

Samples and Diagrams

SAMPLE SITE PLAN

EXAMPLE SPECIAL EVENT STREET CLOSURE MAP (MAP DETAILS TO BE ADJUSTED FOR EACH EVENT)

NOTES:

LEGEND

REFERS TO CHECKLIST LETTER.

ACCESSIBLE PORTABLE TOILETS

SITE MUST BE LEVELED (NO MORE THAN 2%)
AT LEAST ONE ACCESSIBLE PORTABLE TOILET AT EACH SITE.

BLUE ZONE LOCATIONS

ALWAYS LOCATE THE BLUE ZONE SO THAT THE BACK OF THE VEHICLE IS CLOSEST TO THE INTERSECTION AND THE PASSENGER DOOR IS NEXT TO THE CURB.

RAMP TO STAGE

SLOPE OF RAMP LEADING TO THE STAGE SHALL BE NO MORE THAN 1:12.
OR PROVIDE PORTABLE LIFT.

FOOD BOOTHS

DIRECTION OF ACCESSIBLE PATH OF TRAVEL SHOWN IN ARROW.
AN ACCESSIBLE PATH MUCH BE PROVIDED TO ALL BOOTHS.

CURB RAMPS

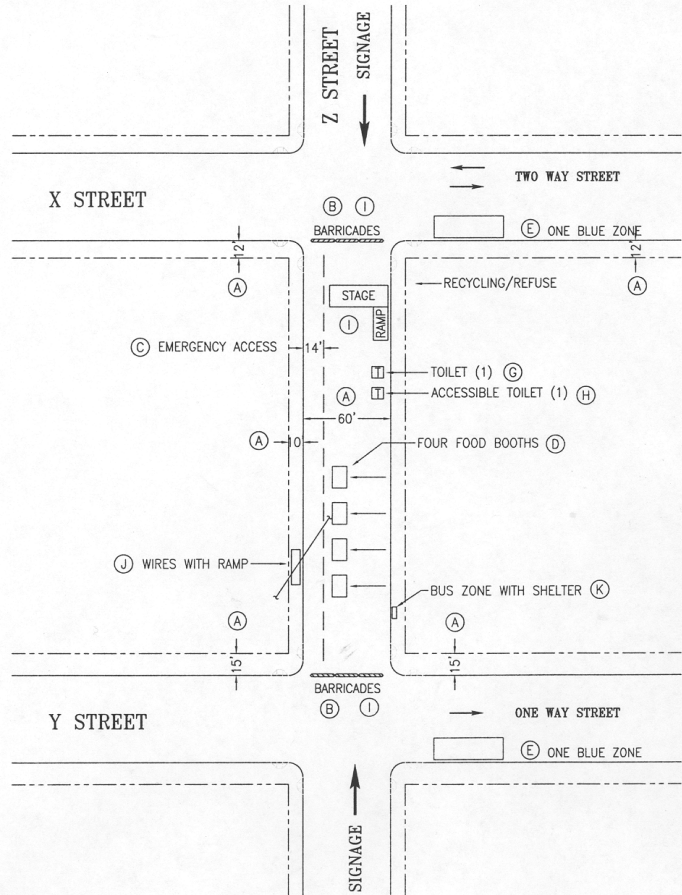
DO NOT BLOCK ANY CURB RAMPS

RAMPS OVER WIRES

RAMPS OVER WIRES MUST BE ACCESSIBLE FOR PERSONS USING WHEELCHAIRS.

SUMMARY: (EXAMPLE)

NUMBER OF STREETS CLOSED = 3
ATTENDANCE = 10,000
PORTABLE TOILETS = 12
ACCESSIBLE PORTABLE TOILETS = 3



IMAGES OF EQUIPMENT:

» Barricades (Metal, A-frame, flashers)



Type I Barricade – with and without a flasher



Type II Barricade



Type III Barricade



6 or 8 ft. Metal Barricade



Water Meter

NOTICE OF STREET CLOSURE SIGN:



NOTICE OF ISCOTT HEARING SIGN:



**PUBLIC HEARING
FOR PROPOSED PARKING & TRAFFIC CHANGES**

Pursuant to SFMTA Order No. 5836 adopted September 20, 2017, the SFMTA, Division of Sustainable Streets will hold a Public Hearing at 9 AM, on Thursday, October 12, 2017 in Room 7080, 1 South Van Ness Avenue, 7th Floor, San Francisco on the proposed traffic changes.

Opinions on the proposed changes may be filed in writing prior to the hearing with the Chairperson of ISCOTT, SFMTA, Division of Sustainable Streets, 1 South Van Ness Avenue, 7th Floor, San Francisco, CA 94103-5417 or given orally at the hearing. Information on changes may be obtained prior to the hearing date at 1 South Van Ness Avenue, 7th Floor, or by telephone at 415-646-7586

SFMTA - Division of Sustainable Streets
Tom Maguire, Director

Temporary Street Closure

Irving Street between 46th and 47th Avenue
Saturday, October 28, 2017, 10 AM to 7 PM
Street Event

SAMPLE NEIGHBORHOOD OUTREACH LETTER

< USE COMPANY OR ORGANIZATION LETTERHEAD >

Dear Neighbor <include residents and businesses>,

Greetings. On behalf of <Name of Organization/Company>, I'm excited to announce that <Name of Event> is being planned in your neighborhood on <Day, Date>, from <Start Time> to <End Time>.

DESCRIBE THE EVENT AND THE PRODUCING ORGANIZATION

- » **What type of outdoor event is it?** Examples: A street fair, athletic event, parade, farmers market, food festival, party attached to a bar, conference, etc.
- » **What is the mission of the event?**
- » **What's the point of doing the event?** Examples: To raise money or awareness for a cause. To celebrate a community, holiday, tradition. To activate a business corridor. To celebrate art for art's sake.
- » **What is the mission and background of the producing organization/company?** Are other partners involved in the event?
- » **Is the event open to the general public? Private? Is there a price of admission? Is it all ages or 21+?**
- » **What's the planned attendance?**
- » **Has the event happened in the past? When and where?**
- » **Describe the planned activities at the event.**
- » **Will there be live music with amplified sound? Athletics? Food vendors? Alcohol? Floats? Arts vendors? Games? Children's activities? Mechanical rides? Animals?** A basic overview of activities is helpful to provide a general understanding.
- » **Will parked vehicles be towed to clear the street for the event? When and in what locations?**
- » **If it's a recurring event, what's new for this year? Are there changes this year that are in response to neighbors' requests or concerns?**
- » **Describe the location of the event.** List the proposed streets, intersections, parks, plazas and parking lots to be used or closed.
TIP: Attach a map showing the event boundaries and affected streets, etc.

EXAMPLE:

"We want to let you know in plenty of time to prepare for the street closures that day, and be aware that cars will be towed if they are on these streets during that time.

PROPOSED STREET CLOSURES AND TIMES:

Street Name (between X Street and Y Street) Date, Start Time, End Time

Street Name (between Z Street and A Street) Date, Start Time, End Time

[etc. etc.]"

DESCRIBE ANY OPPORTUNITIES, INCENTIVES, PARTNERSHIPS THAT CAN BENEFIT THE NEIGHBORHOOD.

- » Don't just inform neighbors of the event, engage them and include them in the successful outcomes of your event. Think of ways to incentivize locals to get involved. Create win-win's.
- » Some ideas for partnerships could include: revenue sharing, cross-promotion, booth space, presenting local artists and performers, fundraising for local charities, volunteering and pro-bono support, and neighborhood clean-up/beautification projects.
- » Share any upcoming neighborhood meetings or hearings

Share the date, time, and location of any upcoming neighborhood meetings or hearings where you'll be presenting. These forums are opportunities for you to listen to neighbors and to address any of their questions, concerns, and support.

TIP: Encourage neighbors to contact you prior to a hearing or the land authority's final permit decision to give you an earlier opportunity to respond to any questions or concerns.

PROVIDE EVENT ORGANIZERS' NAMES, EMAILS AND CELL NUMBERS

- » Who can neighbors contact with questions or comments?
- » Whose cell phone can they call on the day of the event if there are issues?
- » Consider creating a Community Outreach Liaison role for the event, or delegating different day-of-event contacts to address Amplified Sound, Street Access, etc.