

*Hmmm...  
how can I get a  
parklet built in my  
neighborhood?*



# SAN FRANCISCO PARKLET MANUAL

*Version 1.0. February 2013  
Brought to you by:*



*City of San Francisco*



**QUESTIONS?**

Please refer to the Pavement to Parks website:

[www.pavementtoparks.org](http://www.pavementtoparks.org)

*The San Francisco Parklet Manual was created by the San Francisco Planning Department in close collaboration with the San Francisco Department of Public Works, the San Francisco Municipal Transportation Agency, and the Mayor's Office on Disability.*



**SAN FRANCISCO  
PLANNING  
DEPARTMENT**

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PAVEMENT TO PARKS

# SAN FRANCISCO PARKLET MANUAL

## ABOUT THIS MANUAL

The Parklet Manual is a comprehensive overview of the goals, policies, processes, procedures, and guidelines for creating a parklet in San Francisco. The Manual also serves as a resource for those outside of San Francisco working to establish parklet programs in their own cities.

Applicants and designers in San Francisco are strongly encouraged to read the Parklet Manual in its entirety when they are first thinking about proposing a parklet, and to refer to it often throughout the process. Understanding what the program is trying to achieve and the process and regulations for a successful parklet may reduce the time it takes to receive a permit, and will likely result in a superior parklet design.

San Francisco values and appreciates your willingness to devote your time, creativity, and resources to creating a parklet in your neighborhood. We look forward to collaborating with you on your parklet.



LET'S GET STARTED



Hosted by: Devil's Teeth Baking Company  
Photo: Matarozzi Pelsinger Builders & Wells Campbell photography

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Hosted by: Mojo Bicycle Shop  
Photo: Jeremy Shaw



Hosted by: Devil's Teeth Baking Company  
Photo: Kay Cheng



Hosted by: EAG Mama Art Cafe  
Photo: Craig Hollow, The Sagan Piechota Architecture



Hosted by: Café Abir  
Photo: Alexis Smith

# PROGRAM OVERVIEW

San Francisco's Pavement to Parks Program facilitates the conversion of utilitarian and often underused spaces in the street into publicly accessible open spaces available for all to enjoy. The Parklet Program is one component of the Pavement to Parks Program, which provides a path for merchants, community organizations, business owners, and residents to take individual actions in the development and beautification of the City's public realm.

A parklet repurposes part of the street into a public space for people. They are intended as aesthetic enhancements to the streetscape, providing an economical solution to the need for increased public open space. Parklets provide amenities like seating, planting, bike parking, and art. While parklets are funded and maintained by neighboring businesses, residents, and community organizations, they are publicly accessible and open to all.

The world's first formal public parklets were initially conceived and installed in San Francisco in 2010. As of February 2013, thirty-eight parklets have been installed throughout San Francisco, and the program is being emulated in cities around the world.

Parklets enhance our neighborhoods by adding beauty and whimsy to the City's streets. They reflect the diversity and creativity of the people and organizations who sponsor and design them. They also reflect the City's commitment to encouraging walking and biking, creating great streets, and strengthening our communities.

Parklets catalyze vitality and activity in the city's commercial districts. They support local business communities by encouraging pedestrians to linger. Parklets can serve as neighborhood anchors and destination points—providing spaces for neighbors to gather and get to know one another. Collectively, parklets broaden the potential for the public realm to engage and delight while adding much needed open space to our commercial corridors.

By creating a parklet in your neighborhood, you are participating in an international movement that celebrates local grass roots initiative, community building, and sustainable transportation. When completed, your parklet will be enjoyed by countless residents of and visitors to your neighborhood and our city.

San Francisco values and appreciates your willingness to devote your time, creativity, and resources to creating a parklet in your neighborhood. We look forward to collaborating with you on your parklet.



# PROGRAM GOALS

## REIMAGINE THE POTENTIAL OF CITY STREETS.

Public rights-of-ways make up approximately 25 percent of the City's land area. Parklets promote a low-cost, easily implementable approach to public space improvement through projects that energize and reinvent the public realm. They help address the desire and need for increased public open space and wider sidewalks.



Hosted by: Arizmendi Bakery  
Photo: Jack Verdomi Architecture

## ENCOURAGE NON-MOTORIZED TRANSPORTATION.

Parklets encourage walking by providing pedestrian amenities like street furniture, landscaping, and public art. Parklets often provide bicycle parking and thus increase the visibility of bicycling in San Francisco.



Hosted by: Mojo Bicycle Shop  
Photo: J Shaw



## ENCOURAGE PEDESTRIAN ACTIVITY.

Parklets provide pocket spaces for pedestrians to sit and relax, while also improving walkability.



Hosted by: Devils Teeth Baking Co.  
Photo: SF Planning

## FOSTER NEIGHBORHOOD INTERACTION.

Parklets provide a public place for neighbors to meet and get to know one another. In some cases, neighbors have participated in the design, financing, and construction of parklets.



Hosted by: Cafe Roma

## SUPPORT LOCAL BUSINESSES.

Parklets attract attention to businesses and provide additional seating that can be used by cafe customers and others. A parklet also beautifies the street and creates a neighborhood destination.

# STAKEHOLDER ROLES



SAN FRANCISCO  
**PLANNING**  
DEPARTMENT

## *Application Intake and Design Review*

The San Francisco Planning Department (SF Planning) is responsible for ensuring that parklets are well designed and are a positive addition to the public realm. SF Planning will be your primary point of contact throughout the pre-design, public outreach, public notice, and design processes, and will help steward your project through the permitting process. SF Planning can also help you resolve design issues raised by MTA or DPW if necessary. SF Planning is also responsible for ensuring that parklets reflect the goals and intent of the Parklet Program, and that the parklet design articulated in the final construction drawings and approved by the city is what is actually built.



**SFMTA**  
Municipal Transportation Agency

## *Transportation Review and Bike Coordination*

The San Francisco Municipal Transportation Agency (MTA) reviews parklets to ensure there are no immediate or known traffic, transit, pedestrian, bicycle, or circulation related issues. If your parklet includes bicycle parking, the MTA provides guidance on bike rack selection, placement, spacing, and the bike-parking approval process. If your parklet is proposed in or near a color curb zone, MTA provides guidance on how to relocate those zones or how to design the parklet to accommodate them.



## *Permitting and Inspection*

The San Francisco Department of Public Works (DPW) is responsible for ensuring that parklets satisfy all technical requirements of the Public Works Code and DPW Standards. They verify that parklets are well constructed, safe, and accessible. Once your design and plans are approved by all three agencies, DPW will issue your permit and conduct inspections during and after parklet construction. DPW is also responsible for ensuring that built parklets meet maintenance and upkeep requirements, remain open to the public, and comply with permit regulations. If significant public concern is expressed about the installation of your parklet, DPW will conduct a public hearing before a hearings officer to determine if your parklet permit should be renewed or some other enforcement action taken.



## *Design, Capital Costs, Liability and Maintenance*

Project sponsors are responsible for conducting outreach, designing, funding, and constructing their parklets. They also assume liability for the parklet and ensure the parklet is well-maintained and kept in good repair.



Items to Submit:  
 Initial Application Form  
 Initial Site Plan and Photos  
 Concept Description  
 Letters Of Support

APPLICANT SUBMITS  
 PARKLET PROPOSAL

INITIAL REVIEW BY MTA, DPW, PLANNING

**PROPOSAL  
 SELECTED**

PLANNING ISSUES PUBLIC NOTICE  
 { displayed for 10 days }

**PROPOSAL  
 REJECTED**

OBJECTIONS

NO  
 APPEAL

OFFICER  
 AGAINST



DPW HOLDS  
 PUBLIC HEARING

OFFICER  
 SUPPORTS

APPLICANT  
 APPEALS



BOARD OF PERMIT APPEALS  
 HOLDS PUBLIC HEARING

OFFICER  
 AGAINST

OFFICER  
 SUPPORTS



**PERMIT  
 REVOKED**

SIGNIFICANT  
 VIOLATION(S)

**ENJOY  
 PARKLET**

REMEMBER TO:

KEEP IT CLEAN.  
 WATER THE PLANTS.  
 RENEW IN ONE YEAR.



PLANNING AND DPW POST-  
 CONSTRUCTION ONSITE INSPECTION

APPLICANT  
 BEGINS CONSTRUCTION



DESIGN DEVELOPMENT WITH **PLANNING** BEGINS



APPLICANT SUBMITS CONSTRUCTION DOCUMENTATION  
{ 6 month with possible 6 month extension }

REVIEW BY **MTA, DPW, PLANNING**

PLANNING COMMUNICATES  
REQUIRED REVISIONS

APPLICANT SUBMITS FINAL  
APPLICATION PACKAGE TO **PLANNING**

APPLICANT PAYS PERMIT FEES TO **DPW**

**MTA** LEGISLATES PARKING CHANGES

# PAVEMENT TO PARKS PARKLET Matic

BOARD OF PERMIT APPEALS  
HOLDS PUBLIC HEARING

SOMEONE  
APPEALS

OFFICER  
AGAINST

OFFICER  
SUPPORTS

**PERMIT  
GRANTED**

{ 6 month with possible 6 month extension }

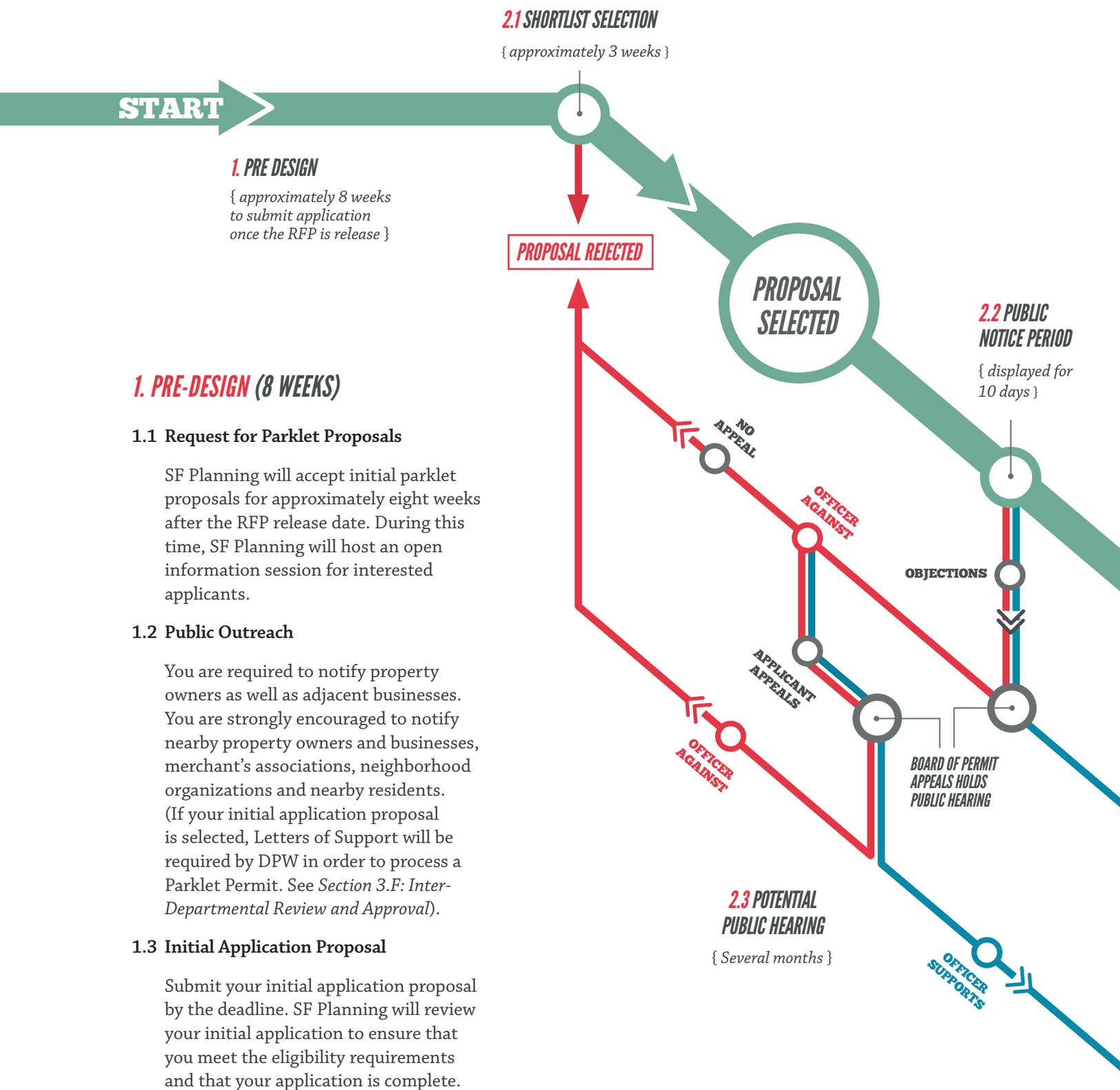


PLANNING AND **DPW**  
PRE-INSTALL ONSITE INSPECTION

APPLICANT NOTIFIES **DPW**  
72 HOURS BEFORE CONSTRUCTION



# PROCESS OVERVIEW



## 1. PRE-DESIGN (8 WEEKS)

### 1.1 Request for Parklet Proposals

SF Planning will accept initial parklet proposals for approximately eight weeks after the RFP release date. During this time, SF Planning will host an open information session for interested applicants.

### 1.2 Public Outreach

You are required to notify property owners as well as adjacent businesses. You are strongly encouraged to notify nearby property owners and businesses, merchant’s associations, neighborhood organizations and nearby residents. (If your initial application proposal is selected, Letters of Support will be required by DPW in order to process a Parklet Permit. See Section 3.F: *Inter-Departmental Review and Approval*).

### 1.3 Initial Application Proposal

Submit your initial application proposal by the deadline. SF Planning will review your initial application to ensure that you meet the eligibility requirements and that your application is complete.

## 2. INITIAL PROPOSAL REVIEW (5 WEEKS – 6 MONTHS)

### 2.1 Shortlist Selection (3 weeks)

An interagency team from SF Planning, MTA, and DPW reviews and ranks applications based on the following criteria:

1. Location. The proposed parklet should be in an active and well-used location, in addition to complying with the location criteria described in the “Parklet Design and Construction Guidelines.”
2. Strong and well-documented community support.
3. Quality of initial design proposal.
4. Creative programming. We encourage creative thinking regarding what will happen on the parklet and who will be involved in its creation and use. For example, consider community partnerships (school, CBD, institution), sustainable features, art, programming for children, partnerships between businesses, etc.

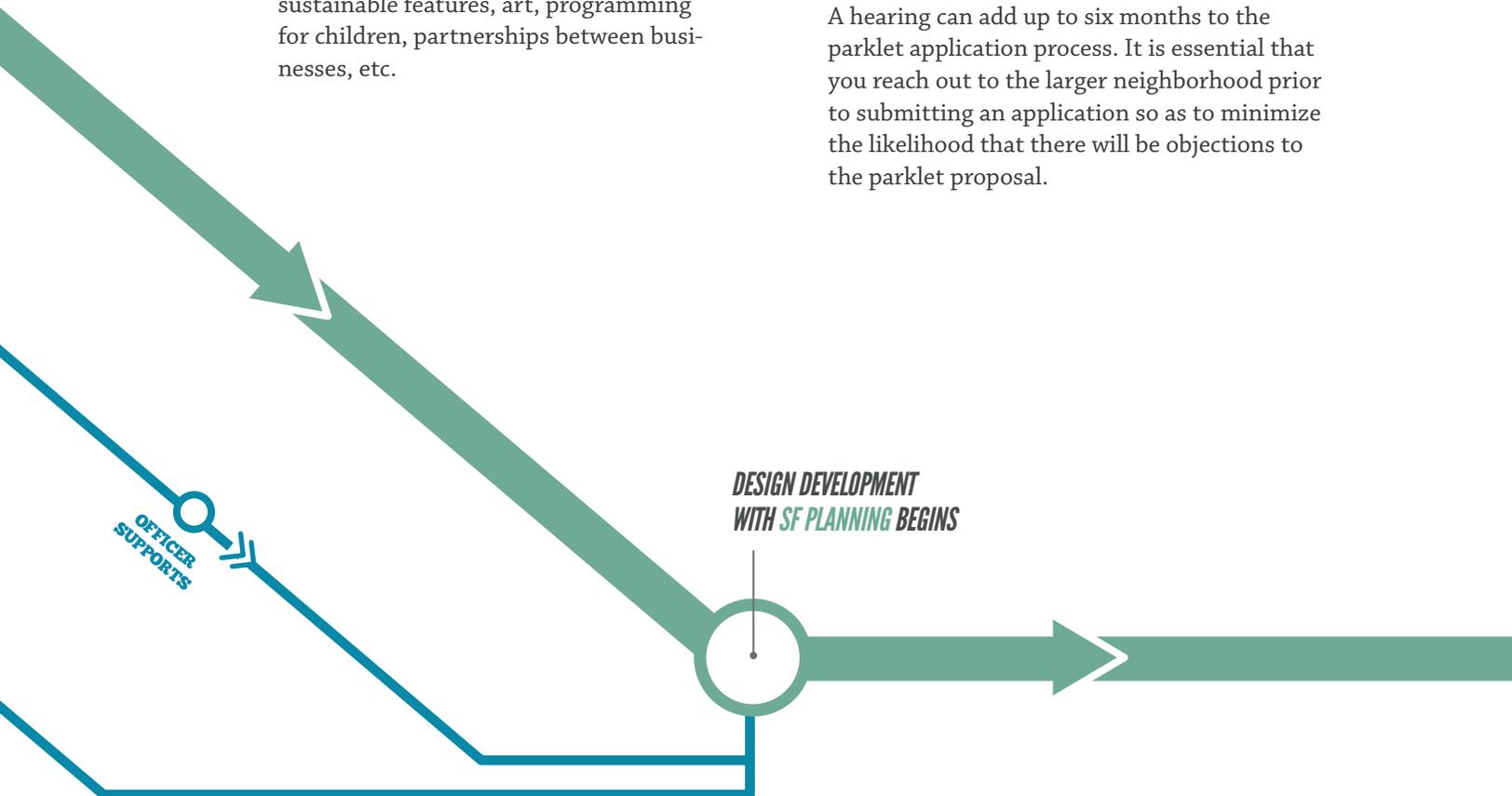
### 2.2 Public Notice Period (10 days)

If selected, the City will post a public notice at your location documenting your application for a parklet permit. The public notice will be posted for 10 calendar days. The purpose of the notice is to alert the public of your application. Any proposed color curb changes will be addressed at this time as well. If no objection is registered, skip to *Step 3: Design Development and Permit Issuance*. If an objection is registered, see *Step 2.3: Potential Public Hearing*.

### 2.3 Potential Public Hearing (several months)

If the City receives objections to your parklet location during the public notice period, a public hearing at DPW will be scheduled to recommend approval or denial of the application. In the event of a denial, the applicant may appeal the decision to the Board of Permit Appeals within 15 calendar days of the decision.

A hearing can add up to six months to the parklet application process. It is essential that you reach out to the larger neighborhood prior to submitting an application so as to minimize the likelihood that there will be objections to the parklet proposal.



### 3. DESIGN DEVELOPMENT AND PERMIT ISSUANCE (2-6 MONTHS)

#### 3.1 Final Construction Documentation (2-6 months)

If no protest is registered at your location, or if the public objection is overridden by the DPW hearing officer, your parklet application will be assigned to an SF Planning contact who will work with you and your designer in a collaborative fashion to ensure that the parklet design is appropriate. When developing your final plans, we strongly recommend that you work with a designer to propose a project reflecting the *Design and Construction Guidelines* and *Accessibility Elements for Parklets*.

You have six months after your public notice period (or your public hearing in front of the DPW hearing officer) to submit your final construction document package to SF Planning.

Parklet applicants may request a six-month extension for submitting the final construction document package. However, applicants that request the six-month extension will need to comply with any new design controls or program requirements. This may require revisions to your final construction document package.

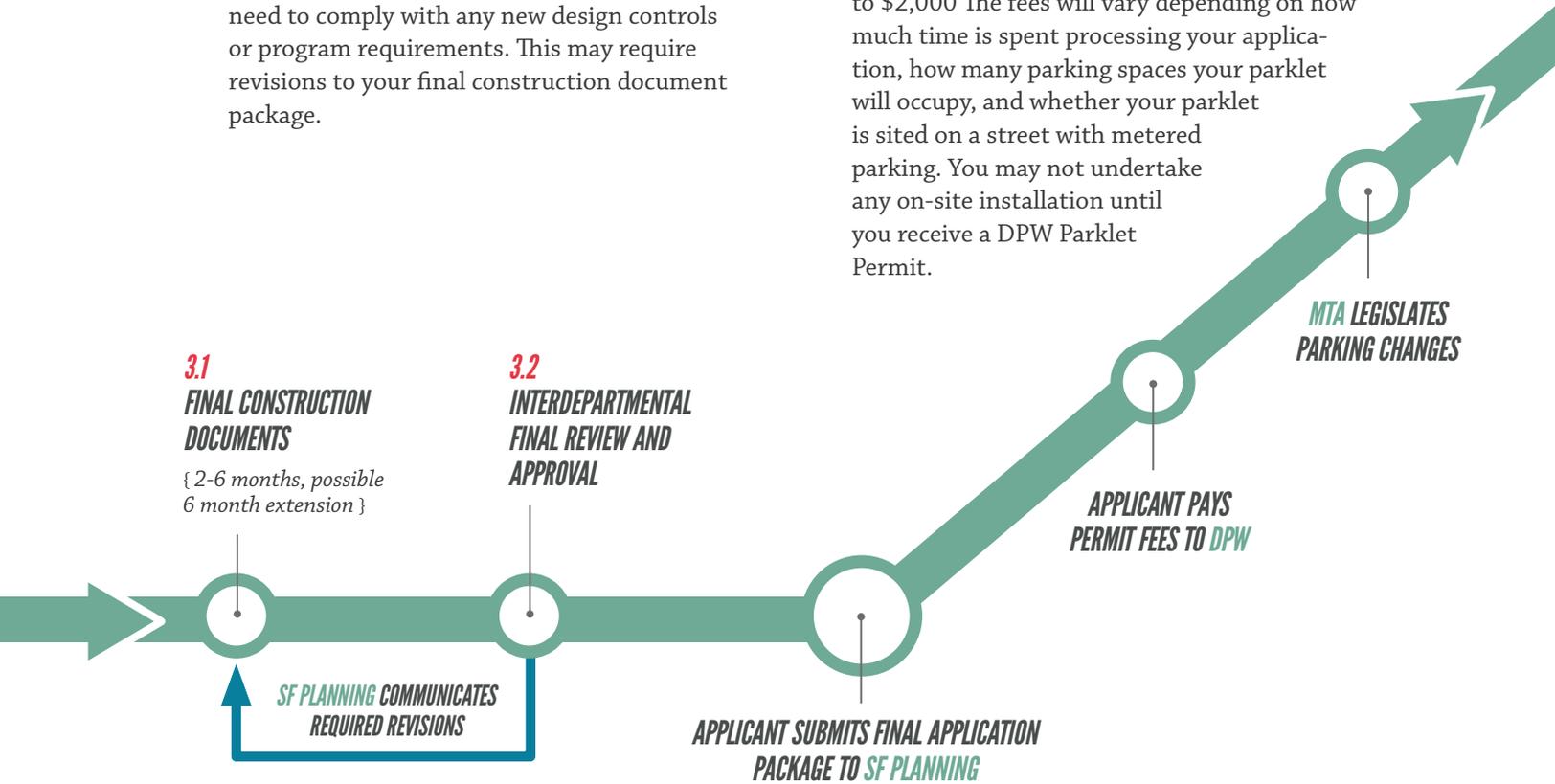
#### 3.2 Interdepartmental Final Review & Approval

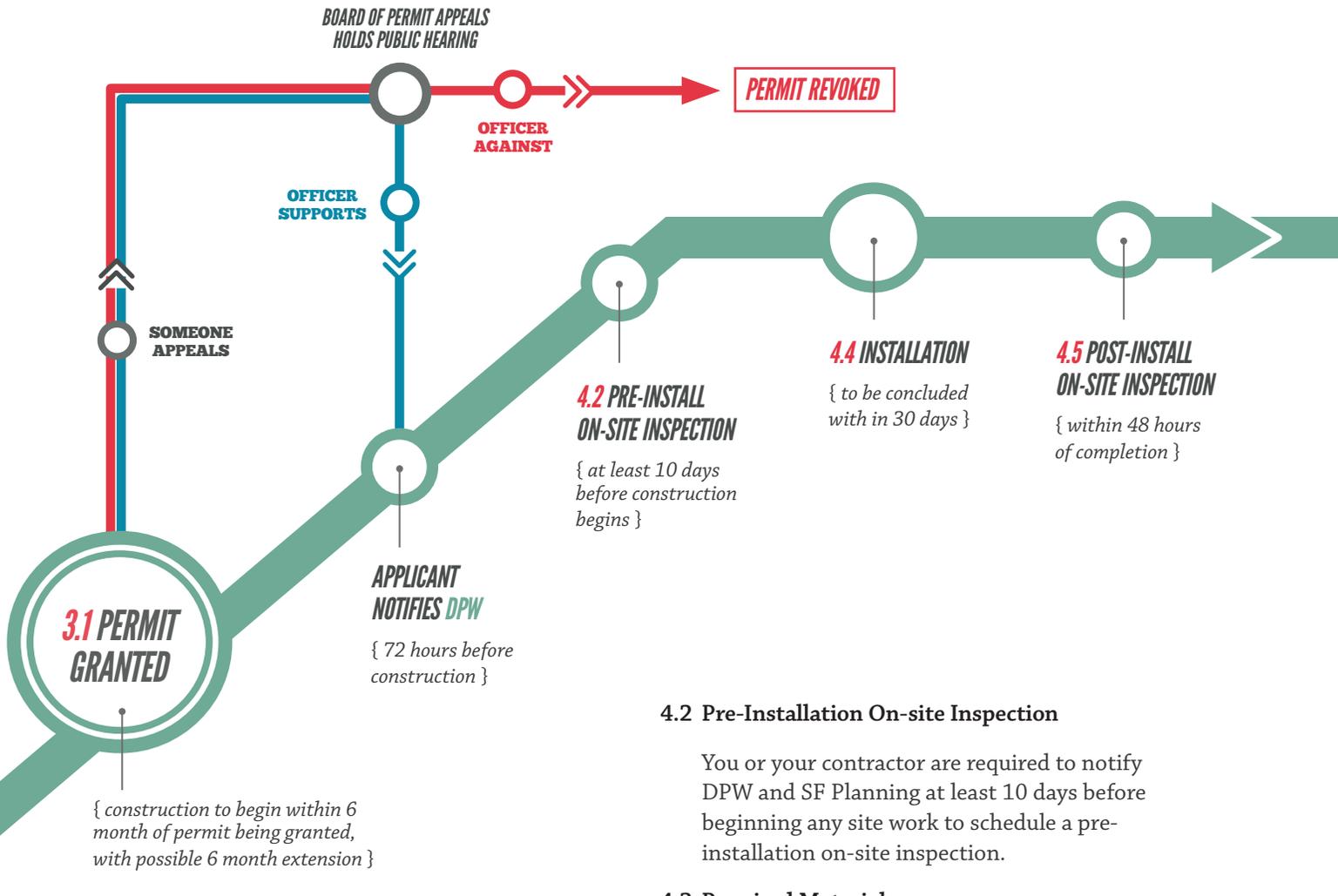
SF Planning will forward your final plans to MTA and DPW for their review. You may receive additional comments from these agencies that require additional revisions or clarifications to your final document set. Your SF Planning contact will coordinate with MTA and DPW to get comments to you. Adherence to the “Parklet Design and Construction Guidelines” and “Accessibility Elements for Parklets” minimizes the likelihood of your design requiring revisions. Letters of Support from property owners and adjacent businesses is also required by DPW at this stage.

#### 3.3 Permit Issuance

After your design has been approved by all three agencies, DPW will issue you an invoice for payment of fees. Once DPW receives payment it will issue your permit.

Permit fees typically range from around \$1,500 to \$2,000. The fees will vary depending on how much time is spent processing your application, how many parking spaces your parklet will occupy, and whether your parklet is sited on a street with metered parking. You may not undertake any on-site installation until you receive a DPW Parklet Permit.





{ construction to begin within 6 month of permit being granted, with possible 6 month extension }

## 4. FABRICATION AND INSTALLATION (UP TO 7 MONTHS)

### 4.1 Construction Begin (up to 6 months after permit issuance)

You have six months after the date DPW issues your permit to begin constructing your parklet. You may request an additional six-month extension. However you will need to comply with any new design controls or program requirements. This may necessitate require revisions to your final construction document package.

### 4.2 Pre-Installation On-site Inspection

You or your contractor are required to notify DPW and SF Planning at least 10 days before beginning any site work to schedule a pre-installation on-site inspection.

### 4.3 Required Materials

You or your contractor must purchase and install the required materials during construction.

### 4.4 Installation

On-site installation may not exceed thirty (30) days. Failure to finish constructing your parklet within the 30-day window may result in punitive action by the City, such as fines or the revocation of your permit or required removal of the parklet.

### 4.5 Post-Construction On-site Inspection

You or your contractor are required to notify DPW and SF Planning within 48 hours of the completion of parklet construction to schedule a post-construction on-site inspection.

PERMIT REVOKED



SIGNIFICANT VIOLATION(S)



REMEMBER

*KEEP IT CLEAN!*

*WATER THE PLANTS!*

*RENEW IN ONE YEAR!*

## 5. POST-CONSTRUCTION

SF Planning and DPW will continue to monitor your parklet for compliance with public access requirements and the maintenance agreement. Failure to comply may result in revocation of your parklet permit. Once granted, parklet permits are reviewed annually for renewal. The City may request your participation in assessments and studies of the Parklet Program.



**IMPORTANT CONSIDERATION**

## *PARKLETS ARE PUBLIC*

San Francisco's Parklet Program is intended to create publicly accessible open spaces that add vitality to the public realm. For example, members of the public are welcome to use and enjoy a parklet regardless of whether or not they patronize the sponsoring business. Accordingly, many of the guidelines listed below are intended to ensure parklets are designed to feel welcoming and inviting to all users.



**IMPORTANT CONSIDERATION**



## *DESIGNING FOR THE URBAN LANDSCAPE*

Despite their small scale, parklets can pose deceptively challenging design problems. Parklet designers must resolve potentially complex site issues like maintaining access for persons with disabilities on sloped streets or maintaining positive drainage underneath the parklet structure. Parklets must also be designed to be easily removed without damaging the curb, sidewalk, or underlying street or roadway, yet be durable enough to withstand the pressures of being outside in the urban landscape for years at a time. Our experience has shown that working with a professional designer such as an architect, landscape architect, or industrial designer can expedite the permit process by providing complete plans, reduced maintenance costs, and often a higher quality design.

**IMPORTANT CONSIDERATION**

## *DESIGN IS ITERATIVE*

Design is by nature an iterative process — in this case between the applicant, the designer, and the City. At times this process can feel subjective. The City's intent is not to impose a particular design aesthetic onto your parklet, but to promote unique parklets with a look and feel to reflect the individual character, location and creativity of the parklet sponsor and designer. The guidelines are also intended to ensure that parklets are safe for the people who inhabit them and are accessible to all.



**IMPORTANT CONSIDERATION**



## *YOUR PATIENCE IS APPRECIATED*

SF Planning, DPW, and the MTA will need to review your location in the pre-design process and will subsequently review your design during the final review process. Accordingly, the permitting process can at times seem to move slowly. Your patience throughout this process is very much appreciated. Following SF Planning Design and Construction Guidelines, DPW Order No. 180,921, and the Accessibility Elements for Parklets can reduce the time it takes for you to receive your permit by reducing the risk that you will be asked to make design revisions because your parklet design does not meet the goals and intent of the Parklets Program or the final submittal package is missing elements needed by the City to review your design.

**A**

**PARKLET LOCATION  
CRITERIA**

**B**

**CREATING AN  
INITIAL SITE PLAN**

**C**

**PHOTOGRAPHS  
OF EXISTING  
CONDITIONS**





# PRE-DESIGN: SITE SELECTION AND PUBLIC OUTREACH



# PARKLET LOCATION CRITERIA

**Speed limit.** Parklets are permitted on streets with speed limits of 25 mph or less. Parklets on streets with speed limits over 25 mph may be considered on a case-by-case basis.

**Corner locations.** In general, parklets must be located at least one parking space away from an intersection or street corner. Parklets close to corners can be more exposed to the risk of a collision by motorized vehicle. In some instances, a bike corral at least 15 feet in length, a curb-extension (bulb-out), or some other physical barrier that would protect the parklet in a corner location may allow the city to consider a corner parklet on a case-by-case basis.

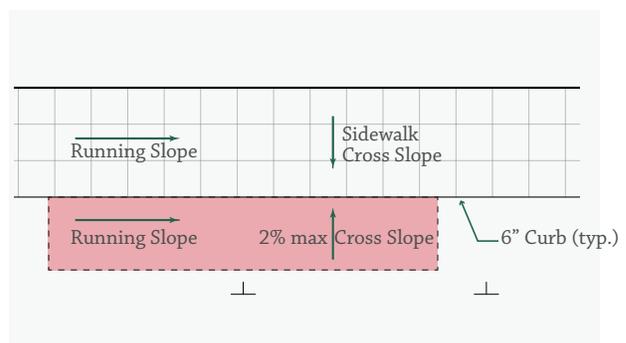
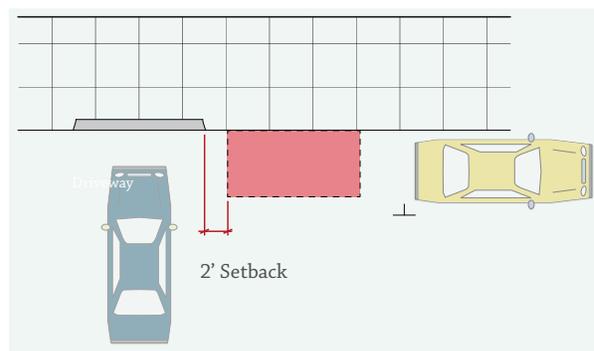
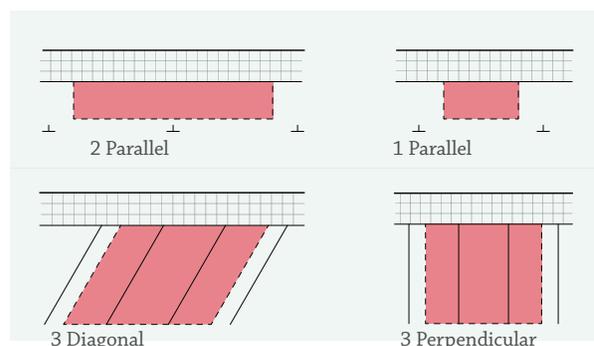
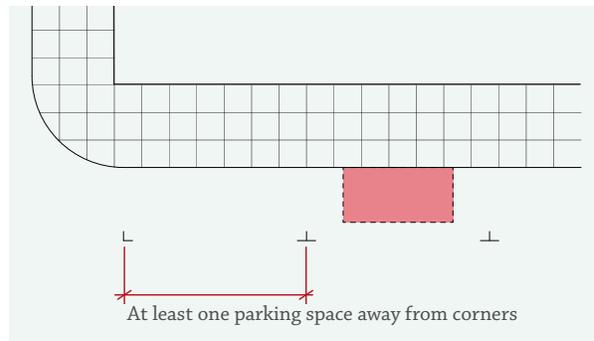
**Parking spaces.** Parklets can be sited along the curb line on streets where on-street parking spaces exist. They can be considered in any location where there are or would be space(s) for on-street parallel, angled, or perpendicular parking, including spaces with metered or unmetered parking. MTA has determined that the installation of parklets within existing on-street parking spaces are an appropriate use of these spaces.

**Driveways.** Parklets may be installed in front of a driveway if the applicant is the owner of the driveway or obtains written permission from the property owner to install the parklet. If the driveway has been abandoned or no longer provides access to off-street parking space, the driveway may be incorporated into the parklet design.

**Other locations.** Other locations adjacent to the curb will be considered on a case-by-case basis.

**Street slope.** Parklets are generally permitted on streets with a running slope (grade) of five percent or less. When installed on streets with running slopes of three percent or greater, parklets will need to include a wheelchair rest area.

Parklets may be permitted on streets over five percent if they can provide safe access and turnaround area for wheelchair users. See the





“Accessibility Elements for Parklets”. Parklets on streets with a running slope over five percent pose significant design challenges. For those parklet proposals, you should anticipate a longer and more robust review process, and be aware there is a somewhat greater chance that such parklets will not be issued permits.

**Curb color zones.** Applicants must take special care when installing or constructing a parklet near or in a color curb zone. Parklets may replace yellow, white, or green zones or motorcycle parking if there is 1) support for their removal and 2) appropriate alternative locations to restore them.

Parklets are not allowed to replace blue zones designated for disabled parking. In most instances parklets are not permitted in red zones. Parklets may be allowed in red zones at small remnant spaces along the curb lane, such as adjacent to a driveway. City staff will consider these requests on a case-by-case basis.

Please be aware that applicants are responsible for any costs associated with removing and relocating a color curb zone. Moving or removing colored curb zones or motorcycle parking requires legislative action by the MTA Board. This will add extra time to the permit process. Parklet applicants seeking to reconfigure colored curb zones or motorcycle parking will need to coordinate with the MTA and SF Planning before they can be issued a permit.

For more information on removing or relocating curb color zones, please visit MTA’s website at: <http://www.mta.com/cms/pcurb/curbfees.htm>.

**Utilities.** Parklets are not permitted in front of a fire hydrant or above a fire hydrant shut-off valve. Parklets may not be constructed over utility and manhole covers. Be sure to make a thorough inventory of utility access covers in your proposed parklet area by checking under parked cars.

You must provide access to any City or public utility company that may have underground conduits beneath the constructed parklet. Access may require that you temporarily remove all or a portion the constructed parklet. See *Section 5.E: Process for Removal*.

**Long-term City projects / future City-sponsored streetscape improvements.** As part of its initial screening process, the City reviews proposed parklet locations for potential conflicts with future programmed streetscape improvements and repaving projects. The City may reject parklet proposals that conflict with impending streetscape improvements. Parklets installed on streets scheduled for future improvements will likely need to be removed prior to the improvements being constructed.

**Transit.** Parklets are not permitted in bus zones. They can be located adjacent to a bus zone.

**Proximity to other parklets.** As the number of parklets in the City increases, oversaturation may become an issue in some neighborhoods. The City will prioritize parklets proposal from under-represented neighborhoods.

# CREATING AN INITIAL SITE PLAN

An initial site plan showing the existing street and sidewalk environment is required with all applications. The site plan does not need to show the proposed parklet design, but should show the footprint of the proposed parklet, all street and sidewalk utility covers, any poles, signs and meters, any sidewalk furniture, and color curb zones 20 feet on either side of the proposed parklet location. Site plans must be drawn to scale (by hand or computer). The initial site plan may be hand drawn, as long as it is legible and includes all the elements previously listed. When creating your initial site plan, consider:

- Your building, adjacent properties (include addresses) and their building entrances.
- Existing sidewalk width(s).
- Existing curb cuts and driveways.
- Adjacent bike lane or auto traffic lane.
- Existing parking spaces with dimensions.
- Existing parking meters, with numbers of all meters to be removed (these numbers are generally posted on the meter facing the street, and are formatted as follows: XXX-XXXXX).
- Other existing sidewalk features near the proposed parklet area (fire hydrants, street-lights, utility access panels, bike racks, etc).
- Existing utilities in the street and on the sidewalk and covered by or adjacent to the proposed parklet.
- All colored curb zones (red, yellow, green, white, blue).
- Existing street trees and tree pits.
- Proposed parklet footprint and dimensions.
- Parklet setback dimensions (48 inches from adjacent parking spaces and 12 inches from adjacent bike lane or auto traffic lane).

**Parklet footprint: parallel parking.** When replacing parallel on-street parking, most parklets are the size and length of one or two parking spaces. The City will consider larger parklets depending on circumstance and existing site conditions. Smaller parklets have also been successful.

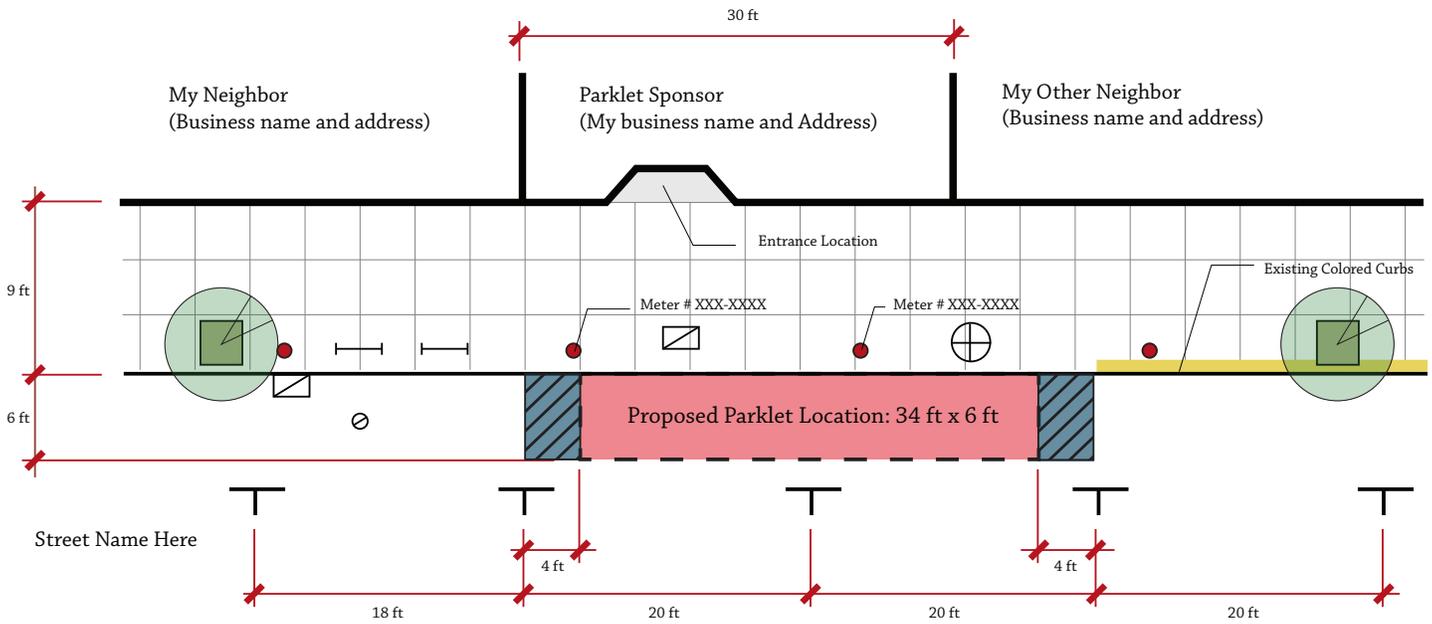
All parklets are required to include setbacks on either side to buffer the parklet from adjacent on-street parking spaces and driveways. Parallel parking spaces in San Francisco typically range between 18 to 22 feet in length. With standard 4-foot setbacks on both ends and a 20-foot parking space, typical parklet dimensions would be:

<i>Equivalent Parking Spaces (20')</i>	<i>Setbacks (2x 4' = 8')</i>	<i>Parklet Structure</i>
<b>1 Parking Space</b>	<b>8 feet</b>	<b>12 feet</b>
<b>2 Parking Spaces</b>	<b>8 feet</b>	<b>32 feet</b>
<b>3 Parking Spaces</b>	<b>8 feet</b>	<b>52 feet</b>

**Parklet footprint: diagonal parking.** For diagonal and perpendicular spaces, the edge of the parklet must be set back 36 inches from the adjacent parking space on either side. This setback space must be included within the parklet space, and not be taken from the adjacent space.

Where parklets are installed in areas with diagonal or perpendicular parking, they are typically designed to be the size of three or more combined parking spaces. Due to required setbacks, a one- or two-space parklet would likely pose significant accessibility issues and pose significant design challenges.

**Adjacent parking: parallel and diagonal parking.** Parklets may not use part of any adjacent parking spaces. In areas where parking is not striped, the parklet shall not leave an “orphaned” space that is too small to use as a full parking space.



**Legend**

- Existing Parking Meter
- Existing Parking Space Marking
- Existing Bike Rack
- Existing Utility (in sidewalk and in street)
- 4 ft Required Parklet setback (not to be included in parklet size)
- Existing Street Light
- Existing Street Tree
- North Arrow

**Reflective elements at corners.** Reflective elements are required at the outside corners of all parklets. Soft-hit posts are a standard solution deployed at the outside edges; however the City will consider additional reflective elements incorporated in the parklet design. See *Section 4-A: Required Materials*.

**Wheel stops.** For parklets in parallel parking spaces, a three-foot wheel stop must be installed one foot from the curb at the edge of the front and back parking spaces. When parklets are installed adjacent to parallel parking spaces, wheel stops should be setback four feet from the parklet structure. For angled parking spaces and adjacent to driveways, City staff will work with you to determine the appropriate location for wheel stops. Wheel stops should be made of recycled rubber; concrete wheel stops are discouraged. See *Section 4-A: Required Materials*.

**Site conditions.** Your initial site plan should accurately reflect the existing site conditions and include streetscape features like adjacent bike racks, utility covers, street poles, existing signs, street trees, tree wells, etc.

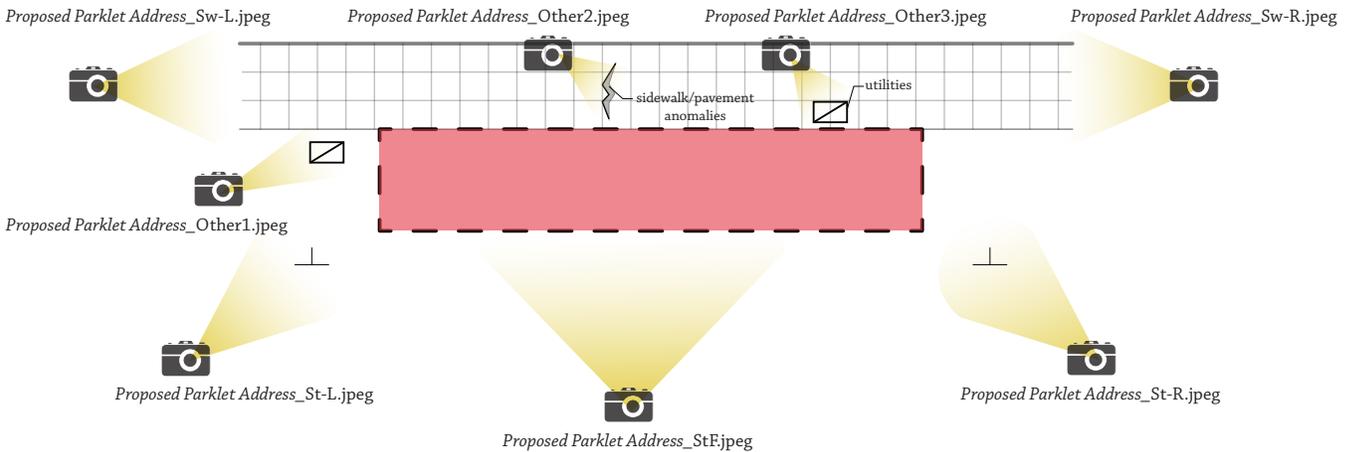
**Driveways.** Parklets located next to driveways must be set back two feet from the outside edge of the driveway. If the parklet is located in front of a driveway, the platform must extend over the driveway so that the entire platform surface is level with the sidewalk .

**Parking meter location numbers.** If your parklet is located in an area with metered parking, you will need to show the locations of the parking meters to be removed and include their associated parking meter number(s). The number can be found on the parking meter and has the following format: XXX-XXXXX.



## PHOTOGRAPHS OF EXISTING CONDITIONS

Your submittal package should include photos taken from specific angles, views, and locations identifying existing sidewalk and streetscape conditions adjacent to your proposed parklet site. Please name images to conform to the naming conventions established in the Submittal Photos Standards (below). Photograph all utilities, sidewalk, and pavement anomalies. Include photos from both a pedestrian perspective and a vehicle perspective.



## WRITING A PROJECT NARRATIVE

The project narrative is a short project description (about 800 words) explaining your vision for your parklet. Applicants are encouraged to emphasize:

- Response to the Parklet Program goals.
- Why you want to build the parklet.
- How the proposed location will benefit from the parklet.
- Ideas about how the community can participate in the creation and/or stewardship of the parklet.
- Ideas for programming the parklet.
- If known, include information about who will design the parklet.



## ILLUSTRATIVE DESIGN CONCEPTS (OPTIONAL)

In addition to your project narrative; you may also submit design drawings, sketches, or other documents. These optional supplemental materials may help clarify your parklet vision to the City.

# BUILDING NEIGHBORHOOD SUPPORT

Demonstrated support for your parklet project is an essential part of the process and should be included with your initial parklet application. Parklet application submissions that do not include documentation of community outreach will not be considered. Past experience has shown that parklet proposals that have included a robust outreach effort and demonstrated widespread support among nearby businesses, residents, or other stakeholders are more likely to move through process successfully and proceed to the design development phase. You should also reach out to your district supervisor, inform him or her of the proposal; and ideally, get support for the proposed parklet.

Full consensus in support of your project from every business on your block is not a requirement for your parklet proposal to move forward, but it's important to demonstrate that you have done adequate outreach in case someone files an objection to your parklet application. If during the public notice period someone files an objection to your parklet application, your project will be scheduled for a public hearing with a DPW hearing officer. The hearing officer will weigh the level of outreach you've done when making a decision as to whether or not your parklet application can continue to move forward through the permit process.

**Property Owners.** Applicants are *required* to notify the property owner(s) from whom they lease their space and whose property fronts the proposed parklet. If you own your property, indicate that in your outreach package.

Applicants are encouraged to draft a letter to neighboring stakeholders to obtain support. Letters should highlight the benefits of the proposed parklet for the local community, the number of parking spaces the parklet will occupy, and any potential changes to colored curb zones. It should also include contact information for the person signing the letter. See *Supplements: Sample Letter of Support*.

**Adjacent businesses.** At a minimum, you should notify any businesses which front and are adjacent to your proposed parklet location.

**Other businesses on the block.** You are encouraged to notify neighboring businesses that aren't immediately adjacent to your parklet.

**Merchant's associations.** If your area has one, you should notify your local merchant's association or business improvement district.

**Other neighborhood organizations.** If your proposed parklet location does not have an active merchant's association or your proposed parklet will not be located along a commercial corridor, you should notify your local neighborhood association.

**Petitions for nearby residents and customers.** Some parklet applicants have posted a petition in their business where customers and nearby residents can voice support for the parklet. If you chose to do this, the petition should include check boxes where signers can indicate if they live on the block where the parklet will be installed or in the nearby neighborhood. Petitions should also include an opportunity for customers to leave their contact information, including their address, so you can ask them to attend a public hearing and speak in favor of your project if it goes to public hearings. See *Supplements: Sample Petition of Support*.

## REQUIRED OUTREACH

Full consensus in support of your parklet is not required. However, signed letters of support are the most effective tool for demonstrating effective outreach and support for your parklet. If you are unable to obtain a letter of support from your the stakeholders listed above, please submit a copy of the correspondence which demonstrates that you notified them of your intent to install a parklet.

**A**

*INTERAGENCY  
REVIEW*

**B**

*SHORTLIST  
SELECTION*



# INITIAL PROPOSAL REVIEW



# INITIAL PROPOSAL REVIEW

## SHORTLIST SELECTION

After the completion of the proposal process, City staff will conduct an internal review of all parklet applications received. Proposals will be evaluated based on the following criteria:

**Proposed parklet location meets the minimum location criteria.** See *Section 1.A: Selecting the Parklet Location*.

**Proposed parklet location does not conflict with future city streetscape repaving projects** or other planned streetscape improvements. See *Section 1.A: Selecting the Parklet Location*.

**Strength of the parklet proposal.** City staff strives to accommodate as many parklet proposals as possible. Proposals that meet the minimum location criteria and are not in conflict with future streetscape improvement projects will be scored based on the following criteria:

- Fit with the *Program Goals*.
- Quality and robustness of outreach.
- Parklet saturation in the neighborhood.
- Site conditions.

Program goals and public outreach are weighed heavily in the initial selection process. Establishing a strong vision with your project narrative and conducting thorough outreach with community stakeholders will increase the likelihood of your proposal moving forward most expeditiously.

## PUBLIC NOTICE PERIOD

If your parklet proposal is selected, you will be issued a public notice. The public notice is an 11 x 17 inches sheet of paper to be prominently displayed in the front window or on the façade directly facing the proposed location of the parklet. The notice period lasts for 10 calendar days and will be posted on-site by SF Planning staff.



## POTENTIAL PUBLIC HEARINGS

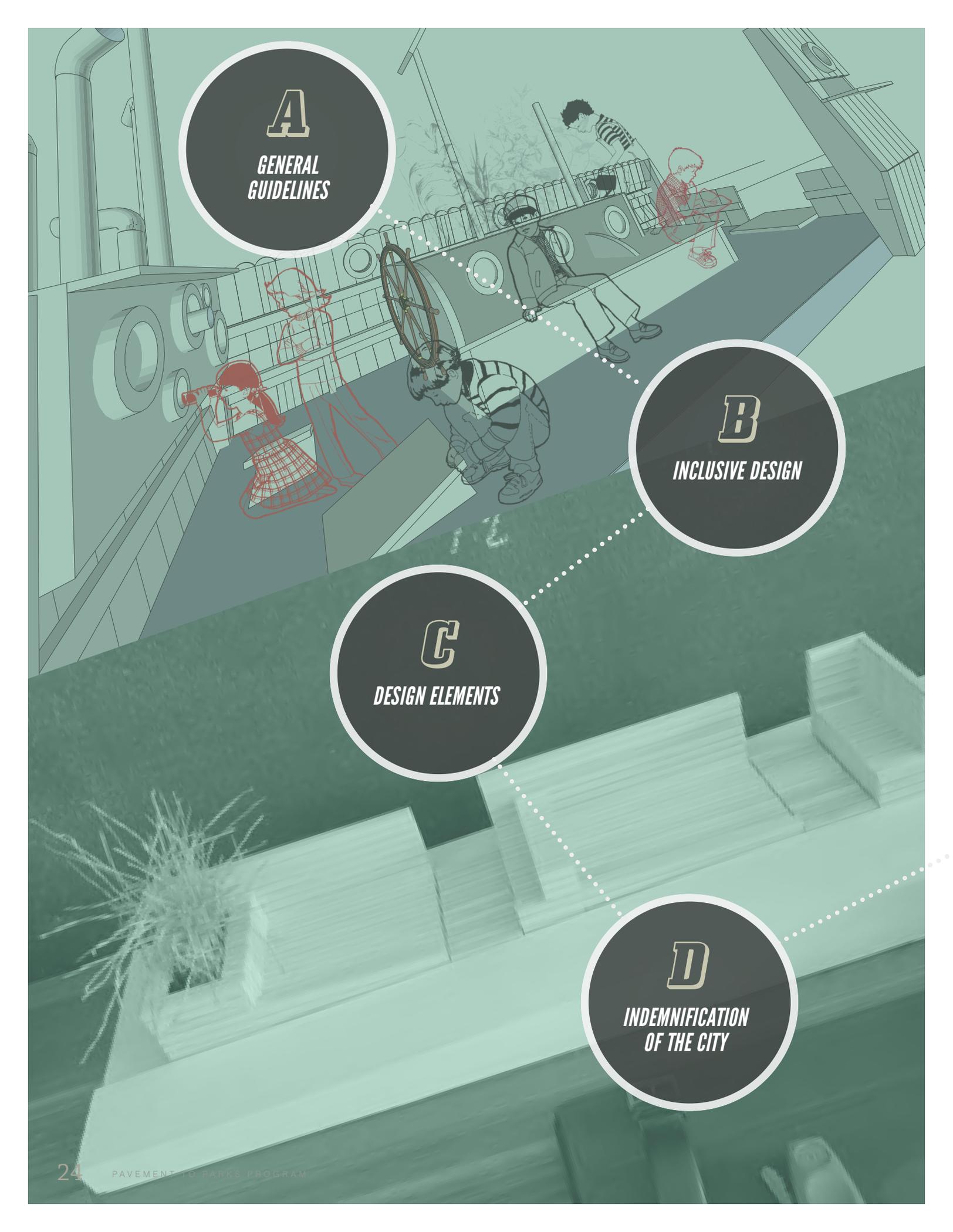
If someone files an objection to your parklet during the notification process, it will go to a public hearing before an DPW hearing officer. The hearing officer will present his or her findings to the DPW Director who will make a final decision as to whether or not the proposed parklet should move forward. The public hearing process may add several months to the permitting process. If your parklet goes to public hearing, DPW will charge an additional fee to cover the staff time associated with the additional process.



The public hearing gives local residents and business owners an opportunity to voice their opinions in favor or against the project. The hearing officer will factor levels of community support and opposition to the project in his or her recommendation as to whether or not the parklet should move forward. Conducting a robust outreach effort increases the likelihood that you will be joined by supportive stakeholders who can speak in favor of your project if it goes to public hearing.

Both parties will have an opportunity to appeal the DPW Director's decision to the City Board of Appeals when DPW issues a determination on the project. See *Interdepartmental Review and Approval*.

Our experience has shown that people are more likely to support a project when they are approached directly by the project sponsor as opposed to seeing a public notice posted in your window or received by mail. Talking to your neighbors also gives you a chance to listen to their concerns and to incorporate them into the design proposal, which can reduce the likelihood that they will file an objection to your project.



**A**

*GENERAL  
GUIDELINES*

**B**

*INCLUSIVE DESIGN*

**C**

*DESIGN ELEMENTS*

**D**

*INDEMNIFICATION  
OF THE CITY*

**3**

# DESIGN DEVELOPMENT

**E**

*FINAL CONSTRUCTION  
DOCUMENT PACKAGE*

**F**

*INTER-DEPARTMENTAL  
REVIEW AND APPROVAL*

**G**

*PERMIT ISSUANCE*

After the City has reviewed your parklet proposal, and your proposed location clears the public notification process, it's time to begin refining the design of your parklet. We recommend that you work with a designer to help refine your vision for the parklet and work out the construction and aesthetic details. Designers help their clients navigate the City's permitting process as well as design and construction challenges. During this phase of the project, much of the communication will likely happen between SF Planning staff and your designer.

Designing a parklet is an iterative and collaborative process. City staff will work with you to ensure that your parklet is designed to a high standard that meets the intent of the Design and Construction Guidelines and is safely constructed and accessible to all.



## INDEMNIFICATION OF THE CITY

*Disclaimer:* These are guidelines and may not be required in all cases. Similarly there may be instances where City staff requires additional design interventions not covered in these guidelines. Your parklet approval is ultimately subject to the discretion of the City and County of San Francisco.

## GENERAL GUIDELINES

**Parklets are public.** Parklets are public spaces and should feel open and welcoming to passersby, even those who may not intend to patronize your business.

**No advertising.** Logos, advertising, or other branding is prohibited. A small unobtrusive plaque recognizing project sponsors and material donors may be acceptable.

**Include public parklet sign.** You are required to install two standard San Francisco “Public Parklet” signs which state that all seating must be publicly accessible at all times. Make sure to incorporate placement locations for these signs. See *Section 4.A: Required Materials* for more detail on signage.

**Design for easy removal.** Because parklets may sit on top of critical infrastructure and utilities such as gas lines, sewer and water mains, they need to be designed for easy removal in case of an emergency. No parklet component may weigh more than 200 pounds per square foot.

**Be creative.** Think outside the standard tables and chairs on a platform!

## INCLUSIVE DESIGN (ADA COMPLIANCE)

All parklets must comply with the *Accessibility Elements for Parklets* (see *Supplements*). Your parklet design must be accessible and welcoming to all users, including people with physical disabilities, wheelchair users and those with impaired vision. Inclusive design considerations will affect many aspects of your parklet design ranging from how you allocate space within the parklet to the materials you chose to use. A few examples of the issues City staff will evaluate while reviewing your parklets design include:

- Slip resistant surface materials.
- Ensuring wheelchair users can access and enjoy your parklet.
- Ensuring your parklet, and some seating within your parklet, is accessible to people with disabilities.



**THINK OUTSIDE  
THE STANDARD  
TABLES AND CHAIRS  
ON A PLATFORM!**

# THE PLATFORM

The platform provides the structural base for the parklet. The City strongly recommends consulting a design or construction professional to ensure that the platform will be sturdy and safe.

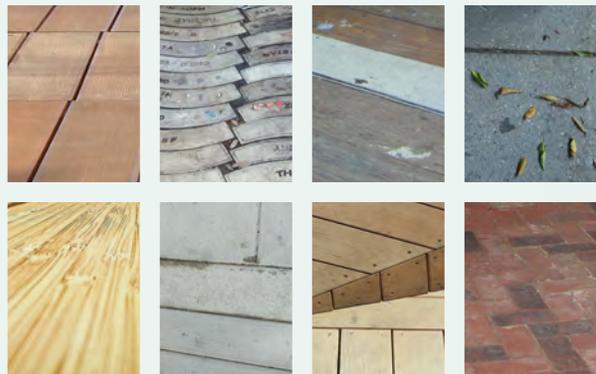
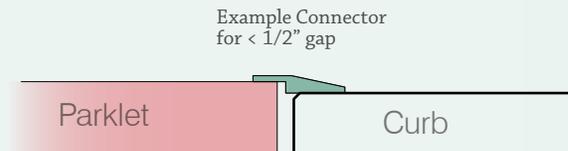
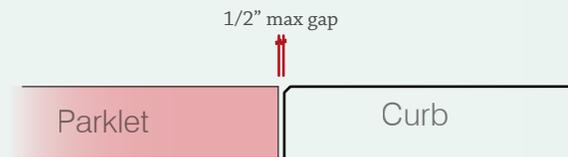
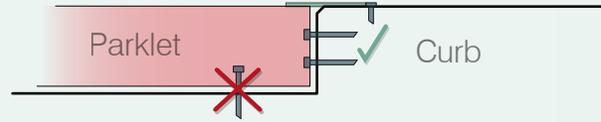
**Bolting.** Bolting into the street or penetrating the surface of the road in any way is strongly discouraged and may not be allowed without a restoration plan and an excavation bond posted by the applicant and their contractor. Parklets may be bolted to the existing curb, with specific restoration requirements.

**Platform surface.** The top of the parklet platform must be flush with the sidewalk with a maximum gap of one-half inch. In the case of a sloping street, staff will work with the designer to address issues of access. (See *Supplements: Accessibility Elements for Parklets*).

**Access.** If the platform base is not solid, the space underneath the platform surface must be accessible for maintenance through access panels, removable pavers, etc.

**Concrete.** If using a concrete base for the parklet floor, the concrete cannot be poured directly on the road surface. A plastic slip-sheet can be used to prevent the concrete from binding to the roadbed below. To facilitate easy removal of the parklet, the concrete floor should not include structural rebar and must weigh less than 200 pounds per square foot.

**Surface materials.** Loose particles, such as sand or loose stone, are not permitted on the parklet.

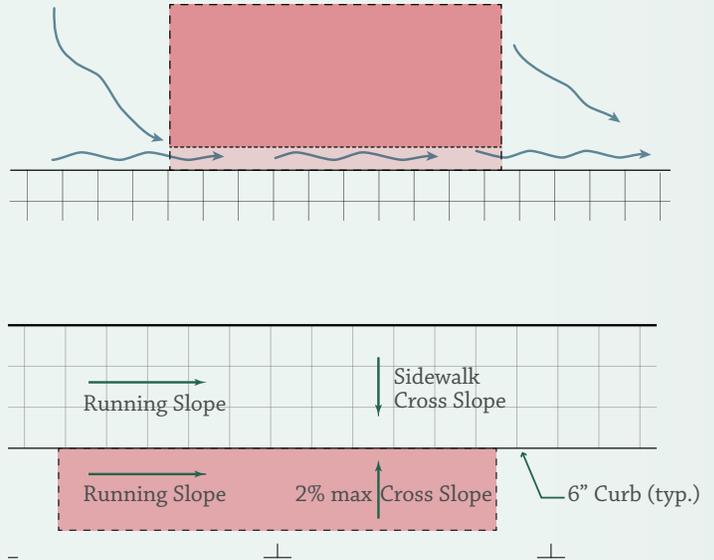


# THE PLATFORM

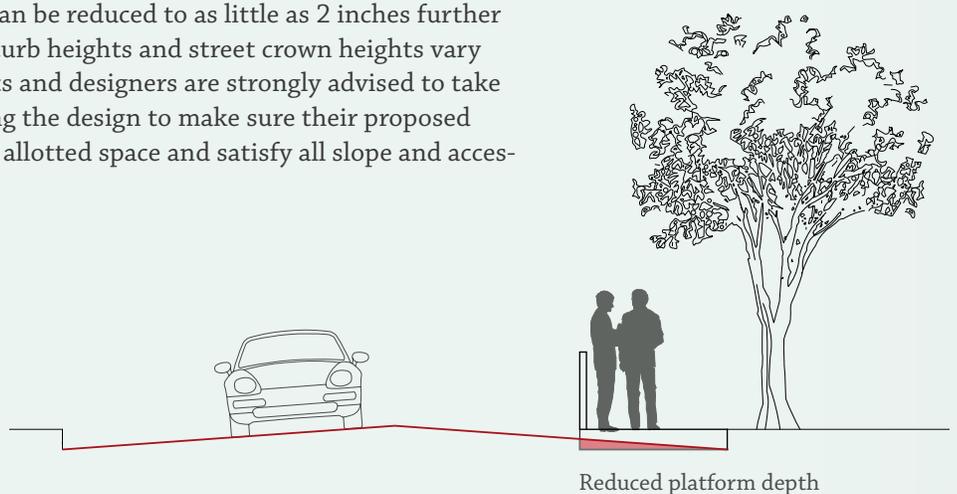
**Drainage.** The parklet cannot impede the flow of curbside drainage. Designers are strongly encouraged to cover openings at either end of the parklet with screens to prevent blockage from debris.

**Platform cross slope.** Parklet platform rest areas cannot exceed two percent cross slopes. Your final construction drawings will need to show spot elevations for both the sidewalk and the platform areas. For an example, see *Supplements: Sample Final Construction Documents*.

For more information, see *Supplements: Accessibility Elements for Parklets*.

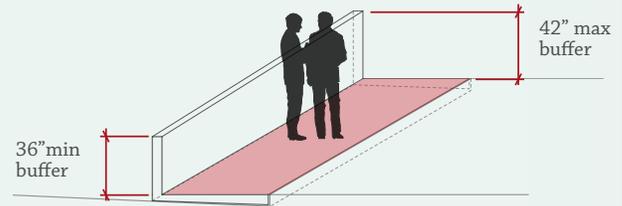


**Street crown and curb height.** Most San Francisco streets are crowned (parabolic in cross-section) and typically edged with a six-inch-high curb. This is to ensure that stormwater flows towards the curb and gutter during a rainstorm. The curb is intended to prevent water from jumping the curb and flooding adjacent buildings. This means that the elevation of the street rises the further you move from the curb, effectively reducing the amount of space to build the parklet platform. Whereas along the curb there may be 6 inches of clearance for your platform structure, clearance can be reduced to as little as 2 inches further into the street. Furthermore, both curb heights and street crown heights vary with each street segment. Applicants and designers are strongly advised to take field measurements before beginning the design to make sure their proposed platform solution will fit within the allotted space and satisfy all slope and accessibility requirements.



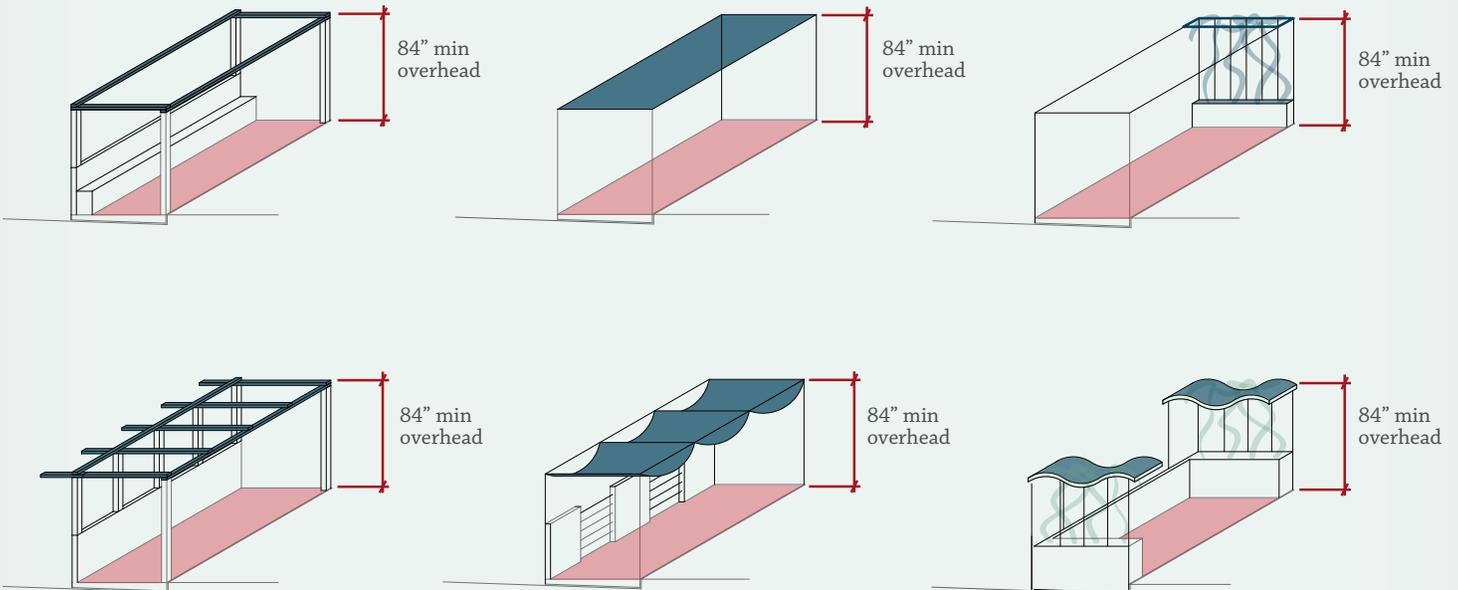
# THE ENCLOSURE

**Buffer the edges.** Depending on the location, the parklet should have an edge to buffer the street. This can take the form of planters, railing, cabling, or some other appropriate buffer. The height and scale of the buffer required will vary depending on local context. For example, on some low-traffic streets, a continuous edge may not be required. (If cable railing is used, spacing between cables cannot exceed six inches). See *Supplements: Accessibility Elements for Parklets*.

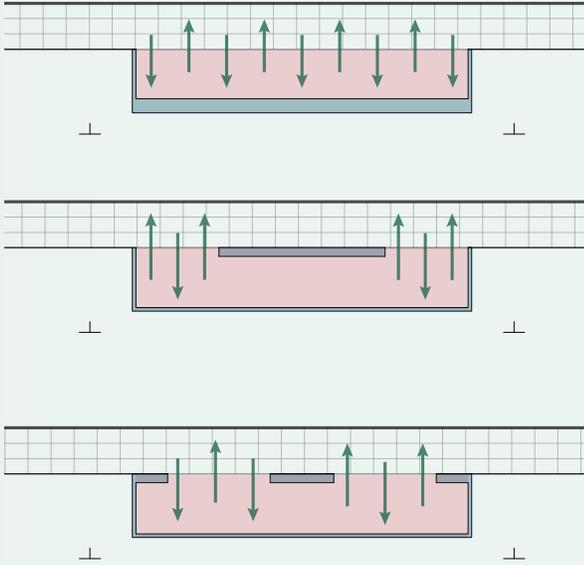


**Maintain a visual connection to the street.** Your parklet design should maintain a visual connection to the street. Continuous opaque walls above forty-two inches that block views into the parklet from the surrounding streetscape are prohibited. You are allowed to include columns and other vertical elements.

**Avoid overhead elements that span the sidewalk.** Overhead elements that span the sidewalk and connect the parklet to the adjacent building façade are discouraged. Such proposals may be considered on a case-by-case basis, and will require a minimum vertical clearance of eighty four inches above grade.



# THE ENCLOSURE



**Extend the sidewalk.** Parklets should be designed as an extension of the sidewalk, with multiple points of entry along the curbside edge. This may not be feasible on steeply sloped sites.

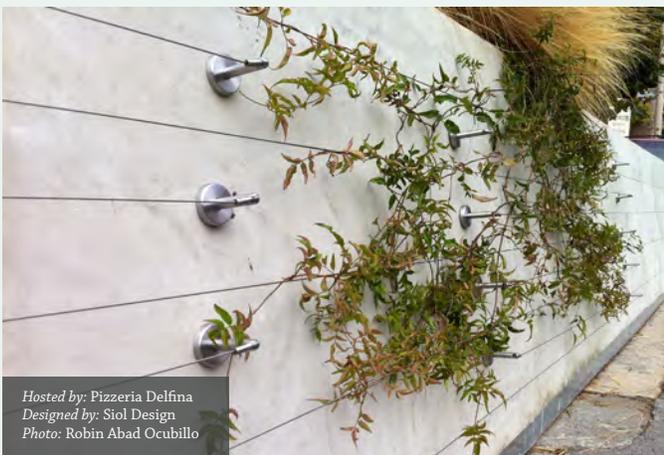
**Consider the back of the parklet.** While not visible from the sidewalk, the parklet's back is highly visible from across the street. Large blank walls can be an invitation for tagging. This can be mitigated by adding visual interest like pattern, color, modulation or planting.



Photo: Robin Abad Ocubillo



Hosted by: The Crepe House and Bone Flowers  
Photo: Alexis Smith



Hosted by: Pizzeria Delfina  
Designed by: Siol Design  
Photo: Robin Abad Ocubillo



Photo: SocketSite

# AMENITIES



**Integrate amenities into the parklet structure.** Parklets should include some permanent seating integrated into the parklet structure. This is to ensure that when moveable furniture like tables and seating are taken inside at night, the parklet still feels welcoming. In some instances, the City may consider other amenities like bike racks or landscaped areas to provide this function.

**Diversity of form leads to diversity of use.** A diversity of form helps to ensure that your parklet design will be accessible and comfortable for a wide variety of users. The creative integration of seating elements into a parklet structure can take many forms including traditional eating, railings designed for leaning, narrow benches, single-seat benches, and seating steps. Where camping is a concern, seating can be designed so it is difficult to sleep on.



**Movable seating.** The City strongly encourages benches and seating to be integrated into the parklet structure. If you choose to use movable tables and chairs, they must be different from the furniture that you may currently use on the sidewalk as part of your Café Tables and Chairs Permit or inside your business.

**Planting.** Integrated planting is strongly encouraged. Native plants, plants that provide habitat, and drought-tolerant plants are encouraged.

# AMENITIES

**Lighting.** Lighting elements are permitted, but may require a separate electrical permit. Applicants interested in lighting should consider solar-powered lighting to avoid the time and expense involved in running electricity from an adjacent building.

**Incorporating bicycle parking.** Integrated bicycle parking is strongly encouraged. Bike racks can be integrated into the parklet structure or installed adjacent to the parklet as a bike corral on the street. Bicycle parking can be incorporated into the parklet design in the following ways:

- On the parklet platform. Applicants may wish to install bicycle parking on top of the parklet platform, such as a custom made bicycle rack incorporated into the design of the parklet.
- On-street (adjacent to the parklet). The MTA can design and install the bike corral adjacent to a parklet under a separate application process.
- If you plan on incorporating an MTA bike corral into your parklet design, you should leave a minimum of 15 feet of roadway space adjacent to the parklet for the bike corral.



Hosted by: Fabric8  
Photo: MissionLocal



Hosted by: Freewheel Bikes Shop  
Designed by: Kanbayashi Designs and Thrive Landscaping  
Photo: Robin Abad Ocubillo



Hosted by: Café Seventy8  
Photo: Robin Abad Ocubillo



## PARKLETS & BICYCLES!

GREAT TOGETHER LIKE  
PEANUT BUTTER & JELLY

# SUSTAINABLE DESIGN & CONSTRUCTION



Parklets are intended to be aesthetic improvements to the streetscape. We ask that you design them with this in mind, ensuring that the materials you use are high quality, durable, and beautiful.

**Locally sourced materials.** Sourcing locally produced materials for your parklet supports our local economy and reduces the imbedded carbon footprint of the final structure by reducing transportation costs.

**Recycled and reclaimed materials.** Choosing recycled and reclaimed materials for your parklet can reduce construction costs and keeps materials out of landfills.

**Low emission materials.** Choosing paints, stains, glues, and other materials that emit zero or low levels of volatile organic compounds (VOCs) helps improve air quality as well as the health of the people who are constructing your parklet.

**Avoid plastic.** Plastic of any kind, including plexiglass, is strongly discouraged.

**Materials that are easy to maintain.** Have a strategy for removing graffiti, and replacing or repairing damaged parklet features such as plants, railings, or other elements. Whereas some materials may cost more initially, they may ultimately save money in maintenance costs. For example, aluminum costs roughly three times as much as steel but when tagged, it can simply be cleaned with acetone. Project sponsors are ultimately responsible for making sure that their parklet is kept clean and in good repair.

**Sustainable timber products.** By City and County of San Francisco Code, parklets may not use tropical hardwood or virgin redwood. This includes FSC-certified wood products.

**No pressure treated wood in visible areas.** Pressure treated wood is not allowed in places where it will be visible.

# SUSTAINABLE DESIGN & CONSTRUCTION



**CONSIDER THE RAINFORESTS!**

**NO TROPICAL HARDWOOD  
IN THE CONSTRUCTION OF  
YOUR PARKLET.**

## FINAL CONSTRUCTION DOCUMENT PACKAGE

Parklet designers are strongly advised to communicate with SF Planning during the design development phase. Your assigned planner can help flag potential design concerns early on, and foresee issues raised by DPW and MTA later in the process. This reduces the likelihood that you will have to revise the construction documents, potentially saving time and money.

At the end of the design process, you will need to submit a complete construction document set. This is a collection of drawings that explain how your parklet will look, what materials it will be made of, and how it will be assembled. The City prefers *pdf* documents in tabloid (17 x 11") format.

We expect the parklet to be constructed with the materials and forms depicted in the final construction drawing set. Substitute materials must be of equal quality to the original material proposed. If you are unsure if the replacement material meets this threshold, contact SF Planning.

**1. Parklet Location and Context Plan.** This drawing shows the parklet footprint in relation to the surrounding streetscape context. It should include:

- Your building, adjacent properties (include addresses) and their building entrances.
- Existing sidewalk width(s).
- Existing curb cuts and/or driveways.
- Adjacent bike lane or auto traffic lane.
- Existing parking spaces with dimensions.
- Existing parking meters, with numbers of all meters to be removed (these numbers are generally posted on the meter facing the street, and are formatted as follows: XXX-XXXXX).
- Other existing sidewalk features near the proposed parklet area (fire hydrants, street-lights, utility access panels, bike racks, etc.).
- Existing utilities in the street, on the sidewalk, covered by or adjacent to the proposed parklet.
- All colored curb zones (red, yellow, green, white, blue).

- Existing street trees and tree pits.
- Proposed parklet footprint and dimensions, including setback dimensions (48 inches from adjacent parking spaces and 12 inches from adjacent bike or auto traffic lane).

### 2. Accessibility Plan:

- Spot elevations on the sidewalk and street.
- Wheel chair turnaround space (see Section A.5 in "Accessibility Elements for Parklets").
- Wheel chair path and rest area (see Section A.6 in "Accessibility Elements for Parklets").

**3. Detail Site Plan.** This top-view drawing of your parklet design should include:

- Various elements included in the design.
- Different materials to be used in the design.
- Plant types and/or species to be used.
- Dimensions of parklet and parklet elements (including buffer areas).

**4. Elevations from all sides.** These side-view drawings of your proposed design should include:

- Various elements included in the design.
- Different materials to be used in the design.
- Dimensions of parklet, parklet elements and buffer areas.

**5. Sections.** These are "cut-through" drawings of your parklet design that articulate complex design elements; such as how accessibility is provided.

**6. Construction Details.** These drawings show how your parklet will be assembled or constructed. They should include:

- Any hardware such as fasteners to be used in the construction process.
- A detail showing how you will maintain positive drainage flow along the curb line. You should also articulate how you will access the drainage channel if it gets blocked.

**7. Renderings and Perspectives** (optional).

## INTERDEPARTMENTAL REVIEW AND APPROVAL

Upon receiving all of the above paperwork SF Planning will coordinate with MTA and DPW for final review. Please note that MTA and DPW may require additional modifications to your design, or ask for clarifications to your final document set. Adhering to the *Parklet Design and Construction Guidelines*, *Accessibility Elements for Parklets*, and making sure you've included all of the required information in your final construction document package will minimize the risk that your design will require revisions.

### Permit Issuance

After your design has been approved by all three agencies, DPW will issue you an invoice for your final permit. Once DPW receives payment for the permit, they will issue you your permit.

The permit fee is a one-time charge to cover the cost to the city of processing your permit application and removal of parking meters. Permits can be renewed annually for roughly \$221.00 (the fee is adjusted annually for inflation). See *Section 5-C: Permit Renewal*.

All parklet sponsors are required to have a permit. Occupying the public right-of-way or completing work without a permit can lead to fines of up to \$1,000 per day. All permits issued by DPW are revocable at the will of the Director of the Public Works. All permits issued are subject to inspection and shall be constructed per approved plans and to City specifications. All encroachments and constructions shall be maintained by the permittee.



## PARKLET FEE SCHEDULE

<i>Fee</i>	<i>Amount</i>
<b>Base fee for all applications</b>	<b>\$791.00</b>
<b>Removal of up to two parking meters (required only if meters currently exist)</b>	<b>\$650.00</b>
<b>DPW Permit Processing Fee</b>	<b>\$230.94</b>
<b>Site inspection (before and after installation)</b>	<b>\$191.50</b>

Only if you are removing three or more parking stalls:

<i>Fee</i>	<i>Amount</i>
<b>Additional base fee for each parking stall beyond the first two</b>	<b>\$285.00</b>
<b>Additional fee for each additional meter removal beyond the first two</b>	<b>\$325.00</b>

Depending on your location and your proposal, you may be responsible for additional permit fees, such as curb zone changes, bike corral, or sidewalk landscaping.

### Fee Payment

Please do not submit payment until you are invited to do so. The fee may be paid in person via credit card or check made payable to DPW:

*Department of Public Works  
Bureau of Street-Use and Mapping  
1155 Market Street, 3rd Floor  
San Francisco, CA 94103*



**A**  
*REQUIRED  
MATERIALS*

**B**  
*PRE-INSTALLATION  
ON-SITE INSPECTION*

4

# FABRICATION AND INSTALLATION

**C**

*INSTALLATION*

**D**

*POST-INSTALLATION  
ON-SITE INSPECTION*

# REQUIRED MATERIALS



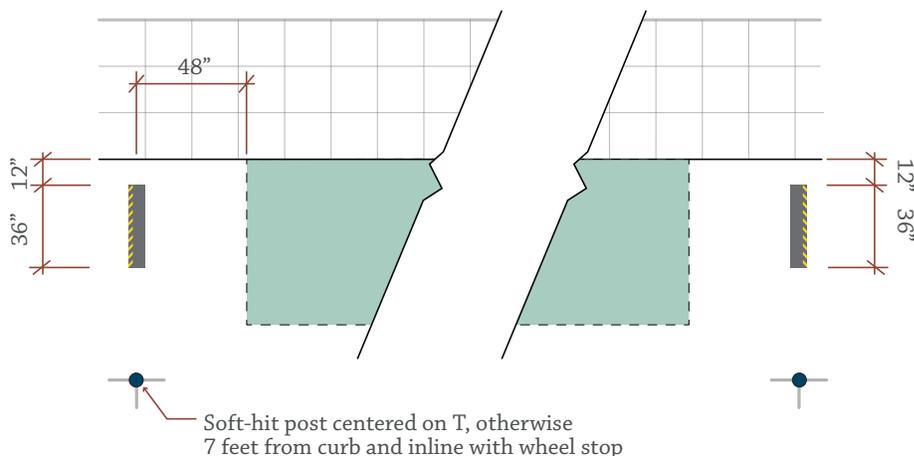
## NO PARKING SIGNS

Clear the area for installation by placing temporary no-parking signs in the parking spaces that your parklet will occupy a minimum 72 hours before installation. You can purchase the signs at most hardware stores. The permittee is responsible for maintenance, upkeep, and replacement of the signs should they get removed.

## SOFT-HIT POSTS

Purchase two standardized safe-hit posts, one for each end of the parklet. The City purchases its posts at: Interstate Traffic Control, San Carlos, CA (650-591-2300). You may purchase the posts from any vendor, but they must meet these specifications:

- Safe Hit Type 2 Guide Post 36", White.
- Surface Mount Pin Lock Base.
- Butyl Adhesive Pad or 10 oz. Epoxy Kit.





### WHEEL STOPS

The City purchases its stops from: Interstate Traffic Control, San Carlos, CA (650-591-2300). You may purchase the stops from any vendor, but they must meet these specifications:

- Wheel stop should be 3 feet long.
- 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.



### PUBLIC PARKLET SIGNS

The applicant is required to fabricate two “Public Parklet” signs. This sign is on file at: LaHue & Associates, San Francisco, CA (415-206-9136). You may fabricate and purchase signs from another vendor, but you must use the design, format, and material specified by the City. The signs will be installed by a representative from SF Planning for optimum visibility. Do not install the signs yourself without permission.



**YOU WILL NEED TO PURCHASE ALL THE REQUIRED MATERIALS BEFORE YOU BEGIN CONSTRUCTION.**

# INSPECTIONS & INSTALLATION

## PRE-INSTALLATION ON-SITE INSPECTION

Now that you've received your permit, it's time to install your parklet. You or your contractor are required to notify DPW and SF Planning at least 10 days before beginning any site work to schedule a pre-installation on-site inspection. The DPW inspector will need to review your permit paperwork before she or he can authorize you to begin construction so be sure to remember to bring a copy to the meeting. The purpose of this meeting is to post signage if required, confirm permit requirements, establish time frames for additional inspections, and review sidewalk and roadway conditions to ensure safety in the parklet area. Call (415) 554-7149 to schedule the meeting.

## INSTALLATION

Once you've received your permit and completed your pre-installation on-site inspection meeting and assembled all of your materials, you may begin constructing and installing your parklet. On-site construction and installation should be completed within 30 days. Remember to keep your worksite clean and make sure the sidewalk adjacent your parklet installation remains unobstructed and accessible to all pedestrians.

## POST-CONSTRUCTION ON-SITE INSPECTION

You or your contractor are required to notify DPW and SF Planning within five days of the end of parklet construction to schedule a Post-Construction On-site Inspection. This inspection will verify that parklet was built to reflect the features, dimensions, and materials specified in your final Construction Documentation. Call (415) 554-7149 to schedule the meeting.



### SCHEDULE INSPECTIONS!

Call DPW at (415) 554-7149 to schedule on-site inspections. Failure to schedule both Pre-Installation and Post-Construction Inspections may lead to punitive action by the City.



### INSTALLATION

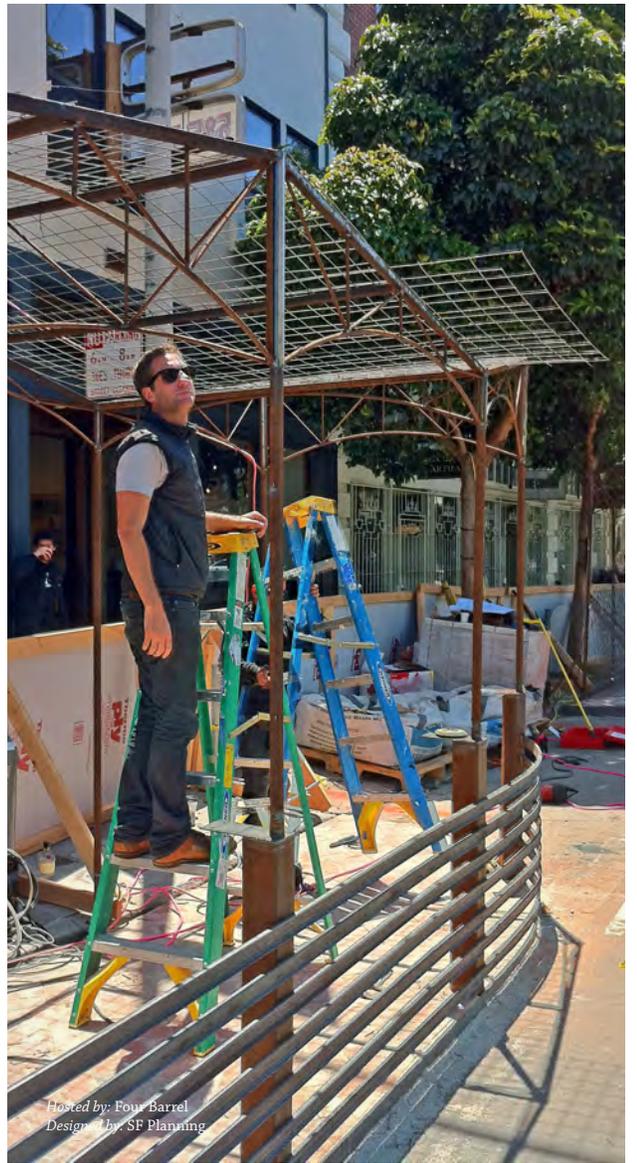
On-site construction and installation should be completed within **30 days**.



Hosted by: Four Barrel  
Photo: SF Planning



Hosted by: Four Barrel  
Photo: SF Planning



Hosted by: Four Barrel  
Designed by: SF Planning



Hosted by: EAG Mama's Cafe  
Photo: SF Planning



Hosted by: Devil's Teeth Bakery  
Photo: SF Planning



Hosted by: EAG Mama's Cafe  
Photo: SF Planning



**A**  
PARKLETS ARE  
PUBLIC

**B**  
UPKEEP AND  
MAINTENANCE

**C**  
PERMIT  
RENEWAL

5

# POST- CONSTRUCTION

**E**  
REMOVAL

**D**  
CHANGE OF  
OWNERSHIP

**F**  
REPORTING FOR ECONOMIC  
IMPACT STUDIES AND  
OTHER ANALYSIS

# HOST RESPONSIBILITIES



*Hosted by: Devils Teeth Baking Co.  
Photo: SF Planning*

## REMINDER: PARKLETS ARE PUBLIC

Parklets are free and open to all members of the public to use, regardless of whether or not they patronize your business. For example, a restaurant employee is not allowed to ask someone to leave a parklet to make space for customers who wish to sit there. Table service is also prohibited at parklets; as is the placement of condiments or napkins. If your business is a restaurant or café, your customers will need to pick up their food and beverages inside at the counter rather than have your wait-staff serve them in the parklet. You are allowed to bus tables in the parklet to ensure it remains clean and well maintained.



## UPKEEP AND MAINTENANCE

You are required to keep your parklet well maintained and in good repair under the conditions of approval of your permit. Parklet sponsors are encouraged to develop a maintenance plan for keeping the parklet free of debris, grime, and graffiti, and to keep all plants in good health.

Parklet sponsors are also required to sweep the area surrounding the parklet and keep it litter-free because City street sweepers are unable to reach the curb-line immediately adjacent to your parklet.

You must rinse out the area beneath the parklet at least once a week. The Department of Public Health may require you to provide pest abatement beneath the parklet platform.

Parklets that have been installed for several years will likely require more significant renovations from time to time due to wear and tear from daily use and prolonged exposure to the elements.



### **PERMIT RENEWAL**

The fee to renew a parklet permit is set in the DPW Fee Schedule, as set forth in Section 2.1.3 of the Public Works Code, and may be adjusted annually to account for inflation. DPW renews parklet permits every February (DPW will prorate your permit fee for the first year, and bill you for the full fee each year after that). See the DPW Fee Schedule available at <http://www.sfdpw.org>.

Remember to make sure your insurance is up to date when you renew your permit.

If significant public concern is expressed about the installation or stewardship of your parklet, DPW may conduct a public hearing before a hearing officer to determine if your parklet permit should be renewed.



### **CHANGE OF OWNERSHIP**

If your business changes ownership you will either need to remove your parklet (see “Removal” on the following page) or transfer the permit to the new owner. Contact DPW at: (415) 554-5810.



## REMOVAL

**Self-initiated removal.** If for some reason you decide you no longer want to keep your parklet, you are responsible for removing it. Removal requires an additional permit from DPW. Contact DPW at: (415) 554-5810.

**Streetscape improvements.** As long as your parklet is kept in good repair and remains open to the public, you can renew your parklet permit indefinitely. However in some instances such as a streetscape repaving, the City may require you to remove your parklet. The City will strive to notify you as early as possible that your parklet will need to be removed. In these situations, you may need to store your parklet off-site during streetscape construction. Circumstances permitting, you may be able to re-install your parklet after the streetscape improvement has been completed.

**Public safety emergencies.** Because parklets may sit on top of sensitive utilities there may be instances where your parklet will need to be removed with little notice. For example, in the unlikely event of a utility failure threatening public safety such as a gas leak, the City may remove your parklet with little or no notice.

## REPORTING FOR IMPACT STUDIES AND OTHER ANALYSIS

With parklets becoming a growing trend in San Francisco, more street space is being converted to public space. The City's nascent Parklet Program strives to incrementally transform the City's streets and commercial districts to make them more welcoming and enjoyable for all. The program has inspired cities across the world to undertake similar initiatives.

The City is interested in better understanding and documenting the economic and social effects that parklets may have on our streets, businesses, and commercial districts. You may be asked to respond to City-issued surveys which report information that will assist with assessments and studies of the Parklet Program. Your participation in these efforts is greatly appreciated, and will help to inform others about the effects of these one-of-a-kind installations.

# SUPPLEMENTS

## **POLICY FRAMEWORK**

DPW DIRECTOR'S ORDER 180,921

ACCESSIBILITY ELEMENTS FOR PARKLETS

## **INITIAL APPLICATION PACKAGE**

INSTRUCTIONS & CHECKLIST

APPLICATION WORKSHEET

SAMPLE LETTER OF SUPPORT

SAMPLE PETITION OF SUPPORT

## **FINAL SUBMITTAL APPLICATION PACKAGE**

INSTRUCTIONS & CHECKLIST

BUDGETING WORKSHEET

DPW PARKLET PERMIT APPLICATION

DPW APPLICATION FOR STREET IMPROVEMENT PERMIT

DPH PEST CONTROL FORM

PARKLET HOST AGREEMENT FORM

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**DPW  
DIRECTOR'S  
ORDER 180,921**



Edwin M. Lee, Mayor  
Mohammed Nuru, Director

Office of the Deputy Director & City Engineer, Fuad Sweiss  
Bureau of Street-Use & Mapping  
875 Stevenson Street, Room 460  
San Francisco, CA 94103

(415) 554-5810 ■ www.sfdpw.org



Jerry Sanguinetti, Bureau Manager

**DPW Order No: 180921**

**ESTABLISHING GUIDELINES FOR THE APPROVAL AND INSTALLATION OF TEMPORARY SIDEWALK EXTENSIONS (PARKLETS) FOR USE BY THE GENERAL PUBLIC AT APPROPRIATE LOCATIONS WITHIN PUBLIC RIGHTS-OF-WAY.**

**I. PURPOSE:** Public Works Code Article 16, Section 810 governs the installation of sidewalk landscaping. This Department of Public Works (DPW) Order provides detailed implementation guidelines for the approval and installation of temporary sidewalk extensions (Parklets) consistent with the sidewalk landscaping program.

**II. BACKGROUND:** Parklets provide an economical solution to the desire and need for wider sidewalks and are intended to provide space for the general public to sit and enjoy the space where existing narrow sidewalks would preclude such occupancy. Parklets are intended as sidewalk/street furniture, providing aesthetic elements to the overall streetscape.

**III. REQUEST FOR PROPOSAL AND INITIAL REVIEW:**

A. The following applicants are eligible to submit a Request for Proposal (RFP) for the installation of Parklets within the public right-of-way:

- 1) Community Benefit Districts (CBDs)
- 2) Ground floor business owners
- 3) Non-profit and community organizations
- 4) Fronting property owners

Other applicants may be considered on a case by case basis.

B. The following shall be included in the application:

- 1) A letter with a project narrative requesting the Parklet
- 1) An initial site plan and photographs showing the footprint/outline of the proposed Parklet, including approximate dimension of Parklet, property lines, existing sidewalk widths, sidewalk slope (may be obtained from online DPW Grade Maps) and cross slope (may be approximated based on photos provided), existing parking stalls/alignment, existing parking regulations; e.g. color curbs, parking



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restrictions, etc.; and all existing sidewalk furniture and obstructions; e.g. fire hydrants, utility poles, parking meters, street trees, MUNI guy wires, etc twenty (20) feet on either side of the proposed parklet location.

- 2) Type(s) of elements being proposed to be placed on the Parklet; e.g. Tables & Chairs, benches, planters/landscaping, bicycle parking, etc. All furniture within the parklet shall be accessible to the general public.
- 3) A description of how the proposed Parklet meets each of the criteria set forth in Section V of this DPW Order.
- 4) Provide documentation of support from adjacent property/business owners. Documentation of support from any existing merchant or neighborhood associations is strongly encouraged.

C. Each application shall be reviewed by a inter-agency review team, with representation from DPW, MTA, City Planning, et al, as necessary, specifically convened to review Parklet applications with each proposal reviewed based on the following criteria:

- 1) Meets established design criteria
- 2) Enhancement of streetscape quality and preliminary design
- 3) Location (Parklet is likely to be well used and active)
- 4) Community support
- 5) Maintenance plan
- 6) Does not conflict with future city streetscape initiatives (upcoming streetscape redesigns, paving projects, etc.)
- 7) Compliance with technical and accessibility provisions as specified in this DPW Order

D. If a recommendation is made to approve the proposed Parklet:

- 1) DPW will issue a Notice of Intent to Approve Parklet. The applicant shall be required to post this Notice in a readily visible location in front of the property where the Parklet will be located for ten (10) calendar days from the date listed on the Notice.
- 2) If there are no objections from the public, the applicant shall be required to submit the following information for further review:
  - a) Final dimensioned construction drawing package, including:
    1. Context plan
    2. Site Plan
    3. Elevations from all sides of the proposed parklet
    4. All relevant details, finishes, plant species, furniture types, etc.
  - b) Maintenance details, including access panels and how drainage will be provided along the existing gutter.



- c) An application fee as noted in DPW Fee Schedule, as set forth in Public Works Code Section 2.1.3.
  - d) A 24/7 contact if there is an emergency and the parklet needs to be removed. The Permittee shall be responsible for removal of the parklet within twenty-four (24) hours, and restoration of the public right-of-way upon notification by the City of any streetscape or paving projects.
- 3) If there are objections from the public, DPW shall schedule a public hearing to consider the proposed Parklet.
  - 4) The DPW Hearing Officer shall consider and hear all testimony in support and in opposition to the proposed Parklet and make a recommendation to the DPW Director.
  - 5) The DPW Director, in his or her discretion, may recommend approval or conditional approval of the permit subject to further review and final action.
  - 6) If the DPW Director recommends approval or conditional approval the permit, see #2a and #2b above for additional submittal requirements.
- E. If the application is disapproved, DPW shall notify the applicant, upon which the applicant may appeal the disapproval of the permit by the DPW Director to the Board of Appeals within fifteen (15) days of the Director's decision.

#### **IV. APPROVAL PROCESS:**

- 1) The inter-agency review team (See Section III. Paragraph C) shall review the final detailed site plan and maintenance details.
- 2) Once the review team makes a recommendation for DPW to approve the final plan and the permit, the applicant shall submit the following information and fees to DPW for permit issuance:
  - a) A Certificate of Insurance naming the City and County of San Francisco as additional insured, with general liability coverage of not less than \$1 million.
  - b) An additional permit fee pursuant to Section 2.1.3 of the Public Works Code. While each proposal will result in different additional permit costs based on the time and materials costs incurred by the City in review of the proposal.
- 3) Any interested person may appeal the approval of the permit decision by the DPW Director to the Board of Appeals within fifteen (15) days of the Director's decision.
- 4) The permit shall be renewed annually. Prior to expiration of the annual permit term, the Permittee shall submit to DPW a current Certificate of Insurance and a permit renewal fee as noted in DPW Fee Schedule, as set forth in Public Works Code Section 2.1.3



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## V. APPROPRIATE LOCATION AND DESIGN PARAMETERS:

- A. The proposed Parklet site shall be located at least one parking spot, approximately twenty (20) feet, in from a corner or protected by a bollard, sidewalk bulb-out, or other similar feature, if located at the corner.
- B. The proposed location shall have a posted speed limit of 25 mph or less. In the event the posted speed limit is changed, the Parklet permit is subject to revocation. Streets with higher speed limits may be considered on a case by case basis.
- C. The proposed street has parking lanes that will not become a tow away lane during morning or afternoon peak hours, and the Parklet shall provide a minimum clearance of 12" from the edge of any existing parking apron, where there is parallel, diagonal or perpendicular parking.
- D. The parklet shall be constructed and/or installed to conform to the applicable provisions, rules, regulations and guidelines of San Francisco Building Code (SFBC), the Americans with Disabilities Act (ADA), and the 2010 ADA Standards. **For all ADA technical requirements, please refer to Appendix A "Accessibility Elements for Parklets" Standards.**
- E. A minimum of 84-inches in height must remain clear of any obstructions along the parklet's path of travel, entry and accessibility areas on the parklet. Obstructions may include but are not limited to tree branches and foliage, overhanging sign panels on posts, and/or the applicant's addition of architectural elements to the parklet.
- F. The cross slope may not exceed 2.0% along the path of travel. If the cross slope is greater than 2.0%, then additional review is required and the applicant will need to fill out a *Request for Determination of Technical Infeasibility Form*. Please refer to the *Accessibility Elements for Parklets* in Appendix A.
- G. The proposed street has a street grade of no greater than 5%. On a case-by-case basis, a parklet may be proposed on a street grade greater than 5.0%, however additional design requirements and review will be required to make the parklet accessible for the public. For proposed parklets on street grades between 2-5%, see the *Accessibility Elements for Parklets*. The applicant will need to fill out a *Request for Determination of Technical Infeasibility Form*.
- H. Sidewalk defects or empty tree wells at the parklet location will need to be repaired with a DPW permit to ensure safe ingress and egress conditions.
- I. Parklets shall be required to have soft hit posts, wheel stops, and barriers on the edges such as planters, railing or cables. See *Accessibility Elements for Parklets*.
- J. If the parklet deck is constructed with concrete, the concrete specific weight shall be a maximum of 200 lbs/ square foot.
- K. Parklets shall not be allowed in red or blue zones.
- L. Parklets may replace yellow zones or motorcycle parking if there are appropriate adjacent locations for these zones to be relocated, and if the applicant is willing to pay additional fees for relocating these zones
- M. Parklets may be allowed in white and green zones if the business that originally requested the white and/or green zones agrees to re-purpose that curb area for use as a Parklet.
- N. Parklets shall not be allowed in front of a fire hydrant, or over a manhole, public utility valve or cover or MUNI guy wires.



This DPW Order rescinds and supersedes DPW Order No. 178,939 approved March 12, 2012.

1/4/2013

X 

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Sanguinetti, Jerry  
Bureau Manager

1/6/2013

X 

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Sweiss, Fuad  
Deputy Director and City Engineer

1/8/2013

X Mohammed Nuru

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Nuru, Mohammed  
Director, DPW



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# ACCESSIBILITY ELEMENTS FOR PARKLETS

## *REQUIRED ACCESSIBILITY FEATURES*

## *DESIGN AND CONSTRUCTION STANDARDS*

## *BASIC BUILDING BLOCKS OF 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 Parklets, which become an extension of public sidewalks and pedestrian open space. All accessibility elements of the proposed Parklet 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 (ADAAG), and other design criteria included in DPW Order No. 178,989 for Temporary Sidewalk Extensions (Parklets). Additional information and references are located in paragraph B.



Mayor's Office on Disability



SAN FRANCISCO PLANNING DEPARTMENT



SFMTA  
San Francisco Municipal Transportation Agency



## A. REQUIRED ACCESSIBILITY FEATURES.

The following accessibility features shall be provided for each Parklet: (See Figures D.1 thru D.4).

**1. Sidewalk Condition and Maintenance.** The sidewalk abutting the Parklet shall be in a state of good repair and maintenance<sup>1</sup>, with a grade of no more than 5% running slope at the *Parklet Entry*<sup>2</sup>. Sidewalk flags or cracks shall not exceed ½” in vertical change of elevation or in horizontal separation. Vertical changes between ¼” and ½” high shall be beveled. Tree well areas shall be filled level to the sidewalk surface.

**2. Parklet Path.** A *Parklet Path* is an accessible route that connects the sidewalk to the *Parklet Entry*, *Deck Surface*, *Wheelchair Turning Space* and *Wheelchair Resting Space*. (See Figure D.1)

- a. The *Parklet Path* shall be 72” wide minimum on the sidewalk and not pass over tree wells. When a 72” path is technically infeasible, then consistent with the *City’s Better Streets Plan*<sup>3</sup>, 60” may be allowed, but under no circumstances shall the path be less than 48” wide minimum. Once on the parklet’s *Deck Surface*, the *Parklet Path* shall be 36” wide minimum (with a *Wheelchair Turning Space* described in section A5)
- b. The cross slope along any portion of the *Path* shall not exceed 1:48 (2%). Where this is technically infeasible due to existing conditions, the applicant shall follow the instructions in the attached document title DPW REQUEST FOR DETERMINATION OF TECHNICAL INFEASIBILITY.

**3. Parklet’s Entry and Deck Surface.** The *Parklet Entry* is where the *Parklet Path* joins the parklet’s *Deck Surface*. An ideal *Parklet Entry* should be located in an unobstructed area where there is the least amount of running slope along the sidewalk and curb.

- c. Any openings between the sidewalk and the *Deck Surface* shall be flush without a horizontal or vertical separation that would allow the passage of a ½” sphere. (See Figure D.2)
- d. Where the curb or a portion of the curb is damaged, has settled lower than the deck surface, or has a separation greater than ½”, a continuous threshold unit shall span from the deck to the sidewalk surface over the curb. Changes in level from the threshold’s top surface material and the deck or the sidewalk shall not exceed ½” maximum. Changes in level of ¼” high maximum shall be permitted to be vertical, and changes in level between ¼” and ½” shall be beveled with a slope not steeper than 1:2. (See Figure D.2).
- e. Where the *Deck Surface* edge abuts existing driveways or curb ramps, the driveway area or curb ramp shall be temporarily filled-in for the duration of the Parklet’s installation.

1 Sidewalks which are not in good repair may need replacement. Sidewalk maintenance is the responsibility of the property owner. Due to lease agreements, some or all of the responsibility may be delegated to the tenant.

2 Running slope is the slope measured along the length of a sidewalk, parallel to the street. Cross slope is measured perpendicular to the running slope. Running slopes and cross slopes may be measured with a 48” long electronic level. These devices are available at most big-box hardware-lumber stores

3 San Francisco’s Better Streets Plan <http://www.sfbetterstreets.org/> is the City’s policy that encourages the design and development of ‘Better Streets’ – streets that work for all users. A Better Street attends to the needs of people first, considering pedestrians, bicyclists, transit, street trees, stormwater management, utilities, and livability as well as vehicular circulation and parking.

**4. Deck Surface.** The *Parklet's Deck Surface* shall be firm, stable and slip resistant.

- a. The *Deck Surface's* maximum cross slope shall be no greater than 1:48 (2%) measured perpendicular to the sidewalk or curb. The *Parklet's* underlying frame or structure may need to be tapered or shimmed in order to accommodate the slope of the crown and the gutter in the street. (See Figure D.2).
- b. The *Deck Surface's* maximum running slope (parallel to the curb) is 1:48 (2%) for the *Wheelchair Turning Space*, the *Wheelchair Resting Space* and the routes that connect them. For other *Deck Surfaces*, the running slope may not exceed 1:20 (5%) unless otherwise permitted through one of the Exceptions discussed in DPW REQUEST FOR DETERMINATION OF TECHNICAL INFEASIBILITY. The *Deck Surface* materials shall be installed with no gaps between them larger than would permit the passage of a ½" sphere. Elongated openings shall be placed so that the long dimensions are perpendicular to the dominant direction of travel.
- c. The *Deck Surface* shall have no abrupt changes in level exceeding ½" along the *Parklet Path*. No changes in level (even if they are less than ½") are recommended at either the *Wheelchair Turning Spaces* or *Resting Spaces*.
- d. The *Deck Surface* shall all be on one level unless the change in level is served by a ramp, additional *Parklet Entries*, or otherwise permitted on a case by case basis. When stairs or ramps are permitted, they must meet all building code requirements for rise, run, width, handrails, and contrasting stair striping for the visually impaired.

**5. Wheelchair Turning Space.** A *Wheelchair Turning Space* is an accessibility feature that is a circular area 60" minimum in diameter for use by a person with mobility aid to make a 360 degree turn (See Figure C.2). This space shall be located entirely within the *Parklet*, unless otherwise permitted. When the turning space is allowed to encroach over the sidewalk, the maximum encroachment shall be 12" unless otherwise permitted on a case by case basis. Within this space there shall be no cross slope in any direction that is greater than 1:48 (2%). Alternatively a "T" shaped *Turning Space* is permitted in accordance with Figure C.4 A *Wheelchair Turning Space* is not permitted to under lap tables, counters or other elements. (See Figure D.1).

**6. Wheelchair Resting Space.** A *Wheelchair Resting Space* has a 30" wide by 48" deep clear floor area. (See Figure C.1). Within this space, there shall be no cross slope in any direction that is greater than 1:48 (2%). The *Wheelchair Resting Space* is permitted to overlap the *Wheelchair Turning Space* by 24" maximum in any orientation to one another. Unobstructed knee space at tables and counters is addressed in Paragraph A.9.

**7. Head Height Clearance.** An 84" minimum head height clearance is required for the *Parklet Path*, *Parklet Entry*, and *Wheelchair Turning Space*. With the exception of knee clearance at tables and counters, horizontal protrusions are not permitted at *Wheelchair Resting Spaces*. (See Figure D.1).

## 8. Parklet's **Positive Edge** at Perimeter of Deck

**Surface:** Parklets need a *Positive Edge* along the open sides the *Deck Surface* that is parallel to the vehicular traffic lane, to inhibit people who, while lingering, may inadvertently wander into vehicular traffic. *Positive Edges* serve to reduce potential tripping hazards at drop-offs along open sides of the *Deck Surface*.

- a. A *Positive Edge* along vehicular traffic lanes may be achieved by providing a railing of no less than 42 inches in height with openings of no more than 4 inches, or by other means as described in the next paragraph. All railings must be able to withstand a 250 lb. force anywhere and in any direction along the top of the rail from within the parklet. When using a horizontal cable rail or similar flexible design, the barrier shall have a solid cap rail at the top of the barrier, and a solid curb or barrier that is a minimum of 5" high at the bottom of the barrier to provide warning to people who are blind or have low vision. Where a solid railing is provided at the top of the barrier, the railing must be constructed to withstand the forces of people leaning or sitting on it without structural failure. Top rail assemblies shall be designed to resist a load of 50 plf (0.73kN/m) applied in any direction at the top and to transfer this load through the supports to the structure.
- b. Other means for achieving this *Positive Edge* can include raised planters no less than 17 inches high and 12 inches deep, built-in seating or other built-in furnishings no less than 17 inches high and no less than 12 inches deep, dense plantings that visually enclose the space and discourage pass through, bicycle parking arrangements that act to provide a *Positive Edge*, or some other such similar means. In some instances, such as residential streets, alleys, shared public ways or other non-arterial streets, other barriers may be considered on a case-by-case basis.
- c. At other areas, for example where the edge is perpendicular to the vehicle traffic lane, where any portion of the *Deck Surface's* perimeter is ½" or more above the street, curb, or sidewalk level, the edge shall be positively marked by a vertical element or barrier that is 17 inches minimum in height. These vertical elements shall have visual contrast with the *Deck Surface* material: either light on dark or dark on light. (See Figures D.3 and D.4)
- d. On streets of 30 mph or greater, streets with four or more auto lanes, or when parklets are installed along a city truck route, or the MUNI Rapid Network, the parklet edge of deck may necessitate a design intervention that exceeds the minimal thresholds cited above.
- e. In instances where a parklet houses bike-racks, gardens, or other such spaces where people are unlikely to linger, the elements described may not be needed. This and other unique conditions will be determined on a case by case basis.

### **9. Tables, Counters and Drink Rails and Benches.**

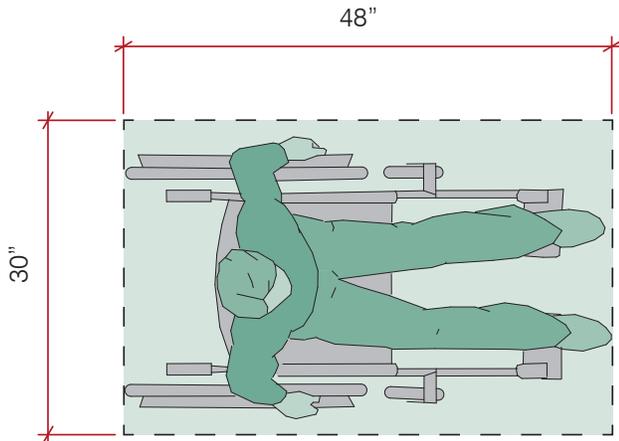
Where tables, counters, drink rails, or benches are provided, at least one of each feature shall be accessible.

- a. The height of wheelchair accessible tables, counters and or drink rails shall be 28" to 34" above the *Deck Surface* or ground. A *Wheelchair Resting Area* shall be provided adjacent to the accessible tables, counters and drink rails, and the *Wheelchair Resting Area* shall be accessible by a *Parklet Path* and a *Wheelchair Turning Space*. (See Figures D.1 and D.3)
- b. Wheelchair accessible tables, counters, or drink rails shall be approachable from the front and provide an unobstructed knee clearance that is at least 27" high, 30" wide and 19" deep. (See Figure C.3).
- c. A minimum of 36" clearance shall be provided between the edge of a table and another vertical obstruction, so that a wheelchair user can maneuver into the knee space. (See Figure D.1).
- d. Where fixed counters are provided, a 60" long portion of a fixed counter shall provide the unobstructed knee clearance as listed in Paragraph 9b. (See Figure C.3 and D.1).
- e. Where drink rails are provided, a 60" long portion of a drink rail shall have 36" wide and level space adjacent to it for a side-approach by a wheelchair user.
- f. At fixed benches, a *Wheelchair Resting Space* shall be provided for a shoulder alignment adjacent to one side of the bench.

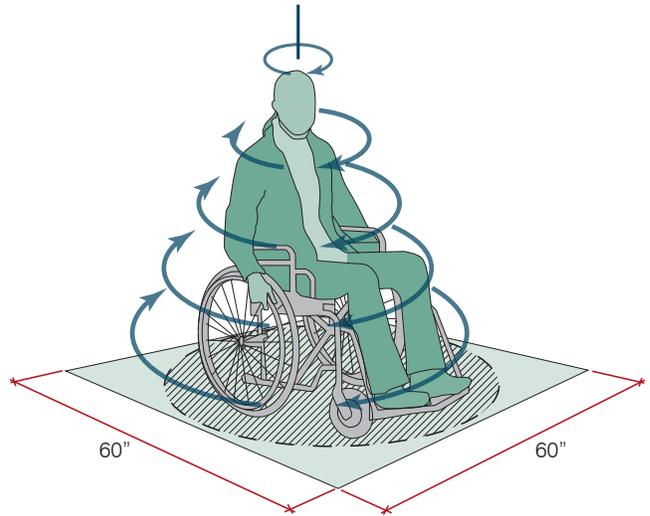
## **B. DESIGN AND CONSTRUCTION STANDARDS.**

1. The Parklet shall meet new construction standards of both the SFBC and ADAAG. The pedestrian route to the Parklet shall meet the Alterations standard of the SFBC (Section 1127B.1 Exterior Route of Travel and 1133B.7.1.3 Walks and Sidewalks, Surface Cross Slopes) and ADAAG (Section 202 Existing buildings and Facilities).
2. Per DPW Order No: 178.939, Paragraph H all elements of the above mentioned Parklet shall be constructed and/or installed to conform to the applicable provisions, rules, regulations and guidelines of the:
  - a. San Francisco Building Code (SFBC), specifically Chapter 11B SFBC is available for inspection and the San Francisco Main Library or the Department of Building Inspection. <http://publicecodes.citation.com/st/ca/st/b200v10/index.htm?bu=CA-P-2010-000008>
  - b. The Americans with Disabilities Act (ADA) [http://www.ada.gov/regs2010/titleII\\_2010/titleII\\_2010\\_withbold.htm](http://www.ada.gov/regs2010/titleII_2010/titleII_2010_withbold.htm) and,
  - c. The Americans with Disabilities Act Accessibility Guidelines, 2010 Standard (ADAAG). [http://www.ada.gov/2010ADASTandards\\_index.htm](http://www.ada.gov/2010ADASTandards_index.htm).

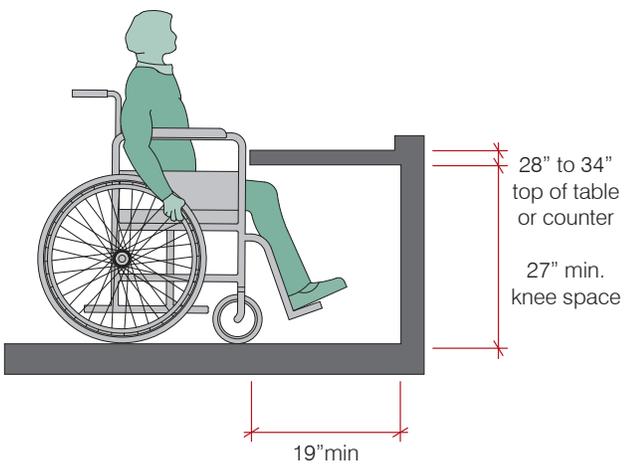
**C. BASIC BUILDING BLOCKS OF ACCESSIBILITY**



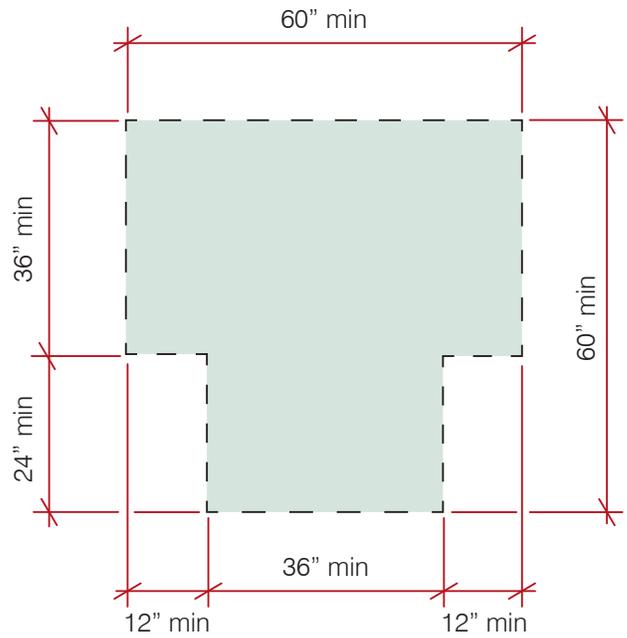
**C.1 WHEELCHAIR RESTING SPACE**



**C.2 WHEELCHAIR TURNING SPACE**



**C.3 WHEELCHAIR KNEE SPACE**



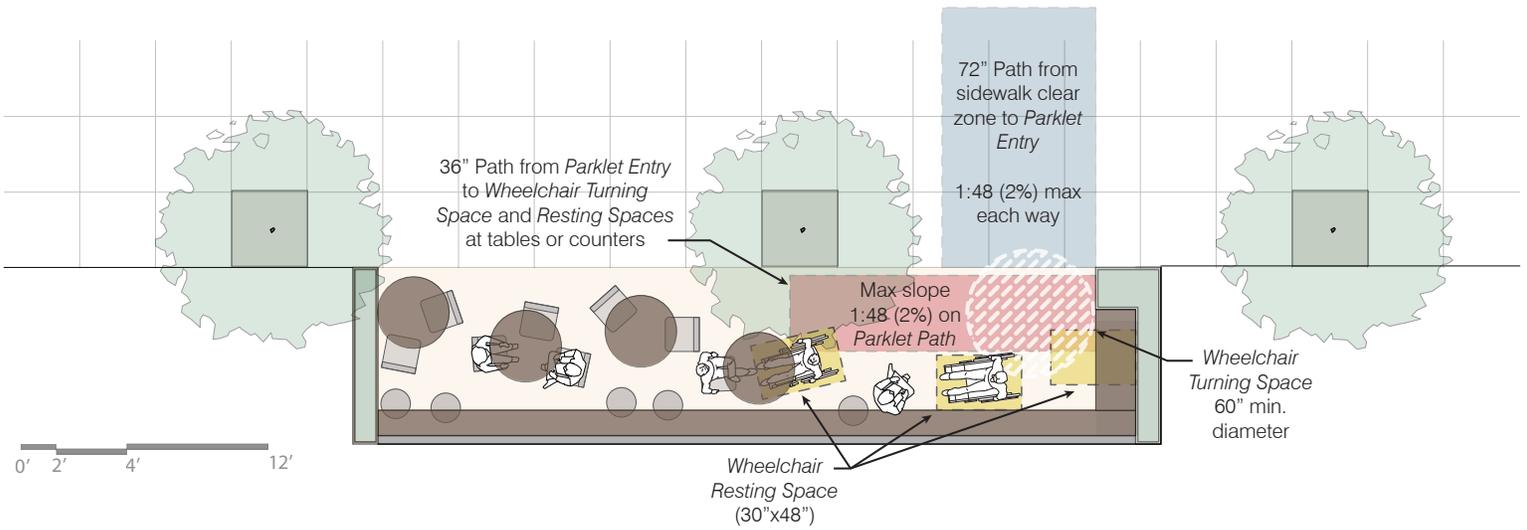
**C.4 "T" SHAPED TURNING SPACE**

**D.1 PARKLET ACCESSIBILITY FEATURES – 1:48 (2%) Maximum Sloped Deck.**

The *Wheelchair Turning Space* and *Wheelchair Resting Space* shall be located completely on the Parklet deck.

Refer to DPW Request for Determination of Technical Infeasibility for sidewalk and Parklet running slopes and cross slopes that exceed 2% maximum. The same form can be used to request a portion of the *Wheelchair Turning Space* to overlap sidewalk.

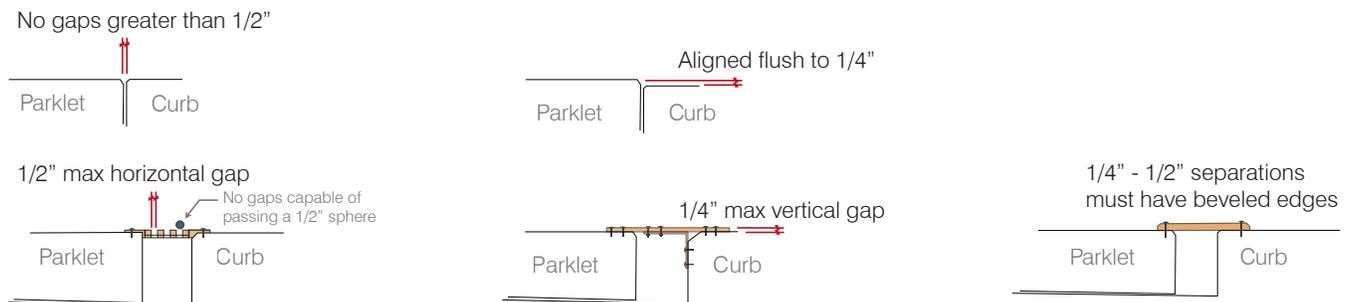
If a Parklet has movable tables, fixed tables or counter, a minimum of one of each type shall have a *Wheelchair Resting Space*, and have unobstructed knee and toe space. The knee and toe space shall be at least 27" high, 30" wide and 19" deep.



**D.2 PARKLET ACCESSIBILITY FEATURES – Parklet Entry Joint Threshold.**

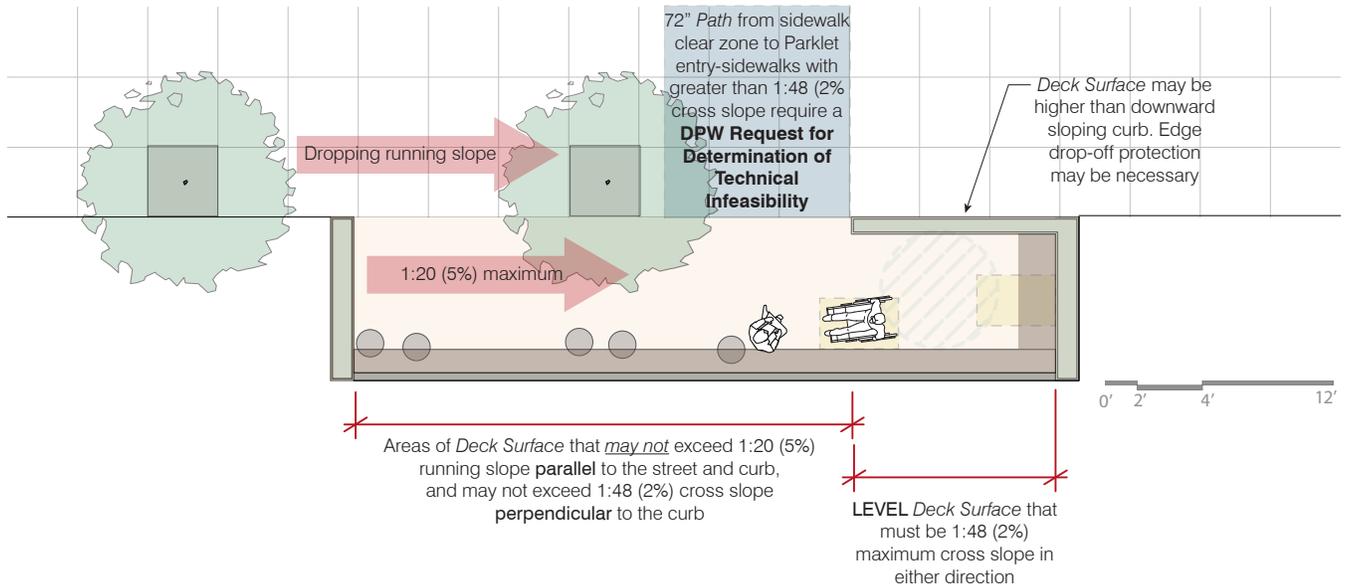
When an existing curb is in good condition, the *Deck Surface* may be designed and built to be flush with the curb and sidewalk surface. Where the curb is not in good condition, a metal plate or pre-manufactured threshold can be used to span from *Deck Surface* to sidewalk over the curb. A gap shall not permit the passage of a 1/2" sphere

Changes in level of 1/4" high maximum may be vertical. Changes in level 1/4" to 1/2" high maximum shall be beveled with a slope not steeper than 1:2. [2010 ADA Standard 303]



### D.3 PARKLET ACCESSIBILITY FEATURES – Exception for Surface Slopes Greater than 1:48 (2%)

Many existing City streets and sidewalks have an existing running slope and or cross slope that exceeds 2%. Parklet Decks may have running slopes between 1:48 (2%) and 1:20 (5%) when the applicant files a DPW Request for Determination of Technical Infeasibility for sidewalk and Parklet running slopes and cross slopes that exceed 2% maximum.

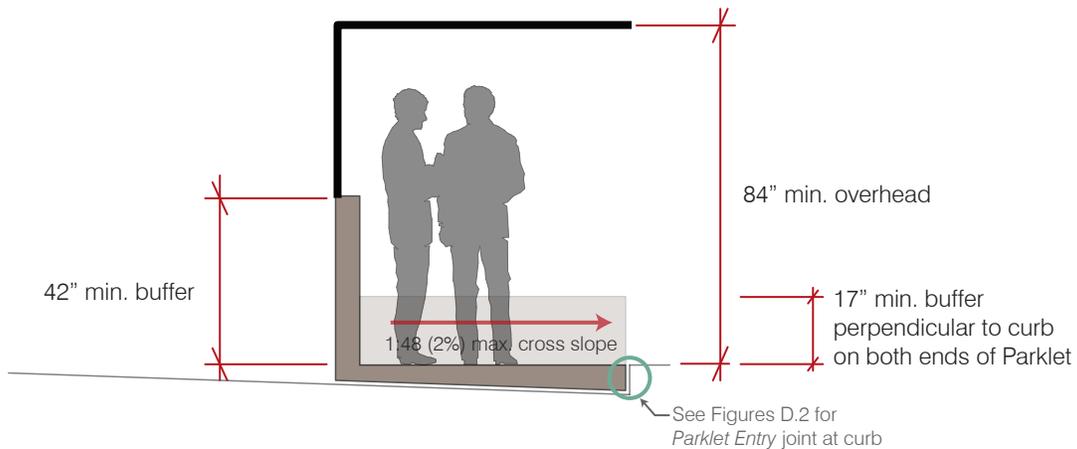


### D.4 PARKLET ACCESSIBILITY FEATURES – Cross Section and those with Trellises.

Sidewalk and the Parklet pedestrian circulation are required to be 84" clear in height to tree branches and other objects.

Walls, fences or other structures shall be provided at the outside ends of the Parklet deck to protect users from trip and fall into the street. These elements can function as benches, planters, drink rails or lean rails – and may have openings to provide visual permeability.

Where horizontal cables are used at walls or fences, a solid material, top rail and curb that is 5" high minimum shall be provided to provide warning to individuals who are blind or have low vision.



# PARKLET INITIAL APPLICATION INSTRUCTIONS

## CHECKLIST

- 1. Initial Application Form.** Use these instructions and the worksheet found at the end of this document to help you prepare for the online application form.
- 2. Initial site plan.** Please provide a measured drawing that shows the footprint of the proposed Parklet installation. This initial site plan can be hand-drawn; a designer is not needed at this stage. Please consult the “Parklet Design and Construction Guidelines”, which include a sample plan and design parameters. Please submit as a *pdf* file
- 3. Photos of existing site.** Please submit photos of the location where you would like to install the parklet, including the parking spaces, the sidewalk, and building facade in front of the proposed location. Please consult the “Parklet Design and Construction Guidelines” for required photo perspectives. Please submit *.jpg* files.
- 4. Initial Concept Description.** A brief summary explaining your project goals and the vision for your parklet. Submit this using the online application form. Why have you chosen this location? What activities would you like to promote on the parklet? How do you anticipate the community will be involved in the creation and use of the new Parklet?
- 5. Proof of notification.** Documentation notification from your building or property owner is required for all Initial Application Proposals.
- 6. Neighborhood outreach.** It is important that you involve your community in the development of your design proposal. Please submit please submit documentation of community outreach. For example:
  - Notification or letters of support from local BID or CBD. If no BID or CBD is present, letters from adjacent businesses on the block.
  - Notification or letters of support from local institutions, residents or other adjacent organizations.
  - Documentation about community meeting(s) held to discuss the Parklet proposal.



## QUESTIONS?

For any questions regarding this RFP or the Pavement to Parks program, please email [sfpavementtoparks@sfgov.org](mailto:sfpavementtoparks@sfgov.org). Please include “RFP 4” in the subject line, and include the potential parklet address in the body of the email.

## SUBMITTING YOUR INITIAL APPLICATION

Please fill out the online application and submit all the above materials on our website at:  
<http://www.pavementtoparks.org>

# PARKLET INITIAL APPLICATION WORKSHEET

## APPLICANT INFORMATION

Address of Proposed Parklet: \_\_\_\_\_ Zip: \_\_\_\_\_

Cross Street: \_\_\_\_\_ Block#: \_\_\_\_\_ Lot#: \_\_\_\_\_

Supervisor: \_\_\_\_\_ District #: \_\_\_\_\_

Name Sponsoring Business/Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Name 1: \_\_\_\_\_ Title 1: \_\_\_\_\_

Phone 1: \_\_\_\_\_ Email 1: \_\_\_\_\_

Contact Name 2: \_\_\_\_\_ Title 2: \_\_\_\_\_

Phone 2: \_\_\_\_\_ Email 2: \_\_\_\_\_

Business Certificate: \_\_\_\_\_ OR Driver's License: \_\_\_\_\_

\_\_\_\_\_ I have read and understood the "Parklet Design and Construction Guidelines"

Name(s) of Property Owner: \_\_\_\_\_

Property Owner Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## DESIGNER INFORMATION

\_\_\_\_\_ I don't know yet \_\_\_\_\_ I'll design it myself \_\_\_\_\_ I'll hire a Designer

Designer Name (if known): \_\_\_\_\_

Design Firm (if known): \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## PARKING INFORMATION

Number of parking spaces to be occupied: \_\_\_\_\_ Parallel \_\_\_\_\_ Angled / Perpendicular

Meter numbers on parking meters to be removed \_\_\_\_\_

(found on the meter facing the street.) \_\_\_\_\_  
\_\_\_\_\_

Is there a colored curb(s) in your proposed location? \_\_\_\_\_ YES \_\_\_\_\_ NO

Length: \_\_\_\_\_ Red \_\_\_\_\_ Yellow \_\_\_\_\_ Blue \_\_\_\_\_ White \_\_\_\_\_ Green





# PARKLET FINAL APPLICATION INSTRUCTIONS

Once SF Planning has approved your design, you will need to complete the forms listed below before your paperwork can be routed to DPW for final processing. SF Planning will not forward your parklet application to DPW until all of the items below have been received.

## SUBMITTAL APPLICATION CHECKLIST

1. **Final Construction Document Package / Design Documents**
  - 1.1 Parklet Location and Context Plan. This drawing should show the parklet footprint in relation to the surrounding streetscape context.
  - 1.2 Accessibility Plan. This drawing illustrates ADA access to the parklet.
  - 1.3 Detail Site Plan. This is a top-view drawing of your parklet design.
  - 1.4 Elevations from all sides. These are side-view drawings of your proposed design.
  - 1.5 Sections. These are “cut-through” profile drawings of your parklet design.
  - 1.6 Construction Details. These drawings show how your parklet will be assembled or constructed.
  - 1.6 Renderings and Perspectives (optional)
2. **Parklet Permit Application.** This basic parklet permit application form is available on the Pavement to Parks website <http://www.pavementtoparks.org>. You can find your block and lot numbers by typing the building address adjacent to your parklet location on the San Francisco Property Information Map <http://propertymap.sfplanning.org>
3. **Application for Street Improvement Permit.** This is a standard DPW permit application for anyone wanting to make streetscape improvements; in this case, it will be for the actual construction/installation of the approved parklet.
4. **Letters of Support.** DPW requires demonstrated support from adjacent property owners and businesses, merchant’s associations, neighborhood organizations and nearby residents.
5. **Pest Control Form.** This standard DPH form confirms that you have a licensed pest control company on call in case rodents move in underneath your parklet. If you don’t already have a pest control company under contract (as do many restaurants and other food serving businesses).
6. **Proof of Insurance.** All parklet sponsors need to have the City and County of San Francisco added as an “Additionally Insured” with a minimum liability coverage of \$1,000,000. Most insurance companies will do this for little or no extra charge.
7. **Parklet Host Agreement Form.** This confirms that you will maintain the Parklet and comply with public accessibility guidelines.

Please submit all the above materials to SF Planning.  
Original signed hard copies (not electronic scans) are required.

# PARKLET BUDGETING WORKSHEET

1. Design Services	\$ _____
_____	\$ _____
_____	\$ _____
2. Permits	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
3. Application for Street Improvement Permit	\$ _____
4. Curb Color Legislation	\$ _____
5. Required Materials	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
6. All other materials	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
7. Fabrication / Installation	\$ _____
_____	\$ _____
_____	\$ _____
TOTAL:	\$ _____



**APPLICATION FOR REVOCABLE TEMPORARY  
SIDEWALK EXTENSION (PARKLET) PERMIT**

**APPLICANT INFORMATION**

**BSM Permit #** \_\_\_\_\_

Location : \_\_\_\_\_

Block/Lot # \_\_\_\_\_ / \_\_\_\_\_

Sponsoring Business/Organization : \_\_\_\_\_

Mailing Address (if different from above) : \_\_\_\_\_

Phone : \_\_\_\_\_ Fax : \_\_\_\_\_

E-Mail : \_\_\_\_\_

Total LF of Sidewalk Occupied : \_\_\_\_\_

Total SF of Sidewalk Occupied : \_\_\_\_\_

Street Segment(s) Occupied : \_\_\_\_\_

b/n \_\_\_\_\_ & \_\_\_\_\_

**Effective Dates :** Start Date : \_\_\_\_\_  SF Business Certificate : \_\_\_\_\_

Exp. Date : \_\_\_\_\_  Driver's License : \_\_\_\_\_

(max. 1 year)

**ATTACHMENTS:**

- Applicant statement how proposed Parklet complies with location and design guidelines
- Preliminary site plan (Dimensioned footprint of Parklet, property lines, sidewalk width, existing parking alignment, existing sidewalk furniture; e.g. utility poles, fire hydrants, parking meters, etc.)
- Elements of occupancy (e.g. tables, chairs, benches, planters/landscaping, bicycle parking):  
\_\_\_\_\_
- Written support from adjacent business/property owners/neighborhood or Merchant Associations, Community Benefit Districts
- Completed DPH Application (Parklet installation and maintenance requirements)
- Evidence of Liability Insurance for one (1) year (\$1,000,000)
- Check/Money Order/Visa/MasterCard for \$215 Application Fee

**THE PERMITTEE HEREBY AGREES TO COMPLY WITH ALL REQUIREMENTS  
NOTED ON THE REVERSE SIDE OF THIS APPLICATION**

APPLICANT UNDERSTANDS AND AGREES TO COMPLY WITH ALL THE CONDITIONS NOTED ON THE REVERSE SIDE OF THIS APPLICATION, THE PUBLIC WORKS CODE, DPW ORDER NO. 178,939 AND OTHER LOCAL; STATE AND FEDERAL LAWS GOVERNING ACCESSIBILITY AS THEY MAY APPLY TO THIS PERMIT.

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**Date**

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## APPLICATION FOR STREET IMPROVEMENT PERMIT

SITE ADDRESS: \_\_\_\_\_ BSM PERMIT # \_\_\_\_\_

Bldg Permit Application #: \_\_\_\_\_

Cross Street: \_\_\_\_\_ Block \_\_\_\_\_ Lot(s) \_\_\_\_\_

Owner: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Applicant: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

(If other than owner)

SF Business Certificate \_\_\_\_\_

Driver's License \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Architect / Engineer / Contractor \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

(Other than applicant)

Address: \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

State License \_\_\_\_\_

**BRIEF DESCRIPTION OF PROPOSED WORK:**

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- Fee (See Fee Schedule)
- Excavation Bond \$ \_\_\_\_\_
- Four (4 Residential) / Six (6 Commercial/New Const.) Sets Of Plans – Please fold sheets separately to 8-1/2” X 11”.  
(Circle one)

\_\_\_\_\_  
*Signature of Applicant / Authorized Agent*

\_\_\_\_\_  
*Date*

Other City Agencies Involved	Routing Information	Comments
<input type="checkbox"/> DPT	Date Sent: Date Returned:	
<input type="checkbox"/> PUC/ BLHP	Date Sent: Date Returned	
<input type="checkbox"/> BOE/ Hydraulics	Date Sent: Date Returned	
<input type="checkbox"/> Others _____	Date Sent: Date Returned	

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# PARKLET HOST AGREEMENT FORM

## **PARKLETS ARE PUBLIC**

I agree to keep my parklet free and open to all members of the public, regardless of whether or not they patronize my business. I will not provide table service at my parklet, nor will I place condiments or napkins on the parklet tables. My customers will pick-up their food and beverages inside at the counter. I will bus tables in the parklet to ensure it remains clean and well maintained.

## **UPKEEP, MAINTENANCE & INSURANCE**

I agree to keep my parklet well maintained and in good repair under the conditions of approval of my DPW permit. I will keep the parklet free of debris, grime, and graffiti, and to keep all plants in good health.

I agree to sweep the area surrounding the parklet and keep it litter-free. I agree to clear out the area beneath the parklet at least once a week.

I understand that my insurance must be kept up to date. I understand my insurance must be up to date in order to renew my parklet permits up to date when you renew your permit.

## **PERMIT RENEWALS, CHANGE OF OWNERSHIP & REMOVALS**

I understand that parklet permit is renewable on an annual basis at the discretion of City staff.

I understand that if my business changes ownership, I will either need to remove my parklet or transfer the permit to the new owner. I understand that if for some reason I no longer want my parklet, I am responsible for removing it. I understand that voluntary removal requires an additional permit from DPW.

I understand that in some instances such as a streetscape repaving, the City may require me to remove the parklet. In these situations, I may need to store my parklet off-site. I may be able to re-install my parklet after the streetscape improvement has been completed.

I understand that because parklets may sit on top of sensitive utilities there may be instances where my parklet will need to be removed with little notice. The City may remove my parklet with little or no notice.

## **PUBLIC PROCESS**

I understand that if for any reason, significant public concern is expressed about my parklet, DPW may conduct a public hearing before a hearing officer. This may result in revocation of my existing parklet permit, or inability to renew my annual permit.

## **REPORTING FOR IMPACT STUDIES & OTHER ANALYSIS**

I understand that the City is interested in better understanding the social and economic impacts that parklets may have on our streets, merchants and commercial districts. I will be asked to report information that will assist the City with assessments and studies of the Parklet Program.

Signature: \_\_\_\_\_

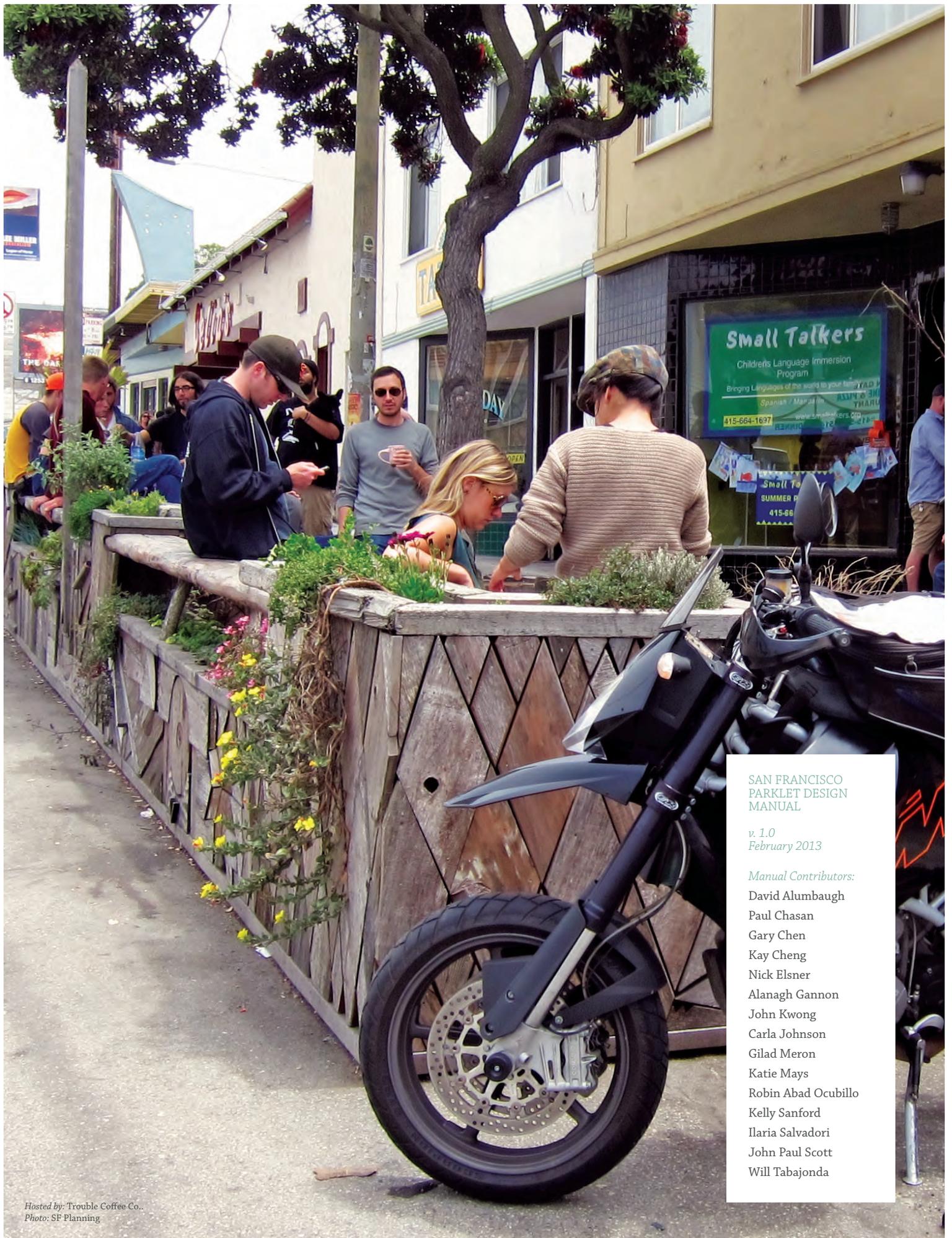
Date: \_\_\_\_\_

Name: \_\_\_\_\_

Parklet Address: \_\_\_\_\_



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SAN FRANCISCO  
PARKLET DESIGN  
MANUAL

v. 1.0  
February 2013

*Manual Contributors:*

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**THANK YOU FOR YOUR INTEREST  
IN SAN FRANCISCO'S PARKLET PROGRAM**



*The new parklet in our neighborhood is great!  
The effort was all worth it.*