



SAN FRANCISCO
PLANNING
DEPARTMENT

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

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APPLICATION PACKET FOR Policy Credits and Charitable Exemptions Under the TIDF Impact Fee Program

Planning Department staff are available to advise you in the preparation of this application. Call (415) 558-6377 for further information.

WHAT ARE POLICY CREDITS?

Every year, three percent (3%) of the City's anticipated Transit Impact Development Fee (TIDF) revenue is allocated for use as "Policy Credits". Development projects that meet specific policy goals can apply for these credits and, if granted, can use them to reduce or eliminate TIDF fees that would otherwise be due. Policy Credits are granted to all projects meeting applicable criteria on a "first-come-first-served" basis until the annual Policy Credit fund is exhausted. Policy Credits are available only for projects that either (1) involve a small business or (2) would provide fewer off-street parking spaces than allowed.

WHAT IS CONSIDERED A SMALL BUSINESS?

A **small business**, for purposes of this application, is a non-residential use that (1) has an existing and proposed gross square footage less than 5,000 square feet and (2) is not considered a "formula retail use" under the Planning Code. Policy Credits for small businesses are available only for the actual square footage proposed for occupancy by the small business.

WHAT QUALIFIES A PROJECT FOR CREDITS FOR REDUCED PARKING?

Policy Credits for **reduced parking** are available only for projects that (1) are located in Zoning Districts with parking maximums and (2) provide ninety percent (90%) or less off-street parking than the maximum allowed. For purposes of this application, "maximum allowed" means the greatest amount of off-street parking allowed by the Planning Code for the proposed project on an as-of-right basis (i.e. without Conditional Use authorization).

HOW AND WHEN TO APPLY FOR POLICY CREDITS?

This form must be used for any application for Policy Credits and must be submitted in full prior to the Department's approval of a Building Permit Application or the Planning Commission's action on any required entitlement application, whichever comes first.

WHEN ARE POLICY CREDITS APPLIED TO THE PROJECT?

Policy credits are granted at the time of the first Planning Department or Planning Commission action on a development application for the project.

WHAT PROJECTS QUALIFY FOR CHARITABLE EXEMPTION?

An exemption from the TIDF may be granted for projects located on property that is exempt from real property taxation or possessory interest taxation under California Constitution, Article XIII, Section 4, as implemented by California Revenue and Taxation Code Section 214, so long as the property continues to enjoy such tax exemption. This exemption from the TIDF shall not apply to the extent that the non-profit organization is engaging in activities falling under the Retail/Entertainment or Visitor Services economic activity categories in the new development that would otherwise be subject to the TIDF.

Additionally, if the subject property loses its exempt status within 10 years of the issuance of the project's Certificate of Final Completion and Occupancy, the project will be obligated to pay the TIDF at a rate calculated pursuant to Planning Code Section 411.8.

SUBMITTAL INSTRUCTIONS:

The attached application for a Policy Credits may only be submitted in conjunction with an entitlement or Building Permit Application.

Please type or print in ink, answer all questions fully, and attach additional pages if necessary.



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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.*

APPLICATION FOR Policy Credits or Charitable Exemption Under the TIDF Impact Fee Program

1. Owner/Applicant Information

PROPERTY OWNER'S NAME:	
PROPERTY OWNER'S ADDRESS:	
TELEPHONE:	()
EMAIL:	
APPLICANT'S NAME:	
Same as Above <input type="checkbox"/>	
APPLICANT'S ADDRESS:	
TELEPHONE:	()
EMAIL:	

2. Location and Classification

STREET ADDRESS OF PROJECT:		ZIP CODE:
CROSS STREETS:		
ASSESSORS BLOCK/LOT:	ZONING DISTRICT:	HEIGHT/BULK DISTRICT:
/		

3. Project Description

BRIEF DESCRIPTION OF PROJECT:			
PRESENT OR PREVIOUS USE:			
PROPOSED USE:			
BUILDING PERMIT APPLICATION NO.:	DATE FILED:	CASE NO.:	DATE FILED:

4. Type of Policy Credit Sought

Please select only one (1) Policy Credit type and complete the supplemental information required.

A. Small Business

SMALL BUSINESS - 100% TIDF CREDIT

1. Is the business a formula retail business? YES NO

2. Gross square footage of space dedicated to small business:

Existing: _____ Proposed: _____

B. Reduced Parking

REDUCED PARKING - 90% TIDF CREDIT

50% OR LESS OF MAX ALLOWED

REDUCED PARKING - 80% TIDF CREDIT

ABOVE 50% BUT LESS THAN 60% OF MAX ALLOWED

REDUCED PARKING - 50% TIDF CREDIT

60% OR MORE BUT LESS THAN 75% OF MAX ALLOWED

REDUCED PARKING - 20% TIDF CREDIT

75% OR MORE BUT LESS THAN 90% OF MAX ALLOWED

1. Maximum amount of parking allowed*: _____

2. Proposed amount of parking*: _____

3. Percentage of maximum parking proposed: _____

*number of spaces and/or square footage, as set forth in Planning Code §151.1

5. Charitable Exemption

Is the property exempt from real property taxation or possessory interest taxation under California Constitution, Article XIII, Section 4, as implemented by California Revenue and Taxation Code Section 214?

YES NO

If yes, please attach the appropriate documentation issued by the State, City, or relevant agency.

6. 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. Other information or applications may be required.

NAME:		<input type="checkbox"/> Property Owner <input type="checkbox"/> Authorized Agent	
MAILING ADDRESS: (STREET ADDRESS, CITY, STATE, ZIP)			
PHONE:	EMAIL:		
()			

Applicant's Signature: _____ Date: _____

PLANNING DEPARTMENT USE ONLY

PROPERTY ADDRESS:

BLOCK:

LOT:

DECISION AND ALLOCATION OF POLICY CREDITS:

POLICY CREDITS ALLOCATED - as set forth below:

REDUCED PARKING POLICY CREDITS

Policy Credit percentage:

90% 80% 50% 20%

Amount of otherwise-applicable base fee: \$ _____

Resulting amount after applying Policy Credits*: \$ _____

SMALL BUSINESS POLICY CREDITS

Amount of otherwise applicable base fee: \$ _____

[For area devoted to small business.]

Resulting amount after applying Policy Credits*: \$ _____

[Small Business Policy Credits are equal to 100% of base fee]

** If insufficient Policy Credits are available for full allocation, indicate both the number of credits allowed and the number allocated.*

CHARITABLE EXEMPTION QUALIFIED

Verified Exemption Status of Property

Amount of otherwise-applicable base fee: \$ _____

Resulting amount after applying Charitable Exemption: \$ _____

NOT ALLOCATED OR EXEMPT - as set forth below:

Policy Credit criteria not met

Pool exhausted; no Policy Credits available this annual cycle

Not eligible for Charitable Exemption

Reason: _____

CURRENT PLANNING STAFF:

Signature: _____ Date: _____

Printed Name: _____

ZONING ADMINISTRATOR OR ASSISTANT ZONING ADMINISTRATOR:

Signature: _____ Date: _____

Printed Name: _____

*****Decision not valid without BOTH signatures!*****