



SAN FRANCISCO PLANNING DEPARTMENT

Notification of Planning Department Amnesty Program

April 15, 2009

Dear Property Owner,

You are receiving this letter because you are listed on city records as the owner of property within the Eastern Neighborhoods Plan area (the parcel number of the particular parcel you own appears on the envelope which contained this letter.) This letter is informational only and has been mailed to all property owners throughout the Eastern Neighborhoods Plan area; it is not specific to the uses or conditions on your property. If you wish to take action after reading the contents of this letter, see the contact information at the end of this letter.

Background

On January 19, 2009, the City enacted the Eastern Neighborhoods Plan. This Plan changed the zoning that controls which new land uses can be established at your property and thousands of others throughout large parts of the Mission, South of Market, Showplace Square and Potrero Hill neighborhoods. Among other changes, the revised zoning placed new restrictions and granted new rights on certain uses in your zoning district, Production/Distribution/Repair – 1 – General (PDR-1-G). To find out more, visit our website at <http://easternneighborhoods.sfplanning.org>.

Purpose of this Letter

The purpose of this letter is to announce a limited-time amnesty program for existing uses that 1) could have been permitted under the previous rules but are now not permitted under the new zoning rules, and 2) did not receive the required permits at the time the use was established. In the PDR-1-G Zoning District, uses which may avail themselves of this amnesty program are generally offices that lack the required permits, but also include dwelling units, hotels, hospitals, medical centers, residential care facilities, child care facilities, schools, large churches, retail uses over 2,500 square feet per parcel, self-storage facilities, life science laboratories, internet service exchange facilities, and various heavy manufacturing, distribution, and storage uses that lack the required permits. Spaces that are now used for a given use (such as an office) but which were previously permitted as another use (such as a business service or a video production facility) may also avail themselves of this amnesty program. Owners of property containing (1) properly permitted uses and (2) home office space (people working from their own home) will *not* need to take any action based on this letter.

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Who is Eligible for the Amnesty Program

To be eligible for this program, a space proposed for amnesty must have been able to be legally permitted at the use was established, and:

1. been regularly operating or functioning on a continuous basis in the same location prior to January 20, 2007, or
2. been regularly operating or functioning on a continuous basis in the same location since before April 18, 2008 and be associated with a business or enterprise which was also in the same location prior to January 20, 2007.

How to Apply for the Amnesty Program

Eligible spaces must file an application with the Planning Department before January 20, 2012. To apply, submit the following to the Zoning Administrator at the address indicated above:

1. A cover letter initiating your application under the amnesty program;
2. Floor plans for the entire property along with a specific identification of the space(s) proposed for amnesty;
3. Evidence supporting the eligibility criteria described above, which may include but is not necessarily limited to: rental or lease agreements, building or other permits, utility records, business licenses, or tax records; and
4. Notification materials, including a list of all property owners within 300 feet of the subject property and a list of all current occupants of the property.
5. A check for \$535.50 (the fee for a Zoning Administrator Letter of Determination) written to the Planning Department, to cover staff time associated with the review of your application. An additional fee may also be charged to cover any unforeseen time and materials associated with completing review of your application.

Additional Information

Additional information on this program and related matters can be found by:

1. visiting <http://amnestyprogram.sfplanning.org>
2. visiting the Planning Information Counter at 1660 Mission Street, 1st floor
3. calling the Planning Information Counter at (415) 558-6377