



## INFORMATION SHEET

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**NO. G-12**

**DATE** : April 07, 2014

**CATEGORY** : General

**SUBJECT** : **Priority Permit Processing Guidelines for projects providing 100% affordable housing and projects providing less than 100% affordable housing**

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**PURPOSE** : The purpose of this Information Sheet is to describe the procedures to be followed by the Department of Building Inspection (DBI) staff and other agencies, which are involved with the regulatory functions of permit review and approval for housing projects.

**REFERENCE** : 2013 San Francisco Building Code Chapter 1A  
Administrative Bulletin AB-004, San Francisco Building Code

**DISCUSSION** :

Pursuant to the Mayor's Executive Directive 13-01, Housing Production and Preservation of Rental Stock, administrative changes are needed that will accelerate the review process and approval for projects containing affordable housing.

### **Priority Processing**

To this end, the Planning Department will revise the Planning Director's Bulletin Number Two to prioritize 100% affordable housing projects, followed by projects with at least 20% on-site or 30% off-site affordable housing, as the Planning Department's highest priority. Market-rate housing projects will be prioritized based on how the Project intends to satisfy its inclusionary affordable housing obligation. Priority will be based on the project's proportion of affordable units produced – either on-site or off-site. The Planning Department will revise the *Affidavit for Compliance with the Inclusionary Affordable Housing Program* to indicate that if an affordable housing project is seeking priority

processing, *the Affidavit for Compliance* must be completed and submitted in conjunction with the filing of the Environmental Evaluation Application, entitlement, or Building Permit Application (whichever is filed first).

Also to be updated as required is the administrative policy for priority project review currently contained in DBI's Administrative Bulletin, AB-004, Priority Permit Processing Guidelines. In a similar fashion, other City agencies will be required to prepare administrative policies that prioritize affordable housing, if no such policies currently exist. As a state-authorized local agency, the Office of Community Investment and Infrastructure ("OCII") will also establish priority processing, consistent with its enforceable obligations, for affordable housing projects where it retains entitlement authority over a project.

### **Project Qualification at Initial Stages**

The Planning Department shall establish the criteria to qualify affordable housing projects, and shall determine their order of priority review. In general, for the initial intake and assignment, projects that are 100% affordable housing shall receive priority over projects with 20% on-site and 30% off-site affordable housing. Peer-to-peer projects containing the same percentages of affordable housing shall be prioritized and reviewed in the order submitted. Planning shall determine priority when comparing projects that do not provide 100% affordable housing, but provide affordable housing exceeding 20% on-site or 30% off-site.

### **Concurrent Review and Pre-application Meetings**

City agencies (Planning, DBI, DPW, SFFD, MOD, PUC, DPH) and OCII shall review applications simultaneously for qualified housing projects, when appropriate. Projects with 100% affordable housing and projects with at least 20% on-site or 30% off-site affordable housing, shall require pre-application meetings with all relevant City agencies before permits are filed, and establish a requirement for concurrent review for all reviewing agencies. Concurrent review should occur when projects are well-defined and unlikely to substantially change in such a way that would compromise the efficiencies gained by concurrent review.

### **Establishing Order of Priority Review for Revisions and Addenda**

The Planning Department shall establish criteria prioritizing qualified affordable housing projects submitted for revisions and for addenda review and disseminate the criteria to the other review agencies to administer. City agencies shall implement priority review of affordable housing projects in the agency's possession. City agencies shall list the qualified housing projects, their order of priority, and make it available to City staff and the public through the agency's web site.

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*4/4/2014*

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