



# SAN FRANCISCO PLANNING DEPARTMENT

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## Notice of Planning Department Requirements #2

July 19, 2016

Lida Wong and Frank Lee  
2340 Chestnut Street  
San Francisco, CA 94121

**RE:**    **2340 Chestnut Street**    (Address of Permit Work)  
          **0929/014**                        (Assessor's Block/Lot)  
          **2016.06.16.0154**            (Building Permit Application Number)  
          **2016-005083MIS**            Alcoholic Beverage License Zoning Referral  
          **2016-006212MIS**            Liquor License Review Referral

Your Building Permit Application [#2016.06.16.0154](#) has been received by the Planning Department and has been assigned to planner Laura Ajello. She has begun review of your application but the following information is required before it is accepted as complete and/or is considered Code-complying. Time limits for review of your project will not commence until we receive the requested information or materials and verify their accuracy.

In order to proceed with our review of your Building Permit Application, the following is required:

1. Fill out and return a Building Permit Supplemental Information sheet. A fillable PDF can be found on the Department website and emailed directly to the project planner: [http://forms.sfplanning.org/BldgPermitApplication\\_Supplemental\\_Fillable-030215.pdf](http://forms.sfplanning.org/BldgPermitApplication_Supplemental_Fillable-030215.pdf)
2. Submit floor plans. Plans must meet [Plan Submittal Guidelines](http://sf-planning.org/sites/default/files/FileCenter/Documents/8676-Plan_Submittal_Guidelines-042315.pdf) (found on our website at: [http://sf-planning.org/sites/default/files/FileCenter/Documents/8676-Plan\\_Submittal\\_Guidelines-042315.pdf](http://sf-planning.org/sites/default/files/FileCenter/Documents/8676-Plan_Submittal_Guidelines-042315.pdf)).
3. Submit a Section 312 "Affidavit for Notification Material Preparation" form (see attached).
4. Submit an Excel formatted 312 mailing list. *This can be emailed to the project planner.*

Please note that further comment may follow review of the requested information.

**As you are aware, there is an active Planning Code violation at this site.** The violation must be abated prior to making a decision on the above listed permits. Contact Zoning and Compliance Planner Matt Dito at (415) 575-9164 for more information.

**All plans submitted must be to an appropriate scale: site plan 1/8" = 1'; floor plans 1/4" = 1'. Plans should be clearly labeled.**

1650 Mission St.  
Suite 400  
San Francisco,  
CA 94103-2479

Reception:  
**415.558.6378**

Fax:  
**415.558.6409**

Planning  
Information:  
**415.558.6377**

NOPDR #2 sent to:  
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2340 Chestnut Street  
San Francisco, CA 94121

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2016.06.16.0154  
2340 Chestnut Street

**All building permit plan revisions must be filed at the Department of Building Inspection (DBI), Permit Processing Center, 1660 Mission Street, 2<sup>nd</sup> Floor.** To officially submit a change to the building permit plans, do not submit building permit plans directly to the Planning Department. Per DBI requirements, these plan revisions will not be accepted by mail or messenger, and all plans must be signed by preparer, architect or engineer.

**Please submit the requested information, or contact the assigned planner if you need more time to prepare the requested information, within thirty (30) days.** If the Department has not received the requested information within 90 days, the application will be sent back to the Department of Building Inspection for cancellation.

Please direct any questions concerning this notice to the assigned planner, **Laura Ajello at (415) 575-9142 or [laura.ajello@sfgov.org](mailto:laura.ajello@sfgov.org).** Contact the assigned planner to set up any meeting, should one be necessary. **Please do not come to the Planning Department to discuss this notice without an appointment.** Thank you for your attention to this notice. An early and complete response on your part will help expedite our review of your permit application.

Attachments: Affidavit for Notification Material Preparation  
CC: Matt Dito, Zoning and Compliance

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Planning Department Applications and Publications are available at the Planning Information Center, 1660 Mission Street, 1<sup>st</sup> floor or via the Department website: [www.sfplanning.org](http://www.sfplanning.org).