

## EXHIBIT A

**TRANSIT IMPACT DEVELOPMENT FEE (TIDF)/  
OFFICE SPACE DEVELOPMENT FEE (OSDF)  
INSTRUCTIONS FOR COMPLETING  
PROJECT/BUILDING USE AND SQUARE FOOTAGE REPORT  
(See front page for report form)**

**A. Authority:** Section 38.5 of the San Francisco Administrative Code requires the sponsor of any new development (defined as any new construction, or addition to, or conversion of an existing structure that results in 3,000 gross square feet (GSF) or more of any covered use) to file a report indicating the number of GSF of use of new development and other required information in order to determine a Project Sponsor's obligation to pay the TIDF for the project. The TIDF is authorized by Chapter 38 of the San Francisco Administrative Code. Chapter 38 is on-line at: <http://www.municode.com/content/4201/14131/HTML/ch038.html>.

**B. Who:** The report must be filed by the Project Sponsor (PS). The PS may delegate filing of the report to the Project Architect and/or Engineer.

**C. When:** The report must be filed before obtaining the first building or site permit for any new development in the City. However, if the permit was applied for prior to September 4, 2004, but not approved as of that date, the report is due prior to receiving the Final Certificate of Occupancy. Where the permit was issued on or after September 4, 2004, but the report has not yet been filed, the report must be filed before any Certificate of Occupancy is issued for the project.

**D. Specific Instructions for completing summary page of report:**

1. Approving Authority – Check the appropriate box for the office that will issue permit or approval for the project.
2. Permit Application Date/No. – Enter the date of application and application no. assigned by office accepting application.
3. Permit Issuance Date/No. – Enter permit date when permit was issued and permit number.
4. Sponsor – Enter legal name of PS and indicate if non-profit. A non-profit organization can be exempted from paying TIDF/OSDF if it submits a current and valid tax-exempt certificate to San Francisco Municipal Transportation Agency.
5. Contact Person – Enter name of PS's officer, representative, or preferably, Project Architect and/or Engineer.
6. Enter Contact Person's address; telephone, fax, and e-mail information.
7. Project Location – Enter street name and number; and Assessor's block and lot/parcel numbers.

8. Economic Activity Category (EAC): For detailed information and definition, refer to the following sections of the Transit Impact Development Fee/Office Space Development Fee (TIDF/OSDF) ordinance (Chapter 38 of the San Francisco Administrative Code):
  - a. Cultural/Institution/Education – Section 38.1.H.
  - b. Management, Information and Professional Services – Section 38.1.M
  - c. Medical/Health Services – Section 38.1.N
  - d. Production/Distribution/Repair – Section 38.1.U
  - e. Retail/Entertainment – Section 38.1.W
  - f. Visitor Services – Section 38.1.EE
  - g. Residential/Other – Sections 38.1.V, 38.3.D, and 38.3.E
9. Prior Use – Form A - For each EAC, enter area in square feet (sq. ft.) of the property/building improvements to be demolished and replaced, or converted, or expanded. Submit plans, drawings, and other materials with this completed report to support area calculations.
10. Cumulative New Sq. Ft. – Form C - For each EAC, enter the area of new development, as defined above, including any area previously exempted from TIDF because it was less than 3,000 sq. ft. Submit plans, drawings, and other materials with this completed report to support area calculations.
11. TIDF Amount – Leave blank. The San Francisco Municipal Transportation Agency will calculate this amount.
12. Prior Payment – Enter the amount of any TIDF previously paid for this project and submit supporting documents such as receipts.
13. Print Name and Title of Person Completing the Form. Sign and date report and submit to:

TIDF Administrator  
San Francisco Municipal Transportation Agency  
One South Van Ness Avenue #8168  
San Francisco, California 94103-5417

***E. Specific Instructions for completing pages on Information on Prior Use Credit and Information on New Buildings.***

1. The TIDF/OSDF Prior Use Credit form should only be filled out if a prior use credit is being requested.
2. Fill out project identifying information and dates requested.
3. For each floor, provide the use type, Gross Floor Area (GFA), area excluded from GFA and Gross Building Area (GBA). If necessary for floors with multiple uses, use more than one line.

***F. Questions - Contact TIDF Administrator (Tel. 415.701.5418 and Fax 415.701.4341, if you have any questions.***