



Edwin M. Lee, Mayor
Mohammed Nuru, Director



Jerry Sanguinetti, Bureau Manager

MAJOR ENCROACHMENT RESOLUTION ROUTING SHEET

Everyone involved in the processing of this Major Encroachment Resolution is requested to complete this form so that the Department has a written record of the steps taken. Please notify the sender (see below) of any delays or questions.

PERMIT INFORMATION

Permit No.	Date Sent:	Date Due at BOS
Block/Lot	Project Address:	

SENDER

Name:	Telephone:
Address: 1155 Market Street, 3 rd Floor	Email:

ROUTE

Date Received	To	Date Forwarded or Signed
	Frank W. Lee Executive Assistant To Director City Hall, Room 348	
	Mohammed Nuru Director of Public Works City Hall, Room 348	
	Clerk of Board of Supervisors (BOS) City Hall, Room 244 (Submit a copy of this sheet with packet.)	
	When the legislation packet is submitted to BOS, please return this original routing sheet to sender.	



LEGISLATION RECEIVED CHECKLIST

Date _____ File Number (if applicable) _____

- | | |
|--|--------------------------------|
| <input type="checkbox"/> Legislation for Introduction (NEW) | ▶▶▶ Legislation Clerk |
| <input type="checkbox"/> Legislation Pending in Committee (AMENDED) | ▶▶▶ Committee Clerk |
| <input type="checkbox"/> Legislation for Board Agenda (AMENDED) | ▶▶▶ Dep Clerk, Legislative Div |

Supervisor, Mayor, and Departmental Submittals

Grant Ordinance

- Legislation:** Original and 2 hard copies and 1 electronic copy in word format
- Signature:** Department Head, Mayor or the Mayor's designee, plus the Controller
- Back-up materials:** 2 full sets (see below) and 1 electronic copy in pdf format*
 - Cover letter
 - Grant budget/application
 - Grant information form, including disability checklist
 - Letter of Intent or grant award letter from funding agency
 - Contract, Leases/Agreements (if applicable)
 - Ethics Form 126 (if applicable)*Word format
- E-Copy of legislation/back-up materials: Sent to BOS.Legislation@sfgov.org**

Ordinance

- Legislation:** Original and 2 copies and 1 electronic copy in word format
- Signature:** City Attorney (For Settlement of Lawsuits - City Attorney, Department Head, Controller, Commission Secretary)
- Back-up materials:** 2 full sets (see below) and 1 electronic copy in pdf format
 - Cover letter
 - Settlement Report/Agreement (for settlements)
 - Other (Explain)
- E-Copy of legislation/back-up materials: Sent to BOS.Legislation@sfgov.org**

Grant Resolution

- Legislation:** Original and 2 copies and 1 electronic copy in word format
- Signature:** Department Head, Mayor or the Mayor's designee, plus the Controller
- Back-up materials:** 2 full sets (see below) and 1 electronic copy in pdf format*
 - Cover letter
 - Grant budget/application
 - Grant information form, including disability checklist
 - Letter of Intent or grant award letter from funding agency
 - Contract, Leases/Agreements (if applicable)
 - Ethics Form 126 (if applicable)*Word format
- E-Copy of legislation/back-up materials: Sent to BOS.Legislation@sfgov.org**

Resolution

- Legislation:** Original and 2 copies and 1 electronic copy in word format
- Signature:** None (Required for Settlement of Claims - City Attorney, Department Head, Controller, Commission Secretary)
- Back-up materials:** 2 full sets (see below) and 1 electronic copy in pdf format
 - Cover letter
 - Settlement Report/Agreement (for settlements)
 - Other (Explain)
- E-Copy of legislation/back-up materials: Sent to BOS.Legislation@sfgov.org**

Name and Telephone Number

Department