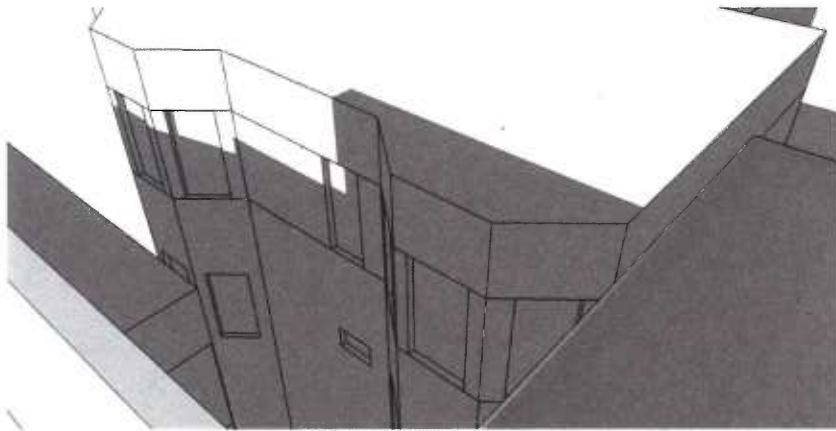
Recommendation:

Condition the project to remove any roof deck and all roof access other than that required for maintenance.

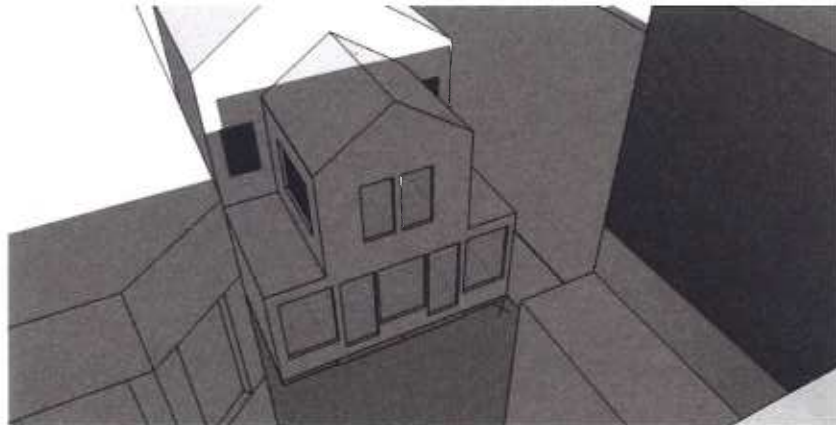
Frosted windows at side elevations must be inoperable



View from the Unit 3 Private Roof Deck



View from Roof Deck toward 210 27th Ave.



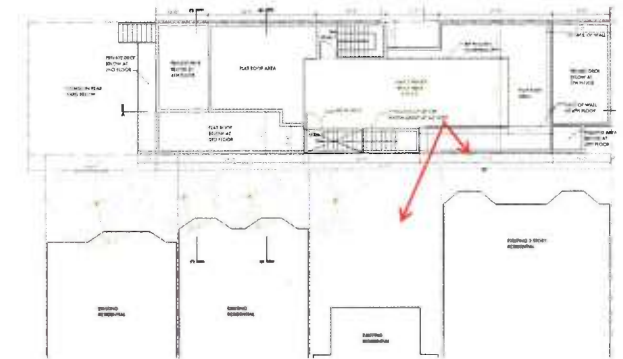
View from Roof Deck toward 2454 Lake St.

Issue:

There is direct visual access into private interior and outdoor spaces from the Unit 3 Private Roof Deck

Recommendation:

Condition the project to remove any roof deck and all roof access other than such required for maintenance.



Shadow Impact on Tree Health



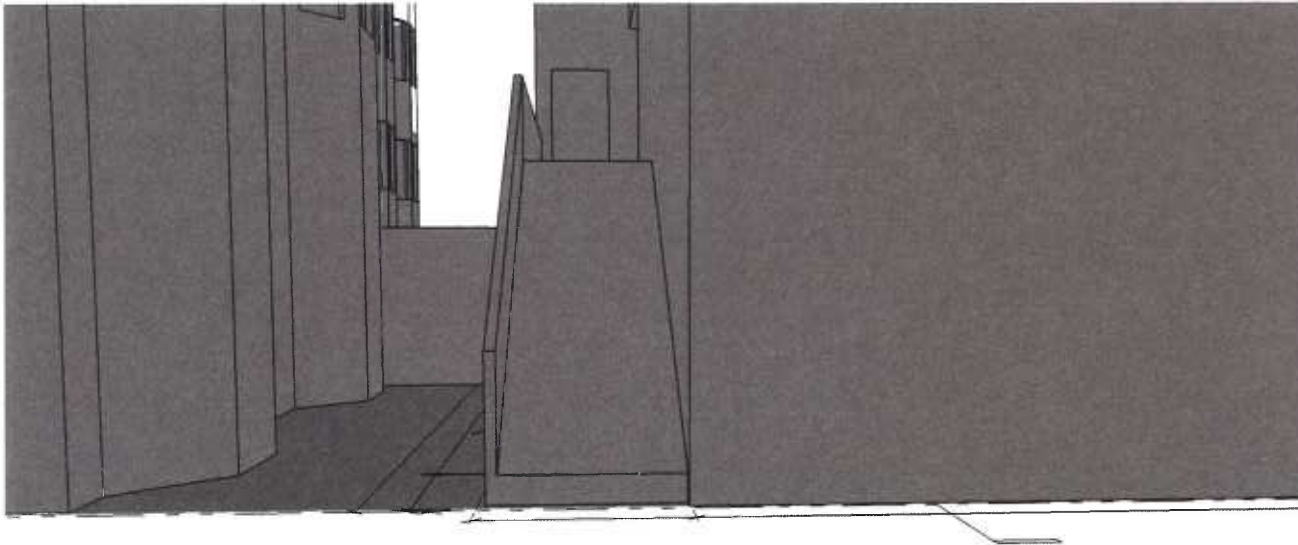
Issue:

Shadow cast by buildings impacts the viability of biological resources. Limiting the project height will allow for healthy tree growth.

Recommendation:

Condition the project to a height not to exceed that of 210 27th Ave. (removal of 1 level and roof deck). Include language protecting existing tree roots and canopy.

View from the Common Entry Deck

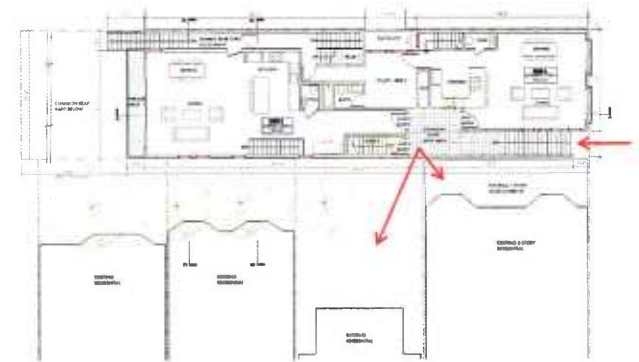


Issue:

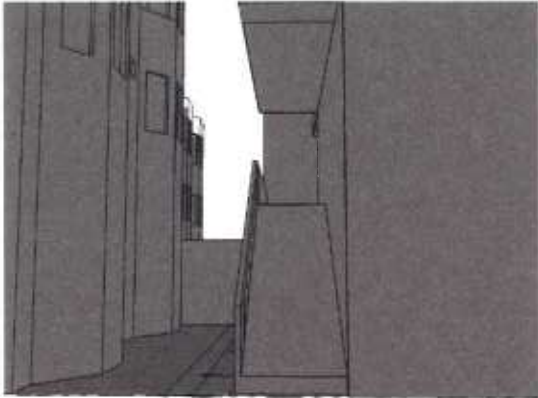
There is direct visual access into private interior and outdoor spaces from the Common Entry Deck

Recommendation:

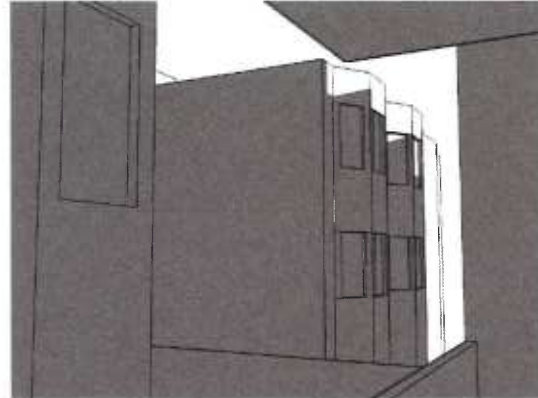
Condition the project to include an opaque screen or panel to prevent the invasive sightlines.



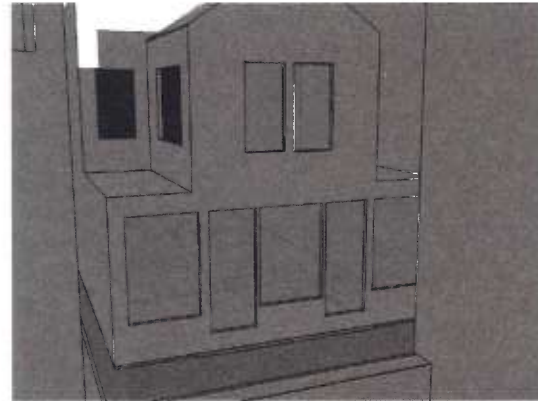
View from the Common Entry Deck



Common Entry Stair



Into Apartments



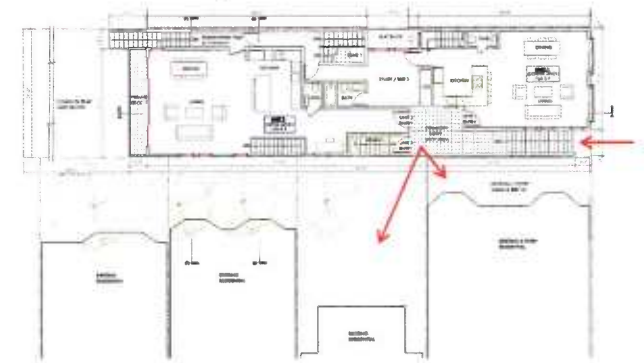
Into 2454 yard/interior

Issue:

There is direct visual access into private interior and outdoor spaces from the Common Entry Deck

Recommendation:

Condition the project to include an opaque screen or panel to prevent the invasive sightlines.



Summary – We request the following changes/conditions:

1. Condition the project to a height not to exceed that of 210 27th Ave., removing 1 floor.
2. Condition the project to remove any roof deck and all roof access other than that minimally required for maintenance.
3. Direct that frosted windows at side elevations must be inoperable.
4. Require that an arborist regularly observe the construction, particularly during the demolition and subsequent placement of the foundation to report on the conditions and make recommendations to ensure the health of existing adjacent trees.
5. Direct that the Entry Stair and Common Entry Deck include an opaque screen or panel along the side railing extending above eye-level.

EXHIBIT 3



SAN FRANCISCO PLANNING DEPARTMENT

Report for: 218 27TH AVENUE

Building Permits Report: 218 27TH AVENUE

Applications for Building Permits submitted to the Department of Building Inspection.

BUILDING PERMITS:

Permit:	201607051548
Form:	2 - New Wood Construction
Filed:	7/5/2016
Address:	218 27TH AV
Parcel:	1386/038
Existing:	
Proposed:	APARTMENTS
Existing Units:	0
Proposed Units:	3
Status:	TRIAGE
Status Date:	7/5/2016 10:58:55 AM
Description:	TO ERECT 4 STORIES, 3 UNITS RESIDENTIAL BUILDING.
Cost:	\$1,400,000.00
Permit:	201607051544
Form:	6 - Demolition
Filed:	7/5/2016
Address:	218 27TH AV
Parcel:	1386/038
Existing:	1 FAMILY DWELLING
Proposed:	
Existing Units:	1
Proposed Units:	0
Status:	TRIAGE
Status Date:	7/5/2016 10:51:19 AM
Description:	TO DEMOLISH 2 STORY SINGLE FAMILY DWELLING.
Cost:	\$15,000.00
Permit:	200809040764
Form:	8 - Alterations Without Plans
Filed:	9/4/2008
Address:	218 27TH AV
Parcel:	1386/038
Existing:	1 FAMILY DWELLING
Proposed:	1 FAMILY DWELLING
Existing Units:	0
Proposed Units:	0

Status:	COMPLETE
Status Date:	10/22/2008
Description:	REROOFING
Cost:	\$16,970.00

The Disclaimer: The City and County of San Francisco (CCSF) does not guarantee the accuracy, adequacy, completeness or usefulness of any information. CCSF provides this information on an 'as is' basis without warranty of any kind, including but not limited to warranties of merchantability or fitness for a particular purpose, and assumes no responsibility for anyone's use of the information.

Printed: 11/30/2017

<http://propertymap.sfplanning.org>

EXHIBIT 4



SAN FRANCISCO PLANNING DEPARTMENT

Report for: 218 27TH AVENUE

Planning Applications Report: 218 27TH AVENUE

Permits are required in San Francisco to operate a businesses or to perform construction activity. The Planning Department reviews most applications for these permits in order to ensure that the projects comply with the [Planning Code](#). The 'Project' is the activity being proposed.

PLANNING APPLICATIONS:

2016-003258CUA

[Laura Ajello](#) Tel: 415-575-9142

Conditional Use Authorization (CUA) 218 27th Avenue

Demolition of a single family home and new construction of a 3-unit apartment building.

OPENED	STATUS	ADDRESS	FURTHER INFO
8/15/2016	Closed - Approved 11/9/2017	218 27TH AVE 94121	Related Documents View in ACA

RELATED RECORDS: [2016-003258PRJ](#)
- [2016-003258CUA](#)
- [2016-003258APL](#)

2016-003258PRJ

[Laura Ajello](#) Tel: 415-575-9142

Project Profile (PRJ) 218 27th Avenue

Demolition of a single family home and new construction of a 3-unit apartment building.

OPENED	STATUS	ADDRESS	FURTHER INFO	PROJECT FEATURES
3/11/2016	Under Review 9/26/2017	218 27TH AVE 94121	Related Documents View in ACA	

RELATED RECORDS: [2016-003258PRJ](#)
- [2016-003258CUA](#)
- [2016-003258ENV](#)

RELATED BUILDING PERMITS: Loading...

2016-003258ENV

[Stephanie Cisneros](#) Tel: 415-575-9186

Environmental (ENV) 218 27th Avenue

Demolish existing two-story single-family home and construct a four-story building containing three residences and three parking spaces.

OPENED	STATUS	ADDRESS	FURTHER INFO
--------	--------	---------	--------------

3/11/2016 Closed - CEQA Clearance 218 27TH AVE 94121
Issued
7/5/2016

[Related Documents](#)
[View in ACA](#)

RELATED RECORDS: [2016-003258PRJ](#)
- [2016-003258ENV](#)
- [2016-003258APL-02](#)

PERMITTED SHORT TERM RENTALS:

None

The Disclaimer: The City and County of San Francisco (CCSF) does not guarantee the accuracy, adequacy, completeness or usefulness of any information. CCSF provides this information on an 'as is' basis without warranty of any kind, including but not limited to warranties of merchantability or fitness for a particular purpose, and assumes no responsibility for anyone's use of the information.

Printed: 11/30/2017

<http://propertymap.sfplanning.org>

EXHIBIT 5

APPLICATION FOR Conditional Use Authorization

1. Owner/Applicant Information

PROPERTY OWNER'S NAME:

The Toboni Group

PROPERTY OWNER'S ADDRESS:

3364 Sacramento Street
San Francisco, CA 94118

TELEPHONE:

(415) 828-0717

EMAIL:

jtoboni@tobonigroup.com

APPLICANT'S NAME:

Same as Above

APPLICANT'S ADDRESS:

TELEPHONE:

()

EMAIL:

CONTACT FOR PROJECT INFORMATION:

Ilene Dick

ADDRESS:

Farella Braun + Martel, LLP
235 Montgomery
San Francisco, CA. 94104

TELEPHONE:

(415) 954-4958

EMAIL:

idick@fbm.com

Same as Above

COMMUNITY LIAISON FOR PROJECT (PLEASE REPORT CHANGES TO THE ZONING ADMINISTRATOR):

Same as Above

ADDRESS:

TELEPHONE:

()

EMAIL:

2. Location and Classification

STREET ADDRESS OF PROJECT:

218-27th Avenue

ZIP CODE:

94121

CROSS STREETS:

Lake and California Streets

ASSESSORS BLOCK/LOT:

1386 / 038

LOT DIMENSIONS:

25'x120'

LOT AREA (SQ FT):

2,996

ZONING DISTRICT:

RM-1

HEIGHT/BULK DISTRICT:

40-X

3. Project Description

(Please check all that apply)

- Change of Use
- Change of Hours
- New Construction
- Alterations
- Demolition
- Other Please clarify:

ADDITIONS TO BUILDING:

- Rear
- Front
- Height
- Side Yard

PRESENT OR PREVIOUS USE:

Single family home

PROPOSED USE:

3-dwelling units

BUILDING APPLICATION PERMIT NO.:

201607051548 - new
cont

DATE FILED:

201607051544 - demo

7/5/16

4. Project Summary Table

If you are not sure of the eventual size of the project, provide the maximum estimates.

	EXISTING USES:	EXISTING USES TO BE RETAINED:	NET NEW CONSTRUCTION AND/OR ADDITION:	PROJECT TOTALS:
PROJECT FEATURES				
Dwelling Units	1		3	3
Hotel Rooms				
Parking Spaces	2		3	3
Loading Spaces				
Number of Buildings	1		1	1
Height of Building(s)	25'		40'	40'
Number of Stories	2		4	4
Bicycle Spaces			3	3
GROSS SQUARE FOOTAGE (GSF)				
Residential	1,200		5,245	5,245
Retail				
Office				
Industrial/PDR <small>Production, Distribution, & Repair</small>			950	950
Parking	800			
Other (Specify Use)				
TOTAL GSF	2,000		6,195	6,195

Please describe any additional project features that are not included in this table:
(Attach a separate sheet if more space is needed)

5. Action(s) Requested (Include Planning Code Section which authorizes action)

Table 209.2 requires conditional use authorization for removal of dwelling units in RM-1 districts. Section 317(g) (5)(A)-(R) requires findings regarding the proposed dwelling unit removal .

Conditional Use Findings

Pursuant to Planning Code Section 303(c), before approving a conditional use authorization, the Planning Commission needs to find that the facts presented are such to establish the findings stated below. In the space below and on separate paper, if necessary, please present facts sufficient to establish each finding.

1. That the proposed use or feature, at the size and intensity contemplated and at the proposed location, will provide a development that is necessary or desirable for, and compatible with, the neighborhood or the community; and
2. That such use or feature as proposed will not be detrimental to the health, safety, convenience or general welfare of persons residing or working in the vicinity, or injurious to property, improvements or potential development in the vicinity, with respect to aspects including but not limited to the following:
 - (a) The nature of the proposed site, including its size and shape, and the proposed size, shape and arrangement of structures;
 - (b) The accessibility and traffic patterns for persons and vehicles, the type and volume of such traffic, and the adequacy of proposed off-street parking and loading;
 - (c) The safeguards afforded to prevent noxious or offensive emissions such as noise, glare, dust and odor;
 - (d) Treatment given, as appropriate, to such aspects as landscaping, screening, open spaces, parking and loading areas, service areas, lighting and signs; and
3. That such use or feature as proposed will comply with the applicable provisions of this Code and will not adversely affect the Master Plan.

See attached.

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 City 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;

See attached.

2. That existing housing and neighborhood character be conserved and protected in order to preserve the cultural and economic diversity of our neighborhoods;

See attached.

3. That the City's supply of affordable housing be preserved and enhanced;

See attached.

4. That commuter traffic not impede Muni transit service or overburden our streets or neighborhood parking;

See attached.

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;

See attached.

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

See attached.

7. That landmarks and historic buildings be preserved; and

See attached.

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

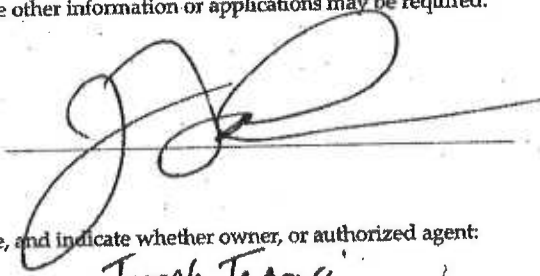
See attached.

Estimated Construction Costs

TYPE OF PROJECT	
CU	
ZONING CLASSIFICATION	
R-2	
BUILDING TYPE	
TOTAL GROSS SQUARE FEET OF CONSTRUCTION	
6,540 gsf	Residential -5,530
	Garage-1,010
ESTIMATED CONSTRUCTION COSTS	
\$1,415,000	
APPLICANT	
Ilene Dick	
TOTAL COST	
\$11,430.30	

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: The other information or applications may be required.

Signature: 

Date: 7/20/16

Print name, and indicate whether owner, or authorized agent:
Joseph Toan
Owner / Authorized Agent (circle one)
Myr 218 - 27th Ave LLC

Application Submittal Checklist

Applications listed below submitted to the Planning Department must be accompanied by this checklist and all required materials. The checklist is to be completed and signed by the applicant or authorized agent and a department staff person.

APPLICATION MATERIALS	CHECKLIST	
Application, with all blanks completed	<input checked="" type="checkbox"/>	
300-foot radius map, if applicable	<input type="checkbox"/>	
Address labels (original), if applicable	<input type="checkbox"/>	
Address labels (copy of the above), if applicable	<input type="checkbox"/>	
Site Plan	<input checked="" type="checkbox"/>	
Floor Plan	<input checked="" type="checkbox"/>	
Elevations	<input checked="" type="checkbox"/>	
Section 303 Requirements	<input checked="" type="checkbox"/>	
Prop. M Findings	<input checked="" type="checkbox"/>	
Historic photographs (if possible), and current photographs	<input checked="" type="checkbox"/>	
Check payable to Planning Dept.	<input checked="" type="checkbox"/>	
Original Application signed by owner or agent	<input checked="" type="checkbox"/>	
Letter of authorization for agent	<input type="checkbox"/>	
Other: Section Plan, Detail drawings (i.e. windows, door entries, trim), Specifications (for cleaning, repair, etc.) and/or Product cut sheets for new elements (i.e. windows, doors)	<input type="checkbox"/>	

NOTES:

- Required Material. Write "N/A" if you believe the item is not applicable, (e.g. letter of authorization is not required if application is signed by property owner.)
- Typically would not apply. Nevertheless, in a specific case, staff may require the item.
- Two sets of original labels and one copy of addresses of adjacent property owners and owners of property across street.

After your case is assigned to a planner, you will be contacted and asked to provide an electronic version of this application including associated photos and drawings.

Some applications will require additional materials not listed above. The above checklist does not include material needed for Planning review of a building permit. The "Application Packet" for Building Permit Applications lists those materials.

No application will be accepted by the Department unless the appropriate column on this form is completed. Receipt of this checklist, the accompanying application, and required materials by the Department serves to open a Planning file for the proposed project. After the file is established it will be assigned to a planner. At that time, the planner assigned will review the application to determine whether it is complete or whether additional information is required in order for the Department to make a decision on the proposal.

For Department Use Only

Application received by Planning Department:

By: _____

Date: _____

APPLICATION FOR

Dwelling Unit Removal Merger, Conversion, or Demolition

1. Owner/Applicant Information

PROPERTY OWNER'S NAME:

The Toboni Group

PROPERTY OWNER'S ADDRESS:

3364 sacramento street
SF, CA. 94118

TELEPHONE:

(415) 828-0717

EMAIL:

jtoboni@tobonigroup.com

APPLICANT'S NAME:

Same as Above

APPLICANT'S ADDRESS:

TELEPHONE:

()

EMAIL:

CONTACT FOR PROJECT INFORMATION:

Irene Dick

ADDRESS:

235 Montgomery, 17th Flr.
SF, CA. 94104

Same as Above

TELEPHONE:

(415) 954-4958

EMAIL:

idick@wfbm.com

COMMUNITY LIAISON FOR PROJECT (PLEASE REPORT CHANGES TO THE ZONING ADMINISTRATOR):

Same as Above

ADDRESS:

TELEPHONE:

()

EMAIL:

2. Location and Classification

STREET ADDRESS OF PROJECT:

218-27th Avenue

ZIP CODE:

94121

CROSS STREETS:

Lake + California Streets

ASSESSORS BLOCK/LOT:

1386 / 039

LOT DIMENSIONS:

25' x 120'

LOT AREA (SQ FT):

2,996

ZONING DISTRICT:

RM-1

HEIGHT/BULK DISTRICT:

40-X

3. Project Type and History

(Please check all that apply)

- New Construction
- Alterations
- Demolition
- Other Please clarify: _____

ADDITIONS TO BUILDING: <input type="checkbox"/> Rear <input type="checkbox"/> Front <input type="checkbox"/> Height <input type="checkbox"/> Side Yard	BUILDING PERMIT NUMBER(S): 2016 07 05 1548 - Construct 2016 07 05 1544 - DEMO	DATE FILED: 7/5/16
	DATE OF PROPERTY PURCHASE: (MM/DD/YYYY) 08/06/2015	
	ELLIS ACT	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
	Was the building subject to the Ellis Act within the last decade?	

4. Project Summary Table

If you are not sure of the eventual size of the project, provide the maximum estimates.

	EXISTING USES:	EXISTING USES TO BE RETAINED:	NET NEW CONSTRUCTION AND/OR ADDITION:	PROJECT TOTALS:
PROJECT FEATURES				
Dwelling Units	1		3	3
Hotel Rooms				
Parking Spaces	2		3	3
Loading Spaces				
Number of Buildings	1		1	1
Height of Building(s)	25'		40'	40'
Number of Stories	2		4	4
Bicycle Spaces			3	3
GROSS SQUARE FOOTAGE (GSF)				
Residential	1,200		5,245	5,245
Retail				
Office				
Industrial/PDR <small>Production, Distribution, & Repair</small>				
Parking	800		950	950
Other (Specify Use)				
TOTAL GSF	2,000		6,195	6,195

5. Additional Project Details

UNITS	EXISTING:	PROPOSED:	NET CHANGE:
Owner-occupied Units:	1-vacant	3	2
Rental Units:			
Total Units:	1	3	2
Units subject to Rent Control:			
Vacant Units:	1		(1)

BEDROOMS	EXISTING:	PROPOSED:	NET CHANGE:
Owner-occupied Bedrooms:	3-vacant	9	6
Rental Bedrooms:			
Total Bedrooms:	3	9	6
Bedrooms subject to Rent Control:			

6. Unit Specific Information

	UNIT NO.	NO. OF BEDROOMS	GSF	OCCUPANCY	ADDITIONAL CRITERIA (check all that apply)
EXISTING	218	3	2,720	<input checked="" type="checkbox"/> OWNER OCCUPIED <input type="checkbox"/> RENTAL	<input type="checkbox"/> ELLIS ACT <input checked="" type="checkbox"/> VACANT <input type="checkbox"/> RENT CONTROL
PROPOSED	1	3	1,370	<input checked="" type="checkbox"/> OWNER OCCUPIED <input type="checkbox"/> RENTAL	
EXISTING				<input type="checkbox"/> OWNER OCCUPIED <input type="checkbox"/> RENTAL	<input type="checkbox"/> ELLIS ACT <input type="checkbox"/> VACANT <input type="checkbox"/> RENT CONTROL
PROPOSED	2	3	1,650	<input checked="" type="checkbox"/> OWNER OCCUPIED <input type="checkbox"/> RENTAL	
EXISTING				<input type="checkbox"/> OWNER OCCUPIED <input type="checkbox"/> RENTAL	<input type="checkbox"/> ELLIS ACT <input type="checkbox"/> VACANT <input type="checkbox"/> RENT CONTROL
PROPOSED	3	3	2,225	<input checked="" type="checkbox"/> OWNER OCCUPIED <input type="checkbox"/> RENTAL	

7. Other Information

Please describe any additional project features that were not included in the above tables:
(Attach a separate sheet if more space is needed)

Priority General Plan Policies – Planning Code Section 101.1

(APPLICABLE TO ALL PROJECTS)

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.

Please respond to each policy; if it's not applicable explain why:

1. That existing neighborhood-serving retail uses be preserved and enhanced and future opportunities for resident employment in and ownership of such businesses enhanced;

see attached

2. That existing housing and neighborhood character be conserved and protected in order to preserve the cultural and economic diversity of our neighborhoods;

see attached

3. That the City's supply of affordable housing be preserved and enhanced;

see attached

4. That commuter traffic not impede Muni transit service or overburden our streets or neighborhood parking;

see attached

Please respond to each policy; if it's not applicable explain why:

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;

see attached

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

see attached

7. That landmarks and historic buildings be preserved; and

see attached

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

see attached

Dwelling Unit Demolition

(SUPPLEMENTAL INFORMATION)

Pursuant to Planning Code Section 317(d), Residential Demolition 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 and RH-1(D) 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.

Please see the Department's website under Publications for "Loss of Dwelling Units Numerical Values".

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

EXISTING VALUE AND SOUNDNESS		YES	NO
1	Is the value of the existing land and structure of the single-family dwelling affordable or financially accessible housing (below the 80% average price of single-family homes in San Francisco, as determined by a credible appraisal within six months)?	<input type="checkbox"/> N/A	<input type="checkbox"/>
If no, submittal of a credible appraisal is required with the application.			
2	Has the housing been found to be unsound at the 50% threshold (applicable to one- and two-family dwellings)?	<input type="checkbox"/> N/A	<input type="checkbox"/>
3	Is the property free of a history of serious, continuing code violations?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4	Has the housing been maintained in a decent, safe, and sanitary condition?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5	Is the property a <i>historical resource</i> under CEQA?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
If yes, will the removal of the resource have a substantial adverse impact under CEQA? <input type="checkbox"/> YES <input type="checkbox"/> NO			
RENTAL PROTECTION		YES	NO
6	Does the Project convert rental housing to other forms of tenure or occupancy?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7	Does the Project remove rental units subject to the Rent Stabilization and Arbitration Ordinance or affordable housing?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
PRIORITY POLICIES		YES	NO
8	Does the Project conserve existing housing to preserve cultural and economic neighborhood diversity?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
9	Does the Project conserve neighborhood character to preserve neighborhood cultural and economic diversity?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10	Does the Project protect the relative affordability of existing housing?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
11	Does the Project increase the number of permanently affordable units as governed by Section 415?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Dwelling Unit Demolition

(SUPPLEMENTAL INFORMATION CONTINUED)

REPLACEMENT STRUCTURE		YES	NO
12	Does the Project locate in-fill housing on appropriate sites in established neighborhoods?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
13	Does the Project increase the number of family-sized units on-site?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
14	Does the Project create new supportive housing?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
15	Is the Project of superb architectural and urban design, meeting all relevant design guidelines, to enhance the existing neighborhood character?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
16	Does the Project increase the number of on-site dwelling units?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
17	Does the Project increase the number of on-site bedrooms?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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: 

Date: 7.20.16

Print name, and indicate whether owner, or authorized agent:

Joseph Toroni
Owner / Authorized Agent (circle one)
 mgr 218-27th Avenue LLC

Demolition Application Submittal Checklist

(FOR PLANNING DEPARTMENT USE ONLY)

Applications submitted to the Planning Department must be accompanied by this checklist and all required materials.

APPLICATION MATERIALS	CHECKLIST	
Original Application, signed with all blanks completed	<input checked="" type="checkbox"/>	
Prop. M Findings (General Plan Policy Findings)	<input checked="" type="checkbox"/>	
Supplemental Information Pages for Demolition	<input checked="" type="checkbox"/>	
Notification Materials Package: (See Page 4)	<input type="checkbox"/> *	
Notification map	<input type="checkbox"/> *	
Address labels	<input type="checkbox"/> *	
Address list (printed list of all mailing data or copy of labels)	<input type="checkbox"/> *	
Affidavit of Notification Materials Preparation	<input type="checkbox"/> *	
Set of plans: One set full size AND two reduced size 11"x17"	<input checked="" type="checkbox"/>	
Site Plan (existing and proposed)	<input checked="" type="checkbox"/>	
Floor Plans (existing and proposed)	<input checked="" type="checkbox"/>	
Elevations (including adjacent structures)	<input checked="" type="checkbox"/>	
Current photographs	<input checked="" type="checkbox"/>	
Historic photographs (if possible)	<input type="checkbox"/>	
Check payable to Planning Dept. (see current fee schedule)	<input checked="" type="checkbox"/>	
Letter of authorization for agent (if applicable)	<input type="checkbox"/>	
Pre-Application Materials (if applicable)	<input type="checkbox"/>	
Other: Section Plan, Detail drawings (i.e. windows, door entries, trim), Specifications (for cleaning, repair, etc.) and/or Product cut sheets for new elements (i.e. windows, doors)	<input type="checkbox"/>	

NOTES:

- Required Material. Write "N/A" if you believe the item is not applicable. (e.g. letter of authorization is not required if application is signed by property owner.)
- Typically would not apply. Nevertheless, in a specific case, staff may require the item.
- * Required upon request upon hearing scheduling.

Some applications will require additional materials not listed above. The above checklist does not include material needed for Planning review of a building permit. The "Application Packet" for Building Permit Applications lists those materials.

No application will be accepted by the Department unless the appropriate column on this form is completed. Receipt of this checklist, the accompanying application, and required materials by the Department serves to open a Planning file for the proposed project. After the file is established it will be assigned to a planner. At that time, the planner assigned will review the application to determine whether it is complete or whether additional information is required in order for the Department to make a decision on the proposal.

For Department Use Only

Application received by Planning Department:

By: _____

Date: _____