

London N. Breed, Mayor Patrick O'Riordan, C.B.O., Director

Addition of Dwelling Units per Ordinance

□ No. 162-16 and subsequent amendments or
 □ No. 95-17 and subsequent amendments (check one box only)
 SCREENING FORM – No fee to file

Section 1 and 3 of the screening form shall be completed by the owner or agent to determine the eligibility for adding dwelling units per Ordinance No. 162-16 based on permits for Mandatory Seismic Retrofitting under SFEBC Chapter 5E, or voluntary seismic retrofitting per AB-094, or existing residential building complies with the requirements of Ordinance No. 162-16 and subsequent amendments or No. 95-17 and subsequent amendments. Section 2 shall only be completed by the owner.

Submit the completed Screening Form (with the supporting documents) either:

- As a pdf attachment to <u>dbi.adu@sfgov.org</u> with "ADU Screening Submittal" in subject line; or
- As a hardcopy by U.S. mail to: 49 South Van Ness Avenue, Suite 500 San Francisco, CA 94103 Attn: Technical Services

BLOCK / LOT NUMBE	ER:			
ADDRES	SS:			
CONTACT (OWNER OR AGEN	т):			
SECTION 1 – ADMINISTRATIVE INFORMATION				
Contact Name	Contact Telephone	Contact Email		
Contact Mailing Address				

SECTION 2 - OWNER AFFIDAVIT - HOUSING SERVICES

(Completed by Owner only)

A. Owner(s) acknowledges that pursuant to Rent Ordinance 37.2(r) severance of garage facilities, parking facilities, driveways, storage space, laundry rooms, decks, patios, and gardens on the same lot, or kitchen facilities and lobbies within an SRO from an existing tenancy requires a "just cause". The issuance of a permit does not constitute a just cause. A signature below asserts that the Owner(s) is aware of these legal requirements and is proceeding with filing a permit to convert existing space within their building into an Accessory Dwelling Unit(s), or owner signature asserts that property is not subject to these controls in Rent Ordinance or project does not propose removal of housing services, therefore B & C as described below, not required as part of Screening Form process.

Printed Name of Owner	Signature	Date

- **B.** AND Owner must notify affected tenants of the Owner(s) intention to convert aforementioned space(s) to Accessory Dwelling Unit(s):
 - i) Notice to be posted for 15-days in a common area of the building; and
 - ii) Notice to be mailed to all tenants and to property owner.
- **C.** AND Submit copy of posted/mailed notice, postmarked letter to owner, photograph of posted notice, and copy of mailing list with this Screening Form.

	SECTION 3 – DETERMINATION OF ELIGIBILITY TO ADD DWELLING U		A./ -		
	Has mandatory seismic retrofitting been filed under SFEBC Chapter 4D, Mandatory Earthquake Retrofit of Wood Frame Buildings? If yes, Permit Application Number:	<u>Yes</u> □	<u>No</u> □		
			<u>No</u>		
	Has voluntary seismic strengthening been filed under Administrative Bulletin AB-094, Definition and Design Criteria for Voluntary Seismic Upgrade of Soft Story, Type-V (wood frame) Buildings? If yes, Permit Application Number:				
	Does existing residential building comply with Ordinance No. 162-16 or No. 95-17 for addition of dwelling units? (Subject to Planning review)	<u>Yes</u> □	<u>No</u> □		
	SECTION 4 – QUESTIONNAIRE				
1.	Is the ADU in a single family home \square or multi-unit building \square ?				
2.	The current owner has owned the property for years.				
3.	The applicant is an ☐ individual or ☐ business.				
4.	Is the intent to rent the future ADU?				
	☐ Yes, anticipated rent \$				
5.	Does the applicant have or has the applicant had building permit applications for other resproperties in the city within the last 10 years? ☐ Yes ☐ No	idential			
6.	Does the applicant own in whole or in part other residential property in San Francisco as an individual or as part of a partnership or corporation? ☐ Yes				
	□ No				
	Owner / Agent:				
_	Signature Date				
•	FOR DBI USE ONLY				
	DBI has received the materials submitted and filed under "Addition of dwelling units per Ordinance No. 162-16 or No. 95-17".				
	Further discussions on code issues and equivalencies on compliance will be via preapplication meetings or Administrative Bulletin AB-005.				
	Date received by DBI				