

PROJECT INFORMATION

PROJECT TITLE: _____ DATE: _____

CLIENT DEPARTMENT: _____

PROJECT ADDRESS: _____ DISTRICT NUMBER: _____

PROJECT TEAM

PROJECT DESIGNER: _____ Email: _____

PROJECT MANAGER: _____ Email: _____

ARCHITECT: _____ Email: _____

LANDSCAPE ARCHITECT: _____ Email: _____

SUBMISSION CHECKLIST

- Site context (current site conditions)
- Renderings of new project
- Materials and color palette
- Plant palette, if applicable
- Project timeline

TYPE OF PROJECT

- New
- Replacement
- Modification

Structure size (SQ FT): _____

PROJECT DESCRIPTION (Please include nature of project, location, orientation, and any other relevant information.)

BUDGET

Total Construction Cost: _____

- ☐ Is this project on a City designated landmark or in a City designated historic district? If yes, please contact Tim Frye of the Historic Preservation Commission to determine whether a certificate of appropriateness or other steps are required.
- ☐ Is there existing public art located on the site? If yes, please contact Mary Chou, Director of Public Art and Civic Art Collection, to determine next steps.

FEES

Effective August 27, 2025: \$1,500
Projects will now be charged on a per project basis. The Base Fee per project will be \$1,500; however, complex projects may be charged a higher fee. Note: there is no fee associated with plaque review

Write check to: San Francisco Arts Commission

Interdepartment Fund Transfer should use the below codes for SFAC’s chart fields:

Revenue Account ID: 460127	Authority ID: 16577
Fund ID: 11740	Project ID: 10022393
Department ID: 163649	Activity ID: 0001