



## IN-CITY SFPUC PROJECT REVIEW AND LAND USE APPLICATION

### Application Instructions

**Who Should Use This Form:** This form is for parties wishing to use land owned or subject to an easement held by the San Francisco Public Utilities Commission (SFPUC) or conduct work above, under or adjacent to major SFPUC infrastructure. Note that all SFPUC land is for the SFPUC's own exclusive use. The SFPUC does not allow access or use without a successful application. Please complete this form if you are looking to perform any temporary or permanent work that will impact SFPUC land including but not limited to installing facilities, landscaping and infrastructure or if you are planning work adjacent to major SFPUC infrastructure. After completing the application, you may need to submit additional documents and obtain approvals. SFPUC staff will help guide you through the process.

**Completing This Form:** Please complete this form, print it and sign the declaration in Section 6, then scan and email it with all required attachments to [SFProjectReview@sfgwater.org](mailto:SFProjectReview@sfgwater.org). Also, please submit one hard copy of the application and attachments to Bureau of Environmental Management, SFPUC, 525 Golden Gate Avenue, San Francisco, CA 94102.

To ensure the project proceeds on time, please provide as detailed and complete information as possible.

**Processing Fees for Use of SFPUC Land:** Processing fees will not be charged for Project Review. Processing fees may be charged for applications to use SFPUC fee-owned land. Minimum fees range from \$750 - \$3,000, depending on the type of use.

### Section 1. Applicant's Contact Information

Name	<input type="text"/>	Office Phone	<input type="text"/>				
Address	<input type="text"/>		Cell Phone	<input type="text"/>			
City	<input type="text"/>	State	<input type="text"/>	Zip Code	<input type="text"/>	Email	<input type="text"/>
Title	<input type="text"/>	Organization	<input type="text"/>				

Are you representing other entities (developers, contractors, joint venture partners, owners, municipal or other public entities, etc.)? If you are not the project sponsor, please explain your relationship to the project sponsor and provide your complete contact information.

## Section 2. Site Information

Site Address or Physical Location:

APN (block & lot), if known:

For SFPUC use only:

Fee-Owned     Public ROW     Easement     Other

Water     Power     Wastewater

## Section 3. Land Use/Project Information

A. Proposed Use of Site:

i. Work above, under or adjacent to (check all that apply):

Water Infrastructure     Wastewater Infrastructure     Power Infrastructure     Not Applicable

ii. Type of Work or Land Use (check all that apply):

Please either attach a detailed description of checked items or integrate the items into a comprehensive project description.

New Construction     Demolition     Alteration     Change of Use     Utility installation

Potholing, trenching or excavation     Drainage facilities     Work in a public street

Landscaping or horticultural activities     Chemical and fuel storage during construction, maintenance and operation

Landscaped area equal to or more than 1,000 square feet     Roadway, sidewalk, curb, median, or transit infrastructure construction

Other, please specify:

B. Brief Project Description

C. Proposed duration of project or land use (e.g. 90 days, 1 year, 5 years, etc.):

D. Environmental Review (CEQA)

i. Has this project gone through CEQA review? If so, please provide a link to the file. Please explain. (Also see Section 4 for additional environmental review attachments.)

ii. Other Project Attributes (check all that apply):

For all items checked below, please describe the specifications of any equipment and features to be installed, used or removed. Also describe the impact of any street closures and debris removal.

- Exterior work       Alter exterior appearance of a structure<sup>1</sup>       Exterior work between March 1 and August 31
- Excavation or other soil disturbance<sup>2</sup>       Removal of trees or other vegetation       Emissions of fumes or dust
- Closure of traffic lanes or other traffic controls       Hauling off spoils or demolition debris<sup>3</sup>       Night or weekend work
- Boilers or generators larger than existing ones       Staging area needed for project equipment and materials<sup>4</sup>
- Pile driving, jackhammering or particularly noisy equipment       Increase in conveyance or treatment capacity
- Construction requiring heavy equipment work outside of existing facilities

<sup>1</sup> Include original construction date and photos if over 40 years old

<sup>2</sup> Provide dimensions of excavation (length/width/depth) or area (acres or sf) of grading

<sup>3</sup> Estimate volume/number of truck trips

<sup>4</sup> Describe or provide location map

## Section 4. Attachments List

This section lists the most commonly required attachments in addition to the detailed explanation of the items you checked above. Your project is more likely to proceed on schedule if you provide as many of the following applicable attachments with your initial application as possible. Applicants must submit all completed attachments with the application and respond promptly to additional SFPUC requests for information; otherwise, the SFPUC may reject the application. Delays can be minimized with a well-prepared and detailed document.

**Project Description (required).** Please attach a detailed project description that includes language describing the project objective, location, proposed use, work to be completed, facilities to be installed, nearby major

- SFPUC infrastructure, anticipated construction methods, equipment to be used (especially if heavy equipment is required), a proposed timeline for the work, and any other relevant details. You may integrate the detailed explanation of all checked items in Section 3 into one comprehensive project description document.

- Maps and Drawings (required).** Please submit the following drawings of the project:

**Existing Conditions Plan or Site Survey:** Include a clearly-labeled site and topographic survey. This should be done by a licensed surveyor. If a survey is not available, please provide a drawing with area corners and key locations such as roads, utilities, staging areas, spoils storage, trees, etc., marked by GPS coordinates (5 or 6 decimal degrees). Please also include a scale, with distances marked and key locations labeled.

- Proposed Site Plan(s):** Include the proposed layout of overall project site including staging areas. If your project is near major SFPUC infrastructure, the SFPUC requires that you include drawings prepared by a professional engineer or architect licensed by the State of California. These drawings must include a vicinity map, boundaries of the SFPUC right of way or other property (if applicable), location of major SFPUC infrastructure, a plan and cross-section of the proposed work. Please include elevation drawings of any new construction, grading or excavation. Drawings should identify maximum area of use requested (where applicable) and differentiate between temporary and long-term use. Please identify (1) any access routes or staging areas and (2) new or modified landscape areas and the total square footage (if applicable).

**Photographs and videos (if applicable).** Please include any relevant photographs of the project area along with links to video slideshows if available. Photographs of the project site and adjacent properties are helpful. Please label viewpoints. Please note: for projects near major SFPUC infrastructure, the SFPUC requires pre-project condition assessment information.

**Entity type (if applicable).** The SFPUC will require copies of entity organizational documents that have been properly filed with the State of California or other state of incorporation prior to entering into any lease, license or easement agreement.

**Fictitious business names (if applicable).** If the applicant is using a fictitious business name, please attach the relevant "doing business as" filings.

**Insurance certificate (if applicable).** For use of SFPUC land or projects that may impact SFPUC facilities, the SFPUC requires general liability insurance, and depending the project or use, other types of insurance including worker's compensation, auto liability, or pollution liability may be required. Please provide a current certificate of insurance or documentation showing ability to retain insurance. This item may be submitted later in the application review stage.

## Section 5. General Terms

By receipt of this completed application, the SFPUC does not grant any consent or permission to use SFPUC property and does not guarantee project approval. This is not a representation that the subject property is available for use or that the SFPUC will approve the proposed project. All uses of SFPUC land and uses that may affect SFPUC facilities are subject to our policies and approval. The SFPUC cannot guarantee the approval of any application. By signing below, the applicant consents to a credit check if recurring fees are to be collected as a result of this application.

## Section 6. Declaration

By signing this form, I agree to the General Terms of this application and represent that I have the authority to sign and submit as the applicant or on behalf of the applicant. The information supplied on this form and as attachments to this form is true and correct to the best of my knowledge as of the date of this application.

Authorized Signature

Date

Name (corporate entities may insert their own signature block here if applicable)

Title/Company or Entity name