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ABOUT THIS MANUAL

The San Francisco Shared Spaces Manual is a comprehensive overview of the goals, policies, procedures, and guidelines for the Shared Spaces program San Francisco. This document was created to provide a user-friendly overview of procedures and requirements. These guidelines shall not be construed as authorizing or approving any improvements or uses of the public right-of-way that are inconsistent with applicable Federal, State, and Local statues and regulations.

Applicants, designers, and contractors are strongly encouraged to read the Shared Spaces Manual in its entirety when they are first thinking about participating in the program, and to refer to it often throughout the process.

San Francisco values and appreciates your willingness to devote your time, creativity, and resources to implementing this program in your neighborhood. We look forward to collaborating with you!

The following documents are referenced in this Manual. Please refer to these for further details on design guidelines and operations for the Shared Spaces Program.

- San Francisco Administrative Code: Chapter 94A: The San Francisco Shared Spaces Program
- Public Works Order No. 203904
- SFMTA Curbside Lane Regulation
- San Francisco Fire Code
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SECTION 1

Overview
The Shared Spaces program allows San Francisco residents, community and non-profit organizations; small business owners; and art, entertainment, and cultural organizations to activate the public realm for community-focused purposes and commerce.

Streets and sidewalks make up about twenty-five percent of the City’s land area and are an integral part of our daily experience. Many roadways were widened during the mid-twentieth century to create more space for automobiles. As we have moved away from having a single mode of transportation dominating cities across the world, San Francisco has responded by creating programs to help residents transform the public right-of-way to accommodate the different needs of all users of the public realm.

By exploring the potential of our city’s streets and sidewalks, the Shared Spaces program seeks to balance the needs of people using the public realm to travel by different modes, provide pedestrian amenities, support local businesses, and foster neighborhood interactions.

The Shared Spaces program builds upon the Places for People legislation, adopted in 2016, and the lessons learned from the temporary emergency program established during the COVID-19 pandemic.
1. Simplify the City’s Toolbox
Simplify the City’s toolbox by consolidating the permit process, streamlining it for permittees and creating a single, one-stop permit portal.

2. Prioritize Equity & Inclusion
Prioritize equity and inclusion by prioritizing City resources for communities most impacted by historical disparities with funding, materials and grants. Ensure that shared spaces are accessible to persons with a disability.

3. Phase Implementation with Economic Conditions
Phase the implementation of the program with economic conditions so that businesses have time to adapt to the new permit process.

4. Encourage Arts, Culture, & Entertainment
Encourage arts, culture and entertainment activities in a wide variety of public spaces.

5. Balance Curbside Functions
Balance the needs of the curb by ensuring our Transit First and Vision Zero policies remain priorities. Balance Shared Spaces occupancies with loading, short-term parking, micro mobility needs, and other curbside functions; and encourage sharing of Shared Spaces amongst merchants on the same block.

6. Maintain Public Access
Maintain public access by ensuring every Shared Space provides public access when not in commercial use and providing a seating opportunity during daytime hours, including business, operating hours.

7. Efficient Permit Review & Approval
Efficient Permit Review and Approvals with a clearly defined timetable. This allows for better design quality and therefore safety.

8. Clear Public Input Procedures
Clear Public Input Procedures will encourage collaboration between neighbors and merchants.

9. Coordinated Enforcement
Coordinated Enforcement by a single agency with a ‘Single Bill of Health,’ which is easy for operators to understand and comply with.
On Tuesday July 20, 2021, the Board of Supervisors unanimously passed the Shared Spaces legislation.

New rules for Shared Spaces will go into effect gradually over the next year.

**Pandemic Permits Extended**

Pandemic Permits for sidewalk tables & chairs, sidewalk merchandizing, parklets, and private lots are set to expire on December 31, 2021.

These will be automatically extended to expire on June 30, 2022. No action is needed from you to extend the Parklet Pandemic Permit.

Roadway (Temporary Street Closure) Permits do not automatically extend. To operate a Roadway Temporary Street Closure on or after January 1, 2022, you must submit a renewal application.

**Timeline for new permits and rules**

- **August 28, 2021**: ADA access, emergency response, and transit rules start.
- **September 2021**: Applications open for legislated Shared Spaces permits.
- **Fall 2021**: We are contacting businesses that need to change their parklets.
- **February 28, 2022**: Some parklets near intersections may need to change.
- **Due March 31, 2022**: Applications due for legislated permits due for all existing pandemic permits.
- **July 1, 2022**: Legislated permits required.

See detailed compliance timeline on Section 5: Enforcement, or go to sf.gov/sharedspaces for the latest information.

**Definitions:**

- **Pandemic Shared Spaces Program**: Emergency pandemic program with temporary permits with relaxed provisions. Ends 6/30/2022.
- **Legislated Shared Spaces Program**: Passed on 7/20/2021, formal program with regulations which will gradually go into effect through 7/1/2022.
Types of Shared Spaces

**Sidewalk**
- Sidewalk Café Tables and Chairs, similar to the pre-existing sidewalk dining permit, but with more streamlined public notice requirements
- Non-commercial use of the sidewalk, for example publicly accessible seating facilities or other fixtures.
- Sidewalk merchandising, displaying goods outside

**Parking Lane**
- A Public Parklet, similar to the City’s pre-COVID parklets, a fixed structure providing full-time, publicly accessible space and no commercial activity.
- A Movable Commercial Parklet, a space occupied by the operator using movable elements during limited business hours with a bench or other public seating facility. This option allows operators to use curb space that is needed for other curbside functions during the day, such as a brunch restaurant that only operates until 1pm, after which the curb space is used for loading or short-term parking.
- A Commercial Parklet, similar to existing Shared Spaces, a fixed structure where an operator uses the parklet for commercial activity during business hours with a bench or other public seating facility, and is otherwise open to the public during non-commercial daytime hours.

**Roadway**
- Activation of space normally used for traffic for a community and commercial uses, free and open to the public. For the first two years of a roadway closure, most events will be approved through the existing ISCOTT process, which includes membership of key departments, including SFMTA, SFPD, SFFD, Public Works.

**Private Property**
- Rear yards, vacant lots, parking lots, patios
Shared Spaces Uses

The Shared Spaces program allows for the use of sidewalk, parking lane, roadway, and/or private property for different activities, including but not limited to:

- Outdoor seating and dining
- Personal services
- Merchandise display
- Entertainment, art, performances
- Community events
- Queuing

Outdoor Entertainment and Amplified Sound

- This includes live music and other performing arts happening on a recurring basis or at one time at all types of outdoor Shared Spaces locations.
SECTION 2

Applying for a Shared Spaces Permit
Apply for a Shared Spaces Permit Online

Step-by-step instructions to apply to the Shared Spaces program can be found at sf.gov/sharedspaces.

When you have all your necessary documents ready, apply at:

sf.gov/sharedspaces

Permit Approval Process

Sidewalk, Parking Lane, and Private Lot

<table>
<thead>
<tr>
<th>Step</th>
<th>Timeline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Check With Neighbors</td>
<td></td>
</tr>
<tr>
<td>Submit Application</td>
<td></td>
</tr>
<tr>
<td>Interagency Review</td>
<td></td>
</tr>
<tr>
<td>10-day Posting (7 days for private lot)</td>
<td>30 days</td>
</tr>
<tr>
<td>Public Hearing (if necessary)</td>
<td></td>
</tr>
<tr>
<td>Receive Approval</td>
<td></td>
</tr>
<tr>
<td>Deploy &amp; Operate</td>
<td></td>
</tr>
</tbody>
</table>

The timeline presented here is for reference only. Review times may vary for each application and depending on the quality and accuracy of the materials submitted.

Roadway

<table>
<thead>
<tr>
<th>Frequency of Recurrence at that location</th>
<th>First 24 months</th>
<th>After 24 months</th>
</tr>
</thead>
<tbody>
<tr>
<td>≤ 4 days per week and ≤ 10 hours per day</td>
<td>Regardless of Frequency</td>
<td></td>
</tr>
<tr>
<td>&gt; 4 days per week OR &gt; 10 hours per day</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Transit</th>
<th>No Transit Impact</th>
<th>Transit Delay</th>
<th>Regardless of Potential Impact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approval Body</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ISCOTT</td>
<td>ISCOTT</td>
<td>MTA Board Consent Calendar</td>
<td>MTA Board Regular Calendar</td>
</tr>
<tr>
<td>Approval Timetable</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>≤ 30 days</td>
<td>&gt; 30 days</td>
<td>&gt; 30 days</td>
<td>~ 10 weeks</td>
</tr>
</tbody>
</table>

The timeline presented here is for reference only. Review times may vary for each application and depending on the quality and accuracy of the materials submitted.
How much does a Shared Spaces permit cost?

Sidewalk fees are waived until April 15, 2022. Permit fees for Curbside and Parking Lane are waived until March 31, 2023.

Parking Lane Shared Spaces will have the following fee structure. Fees are adjusted every year. Tables for reference only. For the most updated fee schedule, go to sf.gov/sharedspaces.

To estimate your Shared Spaces fees, go to: sf.gov/estimate-your-shared-space-permit-fees

### Sidewalk Tables & Chairs

<table>
<thead>
<tr>
<th>Fee (Annual)</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>$151</td>
<td>and $8.50/SqFt (new)</td>
</tr>
<tr>
<td>$75</td>
<td>and $7.25/SqFt (renewals)</td>
</tr>
<tr>
<td>$151</td>
<td>and $9.75/SqFt (w/ departmental action)</td>
</tr>
</tbody>
</table>

### Display Merchandise

<table>
<thead>
<tr>
<th>Fee (Annual)</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>$163</td>
<td>and $11/SqFt</td>
</tr>
</tbody>
</table>

### Parking Lane and Curbside Fees

<table>
<thead>
<tr>
<th>TIER</th>
<th>TYPE</th>
<th>OCCUPANCY FEES</th>
<th>ENTERTAINMENT FEES</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Permit (one time)</td>
<td>Annual License</td>
</tr>
<tr>
<td>1</td>
<td>Public Parklet</td>
<td>$1,000</td>
<td>$250</td>
</tr>
<tr>
<td>2</td>
<td>Movable Commercial Parklet</td>
<td>$2,000</td>
<td>$1,000</td>
</tr>
<tr>
<td>3</td>
<td>Commercial Parklet</td>
<td>$3,000</td>
<td>$1,500</td>
</tr>
</tbody>
</table>

1/2 fee waiver for businesses with ≤ $2M in SF gross receipts

**Fee (Annual)**

- $151 and $8.50/SqFt (new)
- $75 and $7.25/SqFt (renewals)
- $151 and $9.75/SqFt (w/ departmental action)

- $163 and $11/SqFt
What am I required to submit?

Requirements will vary depending on what type of space you’re looking to implement and where.

Make sure you read the applicable sections of the Shared Spaces Manual before applying at sf.gov/sharedspaces.

You will generally need to provide the following information:

- Your contact information: Name of the business, organization, or entity using the sidewalk, parking lane, roadway, or private property space.
- The location of the proposed Shared Space and general information about the applicant (business, organization, or entity). Find your Business Account Number (BAN) at: data.sfgov.org/Economy-and-Community/Registered-Business-Locations-San-Francisco/g8m3-pdis/data
- For Sidewalk, Curbside and Parking Lane permits: Neighboring consent is required if using adjacent property’s frontage.
- The proposed use of the Shared Space.
- The applicant must maintain general liability insurance throughout the term of the permit in the amount of at least $1,000,000 per occurrence/$2,000,000 in the aggregate to respond to claims made against the City and County of San Francisco (e.g. an additional insured endorsement in favor of the City). See an example Certificate of Insurance in Section 7: References.
- Photographs at various angles of the site location, including utilities and existing sidewalk and curbside space conditions, etc. may be required. City staff may request for additional photographs to supplement review.
- A dimensioned site plan showing the proposed layout for Shared Space. See the Design Guidelines and Regulations Section for detailed requirements for each type of Shared Spaces.
- Agree to all terms and conditions of the permit, including indemnification.

Questions?

If you need assistance with your application:

Email us at: sharedspaces@sfgov.org

Applicant may be required to submit additional documentation if necessary or requested by City staff.
SECTION 3

Design Guidelines and Regulations
Important Considerations

To ensure the safety of all people using the public right-of-way, including Shared Spaces users, you will need to follow a series of guidelines and regulations when implementing your Shared Space. These are some of the best practices for any type of Shared Spaces:

**Fire Safety and Emergency Access**
Ensure your Shared Space never obstructs emergency responders’ access to and from a building, and never blocks fire escape ladders, fire hydrants, or SFFD hose connections. The use of propane is regulated by the Fire Department and you must obtain a separate Operational Fire Permit for the storage and use of liquid propane gas (LPG) from the SFFD.

**Sightlines & Visibility**
Maintain clear sightlines into and through the Shared Space. When standing on the sidewalk, you should be able to see through the Shared Spaces out into the street. This helps emergency responder personnel perform their work swiftly and safely. Sidewalk environments also feel safer for pedestrians when they can survey their surroundings. Your Shared Spaces shouldn’t obstruct pedestrian visibility, crosswalks, or traffic signals or other traffic warning devices.

**Accessibility**
All people must be able to pass safely and comfortably through streets and sidewalks. You must maintain a minimum 8-feet wide continuous accessible route for pedestrians on the sidewalk clear of tables, chairs, and other fixtures. The required accessible route width may be reduced to 6 feet on a case-by-case basis with approval from the Public Works Disability Access Coordinator during the permit review process. In addition, you are required to provide pedestrian access to your Shared Space, according to the Design Guidelines and Regulations for each type of Shared Space.

**Movability and Portability**
Whenever possible, avoid erecting fixed structures that will be costly to modify, move, and replace. Public Health Directives and corresponding Shared Spaces Design Guidelines can change over time, or may need to move for construction or maintenance. Do not cover utilities or block access to maintain the city’s infrastructure.

**Traffic Safety**
Your Shared Spaces must not obstruct pedestrian visibility, crosswalks, bicycle lanes, traffic signals or other traffic warning devices.

**Airflow**
Outdoor activities minimize risk of transmission of COVID-19. Shared Spaces should provide sufficient cross-ventilation throughout the structure. You must follow the most current guidance from CDPH and SFDPH, as they are updated.
Penalties

Violation of Article 5.2 of the Public Works Code and/or permit conditions can result in enforcement and corrective action, which may incur fines.
Fines of $100 to $300 per violation shall be assessed for the following common violations:

- No Table and Chair Permit
- Permit not available and/or displayed in public view
- Exceeds scope of permitted area
- Missing or non-compliant diverters
- Chairs and/or tables blocking doorway or fire-safety structures
- Not maintaining a clean and litter-free area adjacent to the permitted area

Café Tables and Chairs

Guidelines for placing outdoor seating in the public right of way

Penalties

Public Works Code Article 5.2 and Public Works Order No. 183,188 regulate the placement of tables and seating on the public sidewalk, courts, alleys or streets where allowed by the Planning Code.

Contact 311 for service requests
San Francisco Public Works Permit Center
49 South Van Ness Avenue, Suite 200
Processing Hours:
Please visit https://sf.gov/location/permit-center for operating hours of the Permit Center.
Closed on official holidays

San Francisco Public Works Street-Use and Mapping
49 South Van Ness Avenue, Suite 300
San Francisco, CA 94103
Phone: (628) 271-2000
A Sidewalk diverters at 90 degrees flush with building, at each end of Shared Space. Minimum Dimensions: 30 inches high, 12 inches wide, 24 inches long

B Minimum 8-feet wide unimpeded path for pedestrians (where feasible)

C 4-feet clearance surrounding area beneath fire escape ladders

D Sidewalk Shared Spaces may not occupy the space adjacent to the curb, regardless of curb color. Exceptional circumstances may be considered if a hardship is present

E 5-feet clearance around a fire hydrant

F Provide at least one 30-inches x 48-inches clear space for wheelchair users at accessible tables. If a counter is provided, the accessible counter portion shall be 60” minimum in length.

G 3-feet clearance around Fire Department connections on buildings

H Bus stop zones must be maintained clear of furniture and structures. No furniture shall be placed within 10 feet of a bus shelter structure

I Curb return and all curb ramps shall not be obstructed by Shared Space elements.
Where can I place my Sidewalk Shared Space?

You may occupy the sidewalk space fronting your business, organization, or residence to display merchandise, place tables and chairs, public seating, or other amenities. Amenities other than tables and chairs or display merchandise will be reviewed on a case-by-case basis. You will need your neighbor’s permission if you want to occupy their frontage as well.

- Check the diagrams in this section to ensure your proposed space is feasible.
- Diverters, furnishings and fixtures for commercial purposes must be removed at the end of business hours.
- Sidewalk Shared Spaces may only be placed on the sidewalk area adjacent to the building, at the property line. Proposals for different placement will be reviewed on a case-by-case basis.
- You must get your neighbor’s permission to use any of the sidewalk in front of them. See sample on Section 7: References.

FIRE SAFETY & EMERGENCY ACCESS

S.1 Emergency Access. At no time can sidewalk occupancy obstruct emergency facilities (including, but not limited to fire hydrants, Fire Department connections, street alarm boxes, fire escapes, etc.)

S.2 Heaters. LPG heaters are not permitted on the sidewalk in the pedestrian path of travel.

- Any use of a portable heater, portable generator, candles, open flame or any activity regulated by Fire Code must be approved and permitted by the San Francisco Fire Department separately from this provisional permit.
- Electric heaters may be used if applicant obtains an electrical permit from the Department of Building Inspection for an exterior mounted weatherproof electrical outlet. Proof of completed job card required.

ACCESSIBILITY

S.3 Diverters. The business must utilize pedestrian diverters on each side of the outdoor dining area to guide pedestrians around the business operations. The objects within the sidewalk space may not extend beyond the depth of the diverters at any time. The diverters must be:

- At least 30 inches high (H), 12 inches wide (W), and 24 inches long (L)
- Solid within at least 24 inches off the ground
- Sturdy, stable, and heavy enough so they cannot tip over or be blown away by the wind
- Distinctly visible to the visually impaired with contrasting colors.
- Removable after business closure every day
- Flush with the building at approximately 90 degrees
- Free of advertising
**S.4 Accessible Route.** Sidewalk Shared Spaces must maintain a continuous 8-feet minimum width pedestrian accessible route clear of obstructions at all times along the entire property frontage, including adjacent properties if applicable to their permit. Special conditions where an 8-feet path is not feasible will be reviewed on a case-by-case basis, and this exception requires approval from the Public Works Disability Access Coordinator during the permit review process. The accessible route width is the width from any shared space element to the nearest obstruction (including existing utilities, signs, poles, tree wells, etc.), landscape area, curb, or other element that restricts pedestrian travel. The accessible route width shall in no case be less than 6 feet. Per the SF Better Streets plan, the accessible route should not meander and should be a straight path of travel for pedestrians to navigate easily along the entire block.

**S.5 Overhead Objects.** Hanging or overhead objects, including umbrellas, must have a clearance of at least 7 feet (or 84 inches) from the ground. Clearance under awnings and canopies shall comply with San Francisco Building Code requirements.

**S.6 Trays and Carts.** Food trays or carts, receptacles for dirty dishes, trays or carts for linen and utensils, and cooking appliances shall not be placed or stored on any portion of the sidewalk area.

**S.7 Bins.** Trash, recycling, and compost bins shall be provided within the approved area, but always kept clear of all 3ft emergency access gaps. These bins can be kept inside the restaurant. All bins must be brought inside at end of business day.

**S.8 Sidewalk Modifications.** No modifications may be made to the public sidewalk, including stickers or spray paint, other than social distancing markings. Any markings must be in accordance with Public Works Order 203,240. No furniture may be fixed or bolted to the sidewalk.

**S.9 Accessible Furniture.** Applicants must provide at least one (1) accessible table available for wheelchair users for each type of Shared Space. Accessible dining surfaces shall be dispersed throughout each shared space for each type of seating in a functional area, in accordance with CBC Chapter 11B. See *Section 7: References* for more information about accessible furniture requirements.

---

**Permit Checklist**

Once you’re ready to apply, make sure you have gathered all the necessary information and documents. Go to [sf.gov/sharedspaces](http://sf.gov/sharedspaces) to apply. We will ask for the following information:

- Business or entity information
- Type of Shared Spaces permit you need
- How you plan to use the space
- Dimensions - Length and width of sidewalk you will use
- Completed site plan
- Certificate of Insurance (example provided in *Section 7: References*)
- Pictures of your space
- Signed neighbor permission (if needed)
Parking or Curbside Lane Shared Spaces
Compliant boundary or enclosure on all sides facing the roadway (42 inches high)

Minimum 20-feet clearance from approaching intersection. Curbside space near the intersection must be clear of any obstructions

No structures permitted in the parking lane located within 5 feet of a fire hydrant.

Parking Lane structures must end at sidewalk. No structures shall be fixed to the sidewalk except for platform thresholds or accessible ramps where permitted

30 inches x 48 inches clear space for wheelchair users at accessible tables & counters

8 feet clearance when exiting an intersection

Structure may occupy 7 feet maximum width of the parking lane for parallel parking, and 14 feet maximum width for angled or perpendicular parking (exceptions apply along rail, cable car)

No structures permitted at active transit stops or accessible parking zones. No furniture shall be placed within 10 feet of a bus shelter.

Minimum 3-feet emergency access gap required for every 20 feet of structure, with vertical and horizontal clearance from street to building. Gap must be clear of obstructions like furniture, trees, heaters, meters, poles, etc.

Rubber wheel stops and soft-hit post are required at both ends of parklet (follow specifications described in this section)

A 3-feet buffer is required at each end of the Shared Spaces structure
The curbside lane is the space on the road closest to the curb, often the parking lane. The curb has many uses and functions, serving the needs of a block and a neighborhood in different ways.

San Francisco has defined how these functions and users are prioritized in different land use contexts in The City’s Curb Management Strategy. These key curb functions are: access for people, access for goods, public space and services, storage for vehicles, and movement, including emergency access and public infrastructure operations.

Parking Lane Shared Spaces are mostly used for outdoor dining or retail, and typically involve the construction of a structure, commonly known as a parklet.

### Decide what type of parklet you want to implement

<table>
<thead>
<tr>
<th>TIER</th>
<th>TYPE</th>
<th>PUBLIC ACCESS</th>
<th>COMMERCIAL ACTIVITY</th>
<th>DAILY OCCUPANCY</th>
<th>CONSTRUCTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td><strong>Public Parklet</strong></td>
<td>Entire facility during daylight hours through 10pm</td>
<td>None</td>
<td>24/7</td>
<td>Fixed Structure</td>
</tr>
<tr>
<td>2</td>
<td><strong>Movable Commercial Parklet</strong></td>
<td>At least one bench during hours of commercial operation</td>
<td>8am to 12pm 12pm to 3pm 3pm to 6pm 6pm to 10pm</td>
<td>Up to 3 consecutive blocks from the available time block options</td>
<td>Movable Fixtures</td>
</tr>
<tr>
<td>3</td>
<td><strong>Commercial Parklet</strong></td>
<td>At least one bench during hours of commercial operation. Otherwise, entire facility during daylight hours through 10pm</td>
<td>During hours of operation</td>
<td>24/7 (operator may secure their parklet from 12am to 7am)</td>
<td>Fixed Structure</td>
</tr>
</tbody>
</table>

**TIER 1 Public Parklet:** Similar to the City’s pre-COVID parklets, a fixed structure providing full-time, publicly accessible space and no commercial activity.

**TIER 2 Movable Commercial Parklet:** A space occupied by the operator using movable fixtures during limited business hours with a bench or other public seating facility. Operators must choose up to 3 consecutive time blocks of the following available blocks: 8am to Noon, Noon to 3pm, 3pm to 6pm, and 6pm to 10pm.

**TIER 3 Commercial Parklet:** Similar to existing Shared Spaces, a fixed structure where an operator uses the parklet for commercial activity during business hours with a bench or other public seating facility, and is otherwise open to the public during non-commercial daytime hours, even when the operator’s business is closed.
**Where can I place my Shared Space?**

**P.1 Length:** You may apply for a maximum of two metered parking spaces, or 40 linear feet along the curb for parallel parking, or 20 linear feet along the curb for angled or perpendicular parking. Exceptions may be considered if all the other curbside functions are adequately accommodated on the block.

**P.2 Setbacks:** All structures must maintain 3 feet setback from each end of the marked parking space for parallel parking spaces and 3 feet setback on each end for angled or perpendicular spaces. Exceptions may be considered for parking meter obstructions and red zones.

**P.3 Width:** You may occupy the full width of the parking lane (7 feet max) for parallel parking, and 14 feet max 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.

**P.4 Slope:** The cross slope on the Parklet surface shall not exceed 2% in any direction. If proposed on a street grade greater than 5% additional design requirements and review may be required to make the space accessible to the maximum extent technically feasible as defined in the California Building Code.

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**Important Location Criteria for Parking or Curbside Lane Shared Spaces**

**P.2 Setbacks**

<table>
<thead>
<tr>
<th>PARALLEL</th>
<th>ANGLED</th>
<th>ANGLED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shared Space</td>
<td>3 ft setback</td>
<td>3 ft setback</td>
</tr>
<tr>
<td>40 linear ft max</td>
<td>20 linear ft max</td>
<td>20 linear ft max</td>
</tr>
</tbody>
</table>

Note that structures located on angled parking must be angled to match the roadway striping.

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**Slope**

- **Running slope**
  - 5% typ. max. running slope
  - 2% max. cross slope

- **Cross slope**
  - 3 ft setback from active driveways

---

*7 ft max*
Do I need permission from my neighbors to use their space?

For parking lane or curb lane use, you must get your neighbor’s permission if half or more of a marked parking space is not in front of your storefront. You must get their permission if any portion of an unmarked parking space is not in front of your storefront.

If you need their permission, they will have to fill out the Shared Spaces Neighboring Letter of Consent. You can download it at sf.gov/sharedspaces See form sample in Section 7: References

### Neighbor Occupancy

**1. No permission needed:**

- **OPTION 1:** Shared Space fully within business frontage.

**2. Permission needed:**

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

**3A. No permission needed:**

- **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.

**3B. Permission needed:**

- **OPTION 3B:** Shared Space extends at least half of one marked parking space into a neighboring frontage.
Conflicts with existing city infrastructure

A proposed location where there is a bike-share station, bicycle rack, or bicycle corral present will be considered and evaluated by City staff. If approved, the applicant will be responsible for modification, removal or relocation costs. The application will be put on hold until the conflict has been resolved. Applications may be denied if conditions are not met.

Shared Spaces may not be located in existing bicycle lanes. Fixed structures may not be located in any location that would preclude the planned implementation of a bikeway within 12 months of the application submittal. Shared Spaces may be allowed in floating parking lanes, such as those next to ‘parking-protected bike lanes,’ on a case by case basis if City staff determine it to be safe and feasible; resulting zone must maintain an accessible path of travel.

Color Curbs:

- **Yellow Curb** (Commercial Loading), **Green Curb** (Short-term Parking), or **White Curb** (Passenger Loading Zone): City staff will evaluate if one of these color curb zones can be relocated on same block face to accommodate a proposed Shared Space. For passenger loading, if relocation will materially affect disabled access or no suitable replacement location can be identified, the application will be denied.
- **Blue Curb** (ADA Accessible Parking Spaces): Shared Spaces may not be located in or impede access to blue accessible parking space. An 8’ clearance from the curb to any shared space element is required for the entire length of a blue zone to allow for wheelchair lift deployment.
- **Red Curb**: In most instances parklets are not permitted in red zones. City staff will consider these requests on a case-by-case basis.

Fixed structures may not be located in the following zones:
- Peak or Commute Hour Tow-Away Lanes
- Active Transit Zones
- Transit Shelter
- Flag Bus Stops
- Transit Only Lanes
- Temporary Emergency Lanes
- Emergency (Red) Lane
- Transit Maintenance Elements
- Floating Parking Spaces

**Taxi Stands/Zones and Commuter Shuttle Stop**: City staff will evaluate the feasibility of removing, modifying or relocating these zones or stops. If a replacement location is found, the application will be put on hold until the relocated zone or stop is approved and relocated.

Shared Spaces may be restricted or must comply with additional design requirements where these transit zones or features are located:
- Inactive Transit Zones
- Overhead Wires
- Muni Bus Routes
- Muni Rail Lines: must be 5 feet away from any active Transit Zone and 6 feet away from the outer most edge of the rail
- Muni Rail Stops: may be approved in suspended rail stops not currently serving active routes on a month-to-month basis
- Cable Car Routes: will require a field visit prior to approval.
How to design a Parking Lane Shared Space

If you’re building a structure for your parklet, you must comply with the Design Guidelines and Regulations in this section. Your structure must be stable, sturdy, and safe for users and passers-by, retain emergency access, and be accessible for people with disabilities.

A Parking Lane Shared Spaces structure or parklet shall not obstruct any underground and surface utility or stormwater facilities, including but not limited to: utility poles, gas valves, water valves, manhole covers, air release valves, sewer laterals, culverts, and catch basins.

All structures on parking lane must allow for access to public utilities for maintenance and repairs (e.g. provide access panels, removable pavers, modular design)

Bolting: At no time should fixtures be bolted or affixed in any way to the roadway or any structure (including but not limited to: buildings, fire hydrants, street trees, streetlight or traffic poles, etc.)

Concrete: Pouring concrete for Shared Spaces platforms is not allowed. You may use concrete pavers on a platform structure instead.

Surface materials. Loose particles, such as sand or loose stone, are not permitted on the parklet. Platform surface materials must be textured or treated with a slip resistant coating to ensure a safe walking surface.

Drainage: Platforms should allow for curbside drainage flow. A 6 inch x 6 inch minimum clear gutter space must be provided along the entire length of the proposed platform.

Overhead objects: Hanging or overhead objects, including umbrellas, must have a clearance of at least 7 feet (or 84 inches), and cannot exceed 10 feet (including poles, posts, canopies, wires, signs) from the ground. Clearance under awnings and canopies shall comply with San Francisco Building Code requirements.

Bins: Trash, recycling, and compost bins should be provided within the approved area, if space allows. These bins can be kept inside the restaurant.

Roadway Modification: No modification may be made to the public roadway, including stickers or spray paint, other than social distancing markings. Any markings must be in accordance with Public Works regulations.
Emergency responders utilize the most direct path to access a building from the street to assist citizens in need of medical attention or for firefighting operations. Obstructing emergency access may lead to immediate danger to health or life safety. The following safety guidelines are required:

**P.19** A minimum 3-feet-wide emergency access gap, with vertical and horizontal clearance, is required for every 20 feet of structure length. This 3ft clearance shall be maintained at all times, including outside of business hours.

**P.20** A removable barrier is required at the 3-feet gaps. The barrier must be easily removable by emergency personnel at all times, and must be kept clear of any obstacles like tables, chairs, bike racks, trees, poles, or other elements, as well as barricading at night.

**P.21** At no time can parking lane occupancy obstruct emergency facilities (including, but not limited to fire hydrants, red zones, fire department connections, fire escapes, etc.).

**P.22** The sidewalk space between the curb and the building and each 3-feet-wide emergency access opening shall remain clear of overhead obstructions (string lights, canopies, decorations, heaters, wires, trees, poles, etc.) at all times, as ladders and other emergency equipment may need to be carried through the opening to the building.

**P.23** No fixed obstructions to the view of the adjacent building above 42 inches other than a roof or canopy at a minimum of 8 feet.
No canopies/roofs on parklets shall be permitted when sidewalk is less than 10 feet wide.

No part of the parklet structure shall extend over the curb or sidewalk.

No part of the structure shall exceed 10 feet in height, (including poles, posts, canopies, wires, string lights, signs, or pergolas) while still complying with the maximum 42 inch high enclosure construction requirements above. If building a structure where Muni overhead lines are present, the top of the structure (including any roof) must not be taller than 9 feet above the road surface.

Trees shall be maintained and trimmed to keep away from building, fire escape, and parklet roof/canopy. No tree shall be pruned without consent from Bureau of Urban Forestry. See page 28 for more details.

Overhead fixed lighting or heater cords to fixed Parklets from buildings shall be plugged into a weatherproof electrical outlet installed on the exterior of the building at a minimum of 10 feet above the walking surface. No fixed cables/wires/conduit shall be used to support the light’s cord and it shall be able to be easily unplugged by fire department personnel. Power cords between the building and parklet shall be limited to one (1) cord at each end of entire parklet space and shall not be adjacent, above, below or attached to any part of the fire escape. These
“flyover” cords shall be limited to standard cords plugged directly into an electrical outlet. No extension cords shall be permitted for fixed lighting or heaters. If unable to comply with the fixed lighting requirements, then electrical wires shall be installed in the sidewalk, below the walking surface with Public Works and Department of Building Inspection permits. Cable ramps are not permitted. Installation of weatherproof electrical boxes at your building require a DBI permit and inspection for approval.

All cables, cords, or wires used for lighting and speakers shall be run overhead. Cable ramps are not permitted. Portable Battery-Powered generators located within the shared space may be used.

Overhead cables, cords, or wires

Electric heaters may be used if applicant obtains an electrical permit from the Department of Building Inspection to install exterior electrical outlets at their building.

The address for each storefront or building where the outdoor dining area will be established shall be displayed at a height of 36 to 42 inches on the street-facing side of the barriers and be readily visible for emergency responders. Address numbers shall be a minimum of 4 inches tall (5/8-inch-wide stroke) with black numbers on a white background or other high-contrasting colors.

"NO PARKING - SFFD ACCESS - KEEP CLEAR AT ALL TIMES" signs shall be added to ends of parklet to keep motorcycles or bicycles from parking within the 3-feet end fire access gaps. Find signage specifications in Section 4: Shared Spaces Operations.

Overhead cables, cords, or wires

The use of propane (LPG) is regulated by the Fire Department. A separate SFFD Operational Permit is required for storage and use of liquid propane gas (San Francisco Fire Code 105.6.27) for Shared Spaces. Please go to www.sf-fire.org/permits or 628-652-3260 for more information.

Roofs and canopies are discouraged, but if installed, propane heaters cannot be placed underneath overhead canopies, awnings, inside buildings or tents and they must have 5-foot clearance from any flammable materials. A LPG permit will not be issued if roofs or canopies are constructed over the Shared Space.

A site plan with the desired location of each heater is required at time of SFFD permit application. A final on-site SFFD permit inspection will be conducted to ensure the proper spacing of heaters from combustibles and emergency access/egress.

Propane (LPG) is flammable and can be readily ignited by a spark. If confined or exposed to fire, propane poses an explosion hazard. Propane is heavier than air, which means it accumulates in low places, where people and ignition sources exist.

On-site storage of 20-pound propane containers (5 gals.) is prohibited indoors.

Proposed outdoor storage of 20-pound propane containers requires plan review and inspection by SFFD. Propane (LPG) storage is not allowed in the public right-of-way, per Public Works.

If businesses do not have an approved private outdoor storage area, all propane containers must be removed from the premises at the close of business every day.

If natural gas heaters are to be used, the gas piping shall be installed below the walking surface in the sidewalk. Additional permits required.
The proposed structure shall be designed, constructed and/or conform to the applicable provisions, rules, regulations and guidelines of the: San Francisco Building Code (SFBC) and Americans with Disabilities Act 2010 Standards accessibility requirements (ADAS). All structures must also follow our accessibility rules to use the parking lane for your business. See full requirements at: sf.gov/shared-spaces-accessibility

You must take the appropriate actions to be accessible and safe.

If you apply for a Shared Spaces permit on a street that exceeds a 5% grade, you will receive additional accessibility information with your permit.

**Platform threshold.** The deck of the parklet platform shall be flush with the sidewalk without a horizontal or vertical separation greater than 1/2 inch. Vertical separations between 1/4 inch and 1/2 inch high shall be beveled with a slope not steeper than 1:4 (25%).

**Accessible Deck Surface:** The portion of the parklet deck connected by the accessible path of travel to the wheelchair turning space and wheelchair resting space must be level. The accessible deck surface maximum cross slope (perpendicular to the sidewalk or curb)
cannot exceed 1:48 (2%). The accessible deck surface maximum running slope (parallel to the curb) cannot exceed 1:20 (<5%). Accessible floor and ground surfaces must be stable, firm, and slip resistant.

**P.47 Accessible Entrance:** minimum 48 inches wide. All entrances are required to be flush with the sidewalk and accessible per the California Building Code, Chapter 11B. Vertical elevation differences above 1/2 inches require an accessible ramp (1:12 max slope)

**P.48 Accessible Route:** It must connect the sidewalk through the accessible entrance, to the deck surface, wheelchair turning space and wheelchair seating area.

**P.49 Wheelchair Turning Space:** Shall be 60 inches in diameter and located entirely within the platform; a 12- inch maximum overlap on the curb and sidewalk is acceptable. A T-turn per California Building Code 11B is also acceptable.

**P.50 Wheelchair Seating Area:** A 30- by 48-inch clear floor area. A minimum 4-feet maneuvering clearance is required from the front edge of wheelchair seating area to the table or counter.

**P.51 Accessible Facilities.** Where tables, counters, or drink rails are provided, at least one of each feature shall be wheelchair accessible.

The top surface height of wheelchair accessible tables, counters and or drink rails shall be 28 inches to 34 inches above the Deck Surface. Wheelchair accessible tables and counters shall be approachable from the front and provide an unobstructed knee clearance that is at least 27 inches high, 30 inches wide and 19 inches deep. When movable tables are provided in lieu of fixed, at least one of the movable tables must also be accessible. The accessible counter portion shall be 60” minimum in length.

Where drink rails are provided, a 60 inch long portion of a drink rail shall have 36 inch wide and level space adjacent to it for a side-approach by a wheelchair user.

**P.52 Terraced or Multi-Level Parklets.** For parklets proposed on streets with grades that exceed 5%, a terraced parklet with two or more habitable decks is acceptable. Typically, each of these terraces must be wheelchair accessible.

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**ACCESSIBILITY SUPPLEMENT**

All movable commercial parklets must comply with all accessibility requirements in this Manual. Additional details on accessibility requirements are included in Section 7: References. Be sure to review the supplement, particularly if your Shared Space has unique site conditions or design elements.
The proposed structure and its components (platform, walls, and roof) shall be built with structural integrity to ensure public safety. The proposed structure and its components are built to support anticipated live loads and wind loads. Alternate designs may be submitted for review and approval. Such drawings and calculations shall be stamped and signed by a design professional registered in the State of California. These guidelines are intended to provide guidance for the structural integrity of shared spaces structures, but are not intended to provide or ensure safety from vehicular traffic.

PuP.53 You should use durable materials that can withstand wear and tear of elements. It’s your responsibility to maintain all structural elements in good condition. Proposed materials shall comply with Public Works Slip Resistance Requirements to ensure a safe and accessible walking surface. Loose particles, such as sand or loose stone, are not permitted.

P.54 The platform framing shall be a freestanding structural foundation that rests on the street roadway surface. No features or structural components may be permanently attached to the street roadway, gutter, curb, planting area, or sidewalk.

P.55 Platform framing shall be supported on pressure treated lumber or pedestals.

P.56 Platform surface shall be minimum 1x wood decking boards or ¾” plywood sheathing secured to the framing below. Pavers or other materials may be applied over plywood sheathing.

P.57 Platform framing shall be minimum 2x4 floor joists spaced at maximum 24” apart and supported at maximum 3 feet intervals. Provide solid blocking between joists at support locations.

P.58 Floor joists shall be secured with appropriate framing angles.

P.59 Finished platform surface shall be flat with a maximum slope of 2%.

P.60 All framing elements shall be adequately fastened consistent with the standards in “Details for Conventional Wood Frame Construction” (2001) published by the American Wood Council.

P.61 Proposed platforms on streets steeper than 5% longitudinal (running) slope shall be designed and stamped by a design professional registered in the State of California. The design professional shall ensure compliance with San Francisco Building Code (SFBC) and Americans with Disabilities Act 2010 Standards accessibility requirements (ADAS).

Walls

P.62 Your enclosure must be stable and sturdy enough not to fall over or be pushed over. If you’re building a platform as part of your structure, all walls and enclosure structures must be secured to the platform for structural stability.
A continuous rigid physical separation is required to separate Shared Spaces areas on the parking lane from vehicular traffic on all three sides open to the roadway. The traffic barriers must meet the following requirements:

- Have a railing height of 42 inches (measured from the deck surface to the top of the wall surface) with openings of no more than 3.5 inches.
- Have taught cable or rigid rail with a solid rail at the top and a solid rail at the bottom. The height to the top of bottom rail shall not be less than 6 inches above the deck. The gap under the bottom of the rail shall not exceed 3.5 inches.
- Perimeter walls shall be fastened to the platform with ¼" diameter x 3" wood screws spaced at maximum 12" apart. 2x studs shall be fastened to sill plate with Simpson A35 framing angles, or equivalent.
- Shall resist a single concentrated load of 200 pounds applied in any direction at 42 inches above top of platform surface. In addition, the wall shall resist a load of 50 pounds per linear foot applied in any direction at 42 inches above top of platform surface.
- Perimeter partial height walls shall be sheathed with minimum 1x6 sheathing or ½" plywood. 1x sheathing may be spaced with gaps less than 4" wide.
- A water-filled “Jersey Barrier” may be used. Orange color is recommended for better visibility.

If you wish to install panels above 42 inches to separate tables or act as wind barriers, you will have to use transparent sheathing such as polycarbonate sheets and shall be adequately fastened to wall framing.

You will need to comply with Airflow guidelines as well. See Section 6: Public Health for more information.

Any internal partitions shall be perceptible and physically discernible by people who are blind and/or low vision. Internal partitions require a 42-inch-high rigid frame that is a 4-inch-thick minimum frame around the entire opening.

### Roof Structures

- Roof canopies may be constructed with plywood sheathing, polycarbonate sheets, or sheet metal, and sloped to drain towards the street and away from the sidewalk.
- Plywood roof sheathing shall be minimum 3/8” thick sheathing and secured to roof framing with minimum 8d nails at 6” spacing at all framing.
- Corrugate polycarbonate sheets shall be minimum 0.032” thickness and secured to roof framing with minimum #10 x 2” self-drilling/tapping wood screws at crown of every other corrugation. Sheets shall be supported on purlins at maximum 24” spacing. Overlap adjacent corrugated sheets and provide infill closure strips between sheet and framing at ends.
- Multi-layered polycarbonate sheets shall be minimum 5/16” thickness.
- Roof joists shall be minimum 2x4 spaced maximum of 24 inches apart and spanning to beams spaced at maximum 8 feet apart. Beams that support rafters shall be minimum (2)-2x6 or 2x8 and shall be supported by minimum 4x4 posts spaced at maximum 10 feet apart. Elevation of top of roof assembly shall be 8 feet minimum and 10 feet maximum above sidewalk grade.
- No tree shall be pruned without consent from Bureau of Urban Forestry (BUF). If your structure is adjacent to a street tree, a Shared Spaces operator is responsible for hiring a certified Arborist to prune trees at their cost, due to impacted BUF operations.
- Tree basins must be backfilled to grade
- Tree damage from parklet construction will result in a minimum $2,230 fine.
- Shared Spaces operators must agree to provide water to newly planted trees adjacent to their permitted space whenever Bureau of Urban Forestry is not able to access them.
**TRAFFIC SAFETY**

The **enclosure should not block** the view of traffic, including pedestrian traffic, nor block the view of traffic control devices such as traffic signs, traffic signals, and other traffic warning devices. It should not obstruct motorists’ visibility of traffic signals from 200 feet away (about half a block).

You must mark the edges or corners of your enclosure with yellow **high intensity retro-reflective tape** or reflectors to be visible to drivers at night.

**Reflective Tape & Reflectors**

**Soft-Hit Posts:** Purchase two standardized soft-hit posts, one for each end of the parklet. You may purchase the posts from any vendor, but they must meet these specifications:
- Safe Hit Type 2 Guide Post
- 36 inches tall, white
- Surface Mount Pin Lock Base
- Butyl Adhesive Pad or 10 oz. Epoxy Kit

**Wheel Stops:** You may purchase these from any vendor, but they must meet these specifications:
- 3 feet long
- Black rubber with yellow stripes
- Mounted with bolts
- Installed four feet from outside ends of Parklet which occupies parallel parking spaces. The City will advise you on placement for parklets in diagonal or perpendicular parking spaces
- Installed 12 inches from the curb

**AIRFLOW**

Follow airflow recommendations on **Section 6: Public Health Guidance**

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**Permit Checklist**

Once you’re ready to apply, make sure you have gathered all the necessary information and documents. Go to [sf.gov/sharespaces](sf.gov/sharespaces) to apply. We will ask for the following information:

- Business or entity information
- Type of Shared Spaces permit you need
- How you plan to use the space
- Dimensions - length and width of sidewalk you will use for the shared space
- Completed site plan and checklist (available online)
- Certificate of Insurance (example provided in **Section 7: References**)
- Pictures of your space
- Signed neighbor permission (if needed)
A movable commercial parklet is used during specific business hours. If you apply for a movable parklet, you have to choose from our time blocks to use the space. You have to choose the same time blocks every day of the week.

The time blocks are:
- 8 a.m. to Noon
- Noon to 3 p.m.
- 3 p.m. to 6 p.m.
- 6 p.m. to 10 p.m.

(You can choose up to 3 consecutive times. If you need the space all day, you must apply for a Fixed Commercial Parklet.)

If you’re using movable elements (planters and other furniture) for your parklet, you must comply with the Design Guidelines and Regulations. In addition, you must use approved traffic barricades between the parking lane and the traffic lane or any active parking.

You must remove all elements of the movable parklet at end of the allocated time block. No elements may be stored in the public right-of-way (sidewalk nor curbside or parking lane).

Movable Commercial Parklets are required to abide by same structural, accessibility, and safety requirements as fixed parklets as outlined in this Manual and the Shared Spaces Parking Lane Site Plan Template, including the following requirements:

### EMERGENCY ACCESS & FIRE SAFETY

Movable commercial parklets must abide by the same Emergency Access and Fire Safety regulations as fixed public and commercial parklets.

### ACCESSIBILITY

M.1 Temporary ramps in the Public Right-of-Way, if required to provide accessibility to a parking lane space, shall comply with the requirements in the California Building Code, Chapter 11B which are summarized as follows:

- 4-feet minimum clear ramp width.
- 8.3% (1:12) maximum ramp running slope (slope parallel to direction of travel).
- Clear 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 shall be provided that prevents the passage of a 4-inch diameter sphere or side flares that do not exceed 10% slope (1:10). To prevent wheel entrapment, the curb or barrier shall provide a continuous and uninterrupted barrier along the length of the ramp.
- Ramp shall be firm, stable, and slip resistant. The ramp must be securely attached so it doesn’t move or shift during use.
Movable Commercial Parklets are required to abide by same structural, accessibility, and safety requirements as fixed parklets as outlined in this Manual and the Shared Spaces Parking Lane Site Plan Template, including the following requirements:

### TRAFFIC SAFETY

**M.2** **Traffic barricades:** If you are using the parking lane for seating, retail, or other business activity, you must install barricades between the parking area and the traffic lane or any active parking. Your barricades must be:

- 42 inches high
- Not easily moved, altered or stolen
- Stable and sturdy enough not to fall over or be pushed over (like when leaned against)
- Marked with yellow high intensity retro-reflective tape or reflectors to be visible at night
- Flexible materials such as rope, chains, and caution tape are not allowed

**M.3** Barricades may be made of wood or other inexpensive materials as long as they meet these requirements. Built structures may be used like seating with a back, display racks, or planters. They should be easily movable for the purpose of restoring right of way on a daily basis. Rigid elements shall compose a continuous perimeter between the shared space and vehicular areas. Horizontal gaps shall not exceed 12 inches. Any gaps greater than 12 inches require rigid detectable elements to prevent pedestrian passage.

**M.4** If using elements like movable planters, you must provide removable rigid elements to connect them (if needed) such as wooden planks, as indicated in this section's site design diagram. You will need to provide a 3-feet gap for emergency access, as described on Page 23, item P.19. Chains, rope, or cords are not allowed.

**M.5** Do not include any lighting that is blinding to passing traffic.

**M.6** Avoid providing a ledge for people to sit on.

**M.4** **Use rigid elements to connect barricades/enclosure**

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**Permit Checklist**

Once you’re ready to apply, make sure you have gathered all the necessary information and documents. Go to [sf.gov/sharedspaces](http://sf.gov/sharedspaces) to apply. We will ask for the following information:

- Business or entity information
- Type of Shared Spaces permit you need
- How you plan to use the space
- Dimensions - length and width you will use
- Hours you plan to use the parking lane
- Completed site plan and checklist (available online)
- Certificate of Insurance (example provided in Section 7: References)
- Pictures of your space
- Signed neighbor permission (if needed)
Roadway Shared Spaces
Businesses, merchant groups, and community organizations may apply for a Roadway Shared Space. This type of Shared Space is a recurring closure of traffic lane(s) that don’t interfere or delay a public transit service, and generally do not exceed ten consecutive hours per day, over four consecutive days per week. Staff will ensure all emergency services are able to operate while the propose closure takes place.

You can ask for one or more blocks to be closed to traffic and opened for people and business. Partial closures of some traffic lanes, not the full street, may be possible in some locations.

Which activities are allowed in Roadway Shared Spaces?
- Informal gathering
- Outdoor recreation
- Entertainment and amplified sound
- Outdoor seating for cafes and restaurants
- Retail display or sales
- Services

All applications for Roadway Shared Spaces are unique and will need to be closely reviewed by staff. Streets where there is broad community support from nearby businesses and residents have a better chance of being approved.

**Location Criteria**
Preferred conditions on proposed street closure:
- Free of public transit or bike lanes
- No driveways or alleys
- Low traffic volumes and slow speeds
- No fire or police stations, medical facilities, or similar facilities

**Design Criteria**

**R.1** Sidewalks shall remain open at all times for normal pedestrian use. Additional permits are needed for adding tables, chairs, or other physical objects on the sidewalk

**R.2** You may not fasten any object to the surface of the street or sidewalk, nor affix to any pole without prior written consent of the Director of Public Works

**R.3** An accessible route to roadway shared spaces is required, which may be provided by utilizing existing curb ramps and/or providing an accessible ramp to the roadway

**R.4** Do not obstruct any manhole covers, utility covers, valve box covers, or similar infrastructure

**R.5** Keep all Fire Department devices free of obstructions. You may not place objects within 15 feet of any fire hydrant or within 5 feet of any fire alarm box or police call box

**R.6** Maintain an emergency access lane through the closed block(s) free of any physical objects (including signs, furniture, and art displays)

**R.7** Keep intersections, crosswalks, curb ramps, and driveways free of obstructions

**R.8** All materials and equipment used for the closure shall be removed and the street returned to normal condition at the end of the permitted closure time each day.

**R.9** All Roadway Shared Spaces must provide and use appropriate barriers and street signage. See specifications in Section 7: References.
**Permit Checklist**

Before you apply, you will need to decide:

- The activities you want to do in the street space
- The furniture, equipment, or other physical objects you want to use in the street space
- The layout for these activities
- If you want to serve alcohol

Once you’re ready to apply, make sure you have gathered all the necessary information and documents:

- Applicant contact information
- The proposed closure location (street and cross street(s))
- The proposed day(s) and hours for the street closure
- The proposed use(s) of the travel lane space
- A narrative description of the proposed Shared Space, including the planned activation of the space.
- Documentation of community outreach and support.
- A list and frequency schedule for routine maintenance tasks.
- A prospective activities calendar describing the frequency and types of free public programming, if applicable.

- A description of any limitations on public use, including: the number and dates of any restricted access events, if any, that will be held annually.
- Photographs of existing conditions on the site.
- A site plan depicting how the space will be configured.

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**ACCESSIBILITY**

- **R.10** Applicants must provide 5% but not less than one (1) accessible table available for wheelchair users. If tables are provided in a roadway shared space, there shall be an accessible table within that roadway shared space. See Section 7: References for details.

- **R.11** Temporary mid-block accessible curb ramps may be required to provide an accessible route between the sidewalk and street level.

- **R.12** Shared spaces shall not reduce or have the effect of reducing the accessibility of the sidewalk to persons with disabilities. The Americans with Disabilities Act and 2010 Accessibility Standards (ADAS) require performance areas to be accessible to persons with disabilities.

- **R.13** Keep furniture and all other physical objects in the approved area.

- **R.14** Keep the street clean of trash, debris, and food waste at all times.

- **R.15** Comply with other City regulations as applicable.

- **R.16** Get required permits for specific activities like serving alcohol.

- **R.17** All Roadway Shared Spaces elements must be removed at the end of the permitted closure time, each day. No elements (barricades, furniture, etc.) shall be stored within the public right-of-way. See Section 4: Shared Spaces Operations for Roadway Shared Spaces Monitor Responsibilities.

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Roadway Shared Spaces will begin receiving barricades, signage, and other traffic control fixtures from the City. You will no longer need to get these items on your own.
Types of barricades and delineators

* Warning lights (Optional)
** Rail stripe widths shall be 6 inches, except that 4 inch-wide stripes may be used if rail lengths

---

** TYPE 1 BARRICADE **

- 36 Inches MIN.
- 24 Inches MIN.
- 8 to 12 Inches
- 27 Inches MAX.

** DELINEATOR POST **

- 3 Inches
- 4 Feet MIN.
- 36.5 Inches

** YPE 3 BARRICADE **

- 5 Feet MIN.
- 3 Feet
- 8 to 12 Inches
- 45 Degree

Night and/or freeway
High-speed roadway (≥45mph)

Day and low-speed roadway (≤45mph)

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* Photo by Shared Spaces
* Photo by Shared Spaces
Private Property Shared Spaces
You may apply for a Shared Spaces permit for your business to use outdoor space on private property like rear yards, vacant lots, parking lots, and patios.

Zoning Restrictions
Your business use must be allowed in the zoning district or special use district. If you wish to use space in a location away from your existing business, we will help you figure out if your business is allowed there.

You can find your zoning at: sfplanning.org/resource/find-my-zoning

Permit Checklist
Once you’re ready to apply, make sure you have gathered all the necessary information and documents. Go to sf.gov/sharedspaces to apply. We will ask for the following information:

- Your business location
- The address and block and lot of the space you want to use
- Your contact information
- Your business location and information
- How you will use the space
- Photos of your proposed space
- If you don’t own the proposed space, provide written permission from property owner or their designated agent, their name, address, and contact information (email or phone)
- Block and lot numbers. You may look it up in our Property Information Map
Outdoor Entertainment and Amplified Sound

In order to hold entertainment or amplified sound in an outdoor space, an entertainment permit is required from the Entertainment Commission. Here are examples of activities that require a permit:

- Live music like a band or DJ
- Theater, comedy or dance performance
- Fashion show
- Amplified speech
- Amplified sound without a performer, like pre-recorded music or sound on a patio
- Film/TV screening with amplified sound

Types of Permits

JAM or “Just Add Music” Permit (program ending soon): the JAM Permit program was launched in September 2020 as a temporary, free permit to help businesses hold safer outdoor arts and entertainment activity during the pandemic.

Applications will be accepted at sf.gov/jam for a limited time. The JAM Permit program is set to expire on December 31, 2021, or upon the expiration of the Mayor’s Declaration of Emergency, whichever happens first. Once it expires, there will be a short wind-down period before JAM permits must stop operating. After the expiration of the JAM permit program, applications will become available for the One Time Outdoor Event Permit to hold a temporary outdoor event with entertainment or amplified sound.

2. Apply for a One Time Outdoor Event permit for up to 12 days per year at one location. Note: This permit will become available again after the JAM permit program expires.

- You may request 13 or more days for one location at the Entertainment Commission’s discretion. The Commission may hold a hearing or place conditions on the permit to ensure code compliance, neighborhood compatibility, and that this permit is not being used as a substitute for getting a brick-and-mortar permit.
- One Time Event permits with 13 or more days at one location, or other Commission-agreed upon criteria, must comply with standard public noticing, neighborhood outreach, and public meeting requirements.
- Applicant must obtain permission from the appropriate public agency or private property owner before a One Time Outdoor Event permit can be granted.

Contact the Entertainment Commission with questions: entertainment.commission@sfgov.org, 628-652-6030. Learn more at SF.gov/EntertainmentCommission.

Are you a current JAM permit holder with ongoing entertainment or amplified sound? And do you want to continue holding that activity beyond the pandemic emergency?

If YES, you will have the opportunity to apply to transfer your existing JAM permit to a permanent brick-and-mortar permit or a temporary One Time Outdoor Event permit.

You may wish to pursue one of the following pathways for the outdoor space, if eligible:

1. Apply for a new brick-and-mortar permit-OR- apply to amend your current brick-and-mortar permit to allow for outdoor entertainment or amplified sound.

   - These brick-and-mortar permits are:
     - Limited Live Performance (LLP) Permit
     - Place of Entertainment (POE) Permit
     - Fixed Place Amplified Sound (FPAS) Permit
   - An applicant’s eligibility to transfer from a JAM permit to a brick-and-mortar permit depends on the continued permissibility of the proposed use at the outdoor location through a Shared Spaces permit or any other required approvals.
   - All transfer applicants must comply with standard public noticing, neighborhood outreach, and public meeting requirements.
Shared Spaces Operations
Operator’s Responsibilities

All Shared Spaces permit holders must abide by all terms and conditions of the Shared Spaces permit.

Accessibility

• **Clear path of travel:** Hosts are responsible for maintaining a clear path of travel, not only from furniture or structures, but also from patrons in queue or waiting.
• The permit holder shall be responsible for ensuring the space occupied and services offered under the permit comply with applicable health orders and directives, as well as with all laws requiring accessibility for people with disabilities and that the space and services do not interfere with emergency responders access.

Upkeep & Maintenance

• You are required to keep your Shared Spaces well maintained and in good repair under the conditions of approval of your permit. Shared Spaces operators sponsors are encouraged to develop a maintenance plan for keeping a Shared Spaces safe, free of trash, debris, graffiti, and to keep all elements in good condition.
• Shared Spaces operators are required to sweep the area surrounding their space and keep it litter-free
• Curbside and Parking Lane Shared Spaces must rinse out and clean debris from the area under their structure at least once a week. The Department of Public Health may require you to provide pest abatement beneath the parklet platform.
• Shared Spaces parklets that have been installed for several years will likely require renovations from time to time due to wear and tear from daily use and prolonged exposure to the elements.
• All Shared Spaces operators are responsible for providing and maintaining access to the city’s infrastructures (including, but not limited to: utility poles, gas valves, manhole covers, waste water systems, fire hydrants, cisterns and catch basins). This can include the temporary or permanent removal and/or storage of any structure(s) inhibiting access to these facilities.
• Shared Spaces hosts must maintain the quiet, safety, and cleanliness of the sidewalk and parking lane space and its adjacent area, in accordance with standards set forth in the Public Works Good Neighbor Policy.
• In addition, You are responsible for removing any structures when the Shared Spaces permit expires, or when you wish to end their participation in their Shared Spaces program. See the Enforcement Section for details.
• Your Shared Spaces permit must be displayed at business frontage when applicable.

Report a Shared Spaces violation. Go to sf.gov/sharedspaces, or submit a complaint to 311 at: sf311.org/services/shared-spaces-permit-violations
Permit Renewal

- The fee to renew a Shared Spaces permit will vary by type and scope of permit. Visit sf.gov/sharedspaces to calculate your renewal fees. Read the details of your permit to prepare for renewal.
- If significant public concern is expressed about the installation or stewardship of your Shared Space, Public Works may conduct a public hearing before a Public Works Hearing Officer to determine if your permit should be renewed.

Removal

For Tier 1 & 3 Parklets

Ending your temporary Shared Space?
Go to sf.gov/end-your-shared-space for instructions.

- **Self-initiated removal.** If for some reason you decide you no longer want to keep your parklet, you are responsible for notifying Public Works and removing it at your own expense. Removal requires an additional permit from Public Works.
- **Streetscape improvements.** In some instances such as street repaving, utility work, or streetscape redesign, the City may require you to remove your parklet. The City will strive to notify you as early as possible in such instances. Circumstances permitting, you may be able to re-install your parklet after the street improvement has been completed. In such cases, you may need to store your parklet off-site during streetscape construction. You are responsible for the costs of removing, storing, and re-installing the parklet.

- **Public safety emergencies.** Because parklets may sit atop buried utilities, there may be instances where your parklet will need to be removed with little notice. In the unlikely event of a utility failure such as a gas leak that threatens public safety, the City may remove your parklet with little or no notice. You are responsible for the cost of re-installing and restoring any damage to the parklet.

- **Failure to maintain.** Parklet operators who fail to properly and sufficiently maintain the cleanliness, safety, and accessibility of their parklet may be subject to violations and fines. If maintenance issues are not resolved, parklet operators may be required by Public Works to remove the parklet at their own expense.

Change of Ownership

If your business changes ownership, you will either need to remove your parklet or transfer the permit to the new owner. To transfer the permit, the new operator must submit a new permit through sf.gov/sharedspaces.

You retain full responsibility for the parklet until such time that the new sponsor’s permit is officially approved by Public Works. For more details on permit transfers, contact Public Works.
Enforcement
**Enforcement & Compliance**

All Shared Spaces permit holders must abide by all terms and conditions of the Shared Spaces permit.

Economic recovery from the COVID-19 pandemic will be an ongoing process in the months ahead.

To stabilize neighborhood businesses, the Shared Spaces Ordinance allows for a staggered transition from the emergency, pandemic version of Shared Spaces to the permanent version of the program.

New design and operating regulations will go into effect gradually over time. This will help minimize negative financial impacts for Shared Spaces sponsors who need to make modifications.

The Shared Spaces inspection team will provide an Enforcement & Compliance cover sheet to operators who need to make changes to their parklets to bring them into compliance. See sample here:

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**Definitions:**

- **Pandemic Shared Spaces Program:** Emergency pandemic program with temporary permits with relaxed provisions. Ends 6/30/2022.

- **Legislated Shared Spaces Program:** Formal program with regulations which will gradually go into effect through 7/1/2022.

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**Enforcement & Compliance Cover Sheet**

San Francisco
Shared Spaces
sf.gov/shared-spaces

Economic recovery from the COVID-19 pandemic will be an ongoing process in the months ahead. To stabilize neighborhood businesses, the Shared Spaces Ordinance allows for a staggered transition from the emergency, pandemic version of Shared Spaces to the permanent version of the program.

New design and operating regulations will go into effect gradually over time. This will help minimize negative financial impacts for Shared Spaces sponsors who need to make modifications. These new rules ensure disabled access, emergency response, transit function, and loading zones.

See below for issues that require immediate attention; as well as other issues that you can fix later in the year. More detail on each issue is also included in this packet.

**Business:** The Blue Legume
1234 PARKLET ST SAN FRANCISCO, CA, 94103

**Type:** Parking Lane, Sidewalk

**BOS District:** D 03

**COMPLIANCE ISSUES (BY CITY AGENCY)**

<table>
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<tr>
<th>DPW BSM (Contact <a href="mailto:SharedSpacesPermit@sfdpw.org">SharedSpacesPermit@sfdpw.org</a>)</th>
<th>SHARED SPACES MANUAL</th>
<th>DEADLINE TO FIX</th>
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<tr>
<td>Blocked Curbramp - ADA</td>
<td>P.42-P.52</td>
<td>11/16/2021</td>
</tr>
<tr>
<td>Reconfigure Roof For Fire Safety</td>
<td>P.23-P.24</td>
<td>11/16/2021</td>
</tr>
<tr>
<td>Sidewalk Diverters Needed - ADA</td>
<td>P.42-P.52</td>
<td>11/16/2021</td>
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<tr>
<td>Sidewalk Clear Path Of Travel - ADA</td>
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<tr>
<td>Tripping Hazard Uncovered Wires Cables - ADA</td>
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<thead>
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<th>SFFD Bureau of Fire Prevention (Contact <a href="mailto:FireSharedSpaces@sfgov.org">FireSharedSpaces@sfgov.org</a>)</th>
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<tr>
<td>Fire Hydrants Or Other Fire Emergency Utilities</td>
<td>P.19-P.41</td>
<td>11/16/2021</td>
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<tr>
<td>Overhead Obstruction Wires Signage Equipment</td>
<td>P.19-P.41</td>
<td>11/16/2021</td>
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<tr>
<td>Space Heaters - Liquid Propane Gas</td>
<td>P.19-P.41</td>
<td>11/16/2021</td>
</tr>
</tbody>
</table>

**SFMTA Assessment (Contact SharedSpaces@sfmta.com)**

Deadline to fix: 04/01/2022 - White Curb; Green Curb; Resize/Shift; Coordinated Adjustment. - MTA will be in touch directly with specific options for your site

*The Shared Spaces Manual is available at sf.gov/shared-spaces-manual
For existing Shared Spaces operators that wish to renew their permits for the legislated program, the Shared Spaces team will help you bring your space into compliance by providing a cover sheet indicating which issues need to be corrected, and referencing the regulations in this Manual.

### Starting August 28, 2021

- **Design for Persons with Disabilities:** Including clear path of travel on sidewalks, sidewalk diverters, and dining table for wheelchair users.

Some parklets may need to re-size, relocate, or be removed between August 2021 and July 2022. If this is the case at your site, you will receive communications in advance, in November or December 2021:

- **Design for Emergency Responder Access:** Including 3-foot wide gaps every 20 feet and removing portions of roofs that interfere with firefighting ladders.

- **Opening Transit Boarding Areas:** Clearing Shared Spaces at transit stops where bus and train service is starting again.

### Due March 31, 2022

**Permit Application Deadline for legislated permits**

Businesses must have a legislated permit to operate on or after July 1, 2022.

To get a legislated Shared Spaces permit, you must comply with these rules on or before July 1, 2022.

- **Neighbor Consent:** Some parklets will need written consent from their neighbors, if more than half the parking space for a parklet is in front of a neighbor.

- **Site Plan:** You will need to submit a site plan that shows that your parklet will be safe and ADA accessible.

- **Public noticing requirements:** You will need to post a 10-day public notice at and around the proposed site. You will receive the notice for posting after submitting a permit application.

### Starting April 1, 2022

**Visibility at High-Injury Intersections**

Some parklets near intersections may need to re-size, relocate, or be removed. This ensures pedestrians, bicyclists, and drivers can see each other, signage, and traffic signals. If this is the case at your site, you will receive communications in advance, in November or December 2021.
Shared Spaces Compliance Timeline (2/2)

Starting July 1, 2022

Pandemic Shared Spaces Program ends and the legislated Shared Spaces Program begins.
Some parklets may need to re-size, relocate, or be removed. If this is the case at your site, you will receive communications in advance, in November or December 2021.

- **Visibility at all intersections**: Ensures pedestrians, bicyclists, and drivers can see each other, signage, and traffic signals
- **Color Curb Reinstatement**: Ensures there is adequate disabled, passenger, and commercial loading on the block.

Parklets must follow these rules of the legislated program on or after July 1, 2022:

- **Maximum 2 parking spaces**: Helps as many merchants as possible have the opportunity to operate a parklet. Exceptions may be considered on a case-by-case basis.
- **Public benches**: All parklets must have a seating area that is open to the public; indicated with a sign.
- **3-foot setback**: All parklet structures should be set back from the end of the marked parking space, to allow additional accessibility for emergency responders. The setback is not required where the parking space is adjacent to a red curb.

Roadway ‘pop-up’ Street closures will begin receiving barricades, signage, and other traffic control fixtures from the City. You will no longer need to get these items on your own.

Starting April 2023

Permit fees begin assessment
Public Health Guidance
Airflow

The Shared Spaces program was developed as a response to the COVID-19 pandemic in June, 2020. Since then, Public Health guidance has evolved to adapt to new information and the current state of the pandemic.

As of September 2021, it is recommended that all Shared Spaces comply with the following airflow regulations. The California Department of Public Health issued guidance for the Use of Temporary Structures for Outdoor Business Operations. More information at: www.cdph.ca.gov

- To maximize airflow, it is recommended that new outdoor spaces cannot be enclosed or partially enclosed by a wall on more than two perpendicular sides. In general, any vertical panel that is impermeable above 42 inches is considered a wall.
- Parallel walls which allow airflow are acceptable.
- An impermeable wall impedes airflow and prevents aerosols from passing through, such as: plastic, acrylic, or plexiglass.
- To minimize exposure between groups, only install impermeable barriers in such a way that only one side would need the barriers and the other sides allow the free flow of air.
- Barriers such as a lattice fence with widely separated slats, or a coarse mesh screen will allow more air to flow freely and are not considered a wall. Due to limited visibility, these are not permitted above 42 inches.

Please check updated regulations as needed at:
- sfdp.org/dph/COVID-19
- covid19.ca.gov
Alcoholic Beverage Control

The current ABC temporary permits are valid until the end of the year, when the emergency regulations expire. Pending legislation would allow ABC to extend these permits for another year, or for longer where an applicant has applied to permanently expand their premises to include the outdoor area currently covered by the temporary permit. Visit California Department of Alcoholic Beverage Control for details and updates.
References
In this section you’ll be able to find supplemental information and sample documents relevant to your Shared Spaces application.

1. Accessibility
2. Curbside or Parking Lane Site Plan Template
3. Neighboring Occupancy
4. Neighboring Letter of Consent
5. Certificate of Insurance
6. Typical Structure Construction
7. Signage
1. Accessibility

The City and County of San Francisco seeks to make its public realm accessible to and usable by individuals with disabilities. This goal extends to the Shared Spaces program, which become an extension of public sidewalks and pedestrian open space. All accessibility elements of the proposed Shared Space shall be designed, constructed and/or conform to the applicable provisions, rules, regulations and guidelines of the: San Francisco Building Code (SFBC), Americans with Disabilities Act 2010 Standard’s accessibility requirements (ADAS), and other design criteria included in Public Works Order No. 183,392 for Temporary Sidewalk Extensions (Parklets). The required standards and guidelines on the following pages are intended to supplement and expand upon the accessibility requirements in this Manual.

Accessibility for Furniture

- Applicants must provide 5% but not less than one (1) accessible table available for wheelchair users, meeting the following requirements:
  - Be between 28 to 34 inches high.
  - Have at least 27 inches of space from the floor to the bottom of the table.
  - Provide knee clearance that extends at least 19 inches under the table.
  - Have a total clear floor space of 30 inches by 48 inches per seat.
  - Be located a minimum distance of 4 feet to the nearest obstruction.
  - Have a label displaying the International Symbol of Accessibility.
  - Maintain an accessible route to the table. For Shared Spaces in the parking lane, providing an accessible ramp is required if there’s no platform flush with the sidewalk.
  - Tables and chairs on sidewalks with a greater than 5% slope may be subject to additional staff review or operational requirements.
  - Accessible dining surfaces shall be dispersed throughout each shared space for each type of seating in a functional area, in accordance with CBC Chapter 11B.
• Temporary ramps in the Public Right-of-Way, if required to provide accessibility to a parking lane space, shall comply with the requirements in the California Building Code, Chapter 11B which are summarized as follows:
  » 4-feet minimum clear ramp width.
  » 8.3% (1:12) maximum ramp running slope (slope parallel to direction of travel).
  » Clear 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 shall be provided that prevents the passage of a 4-inch diameter sphere or side flares that do not exceed 10% slope (1:10). To prevent wheel entrapment, the curb or barrier shall provide a continuous and uninterrupted barrier along the length of the ramp.
  » Ramp shall be firm, stable and slip resistant. The ramp must be securely attached so it does not move or shift during use.

**Terraced or Multi-Level Parklets.** For parklets proposed on streets with grades that exceed 5%, a terraced parklet with two or more habitable decks is acceptable. Typically, each of these terraces must be wheelchair accessible. In some cases, due to existing constraints it may be infeasible to provide an accessible route to each terrace. An exception may be approved on a case by case basis by the Public Works Disability Access Coordinator. The accessible terrace will require a wheelchair accessible entrance from the sidewalk. The wheelchair accessible entry may be achieved with a structure on the sidewalk within the sidewalk furnishing zone that provides transition between the sidewalk and parklet deck.

Passage between terrace levels may be achieved with a ramp with a running slope not to exceed (1:20) 5%; steps or stairs where a ramp is not practicable. Any step or stair will require a warning strip at the nose of the step and handrails per California Building Code.

**Compliant Ramps**
2. Curbside or Parking Lane Site Plan Template

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.
### 3. Neighboring Occupancy

Possible configuration options for Curbside or Parking Lane Shared Spaces.

If your space fronts a neighboring property, you will need their permission to apply.

**OPTION 1:** Shared Space fully within business frontage.

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

**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.
4. Neighboring Letter of Consent

**Shared Spaces: Neighboring Letter of Consent**

**Applicant Acknowledgement**

- **I acknowledge** that I am an owner or authorized representative of the business: [Insert Business Name] located at: [Insert Business Address].

- I am seeking authorization to occupy the area associated with my Shared Spaces permit. The proposed permit extends into the frontage of a neighboring property located at: [Insert Neighboring Property Address].

- **I acknowledge** that, if approved, I am responsible for maintaining the full scope of my occupancy under my Shared Spaces Permit, including any permitted space that extends to a neighboring frontage, in accordance with the program terms outlined in Administrative Code Chapter 94A, Public Works Code Section 793, and corresponding Public Works Director’s Orders.

- **I understand** that if the tenancy and/or property ownership of the neighboring property changes, Public Works may require me to submit an updated consent letter to continue utilizing any space extending into a neighboring frontage regardless of the status of my Shared Spaces permit at the time of change of ownership.

- **I understand** that consent to occupy neighboring space as part of my Shared Spaces permit is revocable in nature; and, if such consent is revoked, or if my occupancy is not in accordance with the terms of Administrative Code Chapter 94A, Public Works Code Section 793, and corresponding Public Works Director’s Orders, that my business is responsible for the removal of any structure placed in the right of way under my Shared Spaces permit, including any applicable portion of my Shared Spaces permit extending into a neighboring frontage. I acknowledge that I must obtain an up-to-date consent letter for any future permit renewals as requested by Public Works during future permit renewal processes.

**Neighboring Acknowledgement** (to be filled out by the Neighboring Tenant or Property Owner)

- **I acknowledge** that I am the [check one] ground floor tenant [Insert Neighboring Property Address] or property owner of this property is adjacent to the business operated by the Shared Spaces Applicant.

- **I consent** to allow the Shared Spaces Applicant, located at the business address listed in the above “Applicant Acknowledgement” section, to occupy the space in the sidewalk and/or parking lane fronting my leased space or property. I understand that the Shared Spaces Applicant’s occupancy will be consistent with a Shared Spaces permit in accordance with the program terms outlined in Administrative Code Chapter 94A, Public Works Code Section 793, and corresponding Public Works Director’s Orders.

**TENANTS ONLY**

- **I acknowledge** that I am not prohibited by any lease or rental agreement from granting this consent to this neighboring business.

- **This consent** is for the permittee’s upcoming permit cycle, which may last up to 12 months from the date of permit approval and acknowledge that any enforcement action against a permittee for revoked neighbor consent may be suspended until the time of Shared Spaces permit expiration.

**TENANT OR PROPERTY OWNER SIGNATURE**

- Signature: [Insert Signature] Print Name: [Insert Print Name] Date: [Insert Date]

- Title (Example: Business Owner, Property Owner): [Insert Title]
5. Certificate of Insurance Sample

You must have enough insurance for this program.

You must prove you have liability insurance and workers compensation insurance. Your policies must meet these requirements.

You must have and keep commercial general liability insurance with at least $1 million in coverage per Occurrence and $2 million aggregate. It must include the City and County of San Francisco, Its Officers, Employees, and Agents as additional insured or a blanket endorsement.

You must have and keep workers compensation insurance in statutory amounts with at least $1 million in Employer’s Liability insurance coverage and a waiver of subrogation. It must include a blanket waiver or one in favor of the City and County of San Francisco, Its Officers, Employees, and Agents.

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<tr>
<th>TYPE OF INSURANCE</th>
<th>DESCRIPTION</th>
<th>LIMITS</th>
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Above policies have been endorsed to name as additional insured: City and County of San Francisco, Its Officers, Employees and Agents.

You must have workers compensation insurance in statutory amounts with at least $1 million in Employer’s Liability insurance coverage and a waiver of subrogation. It must include a blanket waiver or one in favor of the City and County of San Francisco, Its Officers, Employees, and Agents.

Above policies have been endorsed to name as additional insured: City and County of San Francisco, Its Officers, Employees and Agents.

遇有疑问，可咨询公司提供的服务热线。
6. Typical Structure Construction

All framing elements shall be adequately fastened consistent with the standards in “Details for Conventional Wood Frame Construction” (2001) published by the American Wood Council.

SITE PLAN VIEW

SECTION VIEW

- 2x partial height wall enclosure
- Provide framing to secure polycarbonate panels as required
- 3/4” plywood over min 2x4 joists at 24” O.C.
- 4x post, typically
- 4’-0” min
- 2’-0” min
- 10’-0” max
- 7’-0” max
- 1/4” diameter x 3” wood screw at 12” O.C.
- 3/4” plywood with 8d nails at 6” O.C., edges and at 12” O.C., field
- Simpson A35 framing angle
- Solid blocking
- 1/2” plywood sheathing with 8d nails at 6” O.C., edges and at 12” O.C., field
- or 1x6 min straight sheathing with (2)-8d nails at each stud
- 2x4 min
- 2x4 min at 24” O.C.
- 2x4 min at 24” O.C.
- Simpson A34 framing angle, each side
- Solid blocking
- 3/4” plywood with 8d nails at 6” O.C., edges and at 12” O.C., field
- Simpson A35 framing angle
- AC paving
- 3’-0” max
- 6”
- 2x6 SILL plate, RIP as required, or pedestal
- Concrete curb and sidewalk
- 4x min
7. Signage

Signage for the Shared Spaces program will be provided by the City in 2022.

Further instructions on location and placement will be provided to permit holders. No action is needed at this time.

The following are sample images of signage being developed by the Shared Spaces program.
San Francisco

Shared Spaces

sf.gov/sharedspaces