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**Department of Public Works**  
**Office of the City and County Surveyor**  
1155 Market Street, 3<sup>rd</sup> Floor  
San Francisco, CA 94103

## NEW CONSTRUCTION CONDOMINIUM APPLICATION MATERIALS

**To increase efficiency and reduce paper consumption, the Office of the City and County Surveyor requires that all project applications be submitted electronically.\***

- Paper applications will be returned to project applicants.
- As our applications are currently being updated, disregard application language which calls for paper submittal.
- Applications must be entirely complete or will be rejected.
- Application re-submittals are subject to an additional \$250.00 administrative fee.
- Electronic file size submittal in any one email is limited to 20 megabytes. (Multiple emails or "Zip" files may be used.)
- Digital media is accepted by post or messenger delivery.
- Submit each application document as a separate PDF file. (Do not bundle multiple documents into one PDF.)
- Document file naming convention should reflect the name of the document as found in the application checklist.
- **\*Note: All documents requiring notarized signature must be submitted in both electronic and original hardcopy format.**

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**WEBSITE: [HTTP://WWW.SFDPW.ORG](http://www.sfdpw.org).  
FOLLOW THE LINKS: “SERVICES A-Z” AND “MAPPING”**

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# A. NEW CONSTRUCTION CONDOMINIUM PROCESS OVERVIEW

## What is a Condominium?

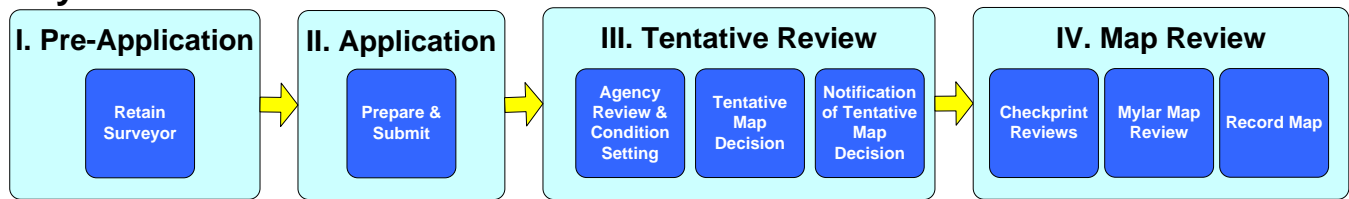
A condominium is a form of subdivision<sup>1</sup> regulated by the California Subdivision Map Act, the San Francisco Subdivision Code (SFSC), and the San Francisco Subdivision Regulations (SFSR). The San Francisco Subdivision Code, is available online at our website under “Links” or at San Francisco Public Libraries. Condominium Applications and additional forms are available at the Department of Public Works, Bureau of Street Use and Mapping, 1155 Market Street, 3<sup>rd</sup> Floor, San Francisco, CA 94103.

Applications for New Construction Condominium subdivisions fall into the two general categories:

1. Parcel Map – Applications resulting in four or fewer parcels
2. Final Map – Applications resulting in five or more parcels

**Tip:** Considering the complicated laws and regulations associated with the condominium process in San Francisco, most applicants hire an attorney or professional practitioner to assist them with the application process.

## Key Activities in the Condominium Process



### I. Pre-Application Activities

The condominium process involves several different steps and review periods. To avoid delays, a owner/subdivider should take the following actions prior to applying with the Department of Public Works (DPW).

- A. Retain a Licensed Land Surveyor or Civil Engineer licensed prior to 1982  
State law requires a new map subdividing the property accompany the application. The law further requires that the subdivision map be prepared by a California licensed land surveyor or a civil engineer who was licensed before 1982.
- B. Confirm all required application items are current.
- C. Public Notice Mailing is required. Obtain envelopes from the Department of Public Works, Bureau of Street-Use and Mapping at 1155 Market Street, 3<sup>rd</sup> Floor, San Francisco, CA 94103 with DPW’s return address.

**Tip:** Hire a licensed land surveyor or a civil engineering firm knowledgeable about condominiums in San Francisco.

<sup>1</sup> For purposes of this document, a subdivision shall mean a Parcel Map or a Final Map and a tentative map shall mean a tentative Parcel Map, or a tentative Final Map.

## II. Application (see Key Activities page 3)

### A. Prepare and Submit Application

Complete the application and all of the relevant forms provided. Be sure to follow the application instructions described in the New Construction Condominium Guidelines. Use the New Construction Condominium Application Checklist to ensure the appropriate forms, number of copies, and submittal order is correct.

DPW's fees for checking, reviewing and processing a subdivision map are set forth in the Subdivision Code. The current fee for a Parcel Map / Final Map can be found on the DPW website. DPW may require additional fees to cover the actual cost of processing complex or unusual subdivision maps. **Fees are nonrefundable.**

## III. Tentative Map Decision (see Key Activities page 3)

### A. Agency Review and Condition Setting

After DPW receives the application and determines it is complete, it refers the application to the City Planning Department, and other agencies as required for review. The Planning Department ensures that the subdivision proposal complies with the California Environmental Quality Act (CEQA) and is consistent with the General Plan, Planning Code Section 101.1 (Proposition M), and other provisions of the Planning Code. If the site of the proposed subdivision includes any existing buildings, the application will be forwarded to Department of Building Inspection for review, see form number 4. In certain situations, other agencies will also review the application for compliance with other City Codes and regulations. The result of these reviews will likely be a set of comments, recommendations, and information requests associated with the map. The review may require that additional permits or conditions be met before the check print submittal (see Check print Reviews below).

### B. California Environmental Quality Act (CEQA) Determination (Ca Public Resources Code Sect 21000 et seq.)

The City is prohibited from issuing tentative map approval without a California Environmental Quality Act (CEQA) determination. If the applicant has obtained clearance for the subdivision under CEQA, the applicant should submit documentation of the City's CEQA determination. As part of the tentative map review process, the Planning Department will verify that the subdivision proposal complies with CEQA and is consistent with the General Plan, Planning Code Section 101.1—Proposition M, and other provisions of the Planning Code.

### C. Approval, Conditional Approval or Disapproval of the Tentative Map

DPW will notify the map preparer by letter of the approval, conditional approval, or disapproval of the tentative map application. Tentative map approvals frequently are accompanied by conditions from the City's reviewing departments.

### D. Notification of Tentative Map Decision

The initial application submittal requires applicants to provide a list of the names and addresses and one sets of stamped and addressed Department of Public Works envelopes for the owner of the property to be subdivided and property owner(s) within a 300 foot radius. DPW will use these envelopes for notification of the tentative map decision.

In addition to notifying the map preparer and owner, DPW will inform the property owners within a 300 foot radius. These property owners or any interested party may file an appeal to the decision with the San Francisco Board of Supervisors within 10 days of the date of the decision. If an appeal hearing is required, the owner(s) and his/her attorney should be prepared to make a presentation and answer questions in front of the Board of Supervisors.

## IV. Map Review (see Key Activities page 3)

### A. Check print Reviews

Once a tentative map decision, approving or conditionally approving a tentative map has been made, DPW will request two copies of the proposed map or first check print to be reviewed by staff. Each time DPW requests an additional check print review, the applicant's surveyor will need to provide two copies of the revised map. Any substantive changes from the tentative map must be identified in writing. Certain changes may require re-referral to City agencies. Be aware that DPW may charge additional processing fees if more than two check print submittals are necessary to complete the review. If any City Agency has conditionally approved the map the conditions must be satisfied, and the issuing agency must provide an approval letter to Department of Public Works.

### B. Mylar Map Review

Once DPW determines that the check print is correct, it will request the map in Mylar form. The Mylar Map must contain all the required signatures and incorporate all corrections, additions or omissions as specified during the check print reviews.

Prior to submitting the Mylar Map for review, applicants must provide written proof that all of the conditions of the tentative map decision have been satisfied and submit the following:

1. **Updated Preliminary Title Report – dated within 45 days of the mylar submittal.**
2. **Current tax certificate from the Office of the San Francisco Treasurer and Tax Collector at City Hall, Room 110.**  
**To contact this office, call (415) 554-6448 or by E-mail to [Christina.Puckett@sfgov.org](mailto:Christina.Puckett@sfgov.org).**  
**Owner must pay all taxes due, even if no tax bill has been sent.**

NOTE: PROJECTS CONSISTING OF FIVE OR MORE PARCELS/UNITS ARE CONSIDERED A FINAL MAP AND WILL GO BEFORE THE BOARD OF SUPERVISOR'S PRIOR TO RECORDATION.

### C. Record Map

When all the requirements are met and the City approves the Mylar Map, DPW will call the owner's title insurance company to request the title guarantee as of the date of recordation. The names of the owners shown on the map must agree with the title guarantee. DPW will send it to the Office of the Assessor-Recorder for recordation.

The Assessor-Recorder charges a recording fee of \$10.00 for the first sheet of the map and \$2.00 for each additional sheet. This fee is payable to the "San Francisco County Recorder".

For additional information regarding the condominium subdivision process, please visit the Department of Public Works, Bureau of Street Use and Mapping, 1155 Market Street, 3<sup>rd</sup> Floor or call 415-554-5827.

**Tip:** State law requires every condominium to have a Homeowners' Association. The management documents generally consist of Covenants, Conditions and Restriction (CC&Rs). Most property owner(s) hire an attorney to assist in processing the subdivision and in preparation of the management documents for the new condominiums.

## B. GUIDELINES TO COMPLETE APPLICATION

One of the primary reasons for the lengthy review process is that applicants fail to submit a complete application. These guidelines are designed to help applicants provide DPW with all the necessary information to conduct a thorough and timely review.

### Before Filling Out an Application

- Read the New Construction Condominium process overview.
- Determine if your project requires a Parcel Map or Final Map.
- Find and retain an attorney (optional) and Licensed Land Surveyor or pre-1982 Registered Civil Engineer.

***Codes and Regulations Applicable to a  
Parcel Map / Final Map Subdivision***

1. *California Subdivision Map Act (SMA)*
2. *San Francisco Subdivision Code (SFSC)*
3. *San Francisco Subdivision Regulations (SFSR)*
4. *California Public Resources Code*
5. *Planning Code*

### Detail Instructions for Filling Out the Application

A complete New Construction Condominium Subdivision application consists of

- (a) A cover letter
- (b) A one page application form
- (c) An application checklist
- (d) Inclusion of all necessary forms and attachments listed in the application checklist.

Applications for Residential Conversions use Residential Condominium Conversion application. For conversion of commercial property to condominiums use the Commercial Conversion Application. For the subdivision of property into two or more lots use a Parcel Map/Final Map Application.

#### **Complete page 13 [D. APPLICATION] of the New Construction Condominium application**

Submit the required amount of copies. Add one additional copy for Department of Building Inspection if required (see pg 8). Indicate property address, assessor's block and lot number, owner information, project contact person, firm or agent preparing the subdivision map, subdivider (if different from owner), number of existing lots and number of lots and condominiums being created. Print the name of the subdivider and be sure to sign and date the application.

**Required Items – Condominium Checklist (page 15 of application):**

The New Construction Condominium Application Checklist identifies all the items necessary to complete the subdivision application. It specifies the requirements by:

- (1) Application type, Parcel Map or Final Map
- (2) Total number of copies that must be submitted
- (3) Departments that will review the items
- (4) All forms that must be submitted with the application

The order of items on the checklist should be used for collating and organizing all materials before submission. DPW is responsible for referring the submitted application packets to other City departments.

**1. Four (4) copies of the proposed Tentative Parcel Map\* (Maximum 4 parcels)**

A Licensed Land Surveyor or a pre-1982 Registered Civil Engineer shall prepare the tentative Parcel Map. Submit 4 copies of maps (a) 3 for DPW; (b) 1 copy for the Planning Department. Include one additional copy for Department of Building Inspection, if required, see item 11, page 8.

**2. Six (6) copies of the proposed Tentative Final Map\* (5 or more parcels)**

A Licensed Land Surveyor or a pre-1982 Registered Civil Engineer shall prepare the tentative Final Map. Submit 6 copies of maps (a) 5 for DPW; (b) 1 copy for the Planning Department. Include one additional copy for Department of Building Inspection, if required, see item 11, page 8.

\*If the project falls within the jurisdiction of San Francisco Redevelopment Agency (SFRA), an additional copy of the tentative map will be required. To verify if an additional copy is required, check the Preliminary Title Report (See Item No. 4 below) for any reference to the San Francisco Redevelopment Agency (SFRA). If such a reference is made, an additional copy is needed. Include the copy of the map for SFRA with the copies for DPW.

**3. Subdivision Fee**

Submit a check or money order payable to the Department of Public Works for the appropriate fee identified in the current Fee Schedule. Date the checks no more than 15 days from the day of application submittal.

**Tip:** A copy of the current Fee Schedule can be found at our website at the Condo Conversion link.

**4. Preliminary Title Report (PTR)**

Submit two (2) copies of the preliminary title report dated within 3 months from the application submission date.

**NOTE: Any recorded items such as Notices of Special Restrictions or easements listed in the PTR shall be provided with the application submittal.**

**5. Grant Deeds and any other recorded documents for subject site and adjoining**

Submit copies of the most current grant deeds (also known as vesting deeds) for both the subject site and adjoining properties. A grant deed is a recorded document on file with the San Francisco Office of Assessor-Recorder that shows the names of property owners.

**6. Previous Land Use Statement, See Form No. 1.**

**6a. Permit numbers for any approved building permits.** Use the space provided to list any current building permits, See **Form No. 1**.

**7. Owner's Release of Interest in Common Areas** [Sec. 1323 (6)] Submit two (2) copies of **Form No. 2** properly signed.

**Tip:** Use the checklist to gather all the items that apply. Be sure to make the correct number of copies of required items, including forms and attachments, and to submit them in the proper order.



**8. Neighborhood notification package, and Notice of Tentative Map Decision**

[1313 and 1314]

Submit one of each of the following:

- (a) 300-foot radius map,
- (b) Address list
- (c) Stamped addressed envelopes.

*These components must comply with specifications noted in the box at the right.*

**9. Photographs of subject property**

[Public Works Code, Sec. 723.2 &amp; Planning Code]

Submit two (2) copies of the following four (4) types of streetscape photos:

- a) Front photo from the street looking at the property, including sidewalk without obstructions,
- b) Photo from street showing left side property line and sidewalk,
- c) Photo from street showing right side property line and sidewalk, and
- d) Photo of the rear of property (if possible).

To properly identify the subject property, include the assessors block and lot number as well as property address on all the photographs. Sample photos can be found on our web site under "Links".

**Specifications of neighborhood notification components are:**

- (a) 300-Foot Radius Map: A map drawn at scale 1"=50', showing the property that is the subject of this application and all other property within a radius of 300 feet from the exterior boundaries of the subject property, the Assessor's block number of each block and Assessor's lot number on each lot, and the names of all streets shown. Maps of individual blocks may be traced at the Assessor's Office, and street widths may be obtained at the DPW-BSM Mapping Division; however, it is advisable that this work be done by an experienced draftsman.
- (b) Address List: A typed or printed list in ink showing the names, addresses and zip codes of all current owners or tenants of the property and showing in numerical order by Block and lot the names, addresses and zip codes of the current owners of all properties within the 300-foot radius shown on the map. The names and addresses are available to the public at the Tax Collector's Office and are those shown on the latest citywide assessment roll. Also, include all names and addresses of additional owners, attorneys, and other parties you wish to notify of the hearing.
- (c) Envelopes: One set of #10 regular envelopes with rounded gummed flap, stamped and pre-addressed to all persons shown on the address list with the DPW return address. (To pick up envelopes with DPW return address, visit 1155 Market Street, 3<sup>rd</sup> Floor, San Francisco, CA 94103)

**10. Proposition "M" Findings** demonstrating consistency with eight priority General Plan Policies(Do Not use N/A) [Planning Code Sec. 101.1(b)] Submit two (2) copies of completed **Form No. 3**.**11. Department of Building Inspection requirements: (Form No. 4)**

***Required ONLY when creating a new lot line on property occupied with existing building(s) (NOT required if Map is only for merging adjoining lots).***

A check payable Department of Building Inspection in the amount of \$374.00, to cover the cost of review for building code compliance, the following information is required:

- o Area of Wall(s) = (Length X Height)
- o Area of ALL Openings
- o Construction material – what is the wall(s) made of
- o Pictures detailing above
- o Architect floor plans (if available)

**12.** Provide proposed sales price for Below Market Rate (BMR) units (Form No. 1).

**13.** A copy of the signed Planning Dept. or Planning Commission motion approving project.

**14.** Provide copies of any Notice of Special Restrictions associated with this project.

**15. 3R Report.** If proposed new construction is an addition to an existing building, a 3R report will be required for the existing dwelling units.

**16. Copy of Building Permits.** Submittal will be one of the following:

- a. Building Permit for New Construction (no existing dwelling units).
- b. Building Permit for Additions, Alterations or Repairs. This permit indicates the number of existing dwelling units, and the number of proposed units. To be considered new construction, the amount of proposed units shall be greater than the existing units. Applications adding units to an existing dwelling may be required to comply with condominium conversion requirements.

**Tip:** Surveyors and title companies can provide the list of property owners as well as envelopes and labels.

## **Finalizing the Application**

1. Complete and sign cover letter
2. Complete and sign application form
3. Ensure that all required items are:
  - Included
  - Completed per instructions
  - Signed, where applicable
  - Copied per instructions
  - In the order they were requested in the application checklist

**Tip:** Use the first columns of the application checklist to verify that all required items are complete and meet above specifications. Make two (2) copies of the checklist.

4. Collate and organize all the copies of the required items in individual packets by department using the Checklist. **It is the applicant's responsibility to submit a complete and organized application packet.** DPW will not make extra copies of any requested and submitted document and will deem the application incomplete until the applicant submits all of the required materials.

**INCOMPLETE SUBMITTALS WILL BE CHARGED AN ADDITIONAL \$250.00 PROCESSING FEE!**

### **FEES ARE NON REFUNDABLE**

5. Staple check or money order to one of the DPW copies of the application.
6. Organize the completed cover letter, application, checklist, and individual department packets in the following order:
  - Cover letter
  - **DPW packet** – Application (2 copies), a completed checklist, and forms and attachments collated in the same order as the checklist (see page 15), other documents if applicable, then maps.
  - **Planning Department packet** - One copy of application, a completed checklist, and forms and attachments collated in the same order as the checklist (see page 15), other documents if applicable, and a copy of the map.
  - **Department of Building Inspection packet** (if required, see page 8) - One copy of application, completed checklist (see page 15), one copy of the map, Form No. 4, and required attachments.
7. Submit a completed and collated application packet to DPW, Bureau of Street Use and Mapping located at 1155 Market Street, 3<sup>rd</sup> Floor, San Francisco, CA 94103.

## **After Submitting Application to DPW**

1. Visit DPW website and go to the Subdivision Project Tracking System website to check the application status.
2. Understand the process following the tentative map decision. (See the New Construction Condominium Process Overview Section A, pages 3-5).
3. Respond promptly to additional requests for information from DPW or other departments.

### **After the Issuance of the Tentative Map Decision (Approval or Conditional Approval)**

1. Submit two (2) copies of the checkprint for technical review following the Map Review Checklist requirements. The Map Review Checklist is available at the DPW website, see 2, below.
2. Submit one (1) copy of the Map Review Checklist. Go to the DPW web site to print this list.
  - <http://www.sfdpw.org>, under "Services A-Z", select "More" then select "Mapping, Maps". Under "Information for Mapping Professionals," select "Map Review Checklist."
3. Submit electronic closure calculations for non-rectangular boundaries. This is needed for DPW's technical map review process (this is a task for your surveyor).

### **During Map Review process**

1. Respond promptly to additional requests for information.
2. Make requested changes to checkprints and resubmit two (2) copies of revised checkprint.
3. When requested by DPW, submit the map in Mylar form with the following documents required for recordation:
  - Check for recordation fee
  - Tax Certificate
  - Updated Preliminary Title Report (dated within 45 days of mylar submittal)
4. In those cases where a city agency issued conditional approval of the map, mylars **should not** be submitted to DPW until:
  - The applicant has addressed the agency's conditions
  - The agency that issued the conditions has provided DPW with confirmation that they have been met.

**Note:** City and County Surveyor may request a copy of the field notes or any other relevant survey information for the submitted map.

## C. SAMPLE COVER LETTER

Date

Application for New Construction Condominiums

City and County Surveyor  
Department of Public Works  
Bureau of Street-Use & Mapping  
1155 Market Street, 3<sup>rd</sup> Floor  
San Francisco, CA 94103

Dear Sir:

In compliance with the California Subdivision Map Act, the San Francisco Subdivision Code, the San Francisco Subdivision Regulations, and all amendments thereto, I/we, the undersigned subdivider, or agent, hereby submit to you for your review and processing a proposed condominium subdivision, together with the New Construction Condominium Application and Checklist and all applicable items, fees, documents and data checked thereon.

Respectfully,

Attachment: Application Packet

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(Required for all New Construction Condominium Applications)

### D. APPLICATION

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

For DPW-BSM use only ID No.: _____
---------------------------------------

Assessor's Block: \_\_\_\_\_ Lot Number(s): \_\_\_\_\_

<b>Owner:</b>			
Name:	_____		
Address:	_____		
Phone:	_____	E-mail:	_____
<b>Person to be contacted concerning this project (If different from owner)</b>			
Name:	_____		
Address:	_____		
Phone:	_____	E-mail:	_____
<b>Firm or agent preparing the subdivision map:</b>			
Name:	_____		
Address:	_____		
Phone:	_____	E-mail:	_____
<b>Subdivider: (If different from owner)</b>			
Name:	_____		
Address:	_____		

Number of Units in Project: \_\_\_\_\_

This subdivision creates an airspace:  No  Yes (shown on Tentative Map)

This subdivision creates an addition to an existing building  No  Yes (shown on Tentative Map)

Check only one of the following options:

	Indicate project type
<b>Residential Only</b>	<input type="checkbox"/>
<b>Mixed-Use</b>	<input type="checkbox"/> If checked, Number of residential unit(s): ____ Number of commercial unit(s): ____

**STATE OF CALIFORNIA  
CITY AND COUNTY OF SAN FRANCISCO**

I (We) \_\_\_\_\_  
 (Print Subdivider's Name in full)

declare, under penalty of perjury, that I am (we are) the owner(s) [authorized agent of the owner(s)] of the property that is the subject of this application, that the statements herein and in the attached exhibits present the information required for this application, and the information presented is true and correct to the best of my (our) knowledge and belief.

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

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

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### E. NEW CONSTRUCTION CONDOMINIUM APPLICATION CHECKLIST

Check the following items enclosed where applicable:

Submitted per guidelines and in this order?		Official Use Only:	No.	Item Description and Order	Total of copies	Which and how many of total required items are needed for each agency?			Form No. (where applicable)
Yes	No	OK?				DPW	DCP	DBI	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1.	Four (4) copies of Tentative Parcel Map [DPW copies: 3-BSM Mapping Section; 1-City Planning One additional copy will be required if project falls within the jurisdiction of SFRA (See Page 7).]	4	3	1	1*	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2.	Six (6) copies of Tentative Final Map [DPW copies: 5-BSM Mapping Section; 1-City Planning One additional copy will be required if project falls within the jurisdiction of SFRA (See Page 7).]	6	5	1	1*	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3.	Subdivision Fee (\$ _____)	1				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4.	Preliminary Title Report (dated within 3 months)	2	1	1		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5.	Grant Deeds and any other recorded documents for: <input type="checkbox"/> Subject Site and <input type="checkbox"/> Adjoiners	1	1			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6.	Previous Land Use.	2	1	1		Form No. 1
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6a.	Permit numbers for any approved building permits	2	1	1		Form No. 1
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7.	Owner's Release of Interest in Common Areas [Sec. 1323 (6)]	2	1	1		Form No. 2
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8.	Neighborhood notification packet for Tentative Map decision. <input type="checkbox"/> 300-Foot Radius Map <input type="checkbox"/> Address List <input type="checkbox"/> Envelopes	1	1			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9.	Photographs of subject property, as follows: [Public Works Code Sec. 723.2 & Planning Code] <input type="checkbox"/> Front photo from the street looking at the property, including sidewalk without obstructions <input type="checkbox"/> Photo from left side showing property line and sidewalk fronting subject site <input type="checkbox"/> Photo from right side showing property line and sidewalk fronting subject site <input type="checkbox"/> Photo of rear of property	3	2	1		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10.	Proposition "M" Findings demonstrating consistency with Eight Priority General Plan Policies [Planning Code Sec. 101.1(b)]	2	1	1		Form No. 3
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11.	Review by Department of Building Inspection, if required, See Page 8.	1			1	Form No. 4
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	12.	Provide proposed sales prices for Below Market Rate (BMR) units (Form No. 1)	1	1			Form No. 1
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	13.	A copy of the signed Planning Dept. or Planning Commission motion approving the project	1	1			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	14.	Provide copies of any Notices of Special Restrictions associated with this site.	1	1			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	15.	3R report <u>required</u> for existing dwelling units-See Page 8 for details.	1	1			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	16.	Copy of Building Permits-See Page 8 for details.	1	1			

**\* ADDITIONAL COPY TO DBI – SEE REQUIREMENTS PAGE 8, ITEM 11**



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## F. TENTATIVE MAP REQUIREMENTS

**NOTE: All topographic surveys to be on San Francisco elevation Datum**

The submitted tentative map must conform to the requirements of the San Francisco Subdivision Code (SFSC) and Subdivision Regulations-1982 (SFSR) and shall include, but not necessarily be limited to, the following:

**See SFSC 1322- TENTATIVE MAP**

(b)(3) Topographic map of the proposed subdivision and adjacent lands showing the existing conditions and the proposed changes, including the footprint of the proposed and/or existing buildings. *The topographic map shall show the top of curb and flowline, existing driveways, and any other improvements fronting the subject property and adjacent within 25 feet on either side of the subject property. Contours should be at 1' intervals in area to be developed.*

**SFSR Section IV. TENTATIVE MAP REQUIREMENTS.**

- (a) The face of the map shall state "Tentative Parcel Map" or "Tentative Final Map".
- (b) North Arrow, scale (Graphic Scale) of drawing, date of drawing.
- (c) The name and address of the subdivider and of the registered Civil Engineer or Licensed Land Surveyor (the map must bear the wet-seal and signature of the Engineer or Surveyor).
- (d) The boundary lines of the tract to be subdivided. *Clearly delineate proposed boundary line(s).*
- (e) The names of the adjacent subdivisions, or the record owners of adjacent parcels of land. The Assessor's block and lot numbers may be used.
- (f) The location of all existing buildings within the subdivision and on adjacent land which may be affected by the proposed subdivision.
- (g) The location and names of all existing or proposed streets within or adjacent to the proposed subdivision, together with overall widths of roadways and sidewalks (show cross-section of proposed street, indicate curb return radius). Indicate if proposed streets are to be public or private. If street names have not been selected and approved by the Central Permit Bureau, Department of Public Works, identifying letters may be used.
- (h) The locations and widths of railroad right-of-way, sewer and other easements, alleys and other important features, both existing and proposed, affecting the subdivision.
- (i) Location and dimensions of existing sewers, water mains, culverts, or other underground structures within the tract, and direction of flow of sewers.
- (j) Location of all existing utility facilities which serve the proposed subdivision (can be based on record information). *Include: water valves, fire hydrants, gas valves, electrical and telephone vaults, utility poles, muni poles, street lights, traffic lights, and any other surface utilities fronting or within 25 feet of the subject property*
- (k) All parcels of land proposed to be dedicated for public use, together with the purposes, conditions and limitations, if any.
- (l) Location, dimensions and approximate size of lots.
- (m) Location of large trees (8" +) within the proposed subdivision.
- (n) Layout of the street lighting and facilities for the fire alarm and police communications system (DTIS).

***The above requirements to be shown on a 24" x 36" tentative map.***

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# Form No. 2

## Owner's Release of Interest in Common Areas

In accordance with section 1323(a)(6) of the San Francisco Subdivision Code, this is my statement that neither I nor any of my agents shall retain any right, title, or interest in any common area or areas or facilities except those common areas in which I might retain any individual interest by virtue of ownership of one or more of the individual units.

Dated: \_\_\_\_\_

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

Signed: \_\_\_\_\_

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# Form No. 3

## **Proposition "M" Findings Form** The Eight Priority Policies of Section 101.1 of the San Francisco Planning Code

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

City Planning Case No. \_\_\_\_\_ (if available)

Address \_\_\_\_\_

Assessor's Block \_\_\_\_\_ Lot(s) \_\_\_\_\_

Proposal: \_\_\_\_\_

### **EIGHT PRIORITY GENERAL PLAN POLICIES**

As a result of the passage of Proposition M (Section 101.1 of the San Francisco Planning Code), findings that demonstrate consistency with the eight priority policies of Section 101.1 must be presented to the Department of City Planning as part of your project application review for general conformity with San Francisco's General Plan.

Photographs of the subject property are required for priority policy review and must be submitted as part of the application.

**INSTRUCTIONS TO APPLICANTS:** Please present information in detail about how your application relates to each of the eight priority policies listed below. The application will be found to be incomplete if the responses are not thorough. Use a separate document and attach if more space is needed.

- 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 neighborhood;

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



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

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

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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;

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

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7. That landmarks and historic buildings be preserved; and

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

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\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

# Form No. 4

**Required ONLY when creating a new lot line on property occupied with existing building(s) (NOT required if Map is only for merging adjoining lots)**

## Department of Building Inspection Requirements

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

Assessor's Block: \_\_\_\_\_ Lot Number(s): \_\_\_\_\_

**Submit a separate check payable to Department of Building Inspection. Form number 4 will be forwarded to DBI, it is important to be sure it is complete. Photos and Architectural floor plans should be attached if they are available. DBI reviews for building code compliance mainly fire rating, they will require the following information:**

Building Inspection Fees \_\_\_\_\_ **\$374.00** \_\_\_\_\_

Area of Wall(s) = (Length X Height) \_\_\_\_\_

Area of ALL Openings (Total) \_\_\_\_\_

Construction material – what is the wall(s) made of \_\_\_\_\_

Pictures detailing above \_\_\_\_\_

Architect floor plans (if available) \_\_\_\_\_

Other \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_