

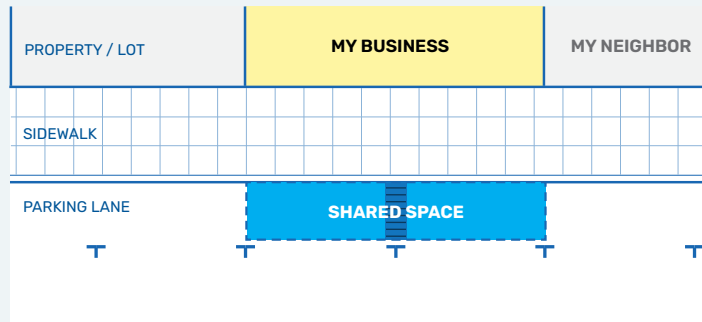
4. Neighboring Occupancy

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.

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

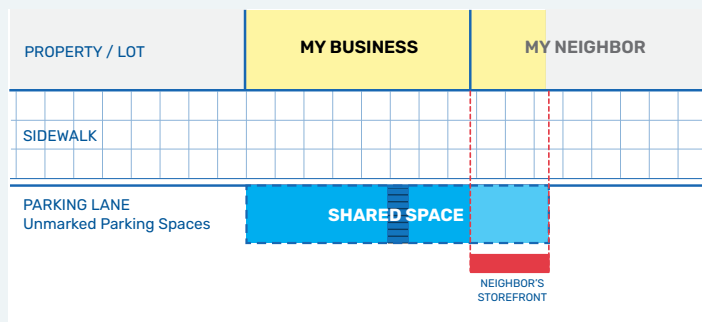
More information and Letter of Consent at: sf.gov/get-permission-your-neighbors-use-their-space

OPTION 1: Shared Space fully within business frontage.

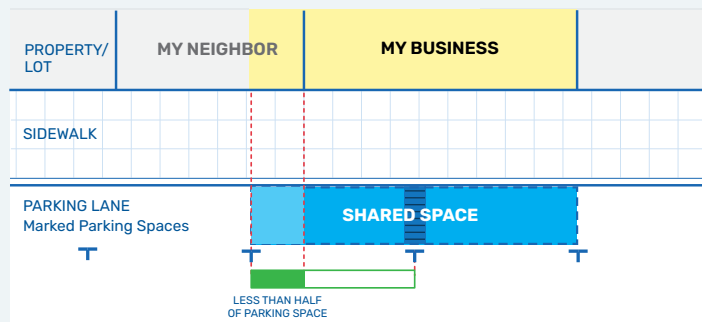


OPTION 2: Shared Space extends into a neighboring frontage, occupying an unmarked space.

NEEDS NEIGHBORING CONSENT

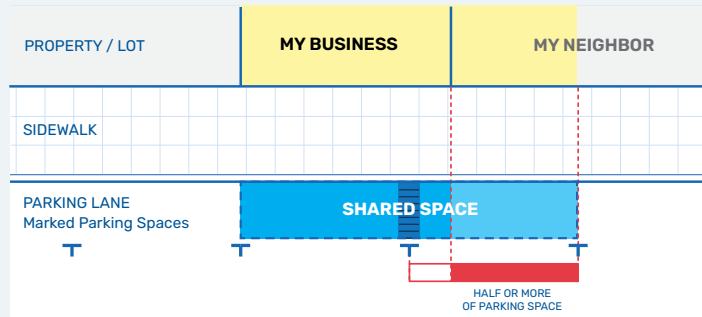


OPTION 3A: Shared Space extends only slightly into a neighboring frontage, taking up less than half of a marked parking space in the neighboring frontage.



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

NEEDS NEIGHBORING CONSENT



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5. Neighbor Letter of Consent

Applicant Acknowledgement

I **acknowledge** that I am an owner or authorized representative of the business:

Initial:

(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.

Initial:

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.

Initial:

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 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.

Initial:

APPLICANT SIGNATURE

Signature:	Print Name:	Date:



Please email this signed letter to SharedSpacesPermit@sfdpw.org

