| File No | 151224         | Committee Item No. | 1   |
|---------|----------------|--------------------|-----|
|         |                | Board Item No.     | 25  |
|         | COMMITTEE/BOAR | D OF SUPERVIS      | ORS |
|         | AGENDA PACKE   | T CONTENTS LIST    |     |

|             | 7.02.05.117.05.21.00,17.21.110   | 1101                |                  |
|-------------|--|---------------------|------------------|
| Committee:  | Land Use and Transportation  | Date _              | January 11, 2016 |
| Board of Su | pervisors Meeting  | Date _              | January 26,2016  |
| Cmte Boar   | ·d   |                     |                  |
|             | Motion Resolution Ordinance Legislative Digest Budget and Legislative Analyst Report Youth Commission Report Introduction Form Department/Agency Cover Letter and Memorandum of Understanding (MOL Grant Information Form Grant Budget Subcontract Budget Contract/Agreement Form 126 - Ethics Commission Award Letter Application Form 700 Vacancy Notice Information Sheet Public Correspondence | /or Re <sub>l</sub> | port             |
| OTHER       | (Use back side if additional space is r  | needed              | d)               |
|             | DPW Order No. 184030   |                     |                  |
|             | Street Encroachment Asseement  |                     |                  |
|             | Permit Plans Capamil Plans Reformil Latter all d 8/1   | 1/4/                |                  |
|             | General Plan Referral Letter, dtd 0/1 Municipal Transportation Agency M  |                     | Hd 10/1/14       |
|             | Board of Supervisors Resolution No.  |                     |                  |
| A H         | Observed of Constitutions Reconfortions of the   |                     |                  |
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|             |  |                     |                  |
| Completed I | oy: Alisa Somera   | _ Date              | January 7, 2016  |

Resolution granting revocable permission to Stanford Chiang to occupy a portion of the Peru Avenue public right-of-way between Valmar Terrace and Felton Street to construct and maintain various improvements, including a new bridge driveway and associated foundation, adjacent to 711 Peru Avenue (Assessor's Block No. 5943, Lot No. 025); conditioning the permit; affirming the Planning Department's determination under the California Environmental Quality Act; and making findings of consistency with the General Plan, and the eight priority policies of Planning Code, Section 101.1.

[Street Encroachment - Adjacent to the Peru Avenue Frontage of 711 Peru Avenue]

WHEREAS, Pursuant to Public Works Code, Section 786, Robert Chiang, on behalf of Property Owner Stanford Chiang, requested permission to occupy a portion of the Peru Avenue public right-of-way to construct and maintain a new bridge driveway and associated foundation, retaining wall structures, and required structural elements and other related improvements adjacent to 711 Peru Avenue (Assessor's Block No. 5943, Lot No. 025); and

WHEREAS, The proposed encroachments, which would be located on a portion of Peru Avenue between Valmar Terrace and Felton Street are shown on the permit plans, copies of which are on file with the Clerk of the Board in File No. 151224 and incorporated herein by reference; and

WHEREAS, The San Francisco Municipal Transportation Agency, per a memorandum dated October 1, 2014, confirmed that the Transportation Advisory Staff Committee (TASC) had no objections and recommended the proposed encroachment for approval; and

WHEREAS, The Planning Department, by letter dated August 11, 2014, found the proposal to be consistent with the General Plan, and the eight priority policies of Planning

Code, Section 101.1, as previously determined in the General Plan findings issued on January 22, 2001, (Case 200.1181R); and

WHEREAS, The Planning Department, by letter dated December 5, 2000, determined that this project is categorically exempt from environmental review and determined that the project is in compliance with the California Environmental Quality Act (California Public Resources Code, Sections 21000, et seq.); and

WHEREAS, Copies of said letters are on file with the Clerk of the Board in File No. 151224 and is incorporated herein by reference; and

WHEREAS, The San Francisco Public Works Structural Division, per correspondence dated July 15, 2015, confirmed that the Public Works Structural Division had no objections and recommended the proposed encroachment for approval; and

WHEREAS, After a duly noticed public hearing on August 26, 2015, Public Works (the "Department", "Public Works", or "PW") recommended approval of the proposed encroachments, as set forth in PW Order No. 184030, dated September 14, 2015; and

WHEREAS, A copy of the PW Order is on file with the Clerk of the Board in File No. 151224 and is incorporated herein by reference; and

WHEREAS, The permit and associated street encroachment agreement ("Encroachment Agreement"), copies of which are on file with the Clerk of the Board in File No. 151224 and incorporated herein by reference, shall not become effective until:

- (a) The Permittee executes and acknowledges the permit and delivers said permit to the Department;
- (b) Permittee delivers to Public Works a policy of insurance provided for in said agreement and the Public Works Director shall have had approved the same as complying with the requirement of said agreement. The Public Works Director may, in his discretion,

accept, in lieu of said insurance policy, the certificate of an insurance company certifying to the existence of such a policy;

- (c) The Permittee delivers to Public Works a maintenance bond to ensure adequate maintenance of the encroachment for the life of the encroachment. The maintenance bond shall be in the amount of \$25,000; and
- (d) The Public Works Director records the permit and associated agreement in the office of the County Recorder; and

WHEREAS, The Permittee, at the Permittee's sole expense and as is necessary as a result of this permit, shall make the following arrangements:

- (a) To provide for the support and protection of facilities belonging to Public Works,
  San Francisco Public Utilities Commission, the San Francisco Fire Department, and other City
  Departments, and public utility companies; and
- (b) To remove or relocate such facilities and provide access to such facilities for the purpose of constructing, reconstructing, maintaining, operating, or repairing such facilities; and

WHEREAS, The Permittee shall procure the necessary permits from the Central Permit Bureau, Department of Building Inspection and/or Bureau of Street-Use and Mapping, Public Works, and pay the necessary permit fees and inspection fees before starting work; and

WHEREAS, The permit shall be conditioned upon payment of an annual public right-of-way occupancy assessment pursuant to Public Works Code, Section 786, and the initial amount of said fee shall be \$3,800.00: and

WHEREAS, No structure shall be erected or constructed within said street right-of-way except as specifically permitted herein; and

WHEREAS, Use of the encroachment permit area is not exclusive to the Permittee and may be accessed by the general public and adjacent property owners; and

WHEREAS, Should an adjacent property owner request a separate encroachment permit that affects said encroachment, the Board hereby delegates to the Department, in its discretion, the ability to amend or modify this permit to accommodate a separate permit(s). Under such circumstances, the Department shall adjust the requirements concerning permit maintenance, liability, annual occupancy fee, and any other applicable conditions to proportionately allocate responsibility among the permit holders; and

WHEREAS, The Permittee shall assume all costs for the maintenance and repair of the encroachments and no cost or obligation of any kind shall accrue to the Department by reason of this permission granted; now, therefore, be it

RESOLVED, That pursuant to Public Works Code, Section 786, the Board of Supervisors hereby grants revocable permission to Stanford Chiang to occupy a portion of the Peru Avenue public right-of-way between Valmar Terrace and Felton Street to construct and maintain a new bridge driveway and associated foundation, retaining wall structures, and required structural elements and other related improvements adjacent to 711 Peru Avenue (Assessor's Block No. 5943, Lot No. 025); and, be it

FURTHER RESOLVED, The permission granted herein is conditioned upon the requirements set forth in this resolution; and, be it

FURTHER RESOLVED, That this Board adopts as its own the findings of consistency with the General Plan, and Planning Code, Section 101.1, as set forth in the Planning Department letter dated August 11, 2014, and affirms the Planning Department's determination under the California Environmental Quality Act.



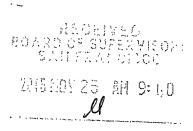
Edwin M. Lee Mayor

#### Mohammed Nuru Director

San Francisco Public Works 1 Dr. Carlton B. Goodlett Pl. Room 348 San Francisco, CA 94102 tel 415-554-6920

sfpublicworks.org facebook.com/sfpublicworks twitter.com/sfpublicworks twitter.com/mrcleansf November 24, 2015

Angela Calvillo, Clerk of the Board Board of Supervisors 1 Dr. Carlton B. Goodlett Place, Room 244 San Francisco, CA 94102-4689



Re: Proposed Resolution for Major Encroachment at 711 Peru Avenue

Dear Ms. Calvillo:

Attached, please find an original, two hard copies of a proposed resolution and supporting documentation for Board of Supervisors consideration. Electronic copies of the proposed resolution and accompanying documentation will be sent to you separately. This resolution would grant revocable permission to Mr. Stanford Chiang, to occupy a portion of the public right-of-way to construct and maintain various improvements, including a new bridge driveway and associated foundation adjacent to 711 Peru Avenue. Said encroachment will provide the subject property an accessible means of ingress and egress to the building's garage.

Pursuant to Public Works Code Section 786, Robert Chiang, on behalf of Property Owner Stanford Chiang, requested a Major Encroachment Permit in a letter dated July 2, 2014. The encroachment was previously approved by the Board of Supervisors on May 20, 2004, per Resolution No. 276-04. Resolution 276-04 allowed approval, conditioned so that the subject encroachment would be constructed no later than May 10, 2005. Because the subject encroachment was not completed by May 10, 2015, the resolution subsequently "expired," thus requiring a new Major Encroachment application. The Planning Department, by letter dated December 5, 2000; determined that this project is categorically exempt from environmental review and determined that the project is in compliance with the California Environmental Quality Act (California Public Resources Code §§ 21000 et seg.). The Planning Department, by letter dated September 24, 2014, declared that the proposed encroachments are in conformity with the General Plan and with the eight priority policies of Planning Code Section 101.1 as previously determined in the General Plan findings issued on January 22, 2001 (Case 200.1181R). The San Francisco Municipal Transportation Agency, per a memorandum dated October 1, 2014, confirmed that the Transportation Advisory Staff Committee (TASC) had no objections and recommended the proposed encroachment for approval. The San Francisco Public Works Structural Division, per correspondence

dated July 15, 2015, confirmed that the Public Works Structural Division had no objections and recommended the proposed encroachment for approval.

The following is a list of accompanying documents (three sets):

- Letter from Robert Chiang, dated July 2, 2014.
- Resolution 276-04, approved May 20, 2004.
- Planning Department Determination of Categorical Exemption from Environmental Review, dated December 5, 2000.
- Planning Department Approval letter regarding Application for General Plan Referral, dated August 11, 2014.
- San Francisco Municipal Transportation Agency (SFMTA) memorandum of approval, dated October 1, 2014.
- San Francisco Public Works, Structural Division Approval email dated July 15, 2015.
- Geotechnical review and observation letter for driveway foundation dated July 14, 2015.
- DPW Order No. 184030 approved September 14, 2015, recommending approval of the proposed Major Encroachment.
- Signed and Notarized Street Encroachment Agreement.
- Proposed plans for the Major Encroachment Permit.

Based on the above, San Francisco Public Works recommends approval of the subject permit. The following person may be contacted regarding this matter: Mr. Rahul Shah of BSM at (415) 554-5811.

Sincerely,

Mohammed Nuru

**Director of Public Works** 

Attachments: As Noted

July 2, 2014

Mohammad Nuru, Director of SFDPW 1155 Market Street San Francisco, CA 94103

RE: Major Encroachment Permit for 711-715 Peru Avenue (Block 5943, Lot 025)

Mr. Nuru,

I was originally issued a permit for this encroachment by the Board of Supervisors by way of Resolution No. 276-04. This Resolution was approved May 11, 2004 and it expired on May 11, 2005. I am requesting that this permit be reactivated for the purposes of continuing construction on the site.

Because of the unusual layout of the area, I will need to encroach on the public right of way in order to access and construct a driveway to complete the construction of the property. I have attached six (6) sets of construction plans for your reference. Completing the construction will be extremely difficult, if not impossible without permission to encroach on the public right of way.

If you have any questions or concerns, please do not hesitate to give me a call at (415) 760-6678.

Respectfully, Robert Chiang

#### City and County of San Francisco

San rancisco Public Works

Office of the Deputy Director & City Engineer, Fuad Sweiss Bureau of Street-Use & Mapping 1155 Market Street, 3rd Floor San Francisco Ca 94103

(415) 554-5810 A www.sfdpw.org



Edwin M. Lee, Mayor Mohammed Nuru, Director

Jerry Sanguinetti, Bureau Manager

**DPW Order No: 184030** 

APPROVAL OF MAJOR ENCROACHMENT PERMIT NO. 14ME-0016 FOR THE CONSTRUCTION OF A NEW BRIDGE DRIVEWAY AND ASSOCIATED FOUNDATION, RETAINING WALL STRUCTURES, AND REQUIRED STRUCTURAL ELEMENTS FRONTING THE PROPERTY AT 711 PERU AVE.

APPLICANT:

CM Construction on behalf of Robert Chiang

Attn: Thomas, Robert, or Stanford Chiang

711 Peru Ave.

San Francisco, CA 94112

PROPERTY IDENTIFICATION: 711 Peru Ave.

San Francisco, CA 94112 Block: 5943 Lot: 025

**DESCRIPTION OF REQUEST:** Major Encroachment Permit

#### BACKGROUND:

- 1. On July 2, 2014, the applicant filed a request with Public Works to consider approval of a Major Encroachment Permit to construct and maintain a new bridge driveway and associated foundation, retaining wall structures, and structural elements fronting the subject property.
- 2. The encroachment was previously approved by the Board of Supervisors on May 20, 2004, per Resolution No. 276-04. Resolution 276-04 allowed approval, conditioned so that the subject encroachment would be constructed no later than May 10, 2005.
- 3. Because construction was not completed within the allotted timeframe per Resolution 276-04, a new Major Encroachment Permit Application was required.
- 4. Per a letter dated August 11, 2014, Planning Department reviewed the application and General Plan Referral (GPR) and approved the proposal based on the fact that the GPR was previously reviewed and approved, and case 200.1181R remains valid.
- 5. Per a Memorandum dated October 1, 2014, the San Francisco Municipal Transportation Agency (SFMTA) reviewed the proposal at TASC on September 11 and had no further objections.
- 6. Per an email dated July 30, 2015, Public Works Structural Division reviewed the plans, calculations, and geotechnical review letter and had no further objections, thus recommending moving forward with the application.



San Francisco Public Works
Making San Francisco a beautiful, livable, vibrant, and sustainable city.

- 7. Upon reviewing and receiving positive recommendation from other City Departments, San Francisco Public Works scheduled a public hearing on August 26, 2015 to consider the proposed encroachment.
- 8. A copy of the Notice of Public Hearing was mailed to all property owners within a 300-foot radius of the subject property.
- 9. One objection via email was received on August 5, 2015. This objection addressed concerns pertaining mainly to the building construction and the work without permits. The objection also made the point that the applicant was working on the encroaching bridge foundation without the proper permit.
- 10. On August 26, 2015, Hearing Officer Rinaldi Wibowo conducted a hearing to consider the proposed encroachment.
- 11. The applicant's representative, Stanford Chiang, provided testimony on the proposed encroachment and the purpose.
- 12. One member of the public objected to the proposed encroachment stating that the proper permits had not been obtained for work, a lower level room with windows and a door, which was stated not to be a part of the original building plan, was included, corroded rebar is being used, and a proper survey of the site was not conducted.
- 13. The Hearing Officer considered and reviewed all of Public Works' files on the proposed encroachment. Based on the information, the Hearing Officer made a decision to approve the request subject to the submittal, review, and acceptance of a site survey in conjunction with the submitted plans.
- 14. The applicant provided the site survey on August 28, titled, Topographic Survey, (Job #03-1777) prepared by Langford Land Surveying, dated April 2003.
- 15. Upon review and after confirmation from Structural Department in an email dated 9/8/2015, it was determined that the designs were compliant and acceptable.

**HEARING OFFICER RECOMMENDATION**: APPROVAL of the request for Major Encroachment Permit No. 14ME-0020 and forward to the Board of Supervisors for a decision based on the following findings:

FINDING 1. The proposed encroachment was previously approved.

FINDING 2. The SFMTA had no objection to the proposed encroachment.

<u>FINDING 3.</u> The Planning Department determined that the subject encroachment is in conformity with the General Plan.

FINDING 4. Structural Department provided review and had no further comment.

<u>FINDING 5.</u> The majority of objections addressed building issues and did not pertain to the subject encroachment.

<u>FINDING 6.</u> A site survey was submitted within the allotted time, and after review by the Department and the Structural Division, no further objection was made.



9/14/2015

9/14/2015

X Joy Springth

Sanguinetti, Jerry Bureau Manager Signed by: Sanguinetti, Jerry X Fren

Sweiss, Fuad Deputy Director and City Engineer Signed by: Sweiss, Fuad

9/14/2015

# X Mo

# Mohammed Nuru

Nuru, Mohammed Director, DPW Signed by: Nuru, Mohammed





### CITY AND COUNTY OF SAN FRANCISCO DEPARTMENT OF PUBLIC WORKS

#### STREET ENCROACHMENT AGREEMENT

#### WITNESSETH

In consideration of the adoption by the Board of Supervisors of the City and County of San Francisco of Resolution No. \_\_\_\_\_at its meeting of \_\_\_\_\_, a true copy of which is attached hereto marked Exhibit A, and by this reference incorporated herein, and subject to all the terms, conditions and restrictions of this Agreement, also by reference incorporated herein, Permittee agrees that in accordance with this agreement and Exhibit A:

- 1. The permitted encroachment shall constitute a revocable license, shall be personal to Permittee and shall not be assignable or transferable by Permittee, whether separate from or together with any interest of Permittee.
  - Upon revocation the undersigned permittee, subsequent owners, or their heirs and assignees will, within 30 days remove or cause to be removed the encroachment and all materials used in connections with its construction, without expense to the City and County of San Francisco, and shall restore the area to a condition satisfactory to the Department of Public Works.
- 2. The occupancy, construction and maintenance of the encroachment shall be in the location and as specified by the plans submitted, revises, approved and filed in the Department of Public Works. The permittee, by acceptance of this permit, acknowledges its responsibility to comply with all requirements of the occupancy, construction and maintenance of the encroachment as specified in Public Works Code Section 786 and with the sidewalk maintenance requirements specified in Public Works Code Section 706.
- 3. The permittee shall verify the locations of City and public service utility company facilities that may be affected by the work authorized by this permit and shall assume all responsibility for any damage to such facilities due to the work. The permittee shall make satisfactory arrangements and payments for any necessary temporary relocation of City and public utility company facilities.
- 4. In consideration of this Permit being issued for the work described in the application, Permittee on its behalf and that of any successor or assign, and on behalf of any lessee, promises and agrees to perform all the terms of this Permit and to comply with all applicable laws, ordinances and regulations.

Permittee agrees on its behalf and that of any successor or assign to hold harmless, defend, and indemnify the City and County of San Francisco, including, without limitation, each of its commissions, departments, officers, agents and employees (hereinafter collectively referred to as the "City") from and against any and all losses, liabilities, expenses, claims, demands, injuries, damages, fines, penalties, costs or judgments including, without limitation, attorneys' fees and costs (collectively, "claims") of any kind allegedly arising directly or indirectly from (i) any act by, omission by, or negligence of, Permittee or its subcontractors, or the offices, agents or employees of either, while engaged in the performance of the work authorized by this Permit, or while in or about the property subject to this Permit for any reason connected in any way whatsoever with the performance of the work authorized by this Permit, or allegedly resulting directly or indirectly form the maintenance or installation of any equipment, facilities or structures authorized under this Permit, (ii) any accident or injury to any contractor or subcontractor, or any officer, agent, or employee of either of them, while engaged in the performance of the work authorized by this Permit, or while in or about the property, for any reason connected with the performance of the work authorized by this Permit, or arising from liens or claims for services rendered or labor or materials furnished in or for the performance of the work authorized by this Permit, (iii) injuries or damages to real or personal property, good will, and persons in, upon or in any way allegedly connected with the work authorized by this Permit from any cause or claims arising at any time, and potentially falls within this indemnity provision, even if the allegations are or may be groundless, false or fraudulent, which obligations arises at the time such claim is tendered to Permittee by the City and continues at all times thereafter. Permittee agrees that the indemnification obligations assumed under this Permit shall survive expiration of the Permit or completion of work.

Permittee shall obtain and mainfain through the terms of this Permit insurance as the City deems necessary to protect the City against claims for damages for personal injury, accidental death and property damage allegedly

arising from any work done under this Permit. Such insurance shall in no way limit Permittee's indemnity hereunder. Certificates of insurance, in form and with insurers satisfactory to the City, evidencing all coverages above shall be furnished to the City before commencing any operations under this Permit, with complete copies of policies furnished promptly upon City request.

5. Permittee will, at its own expense, maintain in full force and effect an insurance policy or policies issued by insurers with ratings comparable to A-VIII, or higher that are authorized to do business in the State of California, and that are satisfactory to the City. Approval of the insurance by City shall not relieve or decrease Permittee's liability hereunder.

Permittee must maintain in force, during the full term of the Agreement, insurance in the following amounts and coverages. Workers' Compensation, in statutory amounts, with Employer's Liability limits not less than \$1,000,000 each accident, injury, or illness: and Commercial General Liability Insurance with Limits not less than \$1,000,000 each occurrence and \$2,000,00 in the aggregate for bodily injury and property damage, including contractual liability, personal injury, products and completed operations; and Commercial Automobile Liability insurance with limits not less than \$1,000,000 each occurrence combined single limit or bodily injury and property damage, including owned, non-owned and hired auto coverage as applicable. Said policies shall include the City and County of San Francisco and its officers and employees jointly and severally as additional insured and shall apply as primary insurance and shall stipulate that no other insurance affected by the City and County of San Francisco will be called on to contribute to a loss covered hereunder.

All policies shall be endorsed to provide thirty (30) days advance written notice to the City of reduction, nonrenewal or material changes in coverages or cancellation of coverages for any reason. Notices shall be sent to the Department of Public Works, Central Permit Bureau, 1155 Market Street, 3<sup>rd</sup> Floor, San Francisco, CA, 94103. The permission granted by said resolution shall automatically terminate upon the termination of such insurance. Upon such termination, Permittee shall restore the right-of-way, without expense to the "Personal Injuries", as used herein, shall include wrongful death.

- 6. The permittee shall obtain a building permit as the Central Permit Bureau, 1660 Mission Street for the construction or alteration of any building.
- 7. The permitee shall contact the Street Permit Section (415) 554-5810, at least 48 hours prior to starting work to arrange an inspection schedule.
- 8. The permittee acknowledge its responsibility to notify any successor owners of the existence of the encroachment and the successor owner's obligation to obtain a permit from the Department of Public Works 60 days in advance of any pending sale of the permittee's adjacent property. The permittee's obligation to remove the encroachment and restore the right-of-way to a condition satisfactory to the Department of Public Works shall survive the revocation, expiration or termination of this permit or sale of permittee's adjacent property.

The permitee's right to use City property, as set forth in this permit is appurtenant to the property described as: 711 Peru Ave, San Francisco, CA 94134

| Block 5943 / Lot 025  | The provisions of the          |
|---|--------------------------------|
| permit shall bind all subsequent purchases and owners of the described property.            |                                |
| Subsequent purchasers and owners shall be subject to the revocation and termination permit. | n provisions set forth in this |

- 10. The permittee or subsequent owners recognize and understand that this permit may create a possessory interest subject to property taxation and that the permittee or subsequent owner or owners may be subject to the payment of such taxes.
- 11. The permittee or subsequent owner or owners recognize the recordation of this permit.

 All of the provisions of this agreement shall be deemed provisions of said resolution. All of the provisions of said resolution shall be deemed provisions of this agreement.

| In witness whereof the undersigned J | Permittee(s) have exe | cuted this agreement this_ | day ofSeptember |
|--------------------------------------|-----------------------|----------------------------|-----------------|
| 20 15                                | 7 00 11 00            | .6                         |                 |
|                                      | to my                 | -                          |                 |
| Stanford Ch                          | riding                |                            |                 |
| Property O                           | wner                  |                            |                 |

"IMPROVING THE QUALITY OF LIFE IN SAN FRANCISCO"

We are dedicated individuals committed to teamwork, customer service and continuous improvement in partnership with the community.

Customer Service Teamwork Continuous Improvement

STATE OF CALIFORNIA SS COUNTY OF San Francisco 2011\_before me, said County and State, personally appeared Stronford Chian 4 personally known to me (or proven to me on the name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they-executed the same in his/her/their authorized capacity(iee); and that by this by his/her/their

signature(s) on the instrument the person(s), or entity upon behalf of which the person(s) acted, executed the

WITNESS my hand and official seal

(NOTARY STAMP OR SEAL)

Notary Public in and for said County and State

instrument.

JIAQI ZHANG Commission # 2049342 Notary Public - California San Francisco County My Comm. Expires Nov 18, 2017

# Shah, Rahul (DPW)

From:

Lui, Raymond (DPW)

3ent:

Wednesday, July 15, 2015 12:05 PM

To:

Shah, Rahul (DPW)

Cc:

Sprinkle, John (DPW); Sweiss, Fuad (DPW); Rivera, Patrick (DPW); Cisneros, Fernando

(DPW)

Subject:

Fwd: 711 Peru Ave - Soils Engineer Letter Regarding Bridge/Driveway

Attachments:

711 Peru - Bridge & Driveway Geotech Letter.pdf

#### Rahul.

Based on review of the attached letter and the drawings I left on your desk, we recommend approval of the permit at 711 Peru.

Ray

Sent via the Samsung Galaxy STM III, an AT&T 4G LTE smartphone

----- Original message -----

From: Stanford Chiang

Date:07/15/2015 09:23 (GMT-08:00)

To: "Lui, Raymond (DPW)", "Sprinkle, John (DPW)"

Subject: 711 Peru Ave - Soils Engineer Letter Regarding Bridge/Driveway

### Raymond / John,

Please see attached letter from the geotech engineer regarding review of the structural plans for the bridge/driveway @ 711 Peru Ave. With this, all the items on the Structural Design Review comments should have been addressed and corrected. Let me know if there is still something outstanding that has not been corrected yet.

Thanks for your help, Stanford Chiang

# FRANK LEE & ASSOCIATES GEOTECHNICAL CONSULTANTS 10 KOOTENAI COURT, FREMONT, CALIFORNIA 94539 (510)676-5859

July 14, 2015

Job No: 11294-S1-L4

Ms. Lori Chiang 627. 29th Avenue

San Francisco, California 94121

SUBJECT: BRIDGE DRIVEWAY FOUNDATION PLANS REVIEW

Proposed Four-Story Residential Building

711 Peru Avenue

San Francisco, California

Dear Ms. Lori Chiang:

Pursuant to your request, we have reviewed the Bridge Driveway Foundation plans for the proposed four-story residential building at the subject site. We have reviewed the Bridge Driveway Foundation Plan Sheet S1.0, S1.2A, S2 and S3, prepared by Santos & Urrutia Structural Engineers Inc., dated June 18, 2014, revision dated July 9, 2015 and found them to be in accordance with the recommendations contained in our "Soil and Foundation Investigation" report and Updated Soil and Foundation Investigation Report, dated April 21, 2015 for the subject site and to be adequate.

Frank Lee & Associates has been retained to observe the grading and foundation excavation operation during construction to assure compliance with recommendations and to determine that the subsurface soils conditions over the area do not differ from those observed during the soil investigation.

Please do not hesitate to call if you have any questions or if we can be of any further service. Thank you.

Very truly yours,

FRANK LEE & ASSOCIATES

Frank Lee

Professional Engineer 34975

|  | ### ADDIT  |  | A. ALL CONSTRUCTION SMALL CONFORM TO THE CAUFORNIA BUILDING CODE 2013 EDITION by AMERICANTS BY LOCAL JURISDICTIONS.  CONTRACTOR SMALL REPORT AND SMALL REPORT THE DEPORT COLLECTION SMALL REPORT AND SMALL REPORT AND SMALL REPORT OF THE DRAWNINGS, MOIES, AND DETAILS SMALL BE BROUGHT TO THE ATTENTION OF ARCHITECT AND RESULVED BEFORE PROCEEDING WITH THE WORK.  D. DO NOT USE SOALED DIMENSIONS; USE WRITTEN DIMENSIONS OR WHERE MO DIMENSIONS F PROMODE, CONSULT THE ARCHITECT FOR CLARIFICATION OF ARCHITECT AND RESULT OF A CONTRACTION.  E. DETAILS SHOWN SMALL BE INCORPORATED INTO THE PROJECT AT ALL APPROPRIATE LOCATIONS WHETHER SMECHECALLY CALLED OUT OR NOT.  F. FOR WATERPROOPING, FIREPROOPING, EIC. REPER TO DRAWNINGS DITHER THAN STRUCTURAL FOR KINDS OF FLOOR FINISHMAN THE COLOTION, FOR DETAILS HE FOR SLANS, FOR OPENINGS HE FLOOR SMALL BE WORKED BY THE CONTRACTOR, WHO SMALL BE HAVE BY THE CONTRACTOR, WHICH SMALL BE CHECKED BY THE CONTRACTOR, WHO SMALL WEIFFY SEES AND LOCATION OF SUCH PLANS OF FLOOR SMALL WEIFFY SEES AND LOCATION OF SUCH PLANS OF PLANS SMALL BE CHECKED BY THE CONTRACTOR, WHO SMALL WEIFFY SEES AND LOCATION OF SUCH PLANS OF PLANS SMALL BE PLACED BY THE CONTRACTOR, WHO SMALL WEIFFY SEES AND LOCATION OF SUCH PLANS OF PLANS SMALL BE PLACED BY THE CONTRACTOR, WHO SMALL WEIFFY SEES AND LOCATION OF SUCH PLANS OF PLANS WHITE PLANS OF SUCH PLANS SPECIFICALLY DETAILED OR APPROVED BY THE ASCRIPTICE.   | B. CMU; UNITS 1500 PSI, WORTAR (TYPE 'S' ), GROUT 2000 PSI C. STEEL 1. SHAPES AND PLATES: ASTM A 36; TUBES: ASTM A500, GRADE B. 2. MOMENT FRAMES (BEAUS, COLUMNS): ASTM A592 OR A313 (50 ksi) MOMENT FRAMES (BEAUS, A572, GRADE SO. A513 (50 ksi) MOMENT FRAMES (BEAUS, A572, GRADE SO. A513 (A514, JOSTS, 50 ksi) A5 (ELAL, JOST | SANTOS & URBUNAS  SANTOS & URBUNAS  ATTENDADOS CONTRACTOR  ATTENDADO |
|--|--|--|--|--|--|
| Petr   |  |  | SUGCONTRACTOR SHALL BE RESPONSIBLE FOR MEANS AND METHODS OF CONSTRUCTION INCLUDING BUT NOT LIMITED TO SHORING AND TEMPORAY BRACHO. THE SUBCONTRACTOR SHALL UNDEFRAKE ALL NECESSARY MESURES TO MINICE SHAPT OF ALL PERSONS AND STRUCTURES AT THE SITE AND ADJACENT TO THE SITE UNSERVANCION MOSTS TO THE SITE BY THE ARCHITCH. DIMENSER SHALL NOT RELIEVE THE SUBCONTRACTOR OF THE ARCHITCH. DEPOSE SHALL NOT RELIEVE THE SUBCONTRACTOR OF ALL THY. DEFAULS AND OR NOTES APPLY TO EVERY PROJECT.  IL DESIGN CRITERIA  A. APPLICABLE CORE: OULFORNA BUILDING CODE 2013 & SFBC 2013.  B. WESTOLL INC. LOUIS: (MEDUCABLE), ROST: 20 PSF. PLOOR: 40 PSF. HALLWAYS & CORDINAS: 100 PSF.  LIMITED, LOUIS: (MEDUCABLE), ROST: 20 PSF. PLOOR: 40 PSF. HALLWAYS & CORDINAS: 100 PSF.  LIMITED, LOUIS: (MEDUCABLE), ROST: 20 PSF. PLOOR: 40 PSF. HALLWAYS & CORDINAS: 100 PSF.  LIMITED, LOUIS: (MEDUCABLE), ROST: 20 PSF. PLOOR: 40 PSF. HALLWAYS & CORDINAS: 100 PSF.  LIMITED, LOUIS: (MEDUCABLE), ROST: 20 PSF. PLOOR: 40 PSF. HALLWAYS & CORDINAS: 100 PSF.  LIMITED, LOUIS: (MEDUCABLE), ROST: 20 PSF. PLOOR: 40 PSF. HALLWAYS & CORDINAS: 100 PSF.  LIMITED, LOUIS: (MEDUCABLE), ROST: 20 PSF. PLOOR: 40 PSF. HALLWAYS & CORDINAS: 100 PSF.  LIMITED, LOUIS: (MEDUCABLE), ROST: 20 PSF. PLOOR: 40 PSF. HALLWAYS & CORDINAS: 100 PSF.  LIMITED, LOUIS: (MEDUCABLE), ROST: 20 PSF. PLOOR: 40 PSF. HALLWAYS & CORDINAS: 100 PSF.  LIMITED, LOUIS: (MEDUCABLE), ROST: 20 PSF. PLOOR: 40 PSF. PSF. PSF. PSF. PSF. PSF. PSF. PSF.  | C-D EXTERIOR PAR PAIRED 46/24-  3. FRAMING MAROWARE MAD JOST HANGERS: AS MANUFACURED BY SAMPSON STRONGTIE CO. OR AS MANUFACURED BY SAMPSON STRONGTIE CO. OR AS MANUFACURED BY SAMPSON STRONGTHE CO. OR AS THE LOLG. APPROVAL FOR FACH DEVOCE.  4. COMMON MAILS, UNLESS OTHERARSE NOTE MADE NO. BURNES PROVIDED THEY HAVE COMMON CODE SPECIFED MINIMUM EMEROMENT. ALL NAULING TO BE FER RIC TABLE NO. 2304.9.1  5. COMMON MAILS, UNLESS OTHERASES NOTED OTHERASES NOTED OTHERASES.  5. PAPALLAM & MICROLLAM BEAKS AND TAN'S TO BE FABRICATED BY THUS JOIST.  7. FOR MICROLLAMS SEE CODE EVALUATION: ICC-ES ESR-1387  8. FOR TAI JOISTS SEE CODE EVALUATION: ICC-ES ESR-1153  M EXPOSURE TO WEATHER:  A SIERLI  1. RALL DPOSED MEMBERS SHALL BE COATED WITH A ZING RICH PRIMER. A SUNTS AND MISCELLANEOUS HARDWARE SHALL BE CAUMATED. NUTS AND MISCELLANEOUS HARDWARE SHALL BE   | FLUCTURAL NOTES, DRAWING INDEX   |
| No. 1777 at many T. Comment of A. Comment of the Co | City and County of Bas Francisco Brastmand of Budding Inspection  NOTICE  SPECIAL INSPECTION REQUIREMENTS  Please nole that the Special supections above on the approved plans and discited on the Special inspections from house when the premiar are required for this project. The amplyonism of large placed inspection is the adult responsibility of the counter of the engineeral relationship of the state of the engineeral relation of the special inspection. The passe of the special inspection is required. The passe of the special inspection is required. The passe of the special inspection is required. Passes packed inspection performed by the Department of Budding Inspection. The passe of the special inspection a performed to the district budding inspection or the special inspection is required. For quantition appears on the special inspection is required. Passes can be presented in the prosest. Plans are any fight performer regarding special inspection, please early port District Budding inspection or 41.53.4-61.25.  Before final budding inspection is schoolider, documentation of special inspection appropriate appeals in the prosest. Budding inspection is schoolider, documentation of special inspection appeals in the prosest. Budding inspection is schoolider, documentation of special inspection appeals are provided as engines or front entities appeals inspection appeals inspection. The premit will not be finallized without compliance with the appeals inspection requirements.  STRUCTURAL OBSERVATION REQUIREMENTS  Singulars business with the provided as equired per Section 1710. The building permit will not be finallized without compliance with the special inspection. The premit of the provider of the p | SPECIAL INSPECTION AND STRUCTURAL OBSERVATION A COPY OF this DOCUMENT ANAL SERVET WINTON ACCOUNTS AND ADMINISTRATE AND ADMINI | A CONFRETE. PORTO STEEL A STIL MAIS, GRADE BQ.  1. FRENDROCKOS STEEL A STIL MAIS, GRADE BQ.  2. CONFRETE. NORMAL WEIGHT LOUM, WITH COMPRESSIVE 5. STEED STEEL STEE | B. WOOD:  1. ALL EXTERIOR TIMBER AND GLU-LAM BEAMS SHALL BE PRESSURE 1. TREATED (BUT NOT CHROLATED COPPER ASSENATE) OR WOOD OF 1. ALL EXTERIOR GUT NOT CHROLATED COPPER ASSENATE OR WOOD OF 1. ALL PLAYMOD SHALL BE OF AND OTHER SIMPSON TYPE PRODUCTS 2. ALL PLAYMOD SHALL BE OF AND EXTERIOR GRADE. 3. ALL PLAYMOD SHALL BE OF AND EXTERIOR GRADE. 4. NETAL CONNECTORS IN COMMACT W/ PRESSURE TREATED WOOD SHALL BE HOT DIPPED GALVANIZED.  Y ABBREVATIONS.  BAN. — BOUNDARY NULING DV. — DUMETER DV. — DU | METAL DECK BRIDGE DRIVEWAY  METAL DECK BRIDGE DRIVEWAY  SAN FRANCISCO, CALIFORNIA  SAN FRANCISCO, CALIFORNIA   |

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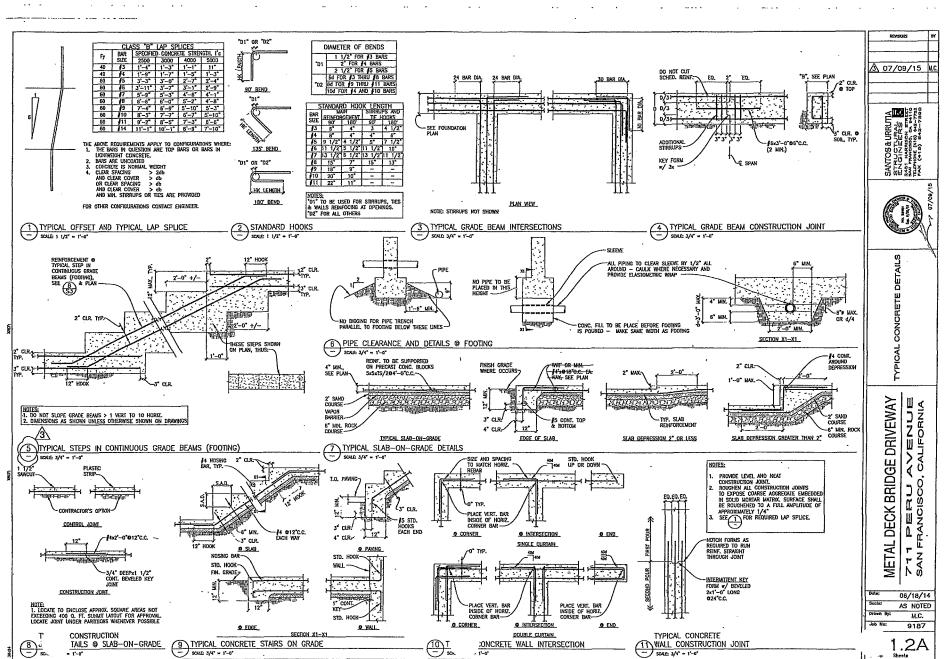
GENERAL STRUCTURAL NOTES

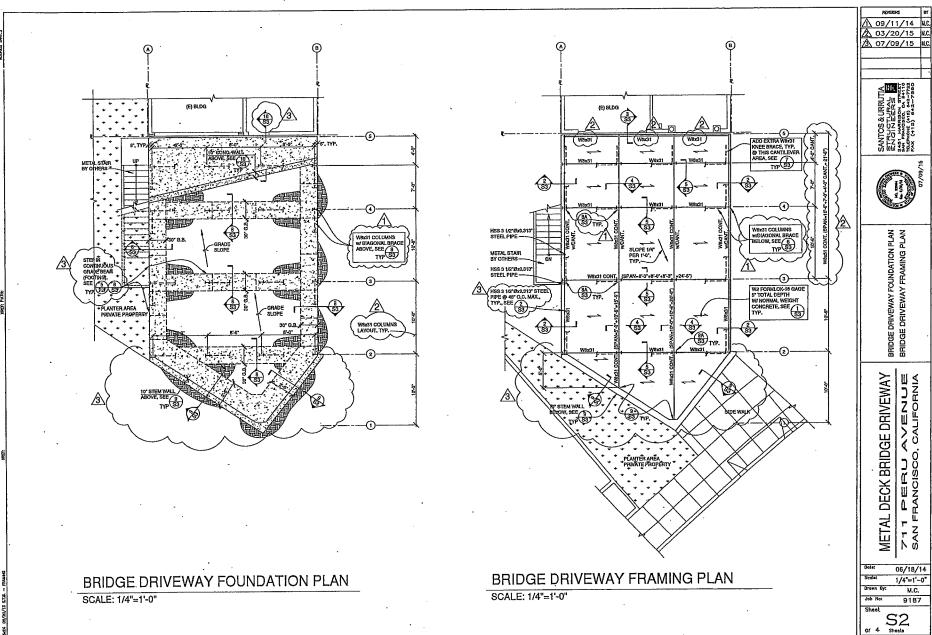
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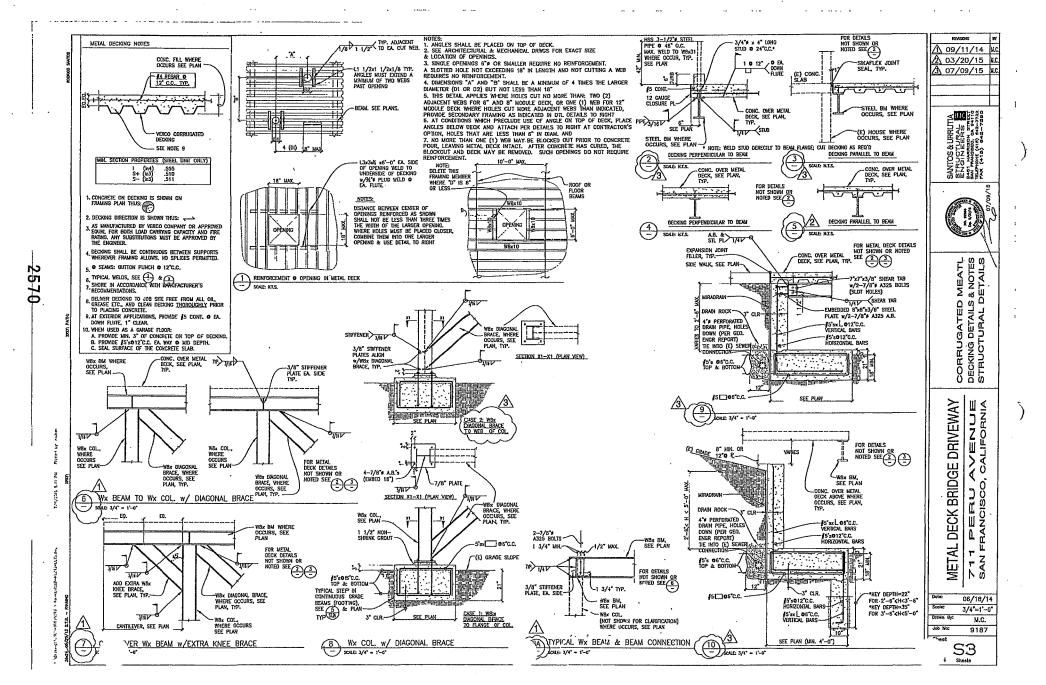
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9/10/2015 2119 PM Plotted bys meth



August 11, 2014

Mr. Mohammed Nuru, Director c/o: Mr. Rahul Shah, Junior Engineer Department of Public Works: Bureau of Street-Use and Mapping 1155 Market Street, 3<sup>rd</sup> Floor San Francisco, CA 94103

RE:

Application for General Plan Referral 711 Peru Avenue – Case 2014.1123R Major Encroachment Permit – 14ME-0016 1650 Mission St. Suite 400 San Francisco, CA 94103-2479

Reception: 415.558.6378

Fax: 415.558.6409

Planning Information: 415.558.6377

Dear Mr. Nuru,

On July 18, 2014, the San Francisco Planning Department received an application for a General Plan Referral at 711 Peru Avenue, in relation to Major Encroachment Permit application, reference BPA#200403309962. This project was originally approved by the Board of Supervisors under BOS Resolution No. 276-04 on April 19, 2004, which expired on May 10, 2005.

Given the amount of time that had passed since Planning issued its General Plan determination for this project, DPW requested that Planning review the permit application to determine if anything has changed that would alter its General Plan analysis. The Planning Department has performed a new review and determined that the General Plan findings issued on January 22, 2001 (Case 200.1181R) still remain valid.

If you have any further questions, please contact me via email at <u>lisa.chen@sfgov.org</u> or by phone at (415)975-9124.

Sincerely,

Lisa Chen

Planner, Citywide Planning Division San Francisco Planning Department

cc: Gil Kelley, Director of Citywide Planning

Adam Varat, Senior Planner, Citywide Planning



#### **MEMORANDUM**

DATE:

October 1, 2014

TO:

Rahul Shah, DPW-BSM

THROUGH: Brian Dusseault, Senior Engineer

FROM:

Norman Wong, Engineer

SUBJECT:

711 Peru Avenue – Major Encroachment Permit

At its meeting of September 11, 2014, TASC had no objections to a major encroachment permit for construction of a new metal deck bridge driveway. This was previously approved under BOS Resolution #276-04 in April 2004; however the approval expired in May 2005.

Edwin M. Lee Mayor

Tom Nolan Chairman

Cheryl Brinkman

Vice-Chairman

Malcolm Heinicke

Director Jerry Lee

Director

Joél Ramos

Director

Cristina Rubke

Director

Edward D. Reiskin Director of Transportation

If you have any questions, please call me at 701-4600. Thank you.

/NW

One South Van Ness Ave. Seventh Floor San Francisco, CA 94103

Tele: 415.701.4500 www.sfmta.com



# Amendment of the whole In Committee. 04/19/04 RESOLUTION NO. 276-04

FILE NO. 040228

---4

Francisco.

Resolution granting, through May 10, 2005, revocable permission to Robert C. M. & Lori O. W. Chiang to occupy a portion of the street to construct retaining walls in public right-of-way in order to provide for a parking garage driveway and a level entry to a new resident at 715 Peru Avenue (Block 5943, Lot 025); conditioned upon the payment of a \$1,000 fee from Robert and Lori Chiang to the City and County of San

[Construct retaining walls in public right-of-way in order to provide for a parking garage

driveway and a level entry to a new resident at 715 Peru Avenue (Block 5943, Lot 25).]

WHEREAS, That pursuant to Public Works Code Section 786, permission, revocable at the will of the Board of Supervisors and automatically terminating upon failure to continue in force the insurance protection hereafter referred to is hereby granted to Robert C. M. & Lori O. W. Chiang to occupy a portion of the street area to construct retaining walls in order to provide for a parking garage driveway and a level entry to a new resident at 715 Peru Avenue (Block 5943, Lot 025) as shown on the plans, a copy of which is on file in the office of the Clerk of the Board of Supervisors; and,

WHEREAS, The Department of City Planning, by Motion No. 2000.1181 R, dated January 22, 2001, declared that the proposed encroachment would be in conformity with the General Plan if the following conditions are met:

- 1. Permanent and unobstructed easement for ingress and egress across the public right-of-way is given to the adjacent property (719 Peru, Assessor's Block 5943, lot 024) and,
- 2. Such easement must satisfy all relevant building code

WHEREAS, That this permit shall not become effective until:

\*\*Department of Public Works\*\*
BOARD OF SUPERVISORS

Page 1 4/20/2004

| [a] | There shall have been executed and acknowledged by the Permittee; and by it delivered to |
|-----|--|
|     | the City's Controller, who shall have the recorded in the office of the City Recorder a  |
|     | street encroachment agreement, a copy of which is on file with the Clerk of the Board of |
|     | Supervisor in File No. 040228 , and;   |

- [b] There shall have been executed and acknowledged by the Permittee; and by it delivered to the City Controller, who shall have the recorded in the office of the City Recorder a maintenance agreement, a copy of which is on file with the Clerk of the Board of Supervisor in File No. 040228 , and;
- [c] There shall be delivered to the Controller the policy of insurance provided for in said agreement and the Controller shall have had approved same as complying with the requirement of said agreement. The Controller may, as his option accept, in lieu of said insurance policy, the certificate of an insurance company certifying to the existence of such a policy, which is hereby declared to be a part of this resolution as if set forth fully herein; and,

WHEREAS, The Permittee, at the permittee's sole expense, and as is necessary as a result of this permit shall make arrangements:

- [1] to provide for the support and protection of facilities belonging to the Department of Public Works, public utility companies, the San Francisco Water Department, the San Francisco Fire Department and other City Departments;
- [2] to remove or change the location of such facilities and provide access to such facilities for the purpose of constructing, reconstructing, maintaining, operating, or repairing such facilities; and,

\*\*Department of Public Works\*\*
BOARD OF SUPERVISORS

Page 2 4/20/2004

WHEREAS, The Permittee shall procure the necessary permits from the Central Permit Bureau, Department of building Inspections, and/or Bureau of Street-Use and Mapping, Department of Public Works, and pay the necessary permit fees and inspection fees before starting work; and,

WHEREAS, That the Board of Supervisors reserves the right to exact a permit fee, or rental, for the use of said street area for the purpose of performance of its governmental or proprietary activities, including the construction, reconstruction, maintaining, operating, repairing, removing, and use of public utilities located under, over or along said street area; and,

WHEREAS, That no structure shall be erected or constructed within said street right-of-way except as specifically permitted herein; and,

WHEREAS, That the Permittee shall assure all costs and maintenance and repair of the encroachments at no cost or obligation of any kind shall accrue to the City and County of San Francisco by reason of this permission granted; now, therefore, be it

RESOLVED, That pursuant to Public Works Code Section 786, permission, revocable at the will of the Board of Supervisors and automatically terminating upon failure to continue in force tee the provisions and requirements of the Street Encroachment Agreement hereafter referred to, is hereby granted, through May 10, 2005, to Robert C. M. & Lori O. W. Chiang to occupy a portion of the street area to construct retaining walls in order to provide for a parking garage driveway and a level entry to a new resident at 715 Peru Avenue (Block 5943, Lot 025) as shown on the plans, a copy of which is on file in the office of the Clerk of the Board of Supervisors. This permission is conditioned upon the payment of a \$1,000 fee from Robert and Lori Chiang to the City and County of San Francisco. This permission shall

|                                 | l)  |     |                            |     |  |
|---------------------------------|---|-----|----------------------------|-----|--|
| 1                               | automatically terminate at 12:01 A.M. on May 11, 2005, unless otherwise extended by the |     |                            |     |  |
| 2,                              | City and County of San Francisco.   |     |                            |     |  |
| 3                               |   |     |                            |     |  |
| ¨4                              | RECOMMENDED:  | . , | APPROVED:                  |     |  |
| 5                               | See original for signature  |     | See original for signature |     |  |
| 6                               | Robert P. Beck  |     | Edwin M. Lee               |     |  |
| 7                               | Deputy Director for Engineering   |     | Director of Public Works   |     |  |
| 8                               | ·   |     |                            |     |  |
| 9                               |   |     |                            | • * |  |
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| <ul><li>22</li><li>23</li></ul> |   |     |                            |     |  |
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| 2 <del>5</del>                  |   |     |                            |     |  |
|                                 | II  |     |                            |     |  |

\*\*Department of Public Works\*\*
BOARD OF SUPERVISORS

Page 4 4/20/2004



# City and County of San Francisco Tails

City Hall 1 Dr. Carlton B. Goodlett Place Sau Francisco, CA 94102-4689

## Resolution

File Number:

040228

Date Passed:

Resolution granting, through May 10, 2005, revocable permission to Robert C. M. & Lori O. W. Chiang to occupy a portion of the street to construct retaining walls in public right-of-way in order to provide for a parking garage driveway and a level entry to a new resident at 715 Peru Avenue (Block 5943, Lot 025); conditioned upon the payment of a \$1,000 fee from Robert and Lori Chiang to the City and County of San Francisco.

April 27, 2004 Board of Supervisors - CONTINUED

Ayes: 11 - Alioto-Pier, Ammiano, Daly, Dufty, Gonzalez, Hall, Ma, Maxwell, McGoldrick, Peskin, Sandoval

May 11, 2004 Board of Supervisors — ADOPTED

Ayes: 10 - Alioto-Pier, Daly, Dufty, Gonzalez, Hall, Ma, Maxwell, McGoldrick,

Peskin, Sandoval Excused: 1 - Ammiano

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| 711 | e in | o. 1      | 1,441          | IJΖ | ،Ł۸         |

I hereby certify that the foregoing Resolution was ADOPTED on May 11, 2004 by the Board of Supervisors of the City and County of San Francisco.

Gloria L. Young Clerk of the Board

Mayor Gavin Newsom

MAY 2 0 2004

**Date Approved** 

File No. 040228

# City and County of San Fra. Jisco



Willie Lewis Brown, Jr., Mayor Mark A. Primeau, Architect, AlA, Director

(415) 554-5800 FAX (415) 554-5843 http://www.sfdpw.com

Department of Public Works Bureau of Street-Use and Mapping 875 Stevenson Street, Room 460 San Francisco, CA 94103-0942

Barbara L. Moy, Bureau Manager

November 1, 2000

Mr. Gerald Green Director of Planning 1660 Mission Street, 5th Floor San Francisco, CA 94103 Attn: Sally Ramon

General Plan Referral, 715 Peru Avenue

Dear Mr. Green: ·

This is in reference to an application filed with our office for a Major Encroachment Permit at the subject properties.

This application, from Kollerbohm Group, LLC, 601 Van Ness Avenue, Suite E3-519, San Francisco, CA 94102, agents for James Daly property owner of 715 Peru Avenue, is to construct retaining walls in the public right-of-way in order to provide for a parking garage driveway and a level entry to the proposed building.

Pursuant to Section 786 of the Public Works Code, please inform us of your recommendations, with regards to the subject project for conformance to the General Plan. Attached for your use and information is the completed General Plan Referral Application and a check for \$224, payable to the Planning Department, to cover the cost of administrative review.

Please make requests for any additional documents and/or fees directly to the applicant.

If you have any further questions, please call me at (415) 554-5810 or Mr. Fred A. Kollerbohm, P.E. at (415) 447-4247.

Khn Kwong, P.E. Permit Section Manager

Division of Street-Use Permits

Bureau of Street-Use & Mapping

Attachments: As Noted

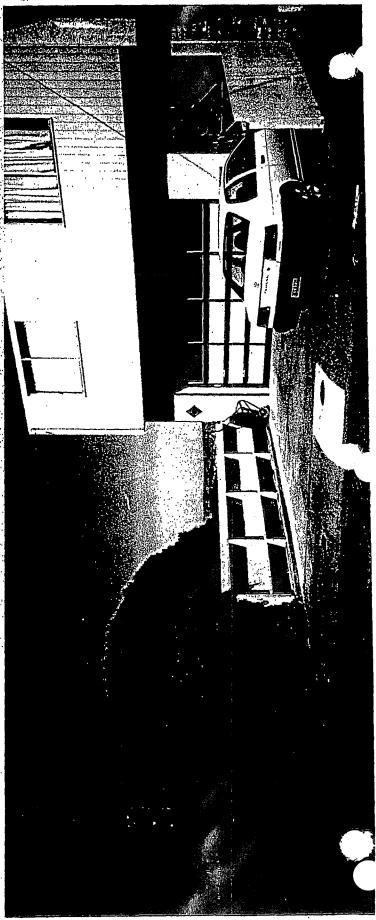
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SAN FRANCISCO DEPARTMENT OF CITY PLANNING CATEGORICALLY EXEMPT FROM ENVIRONMENTAL REVIEW

one single-family residence; 5-minor alterations in land use limitations.

"IMPROVING THE QUALITY OF LIFE IN SAN FRANCISCO" We are dedicated individuals committed to teamwork, customer service and continuous improvement in partnership with the community. Continuous Improvement





| Date Nov. 25, 20r5 File Number (if applicable)   |
|--|
|  |
| [ ] Legislation for Introduction (NEW)       ►► Legislative Clerk         [ ] Legislation Pending in Committee (AMENDED)       ►► Committee Clerk         [ ] Legislation for Board Agenda (AMENDED)       ►► Deputy Clerk   |
| Supervisor, Mayor, and Departmental Submittals   |
| Grant Ordinance  [ ] Legislation: Original, 1 hard copy, and 1 electronic copy in Word format  [ ] Signature: Department Head, Mayor or the Mayor's designee, plus the Controller  [ ] Supporting documents: 1 full set, and separate pdf copies of each in email  [ ] Cover letter (original)  [ ] Grant budget/application  [ ] Grant information form, including signed disability checklist  [ ] Letter of Intent or grant award letter from funding agency  [ ] Contract, Leases/Agreements (if applicable)  [ ] Ethics Form 126 (if applicable) in Word format  [ ] Other support documents as identified in the cover letter and legislation  |
| [ ] E-Copy of legislation/supporting documents: Sent to BOS.Legislation@sfgov.org  |
| Ordinance  [ ] Legislation: Original,1 hard copy, and 1 electronic copy in Word format  [ ] Signature: City Attorney (For Settlement of Lawsuits - City Attorney, Department Head, Controller, Commission Secretary)   |
| <ul> <li>Supporting documents: 1 full set, and separate pdf copies of each in email</li> <li>Cover letter (original)</li> <li>Settlement Report/Agreement (for settlements)</li> <li>Other support documents as identified in the cover letter and legislation</li> <li>E-Copy of legislation/supporting documents: Sent to BOS.Legislation@sfgov.org</li> </ul>   |
| Grant Resolution   |
| <ul> <li>Legislation: Original, 1 hard copy, and 1 electronic copy in Word format</li> <li>Signature: Department Head; Mayor or the Mayor's designee, plus the Controller</li> <li>Supporting documents: 1 full set, and separate pdf copies of each in email</li> <li>Cover letter (original)</li> <li>Grant budget/application</li> <li>Grant information form, including signed disability checklist</li> <li>Letter of Intent or grant award letter from funding agency</li> <li>Contract, Leases/Agreements (if applicable)</li> <li>Ethics Form 126 (if applicable) in Word format</li> <li>Other support documents as identified in the cover letter and legislation</li> <li>E-Copy of legislation/supporting documents: Sent to BOS.Legislation@sfgov.org</li> </ul> Resolution |
| Legislation: Original, 1 hard copy, and 1 electronic copy in Word format   |
| <ul> <li>Signature: None (Note: Required for Settlement of Claims - City Attorney, Department Head, Controller, Commission Secretary)</li> <li>Supporting documents: 1 full set, and separate pdf copies of each in email</li> <li>Cover letter (original)</li> <li>Settlement Report/Agreement (for settlements)</li> <li>Other support documents as identified in the cover letter and legislation</li> <li>E-Copy of legislation/supporting documents: Sent to BOS.Legislation@sfgov.org</li> </ul>   |
| Rahul Shah 415-554-5811 Public Works   |

Name and Telephone Number Department

Clerk's Office/Forms/Legislation Received Checklist (1/2015) for more help go to: sfbos.org/about the board/general/legislative process handbook