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For SFEC use

Disclosure Report for Developers of Major City Projects (SFEC Form 3500)

S.F. Camp. & Govt. Conduct Code § 3.500 et seq.

**File this form with the Ethics Commission. See also General Instructions attached.*

Type of report: (Check One)	<input type="checkbox"/> First Report	Period covered: (Check One)	<input type="checkbox"/> 1 year prior to EEA* to present (First Report)
	<input type="checkbox"/> Second Report		<input type="checkbox"/> January 1 to March 31 (Due April 15)
	<input type="checkbox"/> Third Report		<input type="checkbox"/> April 1 to June 30 (Due July 15)
	<input type="checkbox"/> Fourth Report		<input type="checkbox"/> July 1 to September 30 (Due October 15)
	<input type="checkbox"/> Fifth Report		<input type="checkbox"/> October 1 to December 31 (Due January 15)

*Environmental Evaluation Application.

___ This amends a report filed on _____ covering the period from _____ to _____.

PART I: DEVELOPER INFORMATION

Name of Developer:	
Business Address of Developer:	
Business Telephone Number of Developer:	Email Address of Developer:
Name and telephone number of person completing this report:	

PART II: MAJOR PROJECT INFORMATION

Directions: Enter the major project’s Planning Department case number, a description of the project, and the date the project’s EIR was certified or, if the project relied upon a program EIR, the date a final environmental determination was adopted for the project.

Planning Department Case Number:
Description of Project:
Date EIR Certified or Final Environmental Determination Adopted:

PART III: DONATIONS TO NONPROFIT ORGANIZATIONS

Directions: Enter the information below for each nonprofit organization: (1) to which the developer and/or its affiliates (see General Instructions for a definition of “affiliate”) have made donations during the reporting period which, when considered with all other donations to the nonprofit since one year prior to the filing of the major project’s EEA, cumulatively total \$5,000 or more; and (2) which has had one or more contacts with a City officer, or has provided public comment at any hearing before any City board or commission, in order to influence the City officer with regard to the developer’s major project. Attach continuation sheets if more space is needed.

Also, check here if donations were disclosed on any prior report filed with respect to the above project:

Name of Nonprofit:	
Business Address of Nonprofit:	
Business Telephone Number of Nonprofit:	Email Address of Nonprofit:
Website of Nonprofit:	
Amount(s) of Donation(s):	Date(s) of Donation(s):

Name of Nonprofit:	
Business Address of Nonprofit:	
Business Telephone Number of Nonprofit:	Email Address of Nonprofit:
Website of Nonprofit:	
Amount(s) of Donation(s):	Date(s) of Donation(s):

Name of Nonprofit:	
Business Address of Nonprofit:	
Business Telephone Number of Nonprofit:	Email Address of Nonprofit:
Website of Nonprofit:	
Amount(s) of Donation(s):	Date(s) of Donation(s):

More space is needed; continuation sheets attached.

PART IV: AFFILIATES DONATING TO NONPROFIT ORGANIZATIONS

Directions: Enter the information below for each affiliate of the developer which made a donation that was reported in Part III. (See the attached General Instructions for a definition of “affiliate.”) Attach continuation sheets if more space is needed.

Name of Affiliate:	
Business Address of Affiliate:	
Business Telephone Number of Affiliate:	Email Address of Affiliate:

Name of Affiliate:	
Business Address of Affiliate:	
Business Telephone Number of Affiliate:	Email Address of Affiliate:

Name of Affiliate:	
Business Address of Affiliate:	
Business Telephone Number of Affiliate:	Email Address of Affiliate:

Name of Affiliate:	
Business Address of Affiliate:	
Business Telephone Number of Affiliate:	Email Address of Affiliate:

Name of Affiliate:	
Business Address of Affiliate:	
Business Telephone Number of Affiliate:	Email Address of Affiliate:

More space is needed; continuation sheets attached.

VERIFICATION

I have reviewed this report and to the best of my knowledge the information contained herein is true and complete. I certify under penalty of perjury under the laws of the State of California that the foregoing is true, complete, and correct.

Signature of Person Filing Report

Date

Name of Person Filing Report (Please Print)

Title of Person Filing Report (Please Print)

Disclosure Report for Developers of Major City Projects (SFEC Form 3500)

General Instructions

WHO IS REQUIRED TO FILE: This report must be completed and filed by the developer of any “major project.” A major project is a real estate development project located in the City and County of San Francisco with estimated construction costs exceeding \$1,000,000 where either:

- (1) The Planning Commission or any other local lead agency certifies an Environmental Impact Review (“EIR”) for the project under the California Environmental Quality Act (“CEQA”); or
- (2) The project relies on a program EIR and the Planning Department, Planning Commission, or any other local lead agency adopts any final environmental determination under CEQA. (See below to determine when a final environmental determination is adopted.)

A major project does not include a residential development project with four or fewer dwelling units.

For purposes of this filing requirement, a “developer” includes the individual or entity that is the project sponsor responsible for filing a completed Environmental Evaluation Application (“EEA”) with the Planning Department (or other lead agency) under CEQA. However, if an individual who signs and submits the EEA will not be responsible for obtaining the entitlements or developing the major project, the developer is instead the individual or entity that is responsible for obtaining such entitlements.

WHAT REPORTS MUST BE FILED AND WHEN: A developer must use this form to file a total of five reports with the Ethics Commission with respect to each major project. The first (or initial) report must be filed within 30 days of the date the Planning Commission or any other local lead agency certifies the EIR for that project or, for a major project relying on a program EIR, within 30 days of the date that the Planning Department, Planning Commission, or any other local lead agency adopts a final environmental determination under CEQA.¹

The developer must also use this form to file four subsequent quarterly reports, beginning with the quarter in which in the initial report is filed. The due dates for the quarterly reports are: (1) April 15 for the period starting January 1 and ending March 31; (2) July 15 for the period starting April 1 and ending June 30; (3) October 15 for the period starting July 1 and ending September 30; and (4) January 15 for the period starting October 1 and ending December 31.

DESCRIBING THE TYPE OF REPORT AND PERIOD COVERED: Check the boxes on the report to indicate the type of report that is being filed and that applicable period covered. Note that the first report will always cover the period from one year prior to the filing of the EEA to the present. The reporting period for subsequent reports will depend on the quarter covered.

DESCRIBING THE DEVELOPER AND THE MAJOR PROJECT (PARTS I & II): In Part I, you must enter the developer’s name, business address, business e-mail address, and business telephone number. In Part II, you must enter the Planning Department case number and a description of the major

¹ A final environmental determination includes: the issuance of a Community Plan Exemption (CPE); certification of a CPE/EIR; adoption of a CPE/Final Mitigated Negative Declaration; or a project approval by the Planning Commission that adopts CEQA Findings. In instances where more than one of the preceding determinations occur, the filing requirement shall be triggered by the earliest such determination.

project, as well as the date the EIR was certified or (if relying on a plan EIR) the date the final environmental determination was adopted.

WHAT NONPROFIT DONATIONS MUST BE REPORTED (PART III): You must enter the name, business address, business e-mail address, business telephone number, and website address of any nonprofit organization (including charities, social welfare organizations, trade associations, etc.):

(1) To which the developer and/or its “affiliates” (see Part IV) have made donations during the reporting period which, when considered with all other donations to the nonprofit since one year prior to the filing of the major project’s EEA, cumulatively total \$5,000 or more; and

(2) Which has had one or more contacts with an officer of the City and County, or has provided public comment at any hearing before any board or commission of the City and County, in order to influence the City officer with regard to the developer’s major project.

You must also enter the amounts and dates of the donations. Please note that you must also check where indicated in Part III if any donations were disclosed on any prior report you filed with respect to the same major project.

WHAT “AFFILIATES” OF THE DEVELOPER MUST BE REPORTED (PART IV): You must enter the name, business address, business e-mail address and business telephone number of any affiliate making donations reported in Section III. An “affiliate” is any individual or entity that directly or indirectly controls, is controlled by or is under common control with, the developer. In this regard, the term “control” means the power to direct the affairs or management of another entity, whether by contract, operation of law or otherwise.

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