

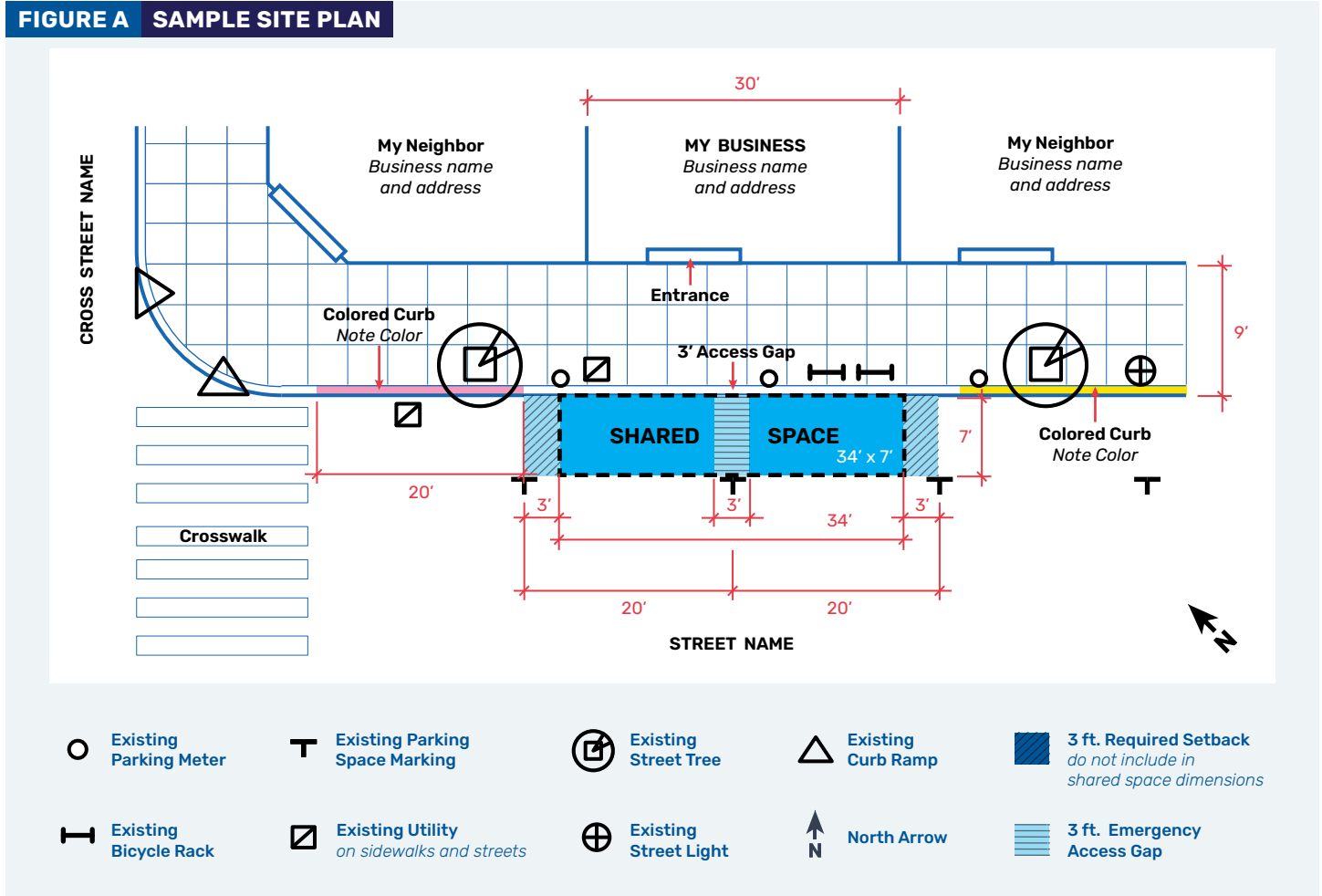
Shared Spaces: Parking Lane Site Plan & Certifications Form

Part 1: Shared Spaces Outline

Draw an outline of your proposed Shared Space in the parking lane. We require only a basic outline showing the dimensions and location of your proposed or existing Shared Space. Site plans must be drawn to scale. The initial site plan may be hand drawn using a ruler, as long as it is clean and legible and includes all the elements listed below. Follow these instructions to complete your Shared Spaces outline:

1. Show your business and business frontage, including the sidewalk and street fronting the business.
2. Draw the shape of your proposed Shared Space, and dimension the length and width.
3. Draw a North Arrow on your site plan, showing the orientation of the plan.
4. If there are any sidewalk or roadway obstructions, like parking meters, bike racks, trees, or utilities, list them on your plan.
5. If your proposed Shared Space will encroach at all past your property line, show any adjacent business(es) and their frontage(s) on your site plan.

FIGURE A SAMPLE SITE PLAN



Business/Organization Name:	Business/Organization Address:

DRAW YOUR SITE PLAN BELOW See our sample site plan in Figure A for more details.

OR ATTACH TO THIS PDF



Part 2: Shared Spaces Type

Choose 1 option for the Shared Space type you are applying for:

PUBLIC PARKLET

In applying for a public parklet, I understand that my proposed use of the parking lane must remain fully accessible to the public and is never used for commercial activities.

MOVABLE COMMERCIAL PARKLET

In applying for a movable commercial parklet, I acknowledge that my proposed use of the parking lane may be used for commercial activities. However, I must provide alternate seating accessible to persons who are not patrons of the business at any time when my Shared Space is being activated for commercial use. This seating must include at least 1 public bench or other seating arrangement for every 20 linear feet of my Shared Space.

FIXED COMMERCIAL PARKLET

In applying for a fixed commercial parklet, I acknowledge that my proposed use of the parking lane may be used for commercial activities. However, I must provide alternate seating accessible to persons who are not patrons of the business at any time when my Shared Space is being activated for commercial use. This seating must include at least 1 public bench or other seating arrangement for every 20 linear feet of my Shared Space.

Part 3: Shared Spaces Neighbor Occupancy

Choose one option below that correctly matches your requested parking lane occupancy. For examples showing how to determine your neighbor occupancy category, please see Figure B.

OPTION 1: My Shared Space will remain fully within my business frontage and will not extend into any neighboring frontage, as defined by the property line.

NEEDS NEIGHBORING CONSENT

OPTION 2: My Shared Space will extend into a neighboring frontage, occupying an **unmarked space**. Unmarked parking spaces do not have any lines defining the parking space.

OPTION 3: My Shared Space will extend into a neighboring frontage, and will occupy a **marked parking space**. A marked parking space is one that's defined by lines painted on the street.

Option 3A: My Shared Space will extend only slightly into a neighboring frontage, taking up less than half of a marked space in the neighboring frontage.

NEEDS NEIGHBORING CONSENT

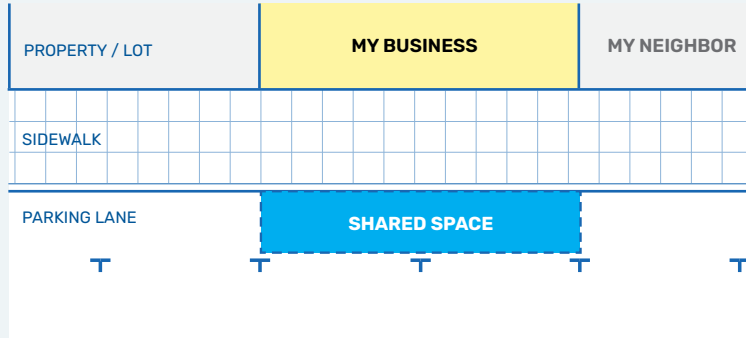
Option 3B: My Shared Space will extend half or more of one marked parking space into a neighboring frontage.

Part 4: Shared Spaces Occupancy Certifications

I agree that I will meet the following program requirements. I acknowledge that if I have submitted photos of a currently built Shared Space as part of my application, I am required to correct my Shared Space to meet all below requirements as a condition of my permit.

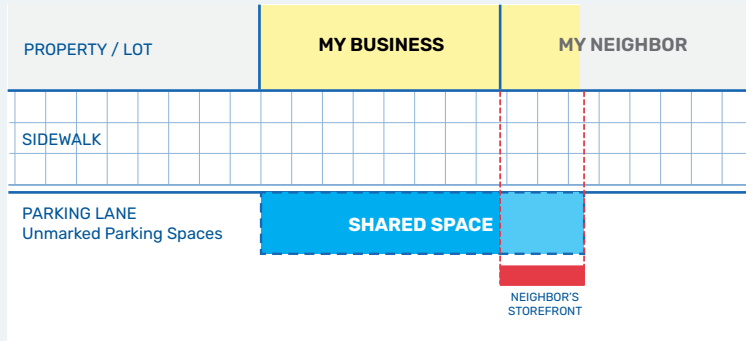
FIGURE B NEIGHBOR OCCUPANCY

OPTION 1: Shared Space fully within business frontage.

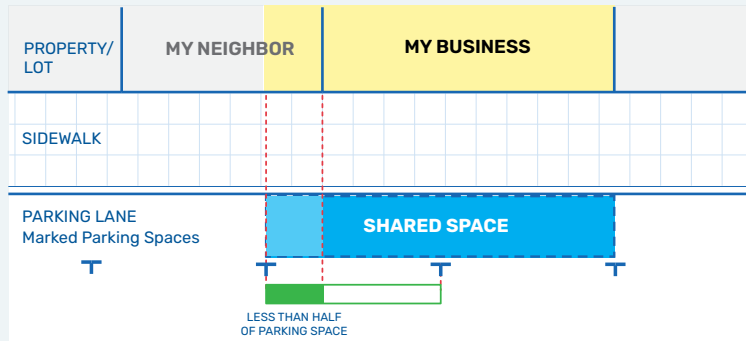


OPTION 2: Shared Space extends into a neighboring frontage, occupying an unmarked space.

NEEDS NEIGHBORING CONSENT

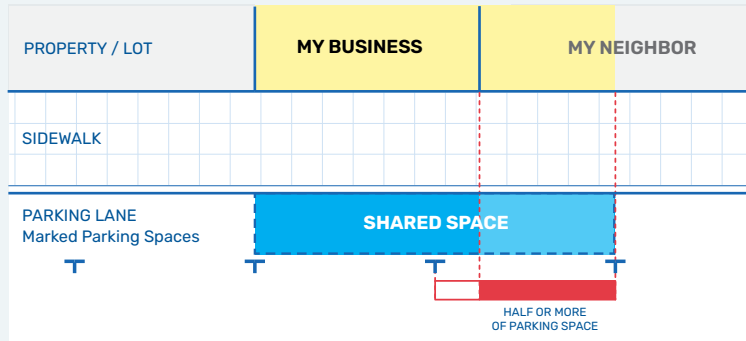


OPTION 3A: Shared Space extends only slightly into a neighboring frontage, taking up less than half of a marked parking space in the neighboring frontage.



OPTION 3B: Shared Space extends at least half of one marked parking space into a neighboring frontage.

NEEDS NEIGHBORING CONSENT



Structural and Safety Certifications

BOUNDARIES		
Yes	No	My Shared Spaces structure will contain a continuous physical boundary around the perimeter to provide a detectable separation between the pedestrian areas and roadway. The physical boundary height will be 42 inches, with taller boundary heights allowed if constructed with transparent materials in accordance with San Francisco Department of Public Health guidelines regarding airflow and other applicable health directives. Any gap in my boundary will not exceed 12 inches in length.
Yes	No	My structure’s physical boundary is 42 inches high, not easily moved, altered or stolen, and stable and sturdy enough not to fall over or be pushed over. I will not use flexible materials such as rope, chains, and caution tape as a barrier.
Yes	No	My Shared Spaces structure will maintain a 3-foot setback for emergency access. at each end of the structure. This provision applies for marked and unmarked parking spaces, and for parallel, angled, or perpendicular parking spaces.
Yes	No	The width of my Shared Spaces structure does not exceed 7 feet (for parallel parking) or 14 feet (for angled or perpendicular parking). *Exceptions may apply along rail, cable car, or other special cases that would necessitate reducing the width of the zone.
Yes	No	I will install soft hit posts and wheel stops at my Shared Spaces structure in accordance with the guidance outlined in the Shared Spaces Manual .

CONSTRUCTION		
Yes	No	I will not bolt objects to the ground or affix objects in any manner that penetrates the public roadway or public facilities. This includes, but is not limited to, buildings, fire hydrants, street trees, street lights, or traffic poles.
Yes	No	My Shared Spaces structure’s surface material will be firm, stable, and slip resistant.
Yes	No	I will not pour concrete to construct my Shared Spaces structure. (Mounted concrete pavers can be used.)
Yes	No	My Shared Spaces structure will be constructed of durable materials that can withstand the wear and tear of elements and support a live load of 100 pounds per square foot. My platform boundary is designed to resist a load of 50 pounds per linear foot and a single concentrated load of 200 pounds applied in any direction at a height of 42 inches above the platform surface.

Yes	No	I have reviewed the Structural Integrity section of the Shared Spaces Manual and will follow the corresponding guidelines for Platforms, Walls, Roof Enclosures for my Shared Spaces structure.
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ACCESS, DRAINAGE, AND INFRASTRUCTURE

Yes	No	My Shared Spaces structure will allow for curbside drainage flow, with a 6 inches x 6 inches clear gutter space provided along the entire length of the structure. I will keep the perimeter of the platform free of debris to ensure sufficient drainage occurs.
Yes	No	My Shared Spaces structure will not obstruct any storm drain or other stormwater facility, waste water system, catch basin, manhole, air release valve, utility pole, public utility valve, or other at-grade access point in the street or sidewalk.
Yes	No	I will maintain a minimum 3-foot-wide emergency access gap, with vertical and horizontal clearance, every 20 feet of the length of my Shared Spaces structure.
Yes	No	My Shared Spaces structure will not obstruct any overhead lines, with the top of my structure (including any roof) not exceeding 9 feet in height from the road surface where overhead lines are present.

MARKINGS

Yes	No	The edges of my Shared Spaces enclosure will be marked with high intensity retro-reflective tape or reflectors to be visible at night.
Yes	No	I will label the address on my Shared Spaces enclosure of any address which it is fronting to remain readily visible for emergency responders. The address will be displayed at a height of 36 to 42 inches and be visible to the street with address numbers at least 4 inches tall (5/8 inch wide stroke) with black numbers on a white background.

OVERHEAD OBJECTS AND HEATERS

Yes	No	If I place any overhead objects such as umbrellas, they will have a clearance of at least 7 feet from the ground and will not exceed the permitted scope of my Shared Spaces permit. Overall, my Shared Spaces structure in total will not exceed 10 feet in height.
Yes	No	I understand that if using a portable heater, portable generator, candles, open flame, or any activity regulated by Fire Code, that I must receive an additional approval from the San Francisco Fire Department.

Accessibility Certifications

ACCESSIBILITY		
Yes	No	My Shared Space cross slope will not exceed 2.0% in any direction.
Yes	No	My Shared Space will be flush with the sidewalk and will not leave a gap greater than ½ of one inch, nor a vertical separation greater than ¼ (one quarter) of one inch with at least one accessible entrance maintained. All of my Shared Spaces structure entrances will remain accessible as is consistent with California Building Code Chapter 11B. My Shared Space will maintain an accessible path of 48 inches in width throughout the platform.
Yes	No	<p>I will maintain an accessible table in accordance with ADA standards, including:</p> <ul style="list-style-type: none"> • Being between 28 to 34 inches high • Having at least 27 inches of space from the floor to the bottom of the table • Providing knee clearance that extends at least 19 inches under the table • Having a total clear floor space of 30 inches by 48 inches per seat • Being located a minimum of 4 feet to the nearest obstruction • Having a label displaying the International Symbol of Accessibility • Maintaining an accessible route to the table: www.ada.gov/pca toolkit/chap6 toolkit.htm
Yes	No	My Shared Space will maintain adequate wheelchair turning space and companion seating, with a clear area of 60 inches in diameter to make a full 360 degree turn within my Shared Space and no more than a 12-inch maximum overlap onto the curb and sidewalk.
Yes	No	<p>If my Shared Space includes a built-in dining surface, such as a counter or bar for the consumption of food and drink, a portion of the counter, at least 60 inches in length, will be built as follows:</p> <ul style="list-style-type: none"> • The top of the dining surface will be between 28 and 34 inches high • There will be at least 27 inches of space from the floor to the bottom of the counter • There will be a clear floor space of 30 inches by 48 inches positioned for a forward approach • An accessible route will be maintained to the counter

Yes	No	<p>My Shared Space will not encroach onto the public sidewalk without a separate Public Works permit for sidewalk occupancy, with the exception of a ramp, if necessary, to maintain accessibility to the Shared Space.</p> <p>Ramps must comply with the Curb Ramp Standard Plans, Sheet RX-4 and the California Building Code, Chapter B which are summarized as follows:</p> <ul style="list-style-type: none"> • 4-feet minimum clear ramp width • 8.3% (1:12) maximum ramp running slope (slope parallel to direction of travel) • Clear level landing at top and bottom of the ramp (4 feet x 4 feet minimum) • Unobstructed accessible route from the pedestrian throughway path of travel of the sidewalk to the ramp • Edge protection is required on each side of the ramp. A curb or barrier must be provided that prevents the passage of a 4-inch diameter sphere. To prevent wheel entrapment, the curb or barrier must have a continuous and uninterrupted barrier along the length of the ramp. • Ramp material must be firm, stable, and slip resistant. The ramp must be securely attached so it does not move or shift during use. • The ramp must not impede the required 8-foot clearance for pedestrian path of travel on the sidewalk.
Yes	No	<p>Any internal partitions within my Shared Space will be perceptible and physically discernible by people who are blind and/or low vision, requiring a 42-inch high rigid frame with a 4-inch minimum thickness around the entire opening.</p>

Operational Certifications

OPERATIONS		
Yes	No	I will be responsible for maintenance and upkeep of my Shared Space and my site will be kept free of debris.
Yes	No	I will maintain the quiet, safety, and cleanliness of the sidewalk space and its adjacent area, in accordance with the standards set forth in the Public Works Good Neighbor Policies in Administrative Code Section 94A.6(b)(8).
Yes	No	Upon direction by Public Works, I will post on my Shared Space, in a visible location, a public notice in English, Filipino, Spanish, and Chinese, which directs members of the public on how to file complaints with San Francisco 311, along with any relevant information pertaining to required disability access at my Shared Spaces structure. I understand the public notice template will be provided to me by the Shared Spaces Program and I cannot create my own public notice as a substitute.

Yes	No	If I use any cables, cords, or wires for my Shared Space, they shall run overhead and be plugged into a weatherproof electrical outlet installed on the exterior of the building at a minimum of 10 feet above the walking surface. Cable ramps are not permitted.
Yes	No	I will not store food trays or carts, receptacles for dirty dishes, trays or carts for linen and utensils, or cooking appliances in my Shared Spaces structure.
Yes	No	I will not make any alterations to the public sidewalk, including stickers or spray paint, other than social distancing markings in accordance with the terms of Public Works Order 203,240.
Yes	No	Removable elements of my Shared Spaces will be stored within my business after business hours.
Yes	No	I will not bring, or cause to be brought, for the purposes of sale or barter, or have for sale, or sell in exchange, or offer for sale or exchange any goods, wares or merchandise in my Shared Space absent of separate authorization from the City & County of San Francisco.

SIGN BELOW

Business/Organization Name:		Business/Organization Address:	
Applicant Signature:	Print Name:	Date:	

① 311 Free language assistance / 免費語言協助 / Ayuda gratis con el idioma / Бесплатная помощь переводчиков / Trợ giúp Thông dịch Miễn phí / Assistance linguistique gratuite / 無料の言語支援 / 무료 언어 지원 / Libreng tulong para sa wikang Filipino / การช่วยเหลือทางด้านภาษาโดยไม่เสียค่าใช้จ่าย / رقم 311 مساعدة مجانية للغة