# Notification of Project Receiving Environmental Review

*Date:* [Date]

*Case No.:* 20XX.XXXXE

*Project Address:* **[Project Address/Title]**

*Zoning:* xxx (district name) Use District

xxx Height and Bulk District

*Block/Lot:* (block)/(lot)

*Lot Size:* xxxx square feet

*Staff Contact:* (name) – (415) xxx-xxxx

(email address)

## project description:

(Brief description of proposed project. Do not provide project approvals.)

## purpose of notice:

The project is being studied by the Planning Department’s Environmental Planning Division to determine its potential environmental effects. No environmental documents have been issued for this project. Public comments concerning the potential environmental effects of this project are welcomed. In order for your concerns to be fully considered or to ensure your receipt of future environmental review documents for this project, **please contact the staff identified above by [2 weeks from date of notice]**. This notice is routinely sent to [**for site-specific projects:** community organizations, tenants of the affected property and properties adjacent to the project site, and those persons who own property within 300 feet of the project site.] [**if project is larger than site-specific:** potentially interested parties.] Anyone receiving this notice is encouraged to pass on this information to others who may have an interest in the project.

**Environmental review provides information on physical environmental effects and does not make recommendations on the project itself.** Other review or approval actions may be required for the project. These actions may involve further public notification and public hearings. If you have comments on the proposed project that pertain to matters other than physical environmental effects, please note the file number and call [neighborhood planner and # or PIC (415) 558-6377 if no neighborhood planner yet].

Members of the public are not required to provide personal identifying information when they communicate with the Commission or the Department. All written or oral communications, including submitted personal contact information, may be made available to the public for inspection and copying upon request and may appear on the Department’s website or in other public documents.