



SAN FRANCISCO
PLANNING
DEPARTMENT

Planning Department
1650 Mission Street
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San Francisco, CA
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APPLICATION PACKET FOR

Institutional Master Plan

Pursuant to Planning Code Section 304.5, medical and post-secondary educational institutions must have on file with the Planning Department a current Institutional Master Plan that describes the existing and anticipated future development of that institution. Any institution subject to these requirements must submit an Institutional Master Plan prior to receiving conditional use authorization or any other entitlement requiring Planning Commission approval.

The first pages of this application packet summarize Planning Code Section 304.5, which should be read carefully before the application form is completed. Please consult the Planning Department's website for examples of Institutional Master Plans.

WHAT IS THE PURPOSE OF AN INSTITUTIONAL MASTER PLAN?

Institutional Master Plans are required (1) to provide notice and information to public agencies and the public to give an opportunity for early and meaningful involvement prior to substantial investment by the institution, (2) to enable the institution to make modifications in response to comments prior to its more detailed planning, and (3) to provide public agencies and the public with information that may help guide their land use decisions.

WHO MUST SUBMIT AN INSTITUTIONAL MASTER PLAN?

Medical institutions and post-secondary educational institutions in San Francisco, including group housing affiliated with and operated by any such institution.

WHEN IS AN INSTITUTIONAL MASTER PLAN OR UPDATE REQUIRED?

All medical or post-secondary educational institutions must have an Institutional Master Plan on file with the Planning Department. A new Institutional Master Plan must be filed either every 10 years or if there are significant revisions to the information contained in an existing Institutional Master Plan on file. "Significant revisions" may include an increase in the institutions size by 10,000 square feet or 25 percent of total square footage, or the opening, closing, or significant change in use of an existing medical unit facility.

FULL INSTITUTIONAL MASTER PLANS

If the institution occupies a site area of 50,000 or more square feet (100,000 or more square feet in the C-3 District), or a site area of less than 50,000 square feet (100,000 or more square feet in the C-3 District) but anticipates future expansion over 50,000 square feet (100,000 or more square feet in the C-3 District), an Institutional Master Plan must be submitted. See Planning Code Section 304.5(c) for a discussion of the format and substance of the Institutional Master Plan.

ABBREVIATED INSTITUTIONAL MASTER PLANS

Institutions of less than 50,000 square feet or institutions of less than 100,000 square feet in the C-3 district may submit an Abbreviated Institutional Master Plan. See Planning Code Section 304.5(d) for a discussion of the format and substance of the Abbreviated Institutional Master Plan.

INSTITUTIONAL MASTER PLAN UPDATES

Every two years or sooner from the date of the most recent approval, the institution that submitted the Institutional Master Plan or the Abbreviated Institutional Master Plan must submit an Institutional Master Plan update. The Planning Department will not grant any permits to the institution until the update is considered complete. See Planning Code Section 304.5(f) for a discussion of the Institutional Master Plan update.

PLANNING COMMISSION HEARINGS OF INSTITUTIONAL MASTER PLANS

The Planning Commission will hold a public hearing on an Institutional Master Plan between 30 and 180 days after the plan has been accepted for filing. An abbreviated Institutional Master Plan may be heard before Planning Commission if the Commission deems it in the public interest to do so. Institutional Master Plan updates do not require public hearings. See Planning Code Section 304.5(e) for more information on Planning Commission hearings of Institutional Master Plans.

INSTITUTIONAL MASTER PLANS AND OTHER APPROVALS

The Planning Department will submit all Institutional Master Plans and updates filed by medical institutions to the Department of Public Health (DPH) for review and comment. DPH will prepare a budget for its review. Half of the expected cost must be submitted by the applicant to DPH prior to its review, and the remainder of the cost will be due at the time the initial payment is depleted. DPH will provide its comments to the Planning Department no later than 90 days after the date of submission. See Planning Code Section 304.5(g) for more information on coordination of Planning Department review with DPH.

Conditional use or other entitlement requiring Planning Commission action must be as described in the Institutional Master Plan or update and cannot be heard or approved by the Planning Commission until three months after the Institutional Master Plan is accepted. Furthermore, medical institutions that are subject to Sections 1513, 1523, and 1604 of Public Law 93-641 or Sections 437 and 438 of the California Health and Safety Code must first receive approvals subject to such sections prior to obtaining conditional use authorizations or other entitlements by the Planning Commission.

The Planning Department will not approve any building permit application for development of any institution subject to Institutional Master Plan requirements unless that institution has complied with all Institutional Master Plan requirements, with the exception of interior alterations that do not significantly intensify, change or expand the use, occupancy or inpatient services or facilities of the institution, and are necessary to correct immediate hazards to health or safety.

APPLICATION FOR Institutional Master Plan

& Institutional Master Plan Update or Abbreviated Institutional Master Plan

1. Owner/Applicant Information

PROPERTY OWNER'S NAME:	
PROPERTY OWNER'S ADDRESS:	TELEPHONE:
	()
	EMAIL:

APPLICANT'S NAME:	
Same as Above ☐	
APPLICANT'S ADDRESS:	TELEPHONE:
	()
	EMAIL:

CONTACT FOR PROJECT INFORMATION:	
Same as Above ☐	
ADDRESS:	TELEPHONE:
	()
	EMAIL:

2. Location(s)

STREET ADDRESS(ES) OF PROJECT, OR DESCRIBE LARGER AREA:
ASSESSORS BLOCK(S)/LOT(S):

3. 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 agent:

Owner / Authorized Agent (circle one)

APPLICATION TYPE: PLEASE CHECK ONE

- ☐ Full Institutional Master Plan
- ☐ Abbreviated Institutional Master Plan
- ☐ Institutional Master Plan Update

MATERIALS SUBMITTED

- ☐ This application, signed by owner or agent
- ☐ Textual description and drawings if appropriate
- ☐ Check payable to San Francisco Planning Department
- ☐ Letter of authorization for agent, if applicable

For Department Use Only

Application received by Planning Department:

By: _____

Date: _____



**SAN FRANCISCO
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**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.*