

Submission Packet General Checklists

This is intended as a general checklist for your application packet. Each project and location is unique, just like our city! Gathering these items or pieces of information will prepare you to submit your application. Please research the Love Our Neighborhoods website or reach out to LoveOurNeighborhoods@sfdpw.org with questions about your specific project's submittal packet.

Tier One

- ☐ Applicant information
 - = Name/ Authorized Agent and form
 - = Email
 - = Phone Number
 - = Address
- ☐ Project description and address
- ☐ Photographs—before and after

Tier Two

Initial Submission

- ☐ Applicant information
 - = Name/ Authorized Agent and form
 - = Email
 - = Phone number
 - = Mailing address
 - = Verification the applicant's organization has existed for 2 or more years.
- ☐ Site plan
- ☐ Installation/Construction plan and budget
- ☐ Maintenance plan
- ☐ Civil Engineering Drawing with Wet Stamp and Signature (If required)
- ☐ Evidence of other CCSF departmental approvals
- ☐ Evidence of approval from other jurisdictions. (as required)
- ☐ All murals must provide the mural's submittal packet as approved by the SF Arts Commission, along with the Commission's resolution number approving the mural design.

Post Review

Please know you may be asked to provide the following as we begin reviewing your project, or before we can issue your permit:

- ☐ Application Fee—usually asked for once we confirm the project is eligible for a Love Our Neighborhoods permit and before review continues.
- ☐ Other documents and information as needed
- ☐ Signed Maintenance and Liability Agreement
- ☐ You may be asked to provide proof of insurance.
- ☐ You may be asked to provide a bond.

- ☐ Murals will be asked for an affidavit stating they have completed the required notifications.

Tier Three

Initial Submission

- ☐ Applicant information
 - = Name/ Authorized Agent and form
 - = Email
 - = Phone number
 - = Mailing address
 - = Verification the applicant's organization has existed for 2 or more years.
- ☐ Site plan
- ☐ Installation/Construction plan and budget
- ☐ Maintenance plan
- ☐ Civil Engineering Drawing with Wet Stamp and Signature (If required)
- ☐ Evidence of other CCSF departmental approvals
- ☐ Evidence of approval from other jurisdictions. (as required)
- ☐ All murals must provide the mural's submittal packet as approved by the SF Arts Commission, along with the Commission's resolution number approving the mural design.

Post Review

Please know you may be asked to provide the following as we begin reviewing your project, or before we can issue your permit:

- ☐ Application Fee—usually asked for once we confirm the project is eligible for a Love Our Neighborhoods permit and before review continues.
- ☐ Other documents and information as needed
- ☐ Signed Maintenance and Liability Agreement and consent to terms of Love Our Neighborhoods Major Encroachment Agreement
- ☐ You may be asked to provide proof of insurance.
- ☐ You may be asked to provide a bond.
- ☐ You will be asked to provide an affidavit stating you have completed the required notifications.
- ☐ A public hearing is required for a Tier 3 project.
- ☐ A maintenance endowment is required for Tier 3 projects.