Agenda

1. Permitting Process - 5 minutes
2. What a Site Plan Should Include - 10 minutes
3. Conditional Requirements - 2 minutes
4. Other Documents Required - 3 minutes
5. Examples - 10 minutes
6. Questions & Discussion - 45 minutes
Sidewalks and Curbside: Shared Spaces Design Guidelines

sf.gov/Shared-Spaces-Manual
Site Plan

My Neighbor
Business name and address

MY BUSINESS
Business name and address

My Neighbor
Business name and address

Colored Curb
Note Color

Entrance

3' Access Gap

34' x 7'

SHARED SPACE

Colored Curb
Note Color

Crosswalk

20'

North Arrow
3 ft. Required Setback
do not include in
shared space dimension

3 ft. Emergency Access Gap

APPLICATION SUBMITTAL

Existing Parking Meter
Existing Bicycle Rack
Existing Parking Space Marking
Existing Utility
on sidewalks and streets
Existing Street Tree
Existing Street Light
Existing Curb Ramp

Street Name

CROSS STREET NAME

Existing

**Neighbor Consent**

**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.

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**APPLICATION SUBMITTAL**

**APPLICATION SUBMITTAL**

**APPLICATION SUBMITTAL**

**APPLICATION SUBMITTAL**
Neighbor 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 795, 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 795, 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 renewal as requested by Public Works during future permit renewal processes.

APPLICANT SIGNATURE

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

Please email this signed letter to: SharedSpacesPermit@sfpw.org

Neighborly Acknowledgement

I acknowledge that I am the [Check one] ground floor tenant property owner of:

[Insert Neighboring Property Address]

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 “Appllcant Acknowledgement” section, to occupy the space in the sidewalk and/or parking lane fronting my listed 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 795, and corresponding Public Works Director’s Orders.

TENTS 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 10 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.

TENTS OR PROPERTY OWNER SIGNATURE

Signature: [Insert Signature]
Print Name: [Insert Print Name]
Title: [Insert Title]

Please email this signed letter to SharedSpacesPermit@sfpw.org

City of San Francisco
Department of Public Works
Street Operations Division
60 Sansome Street
San Francisco, CA 94111

For questions contact: Jennifer.rosales@sfpw.org (415) 554-6331

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Department of Public Works
Street Operations Division
60 Sansome Street
San Francisco, CA 94111

For questions contact: Jennifer.rosales@sfpw.org (415) 554-6331

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Existing Condition Site Photos

Proposed Structure Location

1 2 3 4 5
Existing Condition Site Photos
Existing Condition Site Photos
Permit Application Timeline

1. Applications for post-pandemic permits due by November 1, 2022

2. Once a complete application is received, the Shared Spaces Team will
   • Review your application and site plan.

3. Once application and site plan are approved, the Shared Spaces Team will
   • Conduct a preliminary inspection of your parklet and
   • Post a 10-Day Public Notice at the site.

4. After the 10-Day Public Notification period has passed,
   • your permit will be conditionally approved
   • you will be given time to make modifications to your existing structure, or install a new structure. The structure must match your approved site plan

5. After construction and/or remodel is complete, you must
   • follow up with the Department of Public Works sharedspacespermit@sfdpw.org to schedule a final site visit to verify that your Shared Space is compliant.

6. After your Shared Space is deemed compliant, Public Works will issue your permit and site signage
Parklet Site Plan Checklist – MINIMUM REQUIREMENTS TO BE SHOWN

Site plan should show a bird’s eye view of the proposed Shared Space and include the following items:

- Business Footprint (Name and Address), including length of business frontage.
- Neighboring Businesses (Name and Address), including extent of encroachment if applicable.
- Sidewalk and street fronting business, including total sidewalk width and any surface obstructions (i.e. tree wells, bike racks, parking meters, light poles, etc.) adjacent to proposed Shared Space.
- North Arrow, showing orientation of site plan.
- Street Names and Crosswalks.
- Colored Curbs.
- Total length and width of proposed Shared Space per SFMTA’s final determination, including required 3-foot emergency access gap and 3-foot setbacks on both sides.
- Marked parking spaces should show location of parking Ts on roadway and meters on sidewalk.
- Utilities in the parking lane and clearance from them (may not be obstructed by the structure).
Items Not Shown on Site Plan
(CONDITIONAL REQUIREMENTS)

Conditional requirements must be met since site plan does not show elevation/section views (Certifications Form):

- Wall height (not to exceed 42 inches).
  
  Anything above 42 inches must be made of transparent materials.

- **Roof**: Minimum height 7 feet, maximum 10 feet. Not allowed on structures adjacent to sidewalks less than 10 feet wide.

- Structure may not obstruct vertical clearance for emergency access gaps nor be installed above the sidewalk.

- 6” x 6” gutter clearance at the curb along the entire length of the structure for drainage.

- **ADA seating**:
  
  Structure must be flush with the sidewalk and have a 4-foot-wide accessible path from the sidewalk to the structure.
  
  At least one (1) ADA table that is 28 inches tall with a total clear floor space of 30 inches by 48 inches for wheelchair use.

- One (1) bench or seating arrangement that must be made available to the public.

- Wheel stops and soft-hit posts required on both ends of structure at edge of setbacks.
Other Required Documents

- Completed Certifications Form (checklist must be filled out).
- Certificate of Insurance with required language (Waiver of Subrogation).
- Signed Neighboring Consent Form (if applicable).
- Current photos of site.
Site Plan Example: Coffee Shop
Marina District

- Computer-generated (not professionally done).
- Missing extent of encroachment onto neighboring frontages.
- Dimensions need to be modified to align with SFMTA's permitted scope of occupancy.
- Shows required setbacks, locations of surface obstructions, parking T's and meters, and sidewalk width.
- Emergency access gap not required.

sf.gov/Shared-Spaces-Manual
Site Plan Example: Restaurant

Hayes Valley

- Hand-drawn by applicant - allowed but lines should be straight and dimensions legible.
- Missing surface obstructions, length of business frontage, extent of encroachment onto neighboring frontage, and clearance from utilities in the roadway.
- Dimensions need to be modified to align with SFMTA's permitted scope of occupancy.
- Shows emergency access gap.
- Neighbor consent required.
Site Plan Example: Restaurant

SOMA

- Hand-drawn by applicant - acceptable upon submittal.
- Unmetered block (no parking T’s or meters).
- Sidewalk is only 6 feet wide = no roof allowed.
- Shows required dimensions, property corner, colored curb, setbacks and emergency access gap.
Site Plan Example: Bar

Mission

- Used sample site plan as foundation - allowed but should be modified according to current conditions of sidewalk and roadway at subject location.

- Required setbacks do not fit within 40 linear feet permitted by SFMTA.

- Shows required dimensions, property corner, surface obstructions, colored curb, parking T's and meters, setbacks and emergency access gap.

- Neighbor consent required.
Site Plan Example: Restaurant

Richmond

- Computer-generated with hand-drawn elements.
- Missing location of existing driveway (minimum 2-foot clearance required) and surface obstructions adjacent to structure.
- Proposed Shared Spaces on both frontages.
- Shows property corner and required clearances from intersection for daylighting (20 feet for nearside and 8 feet for farside).
Site Plan Example: Café

Mission

- 3D rendering, not a bird's eye view of the site.
- Missing information required to identify location of proposed Shared Space.
- Does not show business frontage, sidewalk space, or parking lane.
- Missing all required dimensions, including length and width of structure.
Other Resources for Businesses

1. All resources available at [sf.gov/shared-spaces](http://sf.gov/shared-spaces)

2. [Permit Application Worksheet](#)

3. [Shared Spaces Manual 2.0 (September 2022)](#)

4. Parklet Design Trainings: Next one on October 27th
   - [List of Architects, Designers and Builders](#) who attended our parklet design training

5. Emergency Response at Shared Spaces [Public Service Announcement](#)


7. [Sign up for our Shared Spaces Mailing List](#) for frequent bulletins from the program
Other resources for Shared Spaces operators about compliance

Parklet sponsors will receive communications from the City (First week of October) to help them understand how to make their pandemic Shared Spaces safe and accessible. Transition & Compliance Timeline at: sf.gov/shared-spaces-timeline

- Compliance Advisory via email. This will summarize all the design and placement issues at each site that the City has noted so far. These issues will need to be corrected for the site to be eligible for a post-pandemic permit that starts April 2023.

- SFMTA Assessment via email. This assessment will elaborate on details beyond what’s summarized in the Compliance Advisory regarding the business location’s footprint options. It will provide solutions to resize or relocate your space to be eligible for a post-pandemic permit to take into account updated neighbor permission, color curb zones reinstatement, intersection visibility, and alignment with the program’s 2 space cap requirements.
Shared Spaces Contact Info

- General Shared Spaces Questions? Email: sharedspaces@sfgov.org
- Footprint and Loading Zone Questions? Email: sharedspaces@sfmta.com
- Application Status and ADA Accessibility Questions: sharedspacespermit@sfdpw.org
- Report Shared Spaces abandonment or complaint: sf.gov/shared-spaces-311
- Shared Spaces Equity Grants for compliance: sharedspaces@sfnewdeal.org or sharedspaces@sfgov.org
Equity Grants: Round 2.2 Applications Live!

- Tables & Chairs
- Enclosures & Planters
- Barricades & Diverters

Use los fondos para materiales como mobiliario o barreras de tránsito móviles. Los artículos como barreras y muebles se le pueden reembolsar o comprar para usted.

使用補助金購買可移動的傢俱或交通隔離物等材料。您可以獲得購買隔離物和傢俱等物品的補償，或者享有代購服務。
Equity Grants: Selection Priorities

1. Hardest hit by the COVID-19 pandemic, with high rates of cases and deaths

2. Neighborhoods with a higher density of vulnerable populations, including but not limited to people of color, seniors, youth, people with disabilities, linguistically isolated households, and people living in poverty or unemployed defined as “Areas of Vulnerability” by DPH

3. In established Cultural Districts

4. Registered as legacy businesses

5. Below $2.5M in gross receipts

6. Not already receiving grants through other City grants programs like SF Shines
# Public Access: Curbside Use Types & Fees

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<th>Type</th>
<th>Permit (one time)</th>
<th>Annual License</th>
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- **First Parking Space**: $1,500
- **Each Additional Parking Space**: $1,500
- **Per Parking Space**: $2,000

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

Robin Abad Ocubillo
Shared Spaces Program Director
Monica Munowitch
Deputy Program Manager
Annie Yalon
Deputy Program Manager
Gregory Slocum
Permits Manager
Michael Lennon
Enforcement
Ken Cofflin
San Francisco Fire Marshall
Nicole Bohn
Office of Disability

THANK YOU!

Twitter.com/SharedSpacesSF
Instagram.com/SharedSpacessf
Facebook.com/SharedSpacesSF/
SF.gov/Shared-Spaces
SharedSpaces@sfgov.org

¡GRACIAS!

問題

謝謝您！