

## Application Checklist

Follow hyperlinks for corresponding forms and document examples

Assessor's Parcel Number: \_\_\_\_\_

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

	Item Description and Order	E-File Naming	Paper Original
1	Application Checklist	1.0 Application Checklist.pdf	
2	<a href="#">Cover Letter</a>	2.0 Cover Letter.pdf	
3	<a href="#">Applicant Statement</a>	3.0 Applicant Statement.pdf	
4	<a href="#">Tentative Parcel or Tentative Final Map</a>	4.0 Tentative Map.pdf	
5	<a href="#">Subdivision and Mapping Fee Schedule</a> <a href="#">Example Application Fees</a>	5.0 Application Fees.pdf	<b>YES</b>
6	<a href="#">Preliminary Title Report</a>	6.0 Preliminary Title Report.pdf	
7	Grant Deeds <input type="checkbox"/> <a href="#">Subject Property</a> <input type="checkbox"/> <a href="#">Adjoiners</a>	7.1 Subject Property.pdf 7.2 Adjoiner Deeds.pdf	
8	Other Recorded Maps or Block Research <input type="checkbox"/> Record Maps on block or as otherwise relevant (use similar naming convention for all relevant maps on blocks)	For example: 8.1 Parcel Map 26 PM 23.pdf 8.2 ROS EE Maps 182.pdf 8.3 Final Map B Maps 257.pdf 8.4 Historic Block Diagram 0334a.pdf	
9	<a href="#">Form 1</a> : Building History, Statement of Repairs & Improvements, Occupants, Rental History, and Proposed Prices	9.0 Building History.pdf	
10	<a href="#">Receipt of application for Physical Inspection</a> or <a href="#">Physical Inspection Report</a> ( A <a href="#">Certificate of Final Completion (CFC)</a> will be required prior to recordation of the subdivision map) [Sec. 1381(a)(4)(B)]	10.0 Physical Inspection.pdf	
11	Valid <a href="#">3R Report</a> [Sec. 1381(a)(2)] (Less than one year from date of issuance)	11.0 3R Report.pdf	
12	Proof of Owner's Occupancy: (both required) <input type="checkbox"/> <a href="#">Form 11</a> : Affidavit for Ownership/Occupancy <input type="checkbox"/> <a href="#">Homeowner's Property Tax Exemption</a>	12.1 Affidavit for Ownership/Occupancy.pdf 12.2 Homeowner Tax Exemption.pdf	<b>YES</b>
13	<a href="#">Form 2A</a> <a href="#">Form 2B</a> : Tenant Intent to Purchase and/or Tenant Intent to Accept Offer of Lifetime Lease [Sec. 1396.4(g)(3)]	13.0 Tenant Intent – Purchase.pdf 13.1 Tenant Intent – ECP LL.pdf	
14	<a href="#">Form 3</a> : Acknowledgment of Fees	14.0 Acknowledgement of fees.pdf	
15	<a href="#">Form 4</a> : Owner's Release of Interest in Common Areas [Sec. 1323(6)]	15.0 Release in Common Areas.pdf	
16	Owner and Tenant Notification of Tentative Map Decision [Sec. 1314]	<input type="checkbox"/> 300-foot Radius Map <b>(Final Maps Only)</b>	16.1 Radius Map.pdf <b>(Final Maps Only)</b>
		<input type="checkbox"/> Address List	16.2 Address List
		<input type="checkbox"/> Prepared Envelopes	<b>YES</b>
17	<a href="#">Notice to Tenants of Proposed Conversion</a> [Sec. 1381(a)(6) & Subdivision Map Act Sec. 66452.51]	17.0 Tenant Notice of Conversion.pdf	
18	<a href="#">Form 7</a> : Summary of Tenant Contacts [Sec. 1381(a)(4)(D)]	18.0 Tenant Contacts.pdf	

19	<a href="#">Form 8A</a> : Subdivider's statement that the notice of conversion has been given to existing tenants [Sec. 1381(a)(6)(A) & Sec. 1381(a)(6)(C)]	19.0 Subd Notice to Existing Tenants.pdf	
20	<a href="#">Form 8B</a> : Subdivider's commitment to provide a notice of conversion to new tenants [Sec. 1381(a)(6)(C)]	20.0 Subd Notice to New Tenants.pdf	
21	<a href="#">Form 9</a> : Subdivider's commitment to provide a right of first refusal to tenants to purchase their units [Sec. 1387]	21.0 Tenant Right of Refusal.pdf	
22	<a href="#">Photographs</a> of subject property as follows: [Public Works Code Sec. 723.2 & Planning Code] <input type="checkbox"/> Front photo, including sidewalks with no obstructions <input type="checkbox"/> Photo from left side, including sidewalk with no obstructions <input type="checkbox"/> Photo from right side, including sidewalk with no obstructions <input type="checkbox"/> Photo of rear of property	22.0 Photographs.pdf	
23	<a href="#">Form 10</a> : Proposition M Findings [Planning Code Sec.101.1(b)]	23.0 Prop M Findings.pdf	
24	<a href="#">Form 12</a> : Owner's Affidavit – Eviction of Senior, Disabled, or Catastrophically Ill Tenants [Sec 1396.2(b)]	24.0 Affidavit Protected Tenants.pdf	YES
25	<a href="#">Form 13</a> : Owner's Affidavit – Eviction of Tenants [Sec. 1396.2(a)]	25.0 Affidavit Evictions.pdf	YES
26	<a href="#">TIC Agreement</a> : Fully executed written agreement as of April 15, 2013 in which the owners each have an exclusive right of occupancy to individual units in the building to the exclusion of the owners of other units.	26.0 TIC Agreement.pdf	

### Electronic Submittal for the Expedited Conversion Program

The Bureau of Street Use and Mapping has transitioned to the requirement that all applications be submitted electronically. Submitting electronically has many advantages including being able to transmit an application quickly via email, saving paper and copy expenses, and simplifying the contents of an application package.

Please read through the following instructions carefully.

**Tip:** Naming your files properly will greatly expedite the processing of your application.

- A. Download hyperlinked documents and create .pdf copies of all items listed in the checklist in the order indicated.**
- B. Name each .pdf according to the item number and description in the checklist.**
- C. Prepare files for electronic submittal**  
Create a zip file of all .pdfs. If the file size is small (less than 20mb), email to [subdivision.mapping@sfdpw.org](mailto:subdivision.mapping@sfdpw.org). Or, if the file size is too large to email, burn to CD or USB flash drive and submit application to 1155 Market Street, 3<sup>rd</sup> Floor, San Francisco, CA 94103.
- D. Document Submittal**
  - a. Collate and organize all the copies of the required original paper forms using the Checklist. **It is the applicant's responsibility to submit a complete and organized application packet.** SFPW 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.
  - b. Submit a completed and collated application packet to SFPW, Bureau of Street Use and Mapping located at 1155 Market Street, 3<sup>rd</sup> Floor, San Francisco, CA 94103.

**INCOMPLETE SUBMITTALS WILL BE CHARGED AN ADDITIONAL \$250.00 APPLICATION PROCESSING FEE - FEES ARE NON-REFUNDABLE.**