



SAN FRANCISCO PLANNING DEPARTMENT

Large Tourist Hotel Conversion Application

Administration Code 41F.3(f)(2)

Section 41F of the Administrative Code limits the conversion of Large Tourist Hotels into condominium projects. The Planning Commission may approve the conversion of up to 550 Large Tourist Hotel Rooms, before March 1, 2010 on a first-come, first-service basis. After March 1, 2010, a lottery system as established the Large Tourist Hotel Conversion Ordinance [Ord. No. 14-09] will govern conversion of Large Tourist Hotels into condominiums.

The Planning Department will hold future lotteries if the following criteria are met: 1) the Annual update to the Baseline Inventory shows a net increase of at least 100 Large Tourist Hotel Rooms over the prior year's inventory; and 2) conducting a lottery would not result in a reduction in the number of Large Tourist Hotel Rooms below the Baseline Inventory. (Note: this means that new Large Tourist Hotel Rooms will need to be created to replace the up-to-550 pre-lottery Conversions and an additional 100 rooms before the first lottery is held.)

REQUIREMENTS

Receipt of the application and the accompanying materials by the Department shall only serve the purpose of establishing a Department file for the proposed project. After the file is established, Staff will review the application to determine whether the application is complete or whether additional information is required. EIGHTEEN HARD COPIES OF PLANS AND COLOR PHOTOGRAPHS IN REDUCED SETS (8½" x 14" OR 11" x 17") AS WELL AS ELECTRONIC COPIES OF ALL SUBMISSIONS WILL BE REQUIRED TWO WEEKS BEFORE THE SCHEDULED HEARING.

THE APPLICATION MUST BE FILED WITH THE FOLLOWING MATERIALS:

- ☐ Signed and completed: Large Tourist Hotel Conversion Application and a DPW Subdivision Application and an Environmental Review Application, if appropriate.
- ☐ A \$600 check payable to the Planning Department for the review of the Large Tourist Hotel Conversion application. If the application is scheduled for a Planning Commission hearing, an additional \$2,400 fee will be due prior to the Commission Hearing Date. (Note: additional time and materials charges will be billed if the cost of reviewing the application exceeds the initial fees.)
- ☐ One full set of preliminary drawings showing existing conditions and description of the proposed Conversion including the nature of the conversion, the total number of Large Tourist Hotel Rooms prior to and following Conversion, a description of the area and/or rooms to be Converted, including floor number and location and the estimated total number of Condominium Units to be created. All plans must show: project name and address, title of drawing, scale, date, and drawing number. Site Plans, Floor Plans, Elevations and Sections shall be at a scale that best illustrates the project and remains legible.

A. ADDITIONAL APPLICATIONS AND REVIEW

To be complete, this LTHC Application must be accompanied with a DPW Subdivision Application, and depending on the nature of the project an Environmental Application may also be necessary. Intake of this LTHC application shall be done by both a Neighborhood Planner and a planner from Major Environmental Analysis. Please call Georgia Powell at 558-6371 to set up a joint intake appointment.

B. ALL OWNERS/OPERATORS OF LARGE TOURIST HOTEL (attach additional pages as needed)

Property Owner's Name: _____

Address: _____ Telephone: (____) _____

Hotel Manger/Operator's Name: _____ Contact: (____) _____

C. LARGE TOURIST HOTEL PROPOSED FOR CONVERSION

Address of Project*: _____

***Note:** The LTHC Ordinance defines a Large Tourist Hotel as any building, or set of buildings on the same lot, adjacent lots, or within the same block and owned by the same entity, which would have had more than 100 rooms for transient use in any of the five years preceding the application. If the project includes a set of buildings, include each building in the project description and provide information on the total change in room inventory.

D. PROJECT DESCRIPTION

Applicants for the lottery must provide information demonstrating that the Conversion will not reduce the supply of Large Tourist Hotel rooms based upon the most recent Baseline Inventory. Include a description of new units created in any ancillary area within the hotel, including but not limited to restaurant, retail, and parking areas.

	Number of Tourist Hotel Rooms	Number of Non- transient units	Number of condo units and use type(residential or commercial)	Description of the improvements and/or rooms to be converted, including floor number, location, average rental rates, and tentative schedule for construction. Attach additional sheets if necessary.
<u>INVENTORY:</u> Most recent Room Inventory per Department		not applicable	not applicable	
<u>HISTORY:</u> Room Count inclusive of all changes in past 5 years				
<u>TODAY:</u> Rooms Immediately Prior to Conversion				
<u>PROPOSAL:</u> Rooms After Conversion				
<u>NET CHANGE:</u> Net Change in Number of Units				

E. APPLICANT'S AFFIDAVIT

Under penalty of perjury, I, the applicant, declare that I am the owner or authorized agent of the owner(s) of this property, and that the information presented is true and correct to the best of my knowledge.

Signed: _____

Date: _____

(Print Name of Applicant in Full)