



NEIGHBORHOOD NOTIFICATION

GENERAL PLANNING INFORMATION HANDOUT

Updated: February 2025

Pursuant to Planning Code Section 311, the Planning Department shall conduct Neighborhood Notification for demolition, new construction, or alteration of buildings dependent upon the zoning district of the subject property.

For questions, you can call the Planning counter at 628.652.7300 or email pic@sfgov.org where planners will be able to assist you.

Español: Si desea información sobre esto en español, llame al 628.652.7550. Tenga en cuenta que el Departamento de Planificación requerirá al menos un día hábil para responder.

中文: 如果您需要中文訊息, 請致電628.652.7550。請注意, 規劃部門需要至少一個工作日來回應。

Filipino: Kung gusto mo ng impormasyon tungkol dito sa Filipino, mangyaring tumawag sa 628.652.7550. Paki tandaan na mangangailangan ang Planning Department ng hindi kukulangin sa isang araw na pantrabaho para makasagot.

WHAT IS A NEIGHBORHOOD NOTIFICATION?

As required by Planning Code Section 311, Neighborhood Notification is conducted by the Planning Department for many discretionary permits within certain zoning districts. When an applicant submits a Project Application (PRJ) to the Planning Department, Department staff will conduct the Neighborhood Notification once the project is complete and ready to be approved. Neighborhood Notification is mailed to residents and owners of properties located within 150 feet of the subject property and applicable Registered Neighborhood Groups for a 30-day public review period. During that 30-day review, a member of the public may request that the project be brought before the Planning Commission as a [Discretionary Review](#).

WHEN IS NEIGHBORHOOD NOTIFICATION REQUIRED?

Ordinance 243-83 established the Priority Equity Geographies Special Use District (PEG SUD). The Priority Equity Geographies SUD is comprised of areas or neighborhoods with a higher density of vulnerable populations. Additionally, Ordinance 195-23, established the Family and Senior Housing SUD which incentivizes the development of multifamily housing in the City's well-resourced neighborhoods.

The Neighborhood Notification process is dictated by two factors: the location of the project within the City and the project's scope of work. Generally, all project applications within the PEG SUD that are proposing new construction, demolition or alterations to buildings will be subject to the Neighborhood Notification process. For projects outside the PEG SUD, only certain scopes of work would trigger the notification.

To find out if a property falls within the Priority Equity Geography SUD, please see the Planning Department's [Property Information Map](#) and follow these steps: (1) locate the property by searching by the address, parcel, or by clicking on the map and (2) under the Zoning Tab, check if "Priority Equity Geographies SUD" is listed under Special Use Districts. Once the project's location is identified, see the section below for the scopes of work that trigger Neighborhood Notification.

Within the Priority Equity Geography SUD

Within the PEG SUD, Neighborhood Notification is required in Residential Districts (RH, RM, and RTO districts); Neighborhood Commercial and Neighborhood Commercial Transit Districts (NC, NCT, and RCD districts); Chinatown Mixed Use Districts (CRNC, CVR, CCB districts); and Eastern Neighborhood Mixed Use Districts (MUG, WMUG, MUO, WMUO, CMUO, MUR, UMU, SALI, RED, RED-MX, SPD) for demolition, new construction, or alteration of buildings.

Definition of Alteration of Buildings

For the purposes of this Section 311, an alteration shall be defined as an increase to the exterior dimensions of a building except those features listed in Section 136(c)(1) through 136(c)(26), regardless of whether the feature is located in a required setback .

Specifically, Neighborhood Notification is required for the scopes of work listed in the table below.

Within the Priority Equity Geographies SUD	
Project	Sec. 311 Notice
Vertical Addition	Yes
Horizontal Addition	Yes
Demolition (residential or commercial)	Yes
New construction (residential or commercial)	Yes
Construct or add new ADU	No
Removal of an authorized or unauthorized dwelling unit	Yes
Projects that utilize and meet the eligibility criteria for State streamlining programs, such as SB-423, SB-9, and AB-2011	No

Please also review [Planning Code Section 311](#), related [Interpretations](#), and [Zoning Administrator Bulletin No. 4: Public Notification for Planning Applications](#).

Outside of the Priority Equity Geography SUD

Outside the PEG SUD, Neighborhood Notification is required in Residential Districts (RH, RM and RTO districts); Neighborhood Commercial and Neighborhood Commercial Transit Districts (NC, NCT, and RCD districts); and Eastern Neighborhoods Mixed Use Districts (MUG, WMUG, MUO, WMUO, CMUO, MUR, UMU, SALI, RED, RED-MX, SPD) for (1) any vertical addition, unless at least one new unit is being added, (2) any alteration to a building containing only one dwelling unit that both increases the gross floor area of the existing building by at least 25% and results in the building having gross floor area greater than 3,000 square feet, and (3) any demolition or new construction that does not result in the addition of at least one new unit.

Specifically, Neighborhood Notification is required for the scopes of work listed in the table below.

Outside the Priority Equity Geographies SUD	
Project	Sec. 311 Notice
Vertical Addition	Yes
Vertical Addition and adding at least one net new dwelling unit within the existing building	No
Horizontal Addition	No
Demolition (residential or commercial)	Yes
Demolition (residential or commercial) and adding at least one net new dwelling unit within the building	No
Residential demolition that is exempt from Sec. 317 CUA	No
New construction (residential or commercial)	Yes
New construction and adding at least one net new dwelling unit within the building	No
Removal of an authorized or unauthorized dwelling unit	Yes
Removal of an authorized or unauthorized dwelling unit and adding at least one net new dwelling unit within the building	No
Increasing GFA in a building with one dwelling unit by at least 25% and the building will have a GFA over 3,000 sq ft	Yes
Projects within the Family and Senior Housing SUD that meet eligibility criteria of Planning Code Sec. 249.94	No
Projects that utilize and meet the eligibility criteria for State streamlining programs, such as SB-423, SB-9, and AB-2011	No

Please also review [Planning Code Section 311](#), related [Interpretations](#), and [Zoning Administrator Bulletin No. 4: Public Notification for Planning Applications](#).

Note: This handout is a ready-reference tool only and does not supplant the Planning Code. Should there be a conflict between this handout and the Planning Code, the Planning Code shall prevail.

If you are unsure if your project is subject to Neighborhood Notification, please email the Planning counter at pic@sfgov.org.

HOW DOES THE PROCESS WORK?

The process is split into five stages: 1) submittal, 2) planning review, 3) notification preparation, and 4) notification period and 5) approval, provided no requests for [Discretionary Review](#) are filed. If you are unsure if your project is subject to Neighborhood Notification, please email the Planning counter at pic@sfgov.org.

If a Project requires both Neighborhood Notification and a public hearing, the public notice for the hearing will also cover the requirements of Section 311.

Pre-Application Meeting and Submittal

A Pre-Application Meeting is required for projects that trigger a 30-day Neighborhood Notification and that include certain horizontal and vertical expansions building alterations, or loss of dwelling units. The Pre-Application process must occur prior to filing a [Project Application](#). Completed [Pre-Application Meeting](#) documentation is required at the time of project submittal. For more information on the Pre- Application Meeting process, please read the [Pre-Application Meeting Packet](#).

The applicant must submit a [Project Application](#) along with the necessary application materials to initiate [Planning review](#).

Planning Department Review

After submittal, the Project Application will be routed to Planning Department staff for review against the Planning Code, General Plan, Environmental Review, Residential Design Guidelines, and/or other applicable design criteria. During the review, modifications to the project may be requested. Planning staff will send the Applicant a “Plan Check Letter,” that will describe necessary revisions, additional information required, and any other procedures needed to complete the Department’s review. View the [Planning Department’s project review workflow](#) process.

During review, once the project is determined to be code-compliant, the Planner assigned will notify the Applicant to submit the Neighborhood Notification materials. These materials generally include plan sets and photographs. The applicant is responsible for the accuracy and completeness of these materials.

Notice Preparation

Once the Department’s review is complete and the project is ready to be approved, if Neighborhood Notification is required, the assigned planner will draft a notice describing the project. The planner will request a reduced plan set to be mailed with the notice. The reduced plan set must be compliant with the [Plan Submittal Guidelines](#), is limited to 8 pages, 11 x 17 size, legibly scaled so that they can be printed and included with the notice. This plan set must have existing and proposed site plans, floor plans, elevations and sections, with elevations showing the outline of the neighboring buildings and their windows facing onto the subject property.

Per [SB 1214](#), if the Project Applicant elects to decline permission for the Planning Department to publicly distribute architectural documents submitted as part of the application, then the Applicant must submit a reduced plan set including a “massing diagram”* and “site plan”, as defined in CA Government Code Section 65103.5 (f), for public distribution and posting online.

The Department will prepare the notification materials, and the notice will be mailed to all owners and occupants within 150 feet of the subject property and all [Registered Neighborhood Groups](#). An additional fee to cover postage is required which is collected prior to the start of the notification period. Please refer to the Department’s [Fee Schedule](#) for additional information.

The planner will also create an 11” X 17” poster that must be posted at the subject site during the 30-day notification period. The poster is mailed to the applicant, who has to ensure that the poster is up for the duration of the notification period, and is posted in accordance with the [Section 311 Planning Application Review Instructions](#).

Notification Period

During the 30-day notification period, neighbors may contact the Project Applicant or Planning staff to voice concerns, ask questions, or make comments regarding the proposal. Revisions to the plans made during the notification period may require a new notice. A neighbor may file for a [Discretionary Review](#), which is a request for the Planning Commission to review the application. The Planning Department only accepts Discretionary Review applications prior to the expiration of the 30-day notification period. For more information regarding the Discretionary Review process, please visit sfplanning.org.

Planning Approval

At the end of the 30-day notification period, the applicant must submit a [Declaration of Posting](#) to the planner, to affirm that the poster was posted on site. If no [Discretionary Review](#) application is filed, and after the 30-day notification period has ended and the Declaration of Posting submitted, Planning staff will approve the Project Application by issuing a [Planning Approval Letter](#) (PAL). The Planning Approval Letter, including all necessary attachments, will be required for submittal of a [building permit application](#).



**San Francisco
Planning**

FOR MORE INFORMATION:
Contact San Francisco Planning

Central Reception

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TEL: **628.652.7600**
WEB: **www.sfplanning.org**

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