#### San Francisco Public Works

# SAN FRANCISCO PUBLIC WORKS

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## EXPEDITED CONVERSION PROGRAM RESIDENTIAL CONDOMINIUM CONVERSION GROUP FIVE

San Francisco owners who reside in the City as tenants-in-common may convert their buildings into condominiums in certain circumstances. This program, known as the Expedited Conversion Program (ECP), is effective until 2023, or until such time as the former lottery conversion limits are reinstated by legislation.

To qualify, a building must contain 6 or fewer units, be at least partially owner occupied, meet length of occupancy requirements, and have a written tenancy-in-common agreement in place as of April 1, 2013.

This ECP Group Five application may be used from April 15, 2017 until January 19, 2018.

## WHAT IS A CONDOMINIUM CONVERSION?

A condominium is a form of subdivision<sup>1</sup> regulated by the California Subdivision Map Act, the San Francisco Subdivision Code, and the San Francisco Subdivision Regulations. The information that is of most concern to the property owner(s) is in Article 9 of the San Francisco Subdivision Code, which is available online at our website under "Related Links" or at San Francisco Public Libraries. Condominium Conversion Applications and additional forms are available at our website (<u>http://sfpublicworks.org/services/subdivisions-and-mapping</u>) and at the San Francisco Public Works, Bureau of Street Use and Mapping, 1155 Market Street, 3<sup>rd</sup> Floor, San Francisco, CA 94103.

The City and County of San Francisco for purposes of condominium conversions recognize married persons and domestic partnerships as a single entity, not two separate individuals.

Residential buildings with more than six units cannot convert their units to condominiums. If there is a commercial unit(s), this/these unit(s) will become a commercial condominium(s) when the map records. The building will be considered a mixed-use condominium property.

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

Further details about the application can be found here:

**Overview** 

Key Activities in the Residential Condominium Conversion Process

**Guidelines to Complete Application** 

<sup>&</sup>lt;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.

## **Application Checklist**

Follow hyperlinks for corresponding forms and document examples

Assessor's Parcel Number:

**Property Address:** 

1       Application Checklist       1.0 Application Checklist.pdf         2       Cover Letter       2.0 Cover Letter.pdf         3       Applicant Statement.pdf       3.0 Applicant Statement.pdf         4       Tentative Parel or Tentative Final Map       4.0 Tentative Map.pdf         5       Subdivision and Mapping Fee Schedule       5.0 Application Fees.pdf       YES         6       Preliminary Title Report       6.0 Preliminary Title Report.pdf       7.1 Subject Property.pdf         7       Subject Property       7.2 Adjoiners       7.2 Adjoiners         8       Bread Maps on block or as otherwise relevant (use similar naming convention for all relevant maps on blocks)       8.1 Parel Map 26 PM 23.pdf         9       Form 1: Building History, Statement of Repairs & Improvements, Occupants, Rental History, and Proposed Prices       9.0 Building History.pdf         10       (A certificate of Final Completion (CFC) will be required prior to recordation of the subdivision map) [sec. 1384:[ad[40])       10.0 Physical Inspection.pdf         11       Valid <u>38 Report</u> [sec. 1381:[ad[2]] (Less than one year from date of issuace)       11.0 3R Report.pdf         12       Proof of Owner's Occupancy: (both required) [sec. 1384:[ad[3])       13.1 Tennat Intent - Purchase.pdf         13       Bernm 11: Affidavit for Ownership/Occupancy pdf       12.1 Affidavit for Ownership/Occupancy pdf         14 <th></th> <th>Item Description and (</th> <th>Order</th> <th>E-File Naming</th> <th>Paper Original</th>		Item Description and (	Order	E-File Naming	Paper Original
2       Cover Letter, pdf         3       Applicant Statement       3.0 Applicant Statement.pdf         4       Tentative Parcel or Tentative Final Map       4.0 Tentative Map.pdf         5       Subdivision and Mapping Fee Schedule       5.0 Applicant Statement.pdf         6       Preliminary Title Report.       6.0 Preliminary Title Report.pdf         7       Subject Property       7.1 Subject Property.pdf         7       Subject Property       7.2 Adjoiner Deeds.pdf         8       Other Record Maps on block or as otherwise relevant       8.1 Parcel Map 26 PM 23.pdf         8       Eccord Maps on block or as otherwise relevant       8.3 Final Map Maps 257.pdf         9       Eorm 1: Building History, Statement of Repairs & Improvements, Occupants, Rental History, and Proposed Prices       9.0 Building History.pdf         10       Receipt of application for Physical Inspection or Physical Inspection or Physical Inspection.pdf       10.0 Physical Inspection.pdf         11       Valid 3P. Report [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)       12.1 Affidavit for Ownership/Occupancy, pdf         13       Eorm 21: Affidavit for Ownership/Occupancy       13.1 Tenant Intent - PURchase.pdf         14       Form 22: Tenant Intent to Purchase and/or Tenant Intent - Purchase.pdf <td>1</td> <td></td> <td></td> <td></td> <td></td>	1				
3       Applicant Statement       3.0 Applicant Statement.pdf         4       Tentative Parcel or Tentative Final Map       4.0 Tentative Map.pdf         5       Subdivision and Mapping Fee Schedule       5.0 Application Fees       5.0 Application Fees         6       Preliminary Title Report       6.0 Preliminary Title Report.pdf         7       Subject Property       7.1 Subject Property.pdf         7       Subject Property       7.2 Adjoiner Deeds.pdf         8       Other Recorded Maps or Block Research       8.1 Parcel Map 26 PM 23.pdf         8       Record Maps on block or as otherwise relevant       8.2 ROSE EM Maps 257.pdf         9       Form 1: Building History, Statement of Repairs & Improvements       9.0 Building History.pdf         9       Receipt of application for Physical Inspection or Physical Inspection Physical Inspection.pdf       10.0 Physical Inspection.pdf         11       Valid 3R Report [Sec. 1381(a)(2)] (Less than one year from date of issuance)       11.0 3R Report.pdf         12       Form 11: Affidavit for Ownership/Occupancy       12.1 Affidavit for Ownership/Occupancy         13       Intent to Accept Offer of Lifetime Lease       13.0 Tenant Intent – Purchase.pdf         14       Form 28: Tenant Intent to Purchase and/or Tenant       13.0 Tenant Intent – Purchase.pdf         14       Form 24: Formet 29. Tenant Intent to Purch	2				
4       Tentative Parcel or Tentative Final Map       4.0 Tentative Map.pdf         5       Subdivision and Mapping Fee Schedule       5.0 Application Fees.pdf       YES         6       Preliminary Title Report.pdf       G.0 Preliminary Title Report.pdf       YES         7       Grant Deeds       7.1 Subject Property.pdf       7.2 Adjoiner Deeds.pdf       YES         8       Other Recorded Maps or Block Research       For example: 8.1 Parcel Map 26 PM 23.pdf       8.2 ForderMaps 20 PM 23.pdf         8       Other Recorded Maps or Block Research       For example: 8.1 Parcel Map 26 PM 23.pdf       8.4 Historic Block Diagram 0334a.pdf         9       Form 1: Building History, Statement of Repairs & Improvements, 0ccupants, Rental History, and Proposed Prices       9.0 Building History.pdf       9.0 Receipt of application for Physical Inspection or Physical Inspection Report       10.0 Physical Inspection.pdf         10       (A Certificate of Final Completion (CFC) will be required prior to recordation of the subdivision map)       11.0 3R Report.pdf       YES         11       Valid 3R Report [Sec. 1381(a)(2)] (tess than one year from date of issuance)       11.0 3R Report.pdf       YES         12       Form 2B: Tenant Intern to Purchase and/or Tenant Inspect Of Compary 5 Property Tax Exemption       13.0 Tenant Internt – Purchase.pdf       YES         13       Intert to Accept Offer of Lifetime Lease [Sec. 1334(a)(7)       Soft Radius	3			· · · · · · · · · · · · · · · · · · ·	
5       Example Application Fees       5.0 Application Fees, pdf       YES         6       Preliminary Title Report.pdf       6.0 Preliminary Title Report.pdf         7       Subject Property       7.1 Subject Property, pdf         8       Subject Property       7.2 Adjoiner Deeds, pdf         8       Other Recorded Maps or Block Research       8.1 Parcel Map 26 PM 23.pdf         8       Record Maps on block or as otherwise relevant       8.2 ROS EE Maps 183.pdf         9       Form 1: Building History, Statement of Repairs & Improvements, Occupants, Rental History, and Proposed Prices       9.0 Building History.pdf         10       Receipt of application for Physical Inspection or Physical Inspection report       10.0 Physical Inspection.pdf         11       Valid 3R Report Sec. 1381(a)(2) (tes than one year from date of issuance)       11.0 3R Report.pdf         12       Proof of Owner's Occupancy: (both required)       12.1 Affidavit for Ownership/Occupancy.pdf         12       Proof of Owner's Droperty Tax Exemption       13.0 Tenant Intent – Purchase.pdf         13       Form 24 Form 2B: Tenant Intent to Purchase and/or Tenant Intent – ECP LL.pdf       12.0 Release in Common Areas         15       Form 24 Commer's Release of Interest in Common Areas       15.0 Release in Common Areas       15.0 Release in Common Areas         16       Nottice to Tenants of Proposed Conversion       <	4	Tentative Parcel or Tentative Fi	nal Map		
6       Preliminary Title Report       6.0 Preliminary Title Report.pdf         7       Subject Property       7.1 Subject Property.pdf         7       Adjoiners       7.2 Adjoiner Deeds.pdf         8       Cher Recorded Maps on Block Research       For example:         8.1 Parcet Map 26 PM 23.pdf       8.2 ROS EE Maps 182.pdf         9       Form 1: Building History, Statement of Repairs & Improvements, Occupants, Rental History, and Proposed Prices       9.0 Building History.pdf         10       (A Certificate of Final Completion (CFC) will be required prior to recordation of the subdivision map) [sec. 1381(a)(2)] (Less than one year from date of issuance)       10.0 Physical Inspection.pdf         11       Valid <u>3R Report</u> [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) [Sec. 1381(a)(2)] (Less than one year from date of issuance)       12.1 Affidavit for Ownership/Occupancy.pdf         13       Form 21: Affidavit for Ownership/Occupancy       12.1 Affidavit for Ownership/Occupancy.pdf       12.2 Homeowner Tax Exemption.pdf         14       Form 3: Acknowledgment of Fees       14.0 Acknowledgment of fees       14.0 Acknowledgment of fees.pdf         15       Form 4: Owner's Release of Interest in Common Areas       15.0 Release in Common Areas       15.0 Release in Common Areas.pdf         16       Notice to Tenants of Proposed Conversi	5	Subdivision and Mapping Fee Schedule		5.0 Application Fees.pdf	YES
Grant Deeds       7.1 Subject Property.         Adjoiners       7.2 Adjoiner Deeds.pdf         Other Recorded Maps or Block Research       For example:         8.1 Parcel Map 26 PM 23.pdf         8.2 R0 SE EM Maps 26 PM 23.pdf         9       Form 1: Building History, Statement of Repairs & Improvements, Occupants, Rental History, and Proposed Prices         9       Form 1: Building History, Statement of Repairs & Improvements, Occupants, Rental History, and Proposed Prices         10       (A Certificate of Final Completion (CFC) will be required prior to recordation of the subdivision map)         19       Esc. 1381(a)(8)         11       Valid <u>3R Report</u> [sec. 1381(a)(2)] (tess than one year from date of issuance)         12       Form 11: Affidavit for Ownership/Occupancy         14       Form 2A Form 2B: Tenant Intent to Purchase and/or Tenant Intent to Accept Offer of Lifetime Lease [sec. 1396.4(g)(3)]         13       Form 3: Acknowledgment of Fees         14       Form 3: Acknowledgment of Fees         15       Form 4: Owner's Release of Interest in Common Areas [sec. 1384 [a)(a)(6)]         16       Notification of Tentative Map Decision [sec. 1384 [b] (a)(6) & Subdivision Map Decision [sec. 1384 [b] (b] & Address List	6			6.0 Preliminary Title Report.pdf	
8       Other Recorded Maps or Block Research       8.1 Parcel Map 26 PM 23.pdf         8       Record Maps on block or as otherwise relevant       8.2 ROS EE Maps 182.pdf         9       Form 1: Building History, Statement of Repairs & Improvements, Occupants, Rental History, and Proposed Prices       9.0 Building History.pdf         10       (A Certificate of Final Completion (CFC) will be required prior to recordation of the subdivision map) [sec. 1381(a)(2)] (Less than one year from date of issuance)       10.0 Physical Inspection.pdf         11       Valid <u>3R Report</u> [sec. 1381(a)(2)] (Less than one year from date of issuance)       11.0 3R Report.pdf       YES         12       Form 1: Affidavit for Ownership/Occupancy       12.1 Affidavit for Ownership/Occupancy.pdf       YES         13       Form 2A: Form 2B: Tenant Intent to Purchase and/or Tenant Intent - Purchase.pdf       13.0 Tenant Intent - Purchase.pdf         14       Form 3: Acknowledgment of Fees       15.0 Release in Common Areas       15.0 Release in Common Areas.pdf         15       Form 4: Owner's Release of Interest in Common Areas.jsec.jdf       15.1 Radius Map.pdf       YES         16       Notification of Tentative Map Decision [sec. 1341]       200-foot Radius Map       16.1 Radius Map.pdf       YES         17       Notice to Tenants of Proposed Conversion [sec. 6452.51]       17.0 Tenant Notice of Conversion.pdf       YES	7	Grant Deeds           Grant Deeds           Subject Property		7.1 Subject Property.pdf	
9       Occupants, Rental History, and Proposed Prices       9.0 Building History, pdf         10       Receipt of application for Physical Inspection or Physical Inspection Report (A Certificate of Final Completion (CFC) will be required prior to recordation of the subdivision map) [Sec. 1381(a)(4)(B)]       10.0 Physical Inspection.pdf         11       Valid 3R Report [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) [Sec. 1381(a)(4)(B)]       12.1 Affidavit for Ownership/Occupancy.pdf       YES         13       Form 11: Affidavit for Ownership/Occupancy [Sec. 1396.4(g)(3)]       13.0 Tenant Intent – Purchase.pdf       13.0 Tenant Intent – Purchase.pdf         14       Form 22: Tenant Intent to Purchase and/or Tenant Intent to Accept Offer of Lifetime Lease       14.0 Acknowledgment of fees.pdf       15.1 Relation Map. (Final Maps Only)         15       Form 4: Owner's Release of Interest in Common Areas [Sec. 1323(6)]       10.0 Release in Common Areas.pdf       16.1 Radius Map.pdf (Final Maps Only)         16       Owner and Tenant Notification of Tentative Map Decision [Sec. 1314]       300-foot Radius Map (Final Maps Only)       16.1 Radius Map.pdf (Final Maps Only)       16.1 Radius Map.pdf (Final Maps Only)       16.2 Address List       16.2 Address List       17.0 Tenant Notice of Conversion.pdf       YES	8	Other Recorded Maps or Block Research Record Maps on block or as otherwise relevant		8.1 Parcel Map 26 PM 23.pdf 8.2 ROS EE Maps 182.pdf 8.3 Final Map B Maps 257.pdf	
10       Inspection Report (A Certificate of Final Completion (CFC) will be required prior to recordation of the subdivision map) [sec. 1381(a)(4)(8)]       10.0 Physical Inspection.pdf         11       Valid <u>3R Report</u> [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) Bern 11: Affidavit for Ownership/Occupancy Homeowner's Property Tax Exemption       12.1 Affidavit for Ownership/Occupancy.pdf 12.2 Homeowner Tax Exemption.pdf       YES         13       Form 2A Form 2B: 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       13.0 Tenant Intent – Purchase.pdf         14       Form <u>3</u> : Acknowledgment of Fees       14.0 Acknowledgment of fees.pdf       15.0 Release in Common Areas.pdf         15       Form <u>4</u> : Owner's Release of Interest in Common Areas [sec. 1323(6)]       15.0 Release in Common Areas.pdf       16.1 Radius Map.pdf (Final Maps Only)         16       Owner and Tenant Notification of Tentative Map Decision [sec. 1314] <u>300-foot Radius Map</u> (Final Maps Only)       16.2 Address List       Prepared Envelopes         17       Notice to Tenants of Proposed Conversion [sec. 1381(a)(6) & Subdivision Map Act Sec. 66452.51]       17.0 Tenant Notice of Conversion.pdf       YES	9			9.0 Building History.pdf	
12       Proof of Owner's Occupancy: (both required)       12.1 Affidavit for Ownership/Occupancy. Ownership/Occupancy. Ownership/Occupancy. Dynership/Occupancy. Dynerand Tenant. Dynerand Tenant. Dynership/Occupa	10	Inspection Report ( A <u>Certificate of Final Completion (CFC)</u> will be required prior to recordation of the subdivision map)		10.0 Physical Inspection.pdf	
12          Ford of Owner's Occupancy: (both required)               Ownership/Occupancy, pdf                VES          12 <u>Form 11</u> : Affidavit for Ownership/Occupancy               L2.2 Homeowner Tax             Exemption.pdf               VES          13              Form 2A Form 2B: 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              Form 3: Acknowledgment of Fees               14.0 Acknowledgement of             fees.pdf          15              Form 4: 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]               300-foot Radius Map             (Final Maps Only)               16.2 Address List          17              Notice to Tenants of Proposed Conversion             [sec. 1381(a)(6) & Subdivision Map Act Sec. 66452.51]               T7.0 Tenant Notice of             Conversion.pdf	11	Valid <u>3R Report</u> [Sec. 1381(a)(2)] (Less than one year from date of issuance)		11.0 3R Report.pdf	
13       Intent to Accept Offer of Lifetime Lease [Sec. 1396.4(g)(3)]       Purchase.pdf         14       Form 3: Acknowledgment of Fees       14.0 Acknowledgement of fees.pdf         15       Form 4: 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]       300-foot Radius Map (Final Maps Only)       16.1 Radius Map.pdf (Final Maps Only)         17       Notice to Tenants of Proposed Conversion [Sec. 1381(a)(6) & Subdivision Map Act Sec. 66452.51]       17.0 Tenant Notice of Conversion.pdf	12	Form 11: Affidavit for Ownership/Occupancy		Ownership/Occupancy.pdf 12.2 Homeowner Tax	YES
14       Form 3: Acknowledgment of Fees       fees.pdf         15       Form 4: Owner's Release of Interest in Common Areas       15.0 Release in Common         16       Form 4: Owner and Tenant       00-foot Radius Map       16.1 Radius Map.pdf         16       Owner and Tenant       0.50-foot Radius Map       16.1 Radius Map.pdf         16       Notification of Tentative Map       Address List       16.2 Address List         16       Notice to Tenants of Proposed Conversion       Prepared Envelopes       YES         17       Notice to Tenants of Proposed Conversion       17.0 Tenant Notice of       Conversion.pdf	13	Intent to Accept Offer of Lifetime Lease		Purchase.pdf	
15       [Sec. 1323(6)]       Areas.pdf         16       Owner and Tenant Notification of Tentative Map Decision [Sec. 1314]       300-foot Radius Map (Final Maps Only)       16.1 Radius Map.pdf (Final Maps Only)         1       Address List       16.2 Address List         17       Notice to Tenants of Proposed Conversion [Sec. 1381(a)(6) & Subdivision Map Act Sec. 66452.51]       17.0 Tenant Notice of Conversion.pdf       YES	14	Form 3: Acknowledgment of Fees		-	
16       Owner and Tenant Notification of Tentative Map Decision [Sec. 1314]       (Final Maps Only)       (Final Maps Only)         17       Notice to Tenants of Proposed Conversion [Sec. 1381(a)(6) & Subdivision Map Act Sec. 66452.51]       17.0 Tenant Notice of Conversion.pdf       YES	15				
Image: Notice to Tenants of Proposed Conversion [Sec. 1381(a)(6) & Subdivision Map Act Sec. 66452.51]     Prepared Envelopes     YES	16	Notification of Tentative Map	(Final Maps Only)	(Final Maps Only)	
17     Notice to Tenants of Proposed Conversion [Sec. 1381(a)(6) & Subdivision Map Act Sec. 66452.51]     17.0 Tenant Notice of Conversion.pdf			Prepared Envelopes		YES
18     Form 7: Summary of Tenant Contacts [Sec. 1381(a)4(D)]     18.0 Tenant Contacts.pdf	17	Notice to Tenants of Proposed Conversion			
	18	Form 7: Summary of Tenant Contacts [Sec. 1381(a)4(D)]		18.0 Tenant Contacts.pdf	

19	Form 8A: 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	Form 8B: 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	<u>Form 9</u> : 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	<ul> <li>Photographs of subject property as follows:</li> <li>[Public Works Code Sec. 723.2 &amp; Planning Code]</li> <li>Front photo, including sidewalks with no obstructions</li> <li>Photo from left side, including sidewalk with no obstructions</li> <li>Photo from right side, including sidewalk with no obstructions</li> <li>Photo of rear of property</li> </ul>	22.0 Photographs.pdf	
23	Form 10: Proposition M Findings [Planning Code Sec.101.1(b)]	23.0 Prop M Findings.pdf	
24	Form 12: Owner's Affidavit – Eviction of Senior, Disabled, or Catastrophically III Tenants [Sec 1396.2(b)]	24.0 Affidavit Protected Tenants.pdf	YES
25	Form 13: Owner's Affidavit – Eviction of Tenants [Sec. 1396.2(a)]	25.0 Affidavit Evictions.pdf	YES
26	TIC Agreement: 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 <u>subdivision.mapping@sfdpw.org</u>. 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 <u>original paper forms</u> using the Checklist. <u>It is the applicant's responsibility to submit a complete and organized application packet.</u> 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.