

Draft UPN Concepts - Overview

- Building Permit Application (Section 311/312) and Discretionary Review
- Public Hearings for Entitlements
- Environmental Review
- Preservation
- Text/Map Change
- Other Notifications
- General Standards



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Building Permit Application/Discretionary Review

- **Section 311/312** - 30 days - retain basic elements of current format (notice with numerical table and text description) - owner/occupant at 150' (change from linear to radius) - transition to online plans.
- **Mandatory and Staff-Initiated Discretionary Review** - 30 days - retain basic elements of current format (notice with numerical table and written description) - owner/occupant at 150' (change from linear to radius) - combined notice with DR hearing information - transition to online plans (see below).
- **Mandatory Discretionary Review (MCD)** - 30 days - retain basic elements of current format - owner/occupant at 300' - combined notice with DR hearing information.
- **Public-Initiated Discretionary Review Hearings** - 20 days - retain basic elements of current format. Adjacent owner/occupants.



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Building Permit Application/Discretionary Review (continued)

- **Reduced 311/312** - 10 days mailed and posted - adjacent property owners/occupants - same format as 311/312 notice - projects subject to reduced notification to be identified in ZA bulletin and consist of minor projects that currently trigger 311, but have limited impact, including:
 - 1) Deck triggering 311 notice because required firewall (except when the deck encroaches into the required rear yard via Section 136(c)(25))
 - 2) Deck on non-complying structure
 - 3) Lightwell that is visible from an offsite location



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Public Hearings for Entitlements

- **Conditional Use, Variance, Section 309/309.1 (Downtown), Section 321 (Office), etc.** - 20 days mailed and posted – add numerical table (where appropriate) to text description - owner/occupant @ 300' - online plans

Environmental Review

- Under review (may expand existing notice to owners *and occupants*)

Preservation

- Under review



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Text/Map Change

- Increase duration of mailed notice to 20 days.

Other Notifications

- **BBN** – Phase-out BBN requests as subscriptions expire. BBN notices pre-date Section 311/312 requirements and have been made obsolescent/redundant by these notification procedures.
- **Coastal Zone Permit** – apply Section 311/312 requirements
- **IMP** - Increase duration of mailed notice to 20 days.



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General Standards

Notices to contain...

- Title bar stating length of notification period (i.e. "30-Day Notice")
- Environmental review status/determination
- Results of Historic Resource Evaluation
- Plan Areas where appropriate (i.e. Bayview-Hunters Point, Market-Octavia, Rincon Hill, Eastern Neighborhoods, Balboa Park, Glen Park)
- Basics - project address, cross streets, block/lot, zoning, height/bulk district, existing/proposed use, multiple language (Spanish/Chinese) on how to get additional information.



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General Standards (continued)

- **Online Plans** - Available as required by project in .pdf format (submitted by applicant or scanned) with elevations and site plan only (no floor plans). Link to automatically expire at end of notification period.
- **Community/Neighborhood Groups** will continue to be added to mailing lists. Department will review/update Community Group list and poll groups regarding what notices they would like to receive (including option for email in-lieu of mailed notice where possible). Department has submittal proposal for GIS-based community group mailing list database/application to allow community groups to select boundaries by block (rather than current 35+ neighborhood boundaries which were established in 1988).
- **PACs** - Upon request, PACs will be added to relevant neighborhood mailing lists.



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General Standards (continued)

- **Newspaper Ads** - UPN does not propose additional newspaper ad requirements. Ads will continue to be provided on Department website and past ads will be archived where possible. Department will monitor any pending ballot measures to amend City Charter regarding ad requirements.
- **Reporting** – Department to investigate development online reporting mechanism to list newly submitted cases.
- **Guidelines/Training** - Develop procedures manual for new notification requirements and consolidate existing notification policies in one document. Perform training for all relevant staff in notification procedures.
- **Department of Building Inspection (DBI)** – Coordinate with DBI to investigate improved/consolidated notification processes.

