



## NEW CONDOMINIUM CONVERSION

### San Francisco Public Works Referral Checklist

#### Property Information

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ProjectAddress:

Block/Lot(s):	Zoning:
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#### Related Applications

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Public Works' ID No.:	Planning Case No.:
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#### PUBLIC WORKS:

Tentative Parcel/Final Map*	Preliminary Title Report	Previous Land Use
Permit numbers for any approved building permits		Photographs of subject property
Prop M Findings	3R Report	Form 1: BMR units/designation (NSR)

**\*\*Notify Public Works of non-complying maps, incomplete applications or evidence of illegal structures.**

#### PLANNING:

##### PLANNING CODE COMPLIANCE

- Consistent with approved BPA/entitlement conditions, MMRP
- Dwelling Units Quality: Max 5% increase, 10% decrease in units to avoid CPC re-hearing.
- BMR Quantity: Matches recorded NSR. If approved as rental housing, condition on referral units for rent only and not owner-occupied. Condominium ownership does not preclude tenant occupancy.
- Enforcement: ENF cases, windows, etc.
- Open Space access and amount unchanged. Variance may be required if common OS becomes private OS or is reduced.
  - Verify spatial requirements for obstructions in required open spaces (§135 & 136).

##### EXISTING UNITS ON SITE CONVERTIBLE IF:

- 1 existing DU + new DUs; or
- Up to 2 existing DU + New DUS; if at least one unit is owner occupied for at least 1 year; or
- ≥ 2 existing units + new DU = convertible separately from existing dwelling units (cannot mix existing/new; existing must remain aggregated unless converted through bypass, ECP, lottery).

##### NEW UNITS NOT CONVERTIBLE IF:

- New unit is ADU. Exception: if new ADU was constructed on property with existing condos that were converted prior to 7/11/16.
- New units were not permitted under Planning Code §207.3 cannot be converted to be sold/separately financed(but can be a part of an existing unit) per Subdivision Code § 1380.1
- Units are the reestablishment of nonconforming dwellingsand/or reconstruction of noncomplying structures under Planning Code §186(d) and 188(b); they are subject to Subdivision Code conversion rules and are not considerednew construction.

##### CATEGORICAL EXEMPTION

- Reference CatEx clearance covering new construction
- Class 3: New construction or conversion of small structures no more than 4 units
- "Not a Project under CEQA"** No activity subject to a building permit, activities are limited to permitted work that is not considered a project under CEQA (interior)

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Date Reviewed