

# NOTICE OF PRE-APPLICATION MEETING

Date: \_\_\_\_\_

Dear Neighbor:

You are invited to a neighborhood Pre-Application meeting to review and discuss the development proposal at \_\_\_\_\_, cross street(s) \_\_\_\_\_ (Block/Lot#: \_\_\_\_\_; Zoning: \_\_\_\_\_), in accordance with the San Francisco Planning Department's Pre-Application procedures. The Pre-Application meeting is intended as a way for the Project Sponsor(s) to discuss the project and review the proposed plans with adjacent neighbors and neighborhood organizations before the submittal of an application to the City. This provides neighbors an opportunity to raise questions and discuss any concerns about the impacts of the project before it is submitted for the Planning Department's review. Once a Building Permit has been submitted to the City, you may track its status at [www.sfgov.org/dbi](http://www.sfgov.org/dbi).

The Pre-Application process serves as the first step in the process prior to filing a Project Application with the Planning Department. Those contacted as a result of the Pre-Application process will also receive formal notification from the city after the project is submitted and reviewed by Planning Department staff.

A Pre-Application meeting is required because this project includes (check all that apply):

- New Construction subject to Section 311;
- Any vertical addition of 7 feet or more subject to Section 311;
- Any horizontal addition of 10 feet or more subject to Section 311;
- Decks over 10 feet above grade or within the required rear yard subject to Section 311;
- All Formula Retail uses subject to a Conditional Use Authorization;
- PDR-1-B, Section 313;
- Community Business Priority Processing Program (CB3P).

The development proposal is to: \_\_\_\_\_

Existing # of dwelling units: _____	Proposed: _____	Permitted: _____
Existing bldg square footage: _____	Proposed: _____	Permitted: _____
Existing # of stories: _____	Proposed: _____	Permitted: _____
Existing bldg height: _____	Proposed: _____	Permitted: _____
Existing bldg depth: _____	Proposed: _____	Permitted: _____

## MEETING INFORMATION:

Property Owner(s) name(s): \_\_\_\_\_

Project Sponsor(s): \_\_\_\_\_

Contact information (email/phone): \_\_\_\_\_

In-Person Meeting Address\*: \_\_\_\_\_

Video Conferencing Link: \_\_\_\_\_

Audio Conference Phone Number and ID : \_\_\_\_\_

Date of meeting: \_\_\_\_\_ Time of meeting\*\*: \_\_\_\_\_

\* Pre-Application Meetings must be conducted in a hybrid manner. The applicant should include a phone number, video conferencing link, and an in-person meeting location on the Pre-Application notice. The meeting location should be conducted at the project site or within a one-mile radius, unless the Project Sponsor has requested a Department Facilitated Pre-Application Meeting, in which case the meeting will be held at the Planning Department offices, at 49 South Van Ness Avenue, Suite 1400.

\*\*Weeknight meetings shall occur between 6:00 p.m. - 9:00 p.m. Weekend meetings shall be between 10:00 a.m. - 9:00 p.m, unless the Project Sponsor has selected a Department Facilitated Pre-Application Meeting.

If you have questions about the San Francisco Planning Code, Residential Design Guidelines, or general development process in the City, email the Planning counter at the Permit Center at [pic@sfgov.org](mailto:pic@sfgov.org). You may also find information about the San Francisco Planning Department and on-going planning efforts at [www.sfplanning.org](http://www.sfplanning.org).

PLEASE EMAIL kevinma@km-ad.com FOR ELECTRONIC COPY OF PLANS

KEVIN MA ARCHITECTURE + DESIGN

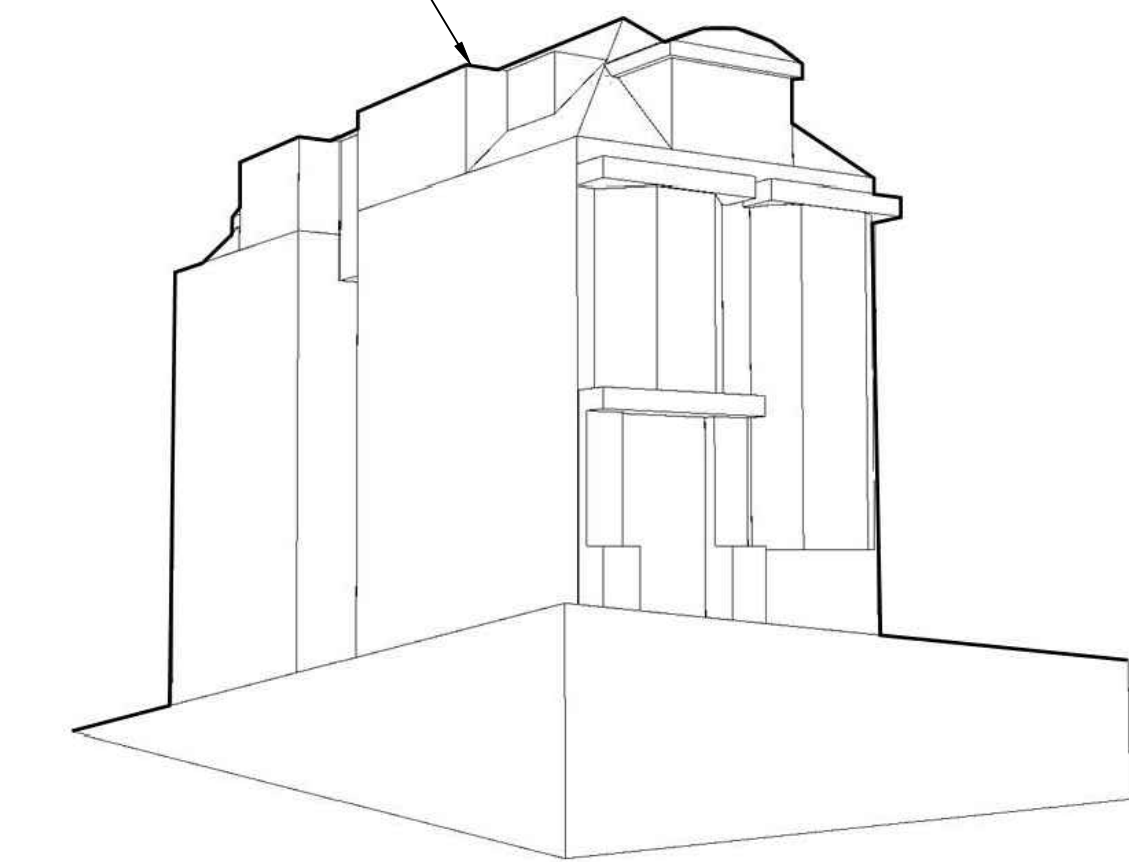
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BERKELEY, CA, 94702  
415-279-1578  
WWW.KM-AD.COM

FOR PLANNING  
PRE-APPLICATION  
ONLY NOT FOR  
CONSTRUCTION

PRE-APPLICATION PLANS

59 BUENA VISTA TERRACE

NEW ROOF DORMER



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SCOPE OF WORK

1. NEW ROOF DORMER,
2. EXISTING INTERIOR SPACE CONVERTED TO ROOF DECK.
3. PARTIAL IN-FILL OF LIGHTWELL,
4. INTERIOR REMODEL OF ATTIC AND THIRD FLOORS.

PROPERTY INFORMATION

BLOCK/LOT: 2609/033  
LOT SIZE: 2,875 SQ. FT.  
NO. OF UNITS: 2

ZONING & PLANNING INFORMATION

CONTACT:  
SAN FRANCISCO PLANNING DEPT. 628-652-7600

ZONING DISTRICT:  
RH-2 RESIDENTIAL-HOUSE, ONE FAMILY

	EXISTING	PROPOSED
STORIES (BUILDING)	4/1 BASEMENT	NO CHANGE
PARKING SPACES	1	NO CHANGE

SUBMITTALS

PLANNING PREAPP 4/3/2023

SHEET KEY NOTES

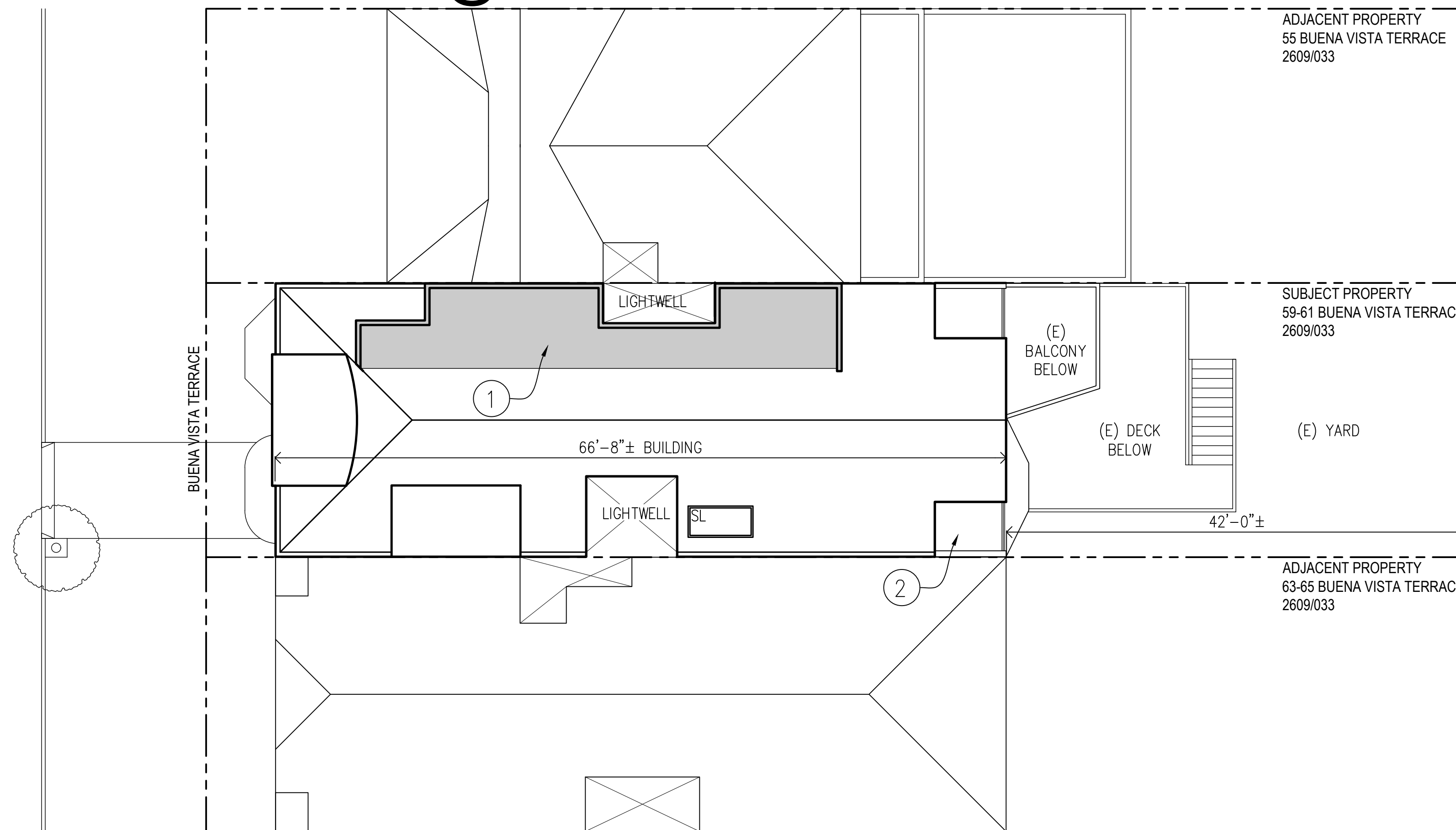
1. NEW ROOF DORMER.
2. NEW DECK, BELOW.
3. PARTIAL IN-FILL OF LIGHTWELL.

SCHEMATIC SITE PLAN GENERAL NOTES

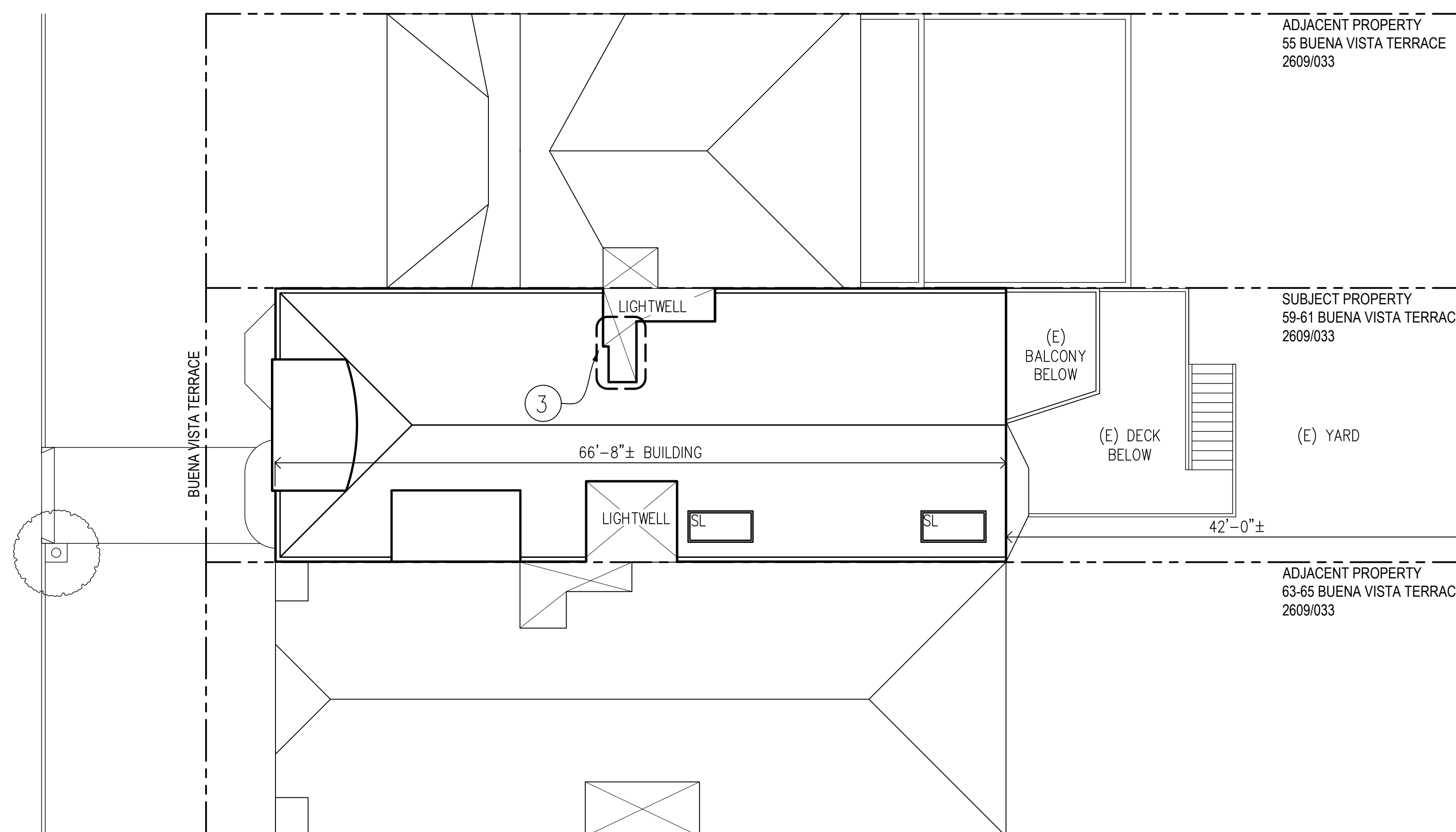
- A. THE EXISTING BUILDING LOCATION AND SITE ELEMENTS SHOWN WERE OBTAINED FROM FIELD MEASUREMENTS TO EXISTING NEIGHBORING BUILDINGS AND FENCE LINES AND SHOULD BE CONSIDERED AS APPROXIMATE ONLY.
- B. BOUNDARY INFORMATION PER COUNTY'S ASSESSOR PARCEL MAP.
- C. NO CHANGE TO EXISTING FOOTPRINT OF BUILDING.
- D. ALL EXISTING DIMENSIONS SHALL BE VERIFIED IN FIELD.

SHEET SYMBOLS

- P PROPERTY LINE
- [Symbol] CURB CUT/DRIVEWAY
- [Symbol] AREA OF NEW DORMER
- [Symbol] KEY NOTE



2 (N) SCHEMATIC SITE PLAN



1 (E) SCHEMATIC SITE PLAN

59 BUENA VISTA  
TERRACE  
SAN FRANCISCO  
CALIFORNIA 94117

A0.2

(E) & (N) SCHEMATIC  
SITE PLANS

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**KEVIN MA**  
ARCHITECTURE + DESIGN

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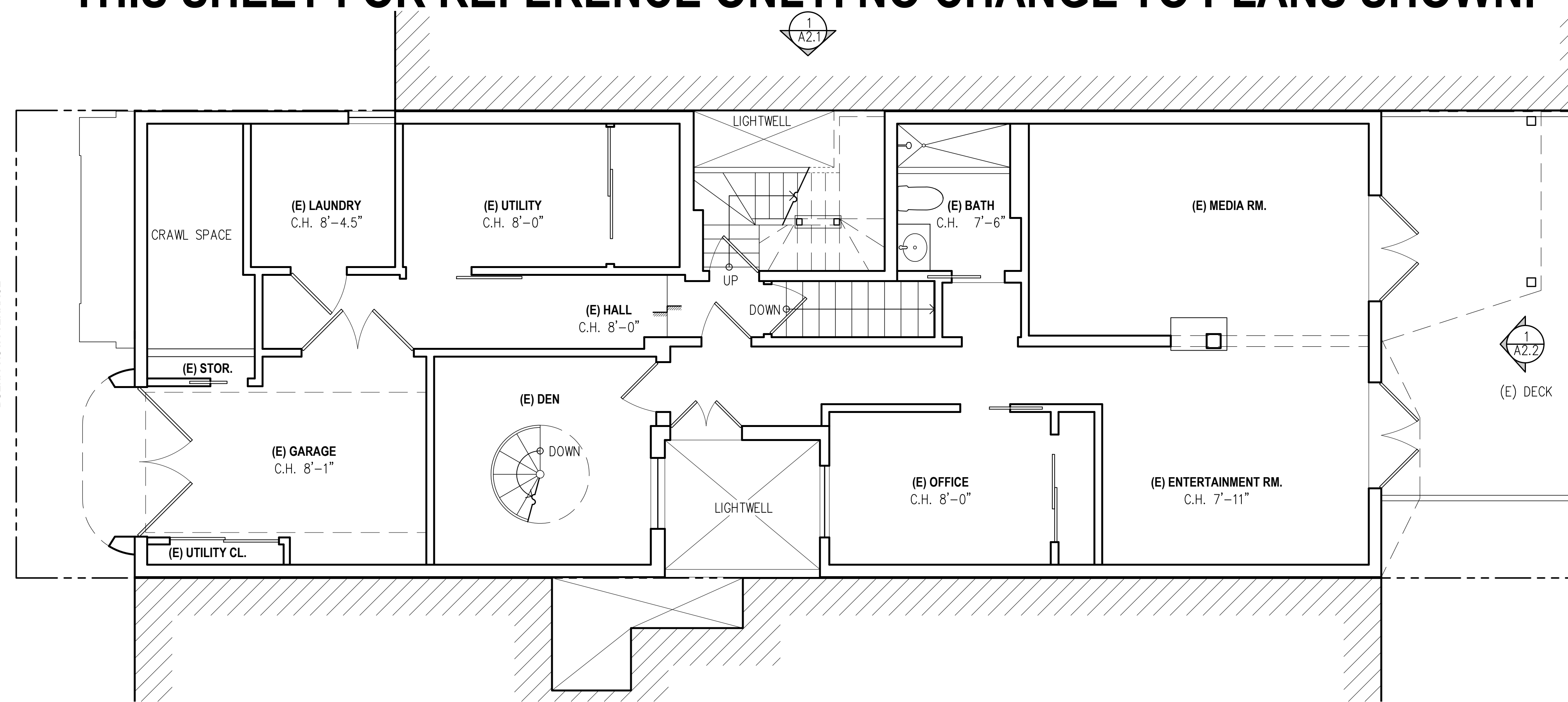
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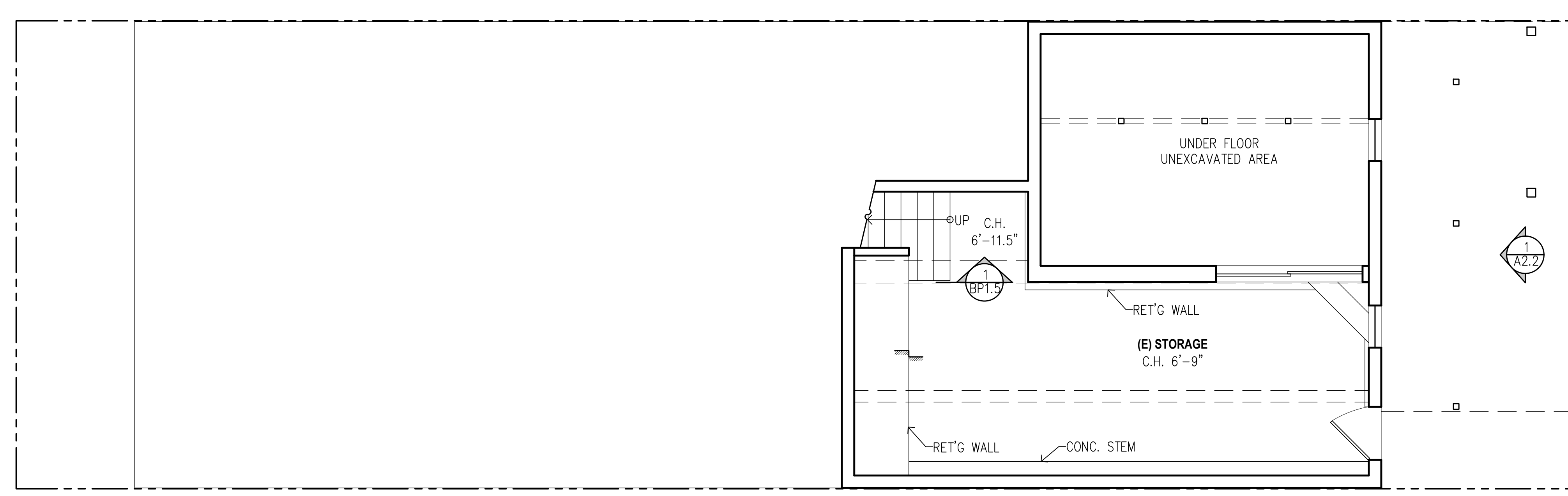
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TERRACE  
SAN FRANCISCO  
CALIFORNIA 94117**

**A1.0**

**(E) BASEMENT & FIRST  
FLOOR PLANS**



2 (E) FIRST FLOOR PLAN



1 (E) BASEMENT PLAN

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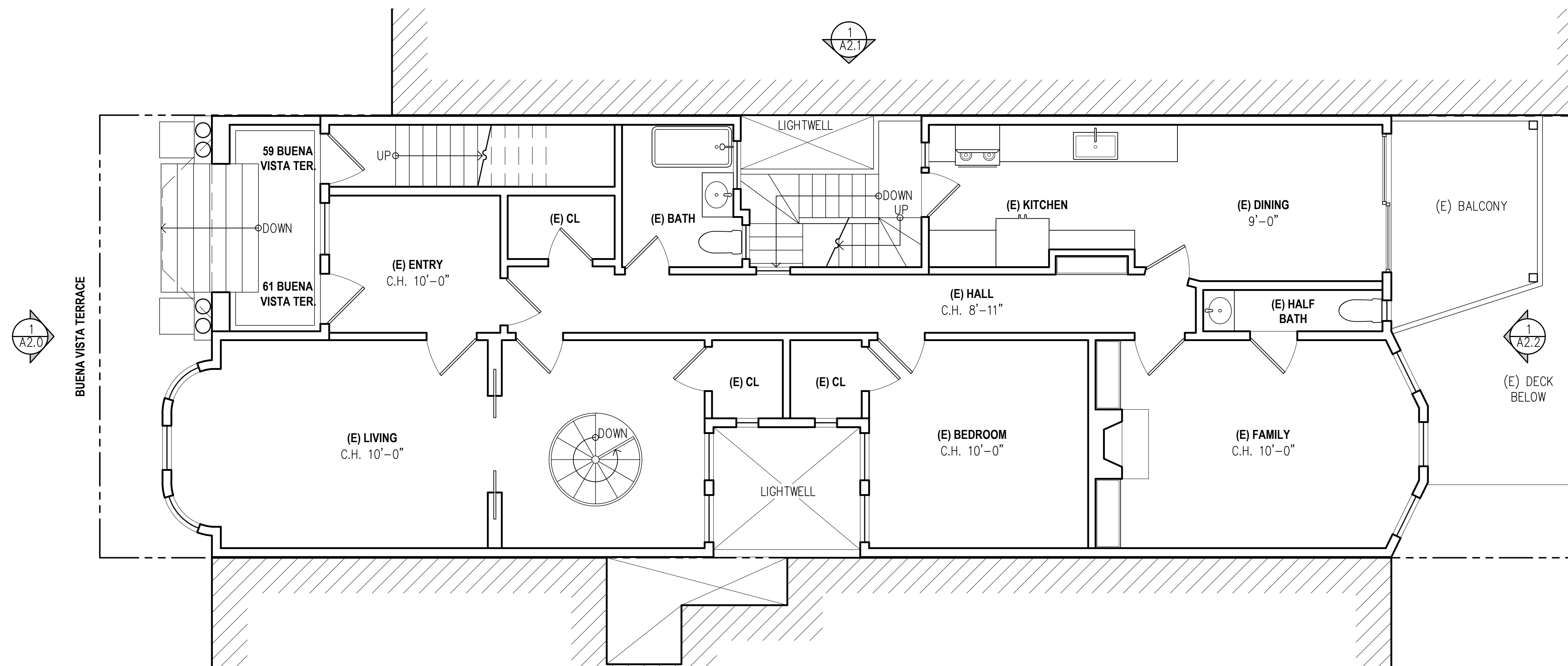
**SUBMITTALS**

PLANNING PREAPP 4/3/2023

**59 BUENA VISTA  
TERRACE  
SAN FRANCISCO  
CALIFORNIA 94117**

**A1.1**









**(E) SECOND FLOOR PLAN**



1 (E) SECOND FLOOR PLAN 0 4'

**FOR PLANNING  
PRE-APPLICATION  
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CONSTRUCTION**

**SHEET SYMBOLS**

-  (E) WALL TO REMAIN
-  (E) TO BE REMOVED
-  (N) WALLS
-  ABOVE
-  PROPERTY LINE
-  DIMENSION: FACE OF FINISH (F.O.F.)
-  KEY NOTE
-  KEY NOTE-AREA

**SHEET KEY NOTES**

1. (E) STAIRWAY UP TO ATTIC FLOOR TO BE REMOVED.
2. (E) AREA TO BE REMODELED.
3. (N) STAIRWAY UP TO ATTIC FLOOR.

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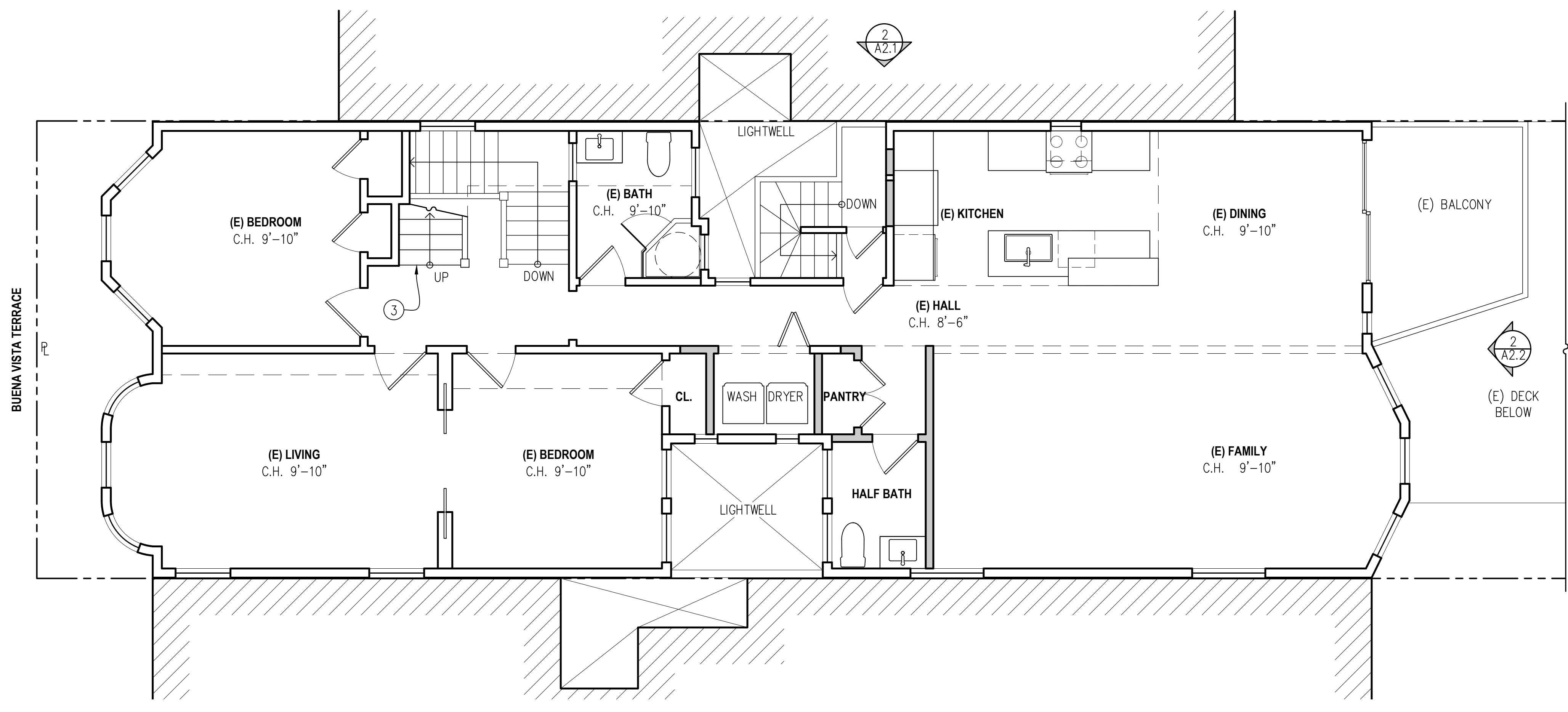
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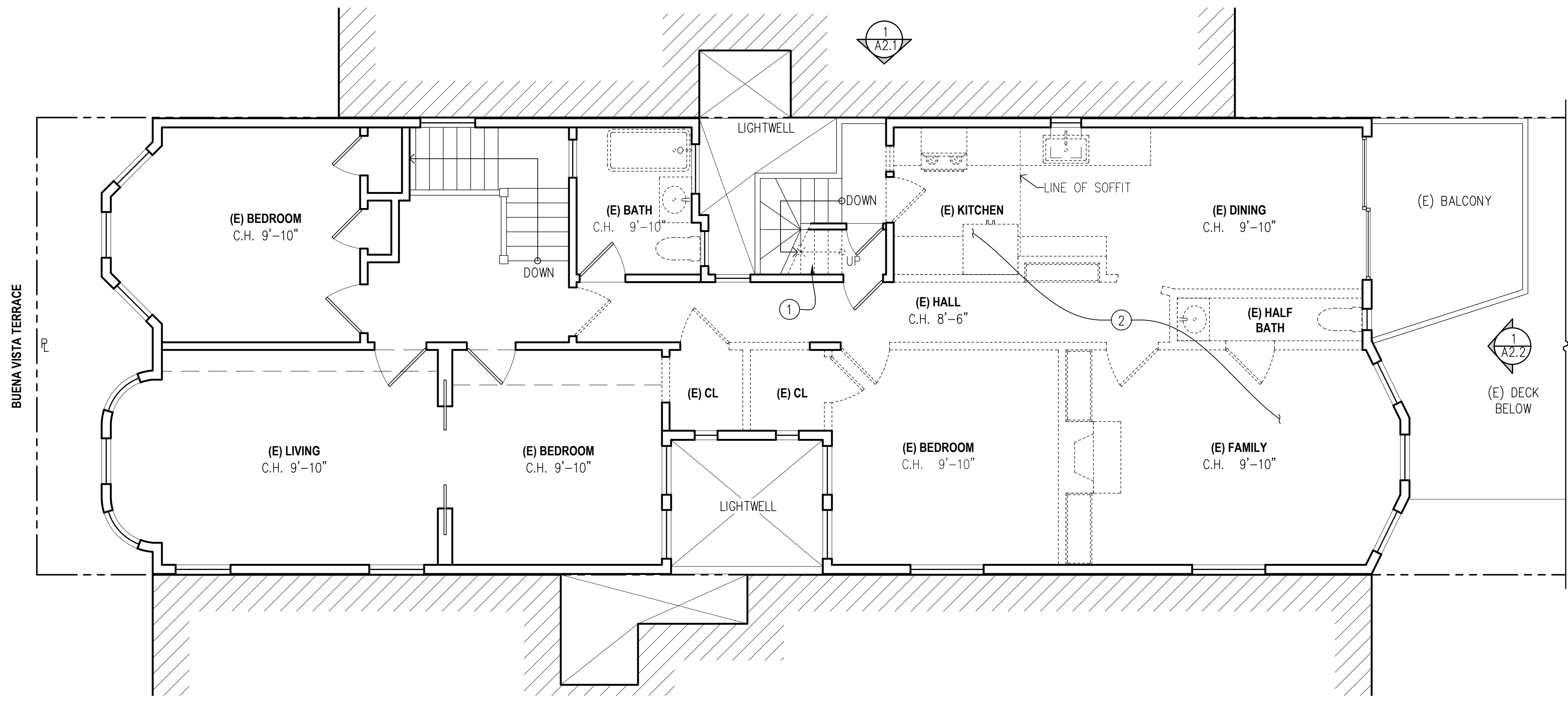
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TERRACE  
SAN FRANCISCO  
CALIFORNIA 94117**

**A1.2**

**(E) & (N) THIRD FLOOR  
PLANS**



**2 (N) THIRD FLOOR PLAN**



**1 (E) THIRD FLOOR PLAN**

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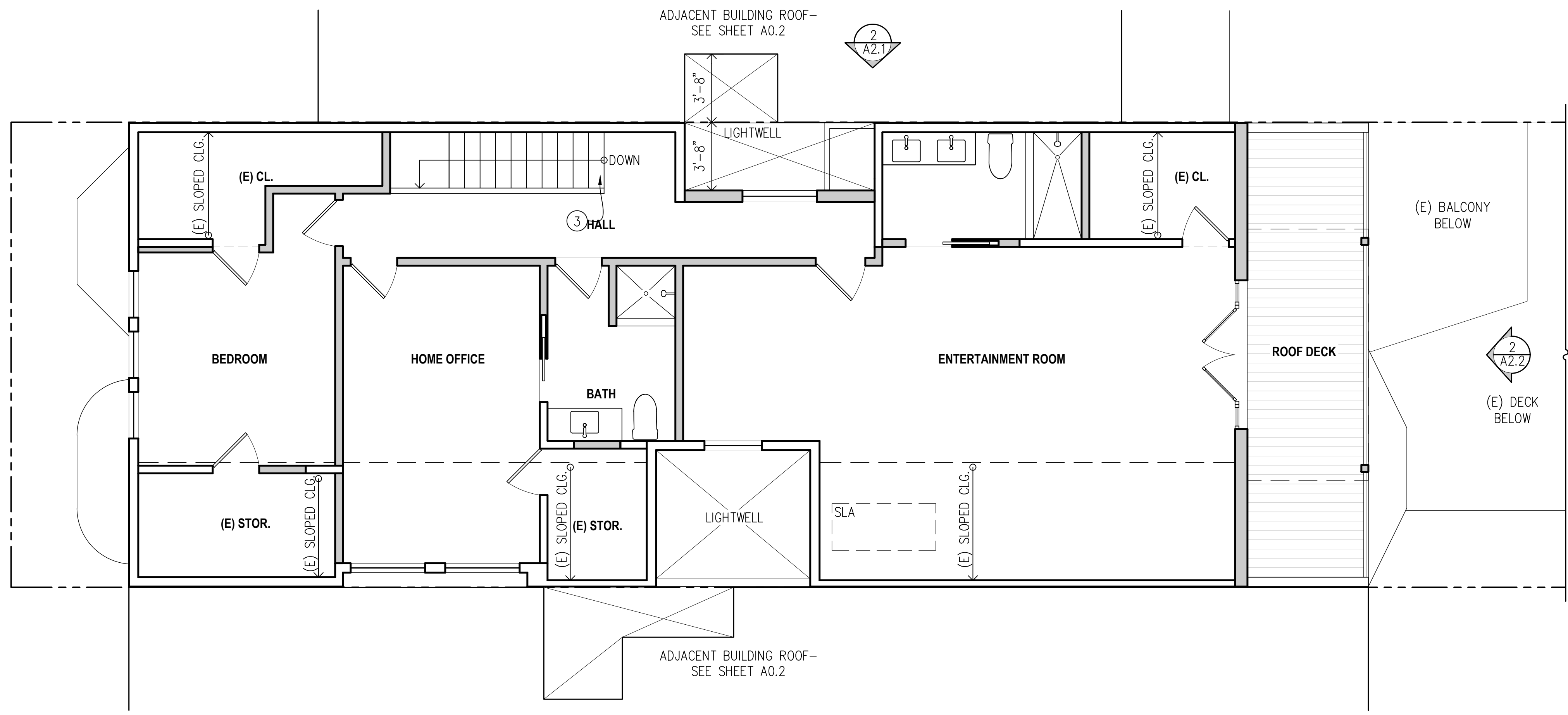
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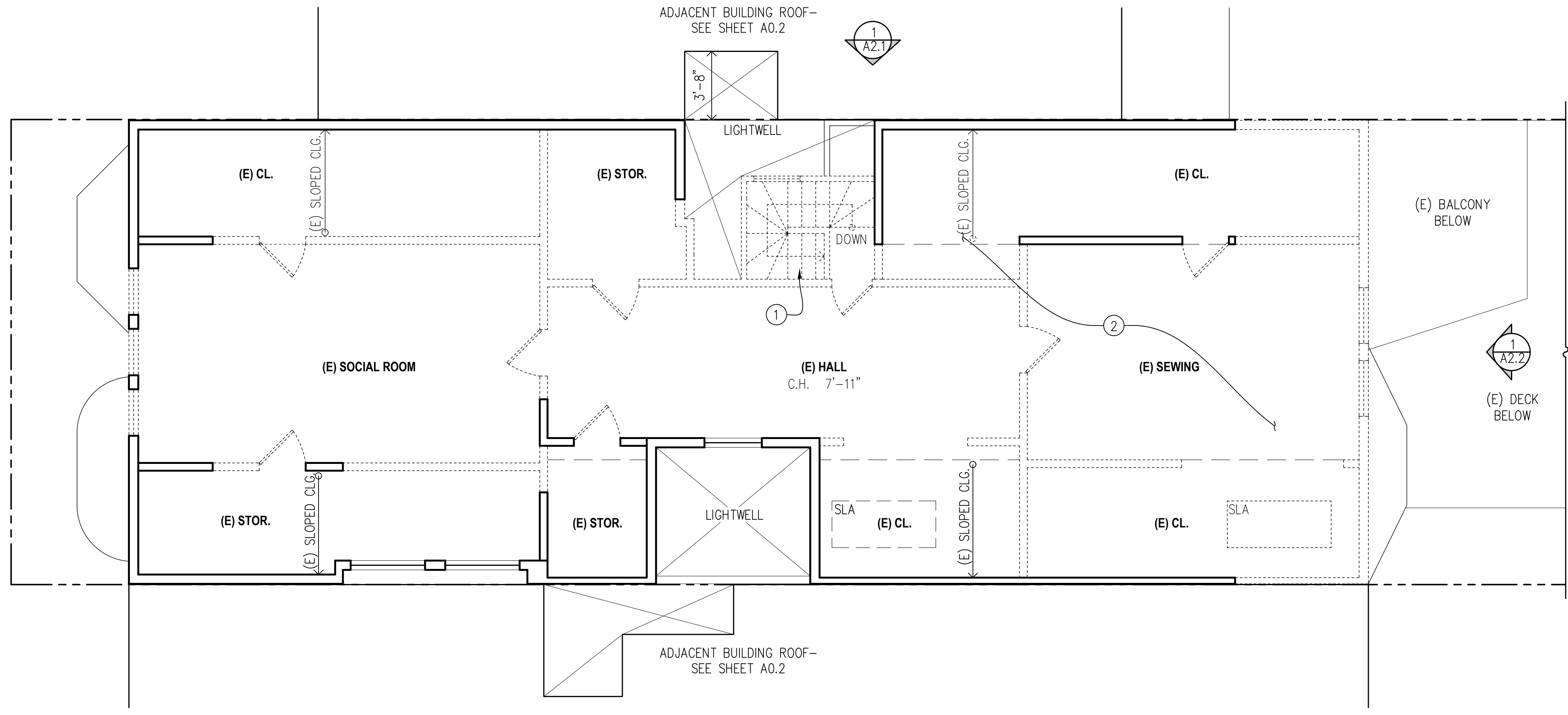
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SAN FRANCISCO  
CALIFORNIA 94117**

**A1.3**  
**(E) & (N) ATTIC FLOOR  
PLANS**

- SHEET SYMBOLS**
- (E) WALL TO REMAIN
  - (E) TO BE REMOVED
  - (N) WALLS
  - ABOVE
  - PROPERTY LINE
  - DIMENSION: FACE OF FINISH (F.O.F.)
  - KEY NOTE
  - KEY NOTE-AREA
- SHEET KEY NOTES**
1. (E) STAIRWAY DOWN TO THIRD FLOOR TO BE REMOVED.
  2. (E) AREA TO BE REMODELED.
  3. (N) STAIRWAY DOWN TO THIRD FLOOR.



**2 (N) ATTIC FLOOR PLAN**



**1 (E) ATTIC FLOOR PLAN**

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**SHEET SYMBOLS**

- ROOF SLOPE
- - - - - PROPERTY LINE
- X DIMENSION: FACE OF FINISH (F.O.F.)
- ▬ AREA OF NEW DORMER
- # KEY NOTE
- # KEY NOTE-AREA

**SHEET KEY NOTES**

1. (N) ROOF DECK BELOW OVER EXISTING BUILDING FOOTPRINT.

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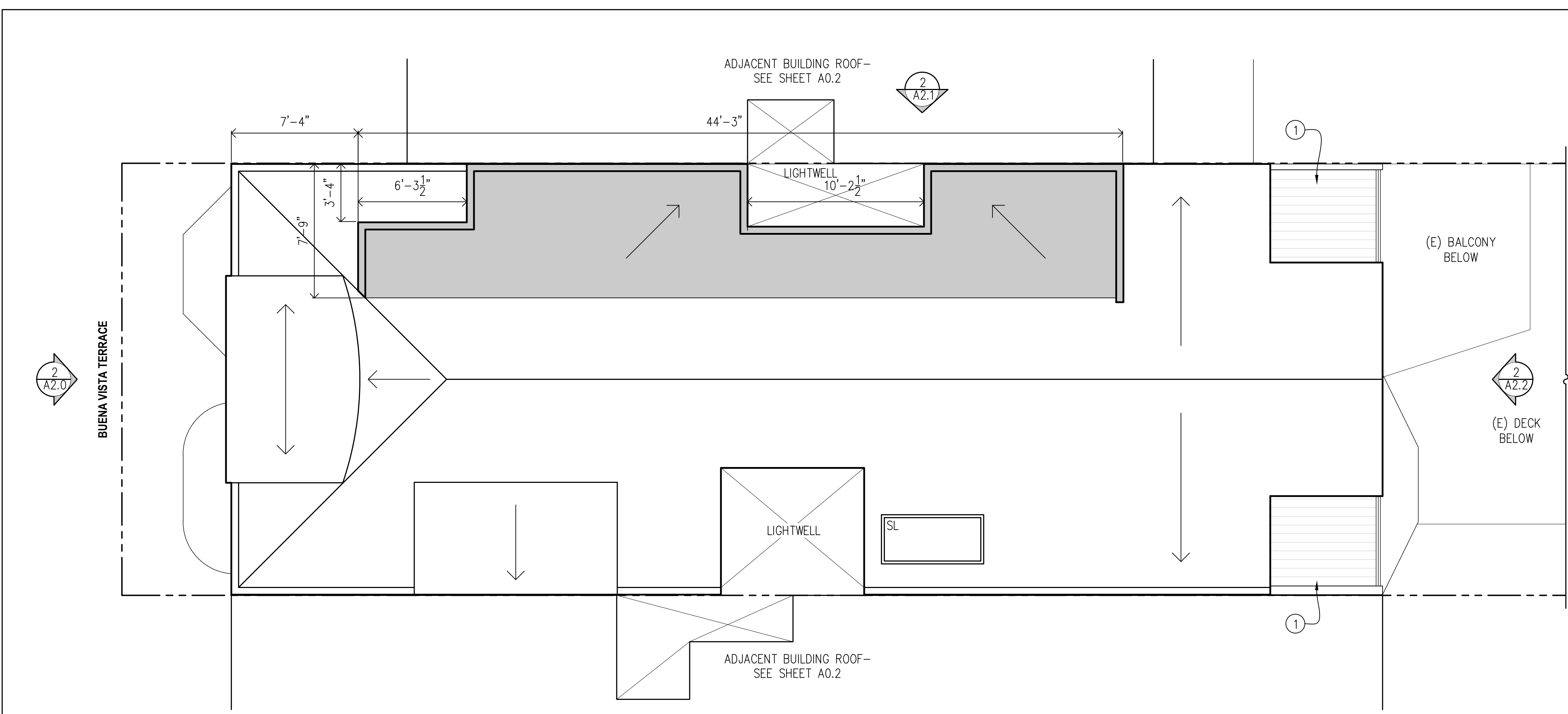
**SUBMITTALS**

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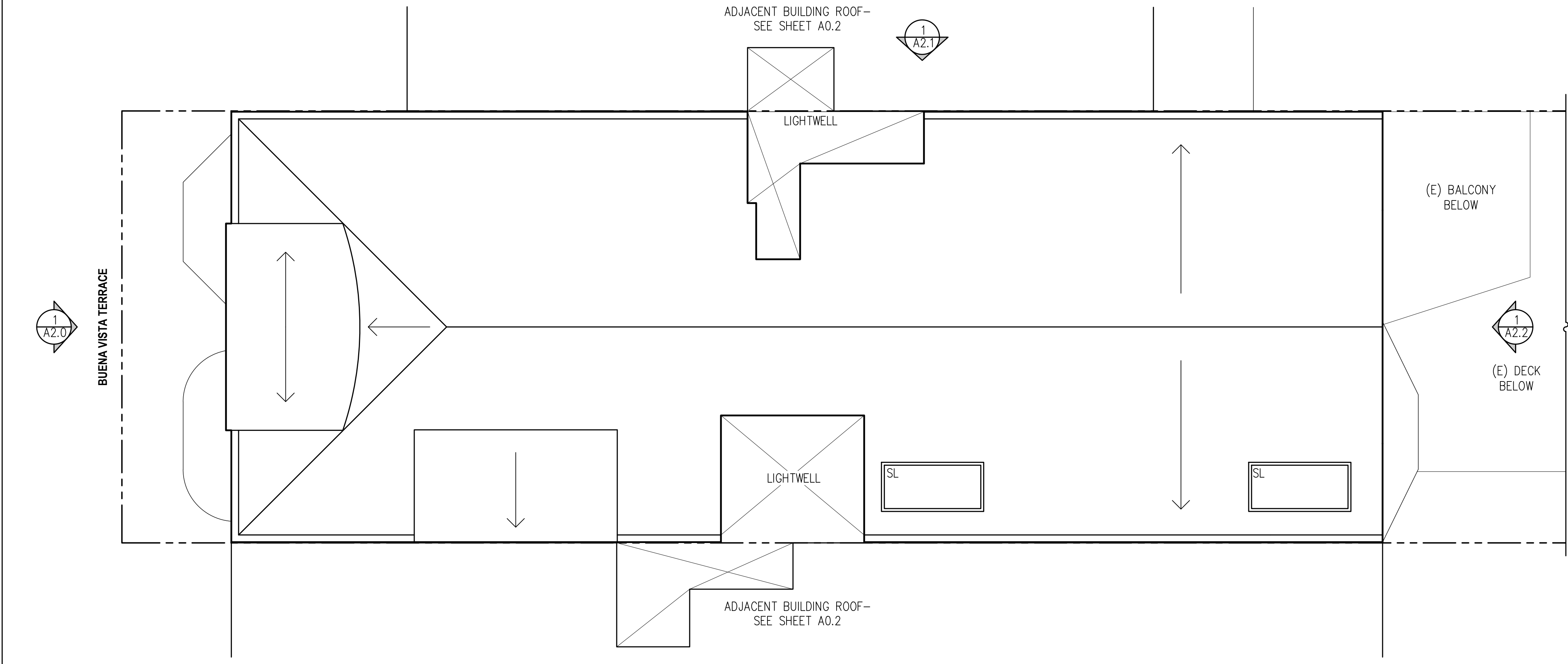
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TERRACE  
SAN FRANCISCO  
CALIFORNIA 94117**

**A1.4**

**(E) & (N) ROOF PLANS**



2 (N) ROOF PLAN



1 (E) ROOF PLAN

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**SHEET SYMBOLS**

- DIMENSION: FACE OF FINISH (F.O.F.)
- GLAZED AREA
- KEY NOTE
- KEY NOTE-AREA

**SHEET KEY NOTES**

1. (N) DORMER, BEYOND.

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**59 BUENA VISTA  
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SAN FRANCISCO  
CALIFORNIA 94117**

**A2.0**

**(E) & (N) FRONT  
BUILDING ELEVATIONS**



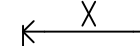



**2 (N) FRONT (WEST) BUILDING ELEVATION**  
0 5'-4"



**1 (E) FRONT (WEST) BUILDING ELEVATION**  
0 5'-4"



**FOR PLANNING  
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- SHEET SYMBOLS**
-  DIMENSION: FACE OF FINISH (F.O.F.)
  -  GLAZED AREA
  -  KEY NOTE
  -  KEY NOTE-AREA

- SHEET KEY NOTES**
1. (N) DORMER.
  2. (N) OPENING IN (E) ROOF.

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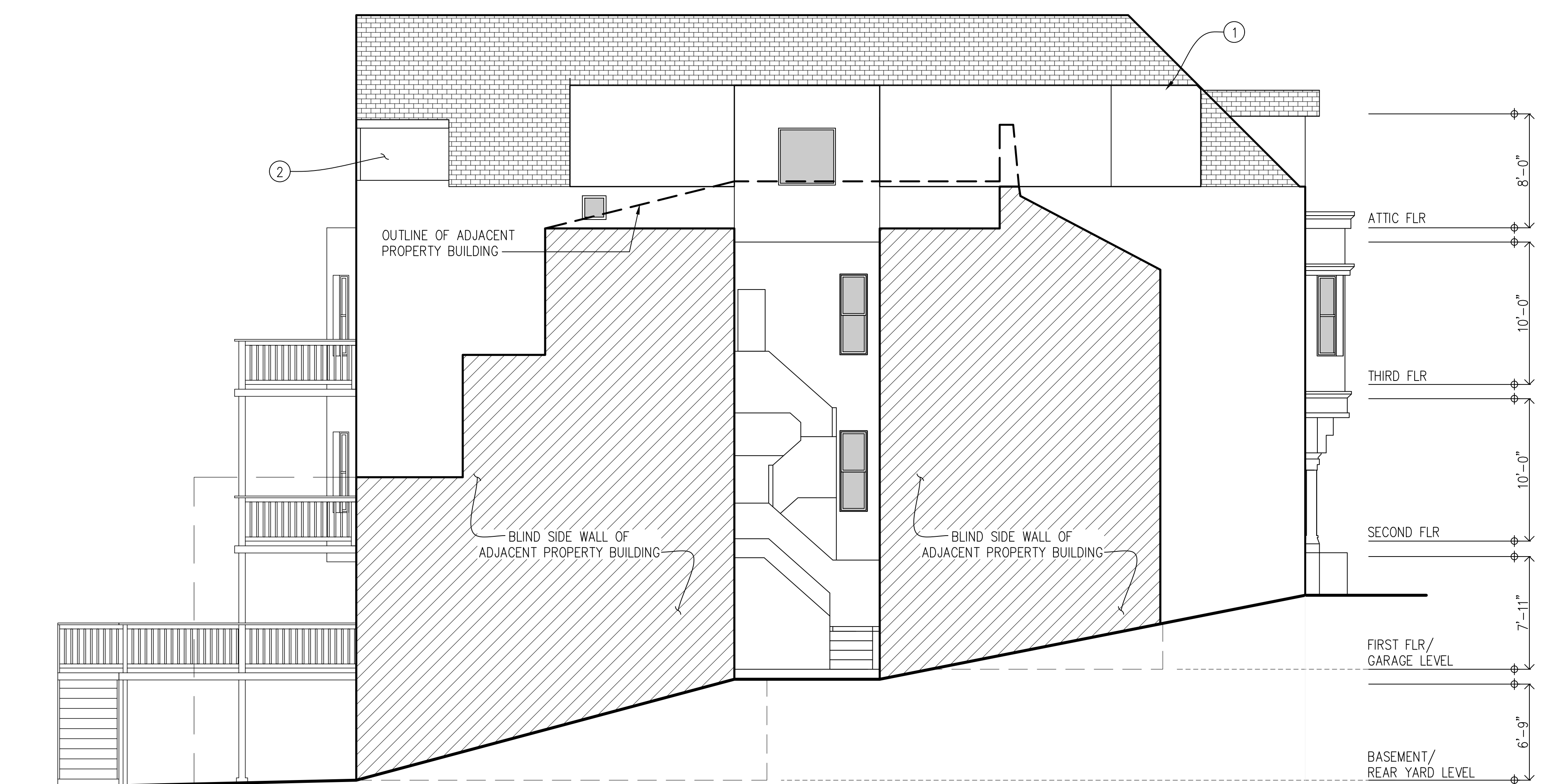
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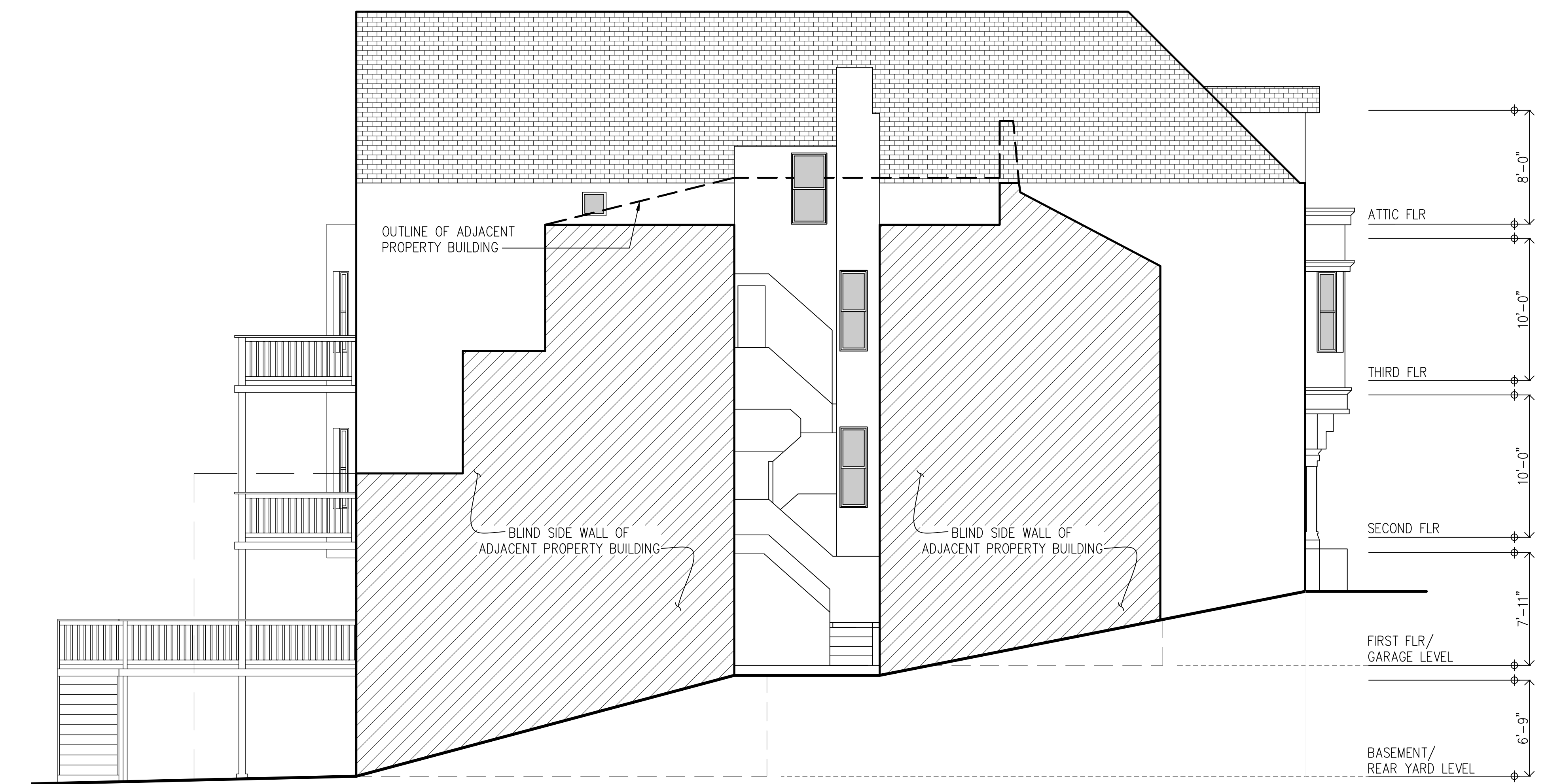
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**A2.1**  
**(E) & (N) LEFT SIDE  
BUILDING ELEVATIONS**



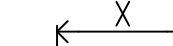
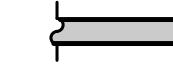
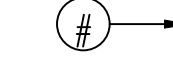
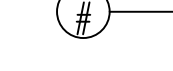
② (N) LEFT SIDE (NORTH) BUILDING ELEVATION



① (E) LEFT SIDE (NORTH) BUILDING ELEVATION

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-  GLAZED AREA
-  KEY NOTE
-  KEY NOTE-AREA

**SHEET KEY NOTES**

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**A2.2**

**(E) & (N) BACK BUILDING  
ELEVATIONS**

