

Planning Department 1650 Mission Street Suite 400 San Francisco, CA 94103-9425

T: 415.558.6378 F: 415.558.6409

APPLICATION PACKET FOR

Large Tourist Hotel Conversion

Administrative 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 November 1, 2010 on a first-come, first-service basis. After November 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 years 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.)

WHAT IS A LARGE TOURIST HOTEL CONVERSION ORDINANCE?

In March 2008 the Board of Supervisors adopted the Large Tourist Hotel Conversion Ordinance (Administrative Code Chapter 41F). As amended in January 2009, the Ordinance regulates the conversion of Large Tourist Hotel rooms into condominiums or other ownership structures that reduce the City's inventory of large tourist hotel rooms. The Ordinance provides for conversion of up to 550 Large Tourist Hotel Rooms prior to November 1, 2010. Beginning in 2010, the Planning Department will hold a Lottery for additional Conversions, but only if statutory preconditions are met.

WHEN IS A LARGE TOURIST HOTEL CONVERSION ORDINANCE NECESSARY?

The Large Tourist Hotel Conversion Ordinance is necessary for providing for conversion of up to 550 Large Tourist Hotel Rooms prior to November 1, 2010. Beginning in 2010, the Planning Department will hold a Lottery for additional Conversions, but only if statutory preconditions are met.

HOW DOES THE PROCESS WORK?

Please review the instructions in this application and ask PIC staff if you have any questions. After filling out the application and collecting the required notification materials and plans, please contact the Planning Department for an intake appointment to process your application. At this appointment a planner will review your application to ensure that it is complete. The application will then be assigned to a planner on a specific Quadrant Team, dependent upon the location of the subject property. The assigned planner will review the application against the San Francisco General Plan, the Planning Code, and Planning Department policies and set a Planning Commission hearing date. All owners and occupants within 300 feet of the subject property will receive notification of the hearing. The assigned planner will gather comments and concerns from the neighborhood during the notification period. Neighborhood support or opposition will be reflected in a staff report presented at the Planning Commission hearing complete with the Planning Department recommendation for approval or disapproval of the Large Tourist Hotel Conversion Application.

To implement the Large Tourist Hotel Conversion Ordinance, the Planning Department has established a queue for use of the first 550 Conversion credits. Each member of the queue holds credits that allow the hotel to apply to the Planning Commission for permission to convert a fixed number of Large Tourist Hotel Rooms. The credits and the Planning Commission's approval are conditions precedent for conversion, but confer no development right or entitlement. Applicants must in addition obtain all local and state approvals for the proposed conversion.

WHO MAY APPLY FOR A LARGE TOURIST HOTEL CONVERSION APPLICATION?

The property owner of the hotel or a party designated as the owner's agent may apply for a Large Tourist Hotel Conversion. [A letter of agent authorization from the owner must be attached.]

INSTRUCTIONS:

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.

TH	E APPLICATION MUST BE FILED WITH THE FOLLOWING MATERIALS:
	Signed and completed: Large Tourist Hotel Conversion Application, a DPW Subdivision Application, and an Environmental Review Application, if appropriate.
	A 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 fee will be due prior to the Planning Commission Hearing Date. (Note: additional time and material charges will be billed if the cost of reviewing the application exceeds the intial fees.) For current fees, please refer to the Planning Department Fee Schedule available at www.sfplanning.org.
	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

ADDITIONAL APPLICATIONS AND REVIEW

scale that best illustrates the project and remains legible.

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 an Intake Coordinator at 558-6378 to set up a joint intake appointment.

	Application for Large Tourist Hotel Conversion
Case Number	
	For Staff Use only

Large Tourist Hotel Conversion Application

1. Owner/Applicant Information

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PROPERTY OWNER'S NAME:						
PROPERTY OWNER'S ADDRESS:				TELEPHONE:		
				()		
				EMAIL:		
APPLICANT'S NAME:						
						Same as Above
APPLICANT'S ADDRESS:				TELEPHONE:		
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CONTACT FOR PROJECT INFORMAT	ION:					
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STREET ADDRESS OF PROJECT: CROSS STREETS:		LOT AREA (SQ FT):	ZONING DISTRICT		HEIGHT/BULK	

3. 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. (Note: The Large Tourist Hotel Conversion 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.)

	NUMBER OF TOURIST HOTEL ROOMS	NUMBER OF 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.
INVENTORY: Most recent Room Inventory per Department		not applicable	not applicable	
HISTORY: Room Count inclusive of all changes in past 5 years				
TODAY: Rooms Immediately Prior to Conversion				
PROPOSAL: Rooms After Conversion				
NET CHANGE: Net Change in Number of Units				

Applicant's Affidavit

Under penalty of perjury the following declarations are made:

- a: The undersigned is the owner or authorized agent of the owner of this property.
- b: The information presented is true and correct to the best of my knowledge.
- c: The other information or applications may be required.

Signature:		Date:	
Print name, and indicate	whether owner, or authorized a	gent:	
Owner / Authorized	Agent (circle one)		



FOR MORE INFORMATION: Call or visit the San Francisco Planning Department

Central Reception

1650 Mission Street, Suite 400 San Francisco CA 94103-2479

TEL: **415.558.6378** FAX: **415 558-6409**

WEB: http://www.sfplanning.org

Planning Information Center (PIC)

1660 Mission Street, First Floor San Francisco CA 94103-2479

TEL: 415.558.6377

Planning staff are available by phone and at the PIC counter.

No appointment is necessary.