

Prepare Your Application Documents

You will need to gather the following materials before applying for
Sidewalk or Curbside Shared Spaces

1. Your contact information: Name, Email, Phone Number
2. **ABOUT YOUR SPACE:**

Do you have a pandemic Shared Space

Yes No

Do you want to operate your Shared Space after April 1st, 2023?

Yes, I want to operate my Shared Space after April 1st, 2023

No, I want to operate my Shared Space only through March 31st, 2022
3. Type of Shared Space you would like to apply for:

Sidewalk – tables and chairs, display merchandise

Parking lane – public parklet, fixed commercial parklet, movable commercial parklet

If applying for a parking lane permit, you will need to know your curb color:

green yellow white no color
4. Your **Business Account Number** (BAN) [look it up here](#) and Address of Business Account Number
5. Proposed **Shared Space Site Address:** Project Address (and/or Block and Lot number for your address (block and lot will auto populate after adding project address))
6. Primary Business Activity (*Check all that apply*)
 - Restaurant with alcohol sales
 - Restaurant without alcohol sales
 - Retail Store (like clothing or books)
 - Health studio or gym
 - Laundromat
 - Brewery
 - Jewelry maker
 - Bar
 - Entertainment
 - Personal service (like hair or nails)
 - Animal hospital
 - Chair or foot massage
 - Financial service
 - Grocery
 - Retail professional service
 - Trade shop
 - Food or drink manufacturing
 - Movie theater
 - Public facility
 - Institutional use (like childcare, school, or religious institution)
 - Arts activities
 - Car or automotive repair
 - Design profession
 - Catering
 - Kennel
 - Cat boarding
 - Nonprofit

7. Your **gross revenue** from your most recent tax return (numeric value)
8. Does this business location have an outdoor space other than a Shared Space?
- Yes No
9. Does your business have 11 or more locations worldwide?
- Yes No
10. Will you be serving alcohol?
- Yes No
11. Will you be serve or provide food?
- Yes No
12. Will you have amplified sound? *includes TVs with sound, live music and any amplified sound
- Yes No
13. Tell us your business hours: Day, Opens At, Closes At (for each day your business is open)

14. Information about your proposed parking lane

- Does it have parking meters? If yes, number of parking spaces (2 spaces maximum)
- Is the parking space marked or unmarked?
- Tell us more about how your parking lane will be used (short answer)
- Does it have a bike path or is it next to a driveway, other unusual features?
- If sidewalk permit, how many linear square feet of sidewalk for your shared space?

15. Permit Holder Information

Only one permit holder per site. Your co-operators are only for informational purposes. As the permit holder, you will have all the legal liability and responsibility for the space use and permit obligations.

If you will have co-operators: Other name of business sharing the space, contact person, phone number, email address (short answer)

16. Neighboring Consent

For sidewalk use, you must get your neighbor's permission to use any of the sidewalk in front of them.

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

- If you will be using a neighboring space: Neighbors name, neighbor's phone number, neighbor's email **AND**
- Get them to sign our Neighbor Permission form**
- Download the [Shared Spaces Neighboring Letter of Consent PDF](#). On the permit application, you will also tell us their name, email, and phone number.
- Fill out the details and sign the form. You and your neighbor must sign the form.

17. Optional Demographic Information

- Do any of these describe your business, check all that apply: Minority owned, immigrant owned, woman owned, LGBTQ owned, veteran owned, owned by a person with a disability, legacy business, serving specific ethnic or cultural clientele
- Business Owners gender identity: Male, female, trans male, trans female, genderqueer, or gender non-binary, other, I prefer not to answer
- Do any business owners identify as transgender, non-binary, or gender nonconforming?
- What is your preferred language? English, Espanol, Chinese, Filipino, Other

18. Photos of your site

FOR EXISTING PARKLETS:

- **Sidewalk views**
 - 6-foot clear path of travel on the sidewalk
 - Deck threshold level with the sidewalk
 - Setbacks from an intersection: 20 feet for oncoming traffic and 8 feet from exiting traffic
- **Parklet structure**
 - Width of the entire parklet from outer edge of structure or barriers to the curb face
 - 3-foot setback on both ends of the parklet from the end of the parking space
 - 3-foot access gap that is open to the sky every 20 feet. If your parklet has more than 1 gap, take pictures of each one.
 - A picture showing visibility and airflow about 42 inches high

○ Parklet details

- Displayed street address
- 6-inch-by-6-inch clear gutter
- Reflective materials on corners of parklet from the street to the top of structure
- Accessible table or facility in the parklet
- Flexible delineator posts and wheel stops in the correct position

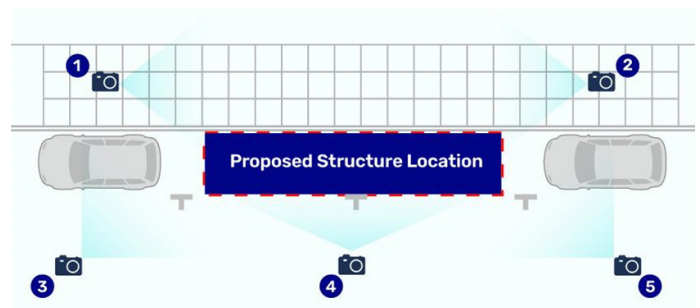
Label your pictures with names with what they show. You will upload them when you apply.

FOR SIDEWALK PERMITS AND ALL NEW PERMITS

○ Take 5 pictures that show:

- 3 street views (from the right, front, and left)
- 2 sidewalk views (from the right and left)

Label your pictures with names with what they show. You will upload them when you apply.



19. Certificate of Insurance (COI).

- [See our example here](#)

20. Site Plan (PDF)

- [You must use our template here](#)

You will need to gather the following materials before applying for

Roadway Closures

1. Your contact information: Name, Organization Name, Email, Phone Number
2. Your **Business Account Number** (BAN) look it up here (If applicable)
3. **Proposed Location:** Street, Cross Street, Other impacted locations, other details about your proposed location
4. Earliest Date of your event
5. End Date of your event
6. The hours of your proposed street closure
7. Business activities during your event:
 - Restaurant with alcohol sales
 - Restaurant without alcohol sales
 - Retail Store (like clothing or books)
 - Health studio or gym
 - Laundromat
 - Brewery
 - Jewelry maker
 - Bar
 - Entertainment
 - Personal service (like hair or nails)
 - Animal hospital
 - Chair or foot massage
 - Financial service
 - Grocery
 - Retail professional service
 - Trade shop
 - Food or drink manufacturing
 - Movie theater
 - Public facility
 - Institutional use (like childcare, school, or religious institution)
 - Arts activities
 - Car or automotive repair
 - Design profession
 - Catering
 - Kennel
 - Cat boarding
 - Nonprofit
8. Describe the activities you want to do at your event
9. Describe the furniture, equipment, and/or physical objects you want to use in the street space
10. Describe your proposed layout for these activities: placement of barricades, tables, chairs, booths, stages and other large items
11. Do you want to serve alcohol in the street space?
 - Yes, I want to serve alcohol in the street space
 - No
12. Optional demographic information: race, ethnicity, cultural affiliation or nationality, preferred language, gender identity
13. Uploads:
 - PDF of Site Plan,
 - Documentation of Neighborhood Support,
 - Picture of Proposed Location

Private Lots

As of April 1, 2023, [Shared Spaces permits for private property](#) will no longer be valid and operators will need additional approvals from outside of the Shared Spaces program for continued use of these outdoor sites.

Many existing Shared Spaces private property locations will be able to establish the outdoor use permanently by adding an *Outdoor Activity Area* use. Depending on your location, this *Outdoor Activity Area* use can be added with a Building Permit. Otherwise, it may require a [Conditional Use Authorization](#).

To identify which forms you need to submit for the specific permits you need for your business (including land use authorization), please follow this [step-by-step process](#). After you submit [this online](#)

[form](#), the Planning Department will email you all the forms you need to fill out for your proposed uses. Please describe clearly in your form submission that you have a temporary Shared Spaces private property permit that you would like to transition to a permanent *Outdoor Activity Area* land use authorization. If you need help filling out this form, the [Office of Small Business](#) may be able to provide direct assistance.

You may also visit the [Planning Information Counter](#) at the Permit Center at 49 South Van Ness Avenue, or email PIC@sfgov.org, to ask how you can make your outdoor space permanent. If you have any additional questions about the transition of Shared Spaces private property permits, please contact sharedspaces@sfgov.org.