



# GENERAL PLAN REFERRAL APPLICATION

## APPLICATION SUBMITTAL REQUIREMENTS

Pursuant to San Francisco Charter Section 4.105 and Sections 2A.52 and 2A.53 of the San Francisco Administrative Code establish the requirement for General Plan Referrals for certain types of projects described in this application packet. The Planning Department or Planning Commission shall review the project and determine whether the project is in conformity with the General Plan, prior to Board of Supervisors' consideration of an ordinance or resolution approving the project.

Please read the [General Plan Referral Informational Packet](#) and the instructions in this application carefully before the application form is completed.

### WHAT TO SUBMIT:

1. One (1) original of this application signed by owner or agent, with all blanks filled in;
2. One hard copy set of reduced sized (11"x17") plans, including but not limited to plans showing adjacent structures, existing and proposed floor plans, elevations, and sections.
3. Prop M Findings;
4. A Letter of Authorization for Agent from the owner giving you permission to communicate with the Planning Department on their behalf;
5. Name and signature of the City Agency or Department with jurisdiction over the project;
6. Location Map (showing adjacent properties);
7. Current or historic photograph(s) of the subject property and its immediate vicinity, with viewpoints labeled;
8. A digital copy of all documents submitted (CD or USB drive), containing all applications, project drawings, photos and letter of authorization (if you are not submitting via email); and
9. A check made payable to the "San Francisco Planning Department" for the required intake fee amount. (See [Fee Schedule and/or Calculator](#))

### HOW TO SUBMIT:

To file your completed General Plan Referral application and required materials, you may submit it through the following methods:

#### **San Francisco Planning's Public Portal**

File all the required materials online through San Francisco Planning's Public Portal.

#### **Email**

Email all the required materials to:  
[CPC.General.Plan.Referrals@sfgov.org](mailto:CPC.General.Plan.Referrals@sfgov.org)

Should you have questions or want to discuss a project before submitting a completed application, you may contact the General Plan Referral Team with the email listed above.

**Español:** Si desea ayuda sobre cómo llenar esta solicitud en español, por favor llame al 628.652.7550. Tenga en cuenta que el Departamento de Planificación requerirá al menos un día hábil para responder.

中文：如果您希望獲得使用中文填寫這份申請表的幫助，請致電628.652.7550。請注意，規劃部門需要至少一個工作日來回應。

**Filipino:** Kung gusto mo ng tulong sa pagkumpleto ng application na ito sa Filipino, paki tawagan ang 628.652.7550. Paki tandaan na mangangailangan ang Planning Department ng hindi kukulangin sa isang araw na pantrabaho para makasagot.



# GENERAL PLAN REFERRAL APPLICATION

## Property Owner's Information

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Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

## Applicant Information (if applicable)

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Name: \_\_\_\_\_ Same as above

Company/Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

## City Agency with Jurisdiction (if applicable) \*If more than one department has jurisdiction, attach additional sheets.

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Contact Name: \_\_\_\_\_ Same as above

Name of the Department/Agency: \_\_\_\_\_

Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

**Please Select Billing Contact:**       Owner       Applicant       City Agency       Other (see below)

Name: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**Please Select Primary Project Contact:**    Owner       Applicant       City Agency

## Property Information

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Project Address: \_\_\_\_\_ Plan Area: \_\_\_\_\_

Assessor's Block/Lot No(s): if project is in public right-of-way, provide block/lot numbers of fronting property.: \_\_\_\_\_

Present or Previous Use: _____  Current Zoning: _____	Proposed Use: _____  Is Proposed Use Allowed Under Current Zoning?: <input type="checkbox"/> Yes <input type="checkbox"/> No
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**Project Description:**

Please provide a detailed description of the project and the reason for a General Plan Referral request.

## Project Details:

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**Property or Open Space:**  Acquisition/Lease  Sale/Lease  Change in Use  
 Other: \_\_\_\_\_

**Public Building or Structure:**  New Construction  Alteration  Demolition  
 Change in Use  Acquisition/Lease  Sale/Lease  
 Other: \_\_\_\_\_

**Redevelopment Area/ Project:**  New  Major Change  Other: \_\_\_\_\_

**Sidewalk, Street, Transportation Route:**  Corner bulbouts or widening less than 1 block\*  Widening  
 Narrowing  Extension  Encroachment Permit  
 Street Vacation  Abandonment  Other: \_\_\_\_\_  
\*qualifies for streamlined referral

**Subdivision:**  New  Replat  Lot Line Adjustment  
 Other: \_\_\_\_\_

**Public Housing:**  New Construction  Major Change  Other: \_\_\_\_\_

**Publicly Assisted Private Housing:**  New Construction  Major Change  Other: \_\_\_\_\_

**Capital Improvement Plan:**  Annual Capital Expenditure Plan  Capital Improvement Project  
 Six Year Capital Improvement Program  Other: \_\_\_\_\_

**Long Term Financing Proposal:**  General Obligation Bond  General Revenue Bond  Non-Profit Corporation Proposal  
 Other: \_\_\_\_\_

## Environmental Review

Prior to issuance of a General Plan Referral, the project must receive clearance under the California Environmental Quality Act (CEQA). Has the project already been covered by previous environmental analysis; or is there a current, ongoing environmental review case associated with the project? If yes, please provide the project name and/or case number if cleared by the San Francisco Planning Department or the agency and project name, and case number if cleared by another lead agency.

Name of the Department/Agency: \_\_\_\_\_

Project Name: \_\_\_\_\_

Case Number: \_\_\_\_\_

# PRIORITY GENERAL PLAN POLICIES FINDINGS

## PLANNING CODE SECTION 101

### (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;

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

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

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

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;

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

7. That landmarks and historic buildings be preserved; and

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

# 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.
- d) I hereby authorize City and County of San Francisco Planning staff to conduct a site visit of this property as part of the City's review of this application, making all portions of the interior and exterior accessible through completion of construction and in response to the monitoring of any condition of approval.
- e) I attest that personally identifiable information (PII) - i.e. social security numbers, driver's license numbers, bank accounts - have not been provided as part of this application. Furthermore, where supplemental information is required by this application, PII has been redacted prior to submittal to the Planning Department. I understand that any information provided to the Planning Department becomes part of the public record and can be made available to the public for review and/or posted to Department websites.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (Printed)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Relationship to Project  
(i.e. Owner, Architect, etc.)

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Email

For Department Use Only

Application received by Planning Department:

By: \_\_\_\_\_

Date: \_\_\_\_\_