



SAN FRANCISCO PLANNING DEPARTMENT

Notice of Planning Department Requirements #1

November 4, 2009

Lawrence B. Karp
100 Tres Mesas
Orinda, CA 94563

RE: **2727 Pierce Street** (Address of Permit Work)
 2009.10.15.9068 (Building Permit Application Number)

The Planning Department has received your Building Permit Application for review. Your application is being held because the following information is required before it is accepted as complete and/or is considered Planning Code-complying. Time limits for review of your project will not commence until we receive the requested information or materials and verify their accuracy.

In order to proceed with our review of your Building Permit Application, the following is required:

1. **Requirement.** The subject building is City Landmark No. 51. Per Section 1006 of the Planning Code, a Certificate of Appropriateness (CofA) is required for the review of all building permit applications affecting landmark sites **except when the work is limited to "regular maintenance and repair,"** as described in Section 1005(e)(3). **Both the Preservation Coordinator and the Zoning Administrator have reviewed the scope of work under the current permit application and determined that the proposed in-kind replacement of retaining walls at the landmark site exceeds "ordinary maintenance or repair."** Therefore, a CofA application will be required for the review and approval of this building permit application. CofA review includes a public hearing before the Historic Preservation Commission. Please refer to the CofA Application for more information about the review process, available on our website at:

<http://www.sfgov.org/site/uploadedfiles/planning/Applications/CofAApplication.PDF>

Please Note: If there is any concern that the existing retaining walls are in imminent danger of collapse, please contact the Department of Building Inspection (DBI) immediately to request an inspection and the issuance of an emergency permit. Emergency permits can be issued without Planning Department approval. In the event that DBI does not determine that an emergency permit is necessary, then the Planning Department will expedite the CofA process to the degree possible.

The applicant must provide the requested information within thirty (30) days. The application will be sent back to the Department of Building Inspection for cancellation if the applicant does not comply with this notice.

1650 Mission St.
Suite 400
San Francisco,
CA 94103-2479

Reception:
415.558.6378

Fax:
415.558.6409

Planning
Information:
415.558.6377

NOPDR #1 sent to:
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**All plans submitted must be to an appropriate scale: site plan 1/8" = 1'; floor plans 1/4" = 1'.
Plans should be clearly labeled.**

All plan revisions must be filed at the Department of Building Inspection, Permit Processing Center, 1660 Mission Street, 1st Floor. Do not submit plans directly to the Planning Department. No plans will be accepted by mail or messenger. Plans must be signed by preparer, architect or engineer.

Please respond fully with all requested information and any plan revisions necessary to comply with the Planning Code. You may file any plan revisions responding to this notice at no extra charge. However, please be advised that failure to address all the items listed above, leading to additional requests for revisions beyond those filed in response to this notice, will require a Back-Check Fee for Permit Revisions (\$191 per hour, Planning Code Sections 355(a)2). If you file additional plan revisions in the future, those plan revisions will be subject to the Back-Check Fee.

Please direct any questions concerning this notice to the assigned planner, **Shelley Caltagirone at (415) 558-6625 or shelley.caltagirone@sfgov.org**. Contact the assigned planner to set up any meeting, should one be necessary. Please do not come to the Planning Department to discuss this notice without an appointment.

Thank you for your attention to this notice. An early and complete response on your part will help expedite our review of your permit application.

SC: G:\DOCUMENTS\Permits\NPR\2727 Pierce ST_NPR.doc