



SAN FRANCISCO
PLANNING
DEPARTMENT

GENERAL PLANNING INFORMATION

Letters of Determination

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

T: 415.558.6378
F: 415.558.6409

Date:
July 2011

Subject:
**Letters of Determination
Zoning Conformance Letters**

Introduction

The Zoning Administrator issues determination letters resulting from requests by property owners, developers, architects, and land use attorneys inquiring about the zoning regulations applicable to specific development proposals. These letters offer guidance to requesting parties as to whether a proposed project, such as a new building, an addition to an existing building, or a use change, conform to the Planning Code (sometimes referred to as the Zoning Code).

Once these letters are issued, applicants still must obtain all applicable required building permits and/or certificates before a use can commence or a building can be built. Please visit the Planning Department's website at www.sfplanning.org for recent letters of determination that have been issued by the Zoning Administrator.

About Letters of Determination

Letters of Determination are written responses to requests regarding the classification of uses and the interpretation and applicability of the provisions of the Planning Code. In comparison to the Zoning Conformance Letters, Letters of Determination are typically more complex and require research on the part of the Planning Department. Letters of Determination may include determinations about whether a specific use is appropriate in a certain zoning district, or whether a certain use may retain its legal nonconforming status. A member of the public may view the online archive of Zoning Administrator Letters of Determination on the Planning Department's website.

About Zoning Conformance Letters

Zoning Conformance Letters are written responses to requests regarding the current land use and zoning for a specific property. More simplistic in nature than the Letters of Determination, Zoning Conformance letters generally include, but are not necessarily limited to, rebuild letters.

Appeal Process

Letters of Determination and Zoning Conformance Letters may be appealed to the Board of Appeals within fifteen (15) days after the date of issuance. For further information, please contact the Board of Appeals in person at 1650 Mission Street, Room 304, call 415-575-6880, or visit their website.

Fees

Please refer to the Planning Department Fee Schedule available at www.sfplanning.org or at the Planning Information Center (PIC) located at 1660 Mission Street, First Floor, San Francisco. For questions related to the Fee Schedule, please call the PIC at (415) 558-6377.

How to Apply

Requests for Letters of Determination and Zoning Conformance Letters should be submitted or mailed to the Office of the Zoning Administrator, 1650 Mission Street, Suite 400, San Francisco, CA 94103. Please outline your request or question in a letter format addressed to the Zoning Administrator. Include the address and block and lot if available. For Letters of Determination, please also include any additional information that may provide aid in analysis of the subject property. These items may include Building Permit records, copies of leases if applicable, and various other documents that provide additional insight into the question being posed. Please make sure to include a check for the required amount.



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FOR OTHER PLANNING 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.*