This is a pre-application form designed to provide potential applicants for restaurants, Mobile Food Facilities and related uses an early indicator as to how an application may or may not comply with the City’s Planning Code.

COMPLETION OF THIS FORM IS OPTIONAL. Nonetheless, because of the highly complex nature of the Planning Code we strongly suggest that all potential applicants complete it and provide it to Planning Staff for review. The Planning Department’s preliminary analysis of your proposal will provide you with valuable information that may help you save time and money later in the application process.

Instructions:
Complete Part A and bring it to the Planning Information Counter (PIC) on the ground floor of 1660 Mission Street during regular business hours.

1. Planning Staff will complete Part B and return the form to you.
2. Provide completed Parts A and B to the Health Department so that they may be included in your permit application. This will help to expedite the Planning Department’s final determination.

The responses on Part B by Planning Department staff do not represent a final determination or a permit to operate. They are based solely on a preliminary review of the zoning of the property in question and the limited information available to Planning Staff upon your presentation of this form. Any modification or misrepresentation of operation or scope of work may alter the response of the Planning Department.

Be aware that all applications submitted to the Planning Department are discretionary. This means that even though an application might propose a permitted use, an approval is not guaranteed. For example, a public hearing may bring to light information which causes the Planning Commission and/or the Planning Department to disapprove your application. This is especially relevant for applications which require neighborhood notice or Conditional Use authorization, however it has bearing on all applications.

Note that applications for food-related uses, particularly Mobile Food Facilities, located on public right-of-ways (e.g. streets and sidewalks) are reviewed by the San Francisco Department of Public Works and are generally exempt from review by the Planning Department. This form cannot be used for such uses.
**PART A – to be completed by applicant**

<table>
<thead>
<tr>
<th>Applicant's Name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Name (if known)</td>
<td></td>
</tr>
<tr>
<td>Business Street Address</td>
<td></td>
</tr>
</tbody>
</table>

**Type of Application (check one)**
- ☐ change of ownership only
- ☐ expansion / change in operation of existing restaurant / food-related use (with or without change of ownership)
- ☐ new restaurant or food-related use

**Formula Retail Business (check one)**
- ☐ this will not be a branch or franchise of, nor will it be co-branded with, any other business
- ☐ there are 10 or fewer other locations of this restaurant / retail chain (not including the proposed facility)
- ☐ there are 11 or more other locations of this restaurant / retail chain (not including the proposed facility)

**Type Of Proposed Business (check one)**
- ☐ Conventional fixed-location restaurant *(complete all questions below)*

**Gross square footage of facility**

**Gross square footage of seating area**

**Total seating capacity**

(number of seats, indoor and outdoor)

**Location of food consumption (check one):**
- ☐ primarily consumed on the premises
- ☐ primarily consumed off-premises
- ☐ consumed both on and off-premises

**Primary type of service (check one):**
- ☐ wait staff
- ☐ self-service / customer service counter

**Primary payment for food (check one):**
- ☐ prior to consumption
- ☐ following consumption

**Food served in (check one):**
- ☐ disposable wrappers or containers
- ☐ non-disposable containers or tableware

**Food preparation (check all that apply):**
- ☐ primarily prepared on-site
- ☐ primarily prepared off-site (i.e. pre-packaged foods)
- ☐ food wholesaling and/or manufacturing on-site

**Hours of operation (check all that apply):**
- ☐ daytime (dawn to dusk)
- ☐ evenings and nighttime (until 2 a.m.)
- ☐ late-night (after 2 a.m.)

*continued on next page*
## Mobile Food Facility

The MFF is located (check all that apply):
- [ ] on private property
- [ ] on a street, sidewalk, or other public right-of-way
- [ ] within a building, in whole or part
- [ ] entirely outside of a building

The MFF will be on premises for (check one):
- [ ] 3 days a week or less
- [ ] Between 4 and 6 days a week
- [ ] every day

In any given day, the MFF will be on premises for (check one):
- [ ] 12 hours or less
- [ ] more than 12 hours

Proposed hours of operation are (check one):
- [ ] limited to between 6 a.m. and 11 p.m.
- [ ] limited to between 6 a.m. and midnight
- [ ] limited to between 6 a.m. and 2 a.m.
- [ ] not limited

The MFF, along with all associated seating and equipment comprises (check one):
- [ ] 300 square feet or less
- [ ] more than 300 square feet

Under penalty of perjury, I declare the above information to be true to the best of my knowledge.

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Applicant (print name)  
Signature  
Date
PART B – to be completed by Planning Department staff

<table>
<thead>
<tr>
<th>Block / Lot</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Zoning District</td>
<td></td>
</tr>
<tr>
<td>Special Use District(s) [SUD’s] and/or Restricted Use Subdistrict(s) [RUSD’s]</td>
<td></td>
</tr>
<tr>
<td>Within the subject Zoning District, what land use category is the proposed use considered?</td>
<td></td>
</tr>
<tr>
<td>Based on information provided by the applicant, the proposed use is (check one):</td>
<td></td>
</tr>
<tr>
<td>☐ Formula Retail</td>
<td></td>
</tr>
<tr>
<td>☐ not Formula Retail</td>
<td></td>
</tr>
<tr>
<td>Based on available information, the location is (check one):</td>
<td></td>
</tr>
<tr>
<td>☐ a legal nonconforming use (NCU) or limited commercial use (LCU)</td>
<td></td>
</tr>
<tr>
<td>☐ not a legal nonconforming use (NCU) or limited commercial use (LCU)</td>
<td></td>
</tr>
<tr>
<td>How is the proposed use regulated at this location (check one):</td>
<td></td>
</tr>
<tr>
<td>☐ principally permitted (as-of-right)</td>
<td></td>
</tr>
<tr>
<td>☐ principally permitted (as-of-right); neighborhood notice (Section 311/312) required</td>
<td></td>
</tr>
<tr>
<td>☐ Conditional Use Authorization required</td>
<td></td>
</tr>
<tr>
<td>☐ not permitted</td>
<td></td>
</tr>
<tr>
<td>☐ permitted as a temporary use</td>
<td></td>
</tr>
<tr>
<td>☐ insufficient information; provide additional comment below</td>
<td></td>
</tr>
<tr>
<td>Development Impact Fees (check one):</td>
<td></td>
</tr>
<tr>
<td>☐ the project is not located in an area subject to Planning Department impact fees</td>
<td></td>
</tr>
<tr>
<td>☐ the project is located in an area subject to impact fees; preliminary review suggests impact fees do not apply</td>
<td></td>
</tr>
<tr>
<td>☐ the project is located in an area subject to impact fees; preliminary review suggests impact fees apply</td>
<td></td>
</tr>
<tr>
<td>Additional comment</td>
<td></td>
</tr>
</tbody>
</table>

The responses to this Part B are based only on information provided by the applicant and a preliminary analysis of the Planning Code. No detailed research of permit history or other information which may be relevant to a final approval have been performed. The responses on this form do not comprise a permit, final determination or authorization to operate or build, but rather an informal indicator of the likely review and entitlement process for the proposal described in Part A.

Planning Department Staff (print name)  Signature  Date

Rev 12/8/2010