



City & County of
San Francisco



Cover Art by Gary Chen

Shared Spaces Manual

VERSION 1.0

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Shared Spaces
Manual

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ABOUT THIS MANUAL

The San Francisco Shared Spaces Manual is a comprehensive overview of the goals, policies, procedures, and guidelines for the Shared Spaces program San Francisco. This document was created to provide a user-friendly overview of procedures and requirements. These guidelines shall not be construed as authorizing or approving any improvements or uses of the public right-of-way that are inconsistent with applicable Federal, State, and Local statues and regulations.

Applicants, designers, and contractors are strongly encouraged to read the Shared Spaces Manual in its entirety when they are first thinking about participating in the program, and to refer to it often throughout the process.

San Francisco values and appreciates your willingness to devote your time, creativity, and resources to implementing this program in your neighborhood. We look forward to collaborating with you!

The following documents are referenced in this Manual. Please refer to these for further details on design guidelines and operations for the Shared Spaces Program.

- San Francisco Administrative Code: Chapter 94A: The San Francisco Shared Spaces Program
- Public Works Order No. 203904
- SFMTA Curbside Lane Regulation
- San Francisco Fire Code

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Photo by Shared Spaces.

The Shared Spaces program allows San Francisco residents, community and non-profit organizations; small business owners; and art, entertainment, and cultural organizations to activate the public realm for community-focused purposes and commerce.

Streets and sidewalks make up about twenty-five percent of the City’s land area and are an integral part of our daily experience. Many streets were widened during the mid-twentieth century to create more space for automobiles. As we have moved away from having a single mode of transportation dominating cities across the world, San Francisco has responded by creating programs to help residents transform the public right-of-way to accommodate the different needs of all users of the public realm. By exploring the potential of our city’s

streets and sidewalks, the Shared Spaces program seeks to balance the needs of people using the public realm to travel by different modes, provide pedestrian amenities, support local businesses, and foster neighborhood interactions.

The Shared Spaces program builds upon the Places for People legislation, adopted in 2016, and the lessons learned from the temporary emergency program established during the COVID-19 pandemic.



Program Goals



1. Simplify the City’s Toolbox

Simplify the City’s toolbox by consolidating the permit process, streamlining it for permittees and creating a single, one-stop permit portal.



4. Encourage Arts, Culture, & Entertainment

Encourage arts, culture and entertainment activities in a wide variety of public spaces.



7. Efficient Permit Review & Approval

Efficient Permit Review and Approvals with a clearly defined timetable. This allows for better design quality and therefore safety.



2. Prioritize Equity & Inclusion

Prioritize equity and inclusion by prioritizing City resources for communities most impacted by historical disparities with funding, materials and grants. Ensure that shared spaces are accessible to persons with a disability.



5. Balance Curbside Functions

Balance the needs of the curb by ensuring our Transit First and Vision Zero policies remain priorities. Balance Shared Spaces occupancies with loading, short-term parking, micro mobility needs, and other curbside functions; and encourage sharing of Shared Spaces amongst merchants on the same block.



8. Clear Public Input Procedures

Clear Public Input Procedures will encourage collaboration between neighbors and merchants.



3. Phase Implementation with Economic Conditions

Phase the implementation of the program with economic conditions so that businesses have time to adapt to the new permit process.



6. Maintain Public Access

Maintain public access by ensuring every Shared Space provides public access when not in commercial use and providing a seating opportunity during daytime hours, including business, operating hours.



9. Coordinated Enforcement

Coordinated Enforcement by a single agency with a ‘Single Bill of Health,’ which is easy for operators to understand and comply with.

Types of Shared Spaces

Sidewalk

- Sidewalk Café Tables and Chairs, similar to the pre-existing sidewalk dining permit, but with more streamlined public notice requirements
- Non-commercial use of the sidewalk, for example publicly accessible seating facilities or other fixtures.
- Sidewalk merchandising, displaying goods outside



Parking Lane

- A Public Parklet, similar to the City’s pre-COVID parklets, a fixed structure providing full-time, publicly accessible space and no commercial activity.
- A Movable Commercial Parklet, a space occupied by the operator using movable fixtures during limited business hours with a bench or other public seating facility. This option allows operators to use curb space that is needed for other curbside functions during the day, such as a brunch restaurant that only operates until 1pm, after which the curb space is used for loading or short-term parking.
- A Commercial Parklet, similar to existing Shared Spaces, a fixed structure where an operator uses the parklet for commercial activity during business hours with a bench or other public seating facility, and is otherwise open to the public during non-commercial daytime hours.



Roadway

- Activation of space normally used for traffic for a community and commercial uses, free and open to the public. For the first two years of a roadway closure, these events will be approved through the existing ISCOTT process, which includes membership of key departments, including SFMTA, SFPD, SFFD, Public Works.



Open Lots

- In open lots, courtyards and rear yards between the hours of 9am and 10pm.



Shared Spaces Uses

The Shared Spaces program allows for the use of sidewalk, parking lane, roadway, and/or private property for different activities, including but not limited to:

- Outdoor retail
- Outdoor seating and dining
- Personal services
- Entertainment, art, performances
- Community events
- Queuing



Photo by Shared Spaces.



Photo by Shared Spaces.



Photo by Shared Spaces.



Photo by Entertainment Commission.



Photo by SF Examiner

Outdoor Entertainment and Amplified Sound

- This includes live music and other performing arts happening on a recurring basis or at one time at all types of outdoor Shared Spaces locations.



Photo by Shared Spaces.



Photo by Britt Govea

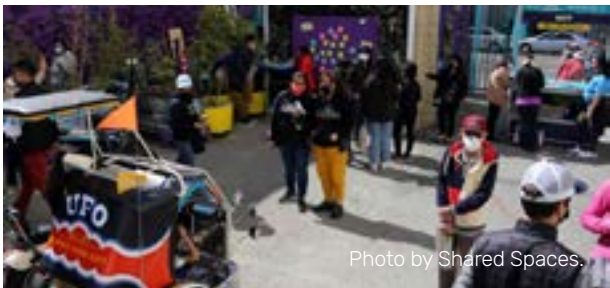


Photo by Shared Spaces.



SECTION 2

Applying for a Shared Spaces Permit

Photo by Shared Spaces.

Apply for a Shared Spaces Permit Online

Step-by-step instructions to apply to the Shared Spaces program can be found at sf.gov/sharedspaces.

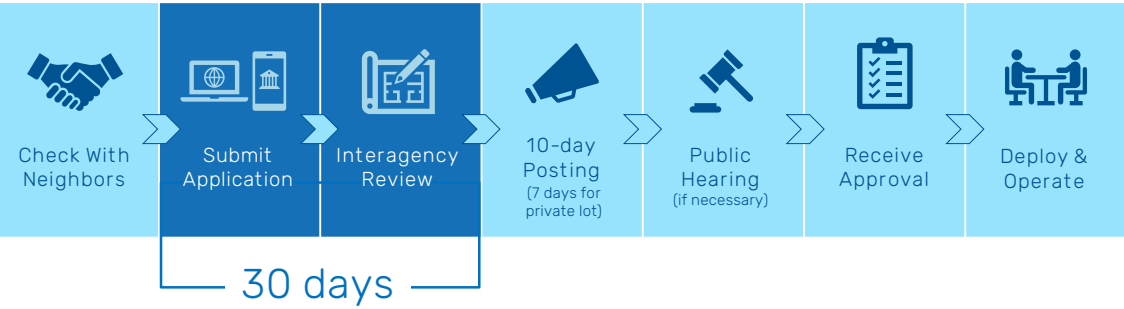
When you have all your necessary documents ready, apply at:

sf.gov/sharedspaces



Permit Approval Process

Sidewalk, Parking Lane, and Private Lot



The timeline presented here is for reference only. Review times may vary for each application and depending on the quality and accuracy of the materials submitted.

Roadway

		First 24 months		After 24 months
Frequency of Recurrence at that location		≤ 4 days per week and ≤ 10 hours per day		> 4 days per week OR > 10 hours per day
Transit		No Transit Impact	Transit Delay	Regardless of Potential Impact
Approval Body		ISCOTT	ISCOTT	MTA Board Consent Calendar
Approval Timetable		≤ 30 days	> 30 days	~ 10 weeks

The timeline presented here is for reference only. Review times may vary for each application and depending on the quality and accuracy of the materials submitted.

How much does a Shared Spaces permit cost?

Sidewalk fees are waived until April 15, 2022. Permit fees for Curbside and Parking Lane are waived until March 31, 2023,

Parking Lane Shared Spaces will have the following fee structure. Fees are adjusted every year. Tables for reference only. For the most updated fee schedule, go to sf.gov/sharedspaces.

To estimate your Shared Spaces fees, go to: sf.gov/estimate-your-shared-space-permit-fees

Sidewalk Tables & Chairs

Fee (Annual)	Description
\$151	and \$8.50/SqFt (new)
\$75	and \$7.25/SqFt (renewals)
\$151	and \$9.75/SqFt (w/ departmental action)

Display Merchandise

Fee (Annual)	Description
\$163	and \$11/SqFt

Parking Lane and Curbside Fees

TIER	TYPE	OCCUPANCY FEES			ENTERTAINMENT FEES	
		Permit (one time)		Annual License	First Annual	Annual Renewal
1	Public Parklet	\$1,000	\$250	\$100	\$507	\$200
2	Movable Commercial Parklet	\$2,000	\$1,000	\$1,500	\$507	\$200
3	Commercial Parklet	\$3,000	\$1,500	\$2,000	\$507	\$200
		First Parking Space	Each Additional Parking Space	Per Parking Space	Per Site	
		1/2 fee waiver for businesses with ≤ \$2M in SF gross receipts				

Special Event Roadway Closures

Application Received	Jul 1, 2021 – Jun 30, 2022 Fee
120+ days before event	\$1,100
90-120 days before event**	\$1,325
60-89 days before event	\$1,600
30-59 days before event	\$2,000

** Street Fair applications must be received at least 90-days prior to the closure date

Community Non-Profit Event Closure

Application Received	Jul 1, 2021 – Jun 30, 2022 Fee
120+ days before event	\$100
90-120 days before event**	\$150
60-89 days before event	\$200
30-59 days before event	\$250

What am I required to submit?

Requirements will vary depending on what type of space you’re looking to implement and where.

Make sure you read the applicable sections of the Shared Spaces Manual before applying at sf.gov/sharedspaces.

You will generally need to provide the following information:

- ☐ Your contact information: Name of the business, organization, or entity using the sidewalk, parking lane, roadway, or private property space
- ☐ The location of the proposed Shared Space and general information about the business, organization, or entity. Find your Business Account Number (BAN) at: data.sfgov.org/Economy-and-Community/Registered-Business-Locations-San-Francisco/g8m3-pdis/data
- ☐ For Sidewalk, Curbside and Parking Lane permits: Neighboring consent is required if using adjacent property’s frontage
- ☐ The proposed use of the Shared Space
- ☐ The applicant must maintain general liability insurance throughout the term of the permit in the amount of at least \$1,000,000 per occurrence/\$2,000,000 in the aggregate to respond to claims made against the City and County of San Francisco (e.g. an additional insured endorsement in favor of the City). See an example Certificate of Insurance in the Supplemental Documents Section.
- ☐ Photographs at various angles of the site location, including utilities and existing sidewalk and curbside space conditions, etc. may be required. City staff may request for additional photographs to supplement review.
- ☐ A dimensioned site plan showing the proposed layout for Shared Space. See the Design Guidelines and Regulations Section for detailed requirements for each type of Shared Spaces.
- ☐ Agree to all terms and conditions of the permit, including indemnification

Applicant may be required to submit additional documentation if necessary or requested by City staff.

Questions?

If you need assistance with your application:

Email us at: sharedspaces@sfgov.org



Photo by SF Planning.

Important Considerations

To ensure the safety of all people using the public right-of-way, including Shared Spaces users, you will need to follow a series of guidelines and regulations when implementing your Shared Space. These are some of the best practices for any type of Shared Spaces:

Fire Safety and Emergency Access



Ensure your Shared Space never obstructs emergency responders' access to and from a building, and never blocks fire escape ladders, fire hydrants, or SFFD hose connections. The use of propane is regulated by the Fire Department and you must obtain a separate Operational Fire Permit for the storage and use of liquid propane gas (LPG) from the SFFD.

Sightlines & Visibility



Maintain clear sightlines into and through the Shared Space. When standing on the sidewalk, you should be able to see through the Shared Spaces out into the street. This helps emergency responder personnel perform their work swiftly and safely. Sidewalk environments also feel safer for pedestrians when they can survey their surroundings. Your Shared Spaces shouldn't obstruct pedestrian visibility, crosswalks, or traffic signals or other traffic warning devices.

Accessibility



All people must be able to pass safely and comfortably through streets and sidewalks. You must maintain a minimum 8-foot wide continuous accessible route for pedestrians on the sidewalk clear of tables, chairs, and other fixtures. The required accessible route width may be reduced to 6 feet on a case-by-case basis with approval from the Public Works Disability Access Coordinator during the permit review process. In addition, you are required to provide pedestrian access to your Shared Space, according to the Design Guidelines and Regulations for each type of Shared Space.

Movability and Portability



Whenever possible, avoid erecting fixed structures that will be costly to modify, move, and replace. Public Health Directives and corresponding Shared Spaces Design Guidelines can change over time, or may need to move for construction or maintenance. Do not cover utilities or block access to maintain the city's infrastructure.

Traffic Safety



Your Shared Spaces must not obstruct pedestrian visibility, crosswalks, bicycle lanes, traffic signals or other traffic warning devices.



Site Design Diagram for Sidewalk Shared Space

- | | | |
|--|--|---|
| <p>A Sidewalk diverters at 90 degrees flush with building, at each end of Shared Space. Minimum Dimensions: 30 inches high, 12 inches wide, 24 inches long</p> <p>B Minimum 8-foot wide continuous clear path for pedestrians (where feasible)</p> <p>C 4-foot clearance surrounding area beneath fire escape ladders</p> | <p>D Sidewalk Shared Spaces may not occupy the space adjacent to the curb, regardless of curb color. Exceptional circumstances may be considered if a hardship is present</p> <p>E 5-foot clearance around a fire hydrant</p> <p>F Provide at least one 30-inches x 48-inches clear space for wheelchair users at accessible tables. If a counter is provided, the accessible counter portion shall be 60" minimum in length.</p> | <p>G 3-foot clearance around Fire Department connections on buildings</p> <p>H Bus stop zones must be maintained clear of furniture and structures. No furniture shall be placed within 10 feet of a bus shelter structure</p> <p>I Curb return and all curb ramps shall not be obstructed by Shared Space elements.</p> |
|--|--|---|

S Sidewalk Shared Spaces



Where can I place my Sidewalk Shared Space?

You may occupy the sidewalk space fronting your business, organization, or residence to display merchandise, place tables and chairs, public seating, or other amenities. Amenities other than tables and chairs or display merchandise will be reviewed on a case-by-case basis. You will need your neighbor's permission if you want to occupy their frontage as well.

- Check the diagrams in this section to ensure your proposed space is feasible.
- Diverters, furnishings and fixtures for commercial purposes must be removed at the end of business hours.
- Sidewalk Shared Spaces may only be placed on the sidewalk area adjacent to the building, at the property line. Proposals for different placement will be reviewed on a case-by-case basis.

FIRE SAFETY & EMERGENCY ACCESS



- S.1 Emergency Access.** At no time can sidewalk occupancy obstruct emergency facilities (including, but not limited to fire hydrants, Fire Department connections, street alarm boxes, fire escapes, etc.)
- S.2 Heaters.** LPG heaters are not permitted on the sidewalk in the pedestrian path of travel.

- Any use of a portable heater, portable generator, candles, open flame or any activity regulated by Fire Code must be approved by the San Francisco Fire Department separately from this provisional permit.
- Electric heaters may be used if applicant obtains an [electrical permit from the Department of Building Inspection](#). Proof of completed job card required.

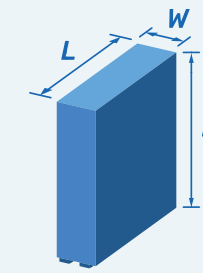
ACCESSIBILITY



S.3 Diverters. The business must utilize pedestrian diverters on each side of the outdoor dining area to guide pedestrians around the business operations. The objects within the sidewalk space may not extend beyond the depth of the diverters at any time. The diverters must be:

- » At least 30 inches high (H), 12 inches wide (W), and 24 inches long (L)
- » Solid within at least 24 inches off the ground
- » Sturdy, stable, and heavy enough so they cannot tip over or be blown away by the wind
- » Distinctly visible to the visually impaired with contrasting colors.
- » Removable after business closure every day
- » Flush with the building at approximately 90 degrees
- » Free of advertising

S.3 Pedestrian Diverter



s.4 Accessible Route. Sidewalk Shared Spaces must maintain a continuous 8-foot minimum width pedestrian accessible route clear of obstructions at all times along the entire property frontage, including adjacent properties if applicable to their permit. Special conditions where an 8-foot path is not feasible will be reviewed on a case-by-case basis, and this exception requires approval from the Public Works Disability Access Coordinator during the permit review process. The accessible route width is the width from any shared space element to the nearest vertical obstruction (including existing utilities, signs, poles, tree wells, etc.), landscape area, curb, or other element that restricts pedestrian travel. The accessible route width shall in no case be less than 6 feet. Per the SF Better Streets plan, the accessible route should not meander and should be a straight path of travel for pedestrians to navigate easily along the entire block.

s.5 Overhead Objects. Hanging or overhead objects, including umbrellas, must have a clearance of at least 7 feet (or 84 inches) from the ground. Clearance under awnings and canopies shall comply with San Francisco Building Code requirements.

s.6 Trays and Carts. Food trays or carts, receptacles for dirty dishes, trays or carts for linen and utensils, and cooking appliances shall not be placed or stored on any portion of the sidewalk area.

s.7 Bins. Trash, recycling, and compost bins shall be provided within the approved area. These bins can be kept inside the restaurant. All bins must be brought inside at end of business day.

s.5 Overhead Objects



s.8 Sidewalk Alterations. No modifications may be made to the public sidewalk, including stickers or spray paint, other than social distancing markings. Any markings must be in accordance with [Public Works Order 203,240](#). No furniture may be fixed or bolted to the sidewalk.

s.9 Accessible Furniture. Applicants must provide at least one (1) accessible table available for wheelchair users for each type of Shared Space. See *Section 7: Supplemental Documents* for more information about accessible furniture requirements.

You must follow any and all of the most current Public Health Guidance related to COVID-19 and food safety, as mandated by San Francisco Department of Public Health and California Department of Public Health. Refer to *Section 6: Public Health* for more information.

Permit Checklist

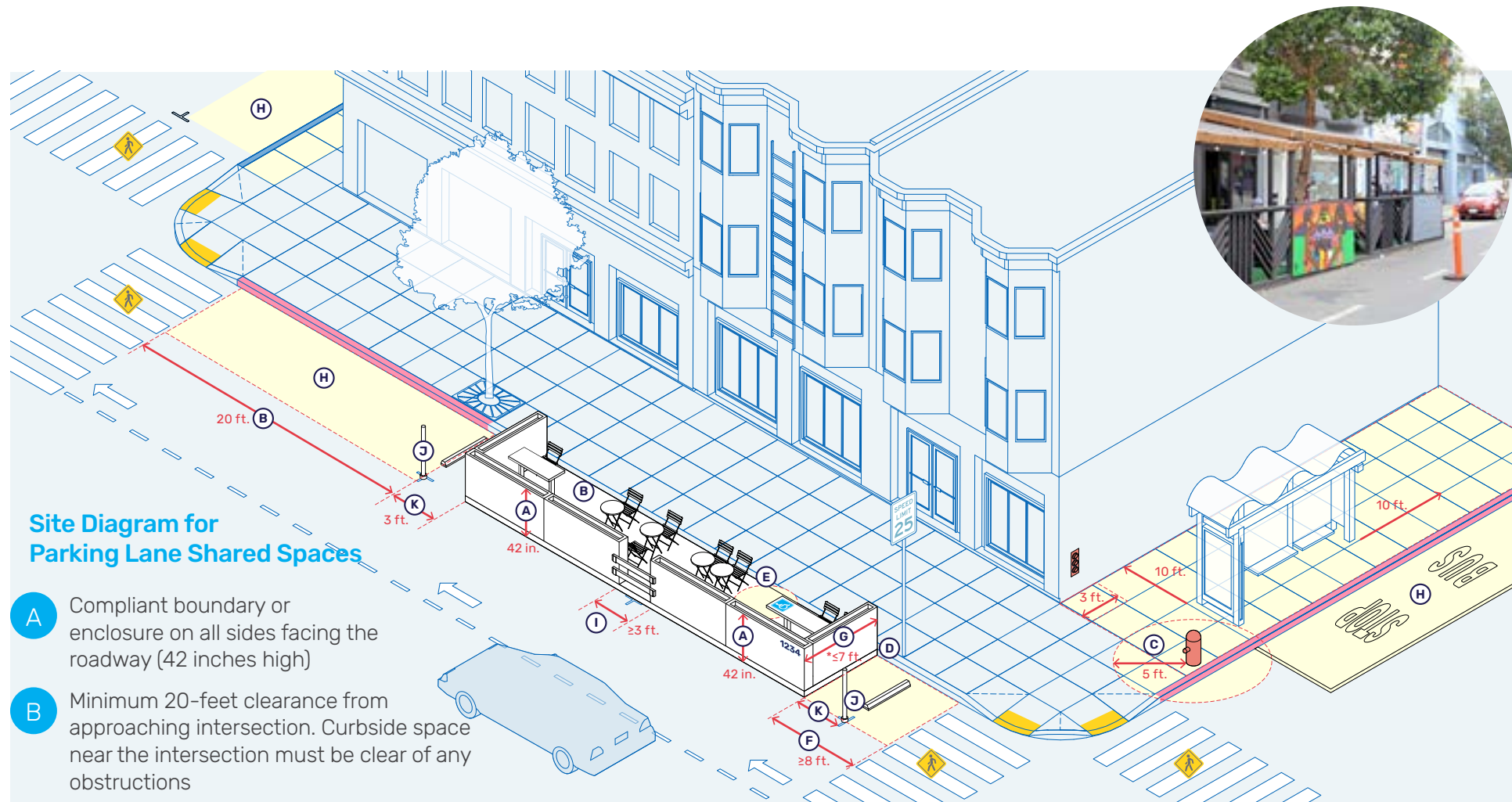


Once you're ready to apply, make sure you have gathered all the necessary information and documents. Go to sf.gov/sharedspaces to apply. We will ask for the following information:

- ☐ Business or entity information
- ☐ Type of Shared Spaces permit you need
- ☐ How you plan to use the space
- ☐ Feet of sidewalk and square footage you will use
- ☐ Completed site plan
- ☐ Certificate of Insurance (example provided in *Section 7: Supplemental Documents*)
- ☐ Pictures of your space
- ☐ Signed neighbor permission (if needed)

Sidewalk Shared Spaces Examples





P Parking or Curbside Lane Shared Spaces

The curbside lane is the space on the road closest to the curb, often the parking lane. The curb has many uses and functions, serving the needs of a block and a neighborhood in different ways.

San Francisco has defined how these functions and users are prioritized in different land use contexts in The City's Curb Management Strategy. These key curb functions are: access for people, access for goods, public space and services, storage for vehicles, and movement, including emergency access and public infrastructure operations.

Parking Lane Shared Spaces are mostly used for outdoor dining or retail, and typically involve the construction of a structure, commonly known as a parklet.

Decide what type of parklet you want to implement

TIER 1 Public Parklet: Similar to the City's pre-COVID parklets, a fixed structure providing full-time, publicly accessible space and no commercial activity.

TIER 2 Movable Commercial Parklet: A space occupied by the operator using movable fixtures during limited business hours with a bench or other public seating facility. Operators must choose up to 3 consecutive time blocks of the following available blocks: 8am to Noon, Noon to 3pm, 3pm to 6pm, and 6pm to 10pm.

TIER 3 Commercial Parklet: Similar to existing Shared Spaces, a fixed structure where an operator uses the parklet for commercial activity during business hours with a bench or other public seating facility, and is otherwise open to the public during non-commercial daytime hours, even when the operator's business is closed.

TIER	TYPE	PUBLIC ACCESS	COMMERCIAL ACTIVITY	DAILY OCCUPANCY	CONSTRUCTION
1	Public Parklet	Entire facility during daylight hours through 10pm	None	24/7	Fixed Structure
2	Movable Commercial Parklet	At least one bench during hours of commercial operation	8am to 12pm 12pm to 3pm 3pm to 6pm 6pm to 10pm	Up to 3 consecutive blocks from the available time block options	Movable Fixtures
3	Commercial Parklet	At least one bench during hours of commercial operation. Otherwise, entire facility during daylight hours through 10pm	During hours of operation	24/7 (operator may secure their parklet from 12am to 7am)	Fixed Structure

Tier 1 & 3 Guidelines for Fixed Structures or Parklets

Where can I place my Parking Lane Shared Space?



P.1 Length: You may apply for a **maximum of two** metered parking spaces, or 40 linear feet along the curb for parallel parking, or 20 linear feet along the curb for angled or perpendicular parking. Written consent from tenant and property owner required if using adjacent frontage(s).

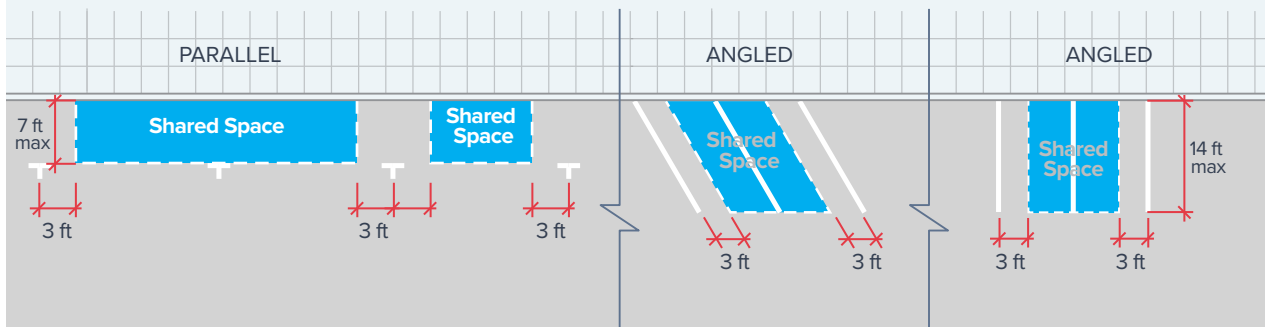
P.2 Setbacks: All structures must maintain 3 feet setback from each end of the marked parking space for parallel parking spaces and 3 feet setback on each end for angled or perpendicular spaces. Exceptions may be considered.

P.3 Width: You may occupy the full width of the parking lane (**7 feet max**) for parallel parking, and **14 feet max** for angled or perpendicular parking. Exceptions may apply along rail, cable car, or other special cases that would necessitate reducing the width of the zone.

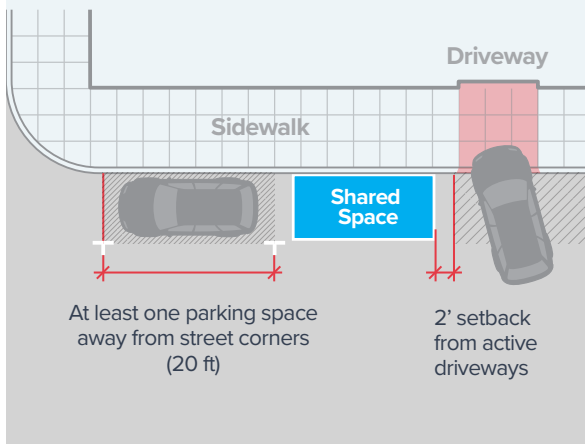
P.4 Slope: The cross slope on the Parklet surface shall not exceed 2% in any direction. If proposed on a street grade greater than 5% additional design requirements and review may be required to make the space accessible to the maximum extent technically feasible as defined in the California Building Code.

Important Location Criteria for Parking or Curbside Lane Shared Spaces

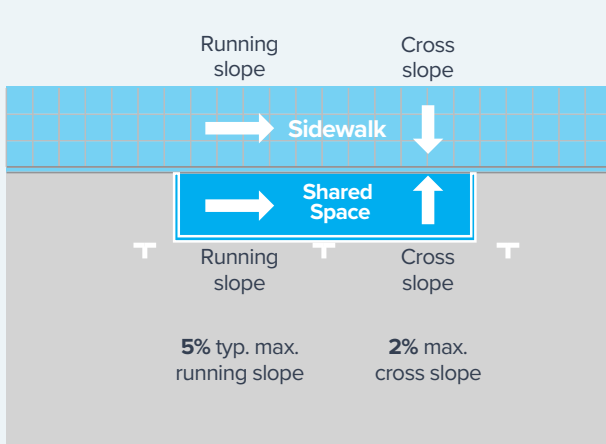
P.2 Setbacks



P.2 Setbacks



P.4 Slope



Conflicts with existing city infrastructure



P.5 A proposed location where there is a **bike-share station, bicycle rack, or bicycle corral** present will be considered and evaluated by City staff. If approved, the applicant will be responsible for modification, removal or relocation costs. The application will be put on hold until the conflict has been resolved. Applications may be denied if conditions are not met.



P.6 Shared Spaces **may not be located in existing bicycle lanes**. Fixed structures may not be located in any location that would preclude the planned implementation of a bikeway within 12 months of the application

submittal. Shared Spaces may be allowed in floating parking lanes, such as those next to 'parking-protected bike lanes,' on a case by case basis if City staff determine it to be safe and feasible; resulting zone must maintain an accessible path of travel.



P.7 Color Curbs:

» **Yellow Curb** (Commercial Loading), **Green Curb** (Short-term Parking), or **White Curb** (Passenger Loading Zone): City staff will evaluate if one of these color curb zones can be relocated on same block face to accommodate a proposed Shared Space. For passenger loading, if relocation will materially affect disabled access or no suitable replacement location can be identified, the application will be denied.

» **Blue Curb** (ADA Accessible Parking Spaces): Shared Spaces may not be located in or impede access to blue accessible parking space. An 8' clearance from the curb to any shared space element is required for the entire length of a blue zone to allow for wheelchair lift deployment.

P.8 Fixed structures **may not** be located in the following zones:

- » Peak or Commute Hour Tow-Away Lanes
- » Active Transit Zones
- » Transit Shelter
- » Flag Bus Stops
- » Transit Only Lanes
- » Temporary Emergency Lanes
- » Emergency (Red) Lane
- » Transit Maintenance Elements

P.9 Taxi Stands/Zones and Commuter Shuttle Stop: City staff will evaluate the feasibility of removing, modifying or relocating these zones or stops. If a replacement location is found, the application will be put on hold until the relocated zone or stop is approved and relocated

P.10 Shared Spaces **may be restricted** or must comply with additional design requirements where these transit zones or features are located:

- » Inactive Transit Zones
- » Overhead Wires
- » Muni Bus Routes
- » Muni Rail Lines: must be 5 feet away from any active Transit Zone and 6 feet away from the outer most edge of the rail
- » Muni Rail Stops: may be approved in suspended rail stops not currently serving active routes on a month-to-month basis
- » Cable Car Routes: will require a field visit prior to approval

How to design a Parking Lane Shared Space

If you're building a structure for your parklet, you must comply with the Design Guidelines and Regulations in this section. Your structure must be stable, sturdy, and safe for users and passers-by, retain emergency access, and be accessible for people with disabilities.

P.11 A Parking Lane Shared Spaces structure or parklet **shall not obstruct any underground and surface utility or stormwater facilities**, including but not limited to: utility poles, gas valves, water valves, manhole covers, air release valves, sewer laterals, culverts, and catch basins.

All structures on parking lane must **allow for access to public utilities** for maintenance and repairs (e.g. provide access panels, removable pavers, modular design)



P.12 Bolting: At no time should fixtures be bolted or affixed in any way to the roadway or any structure (including but not limited to: buildings, fire hydrants, street trees, streetlight or traffic poles, etc.)

P.13 Concrete: Pouring concrete for Shared Spaces platforms is not allowed. You may use concrete pavers on a platform structure instead.

P.14 Surface materials. Loose particles, such as sand or loose stone, are not permitted on the parklet. Platform surface materials must be textured or treated with a slip resistant coating to ensure a safe walking surface.

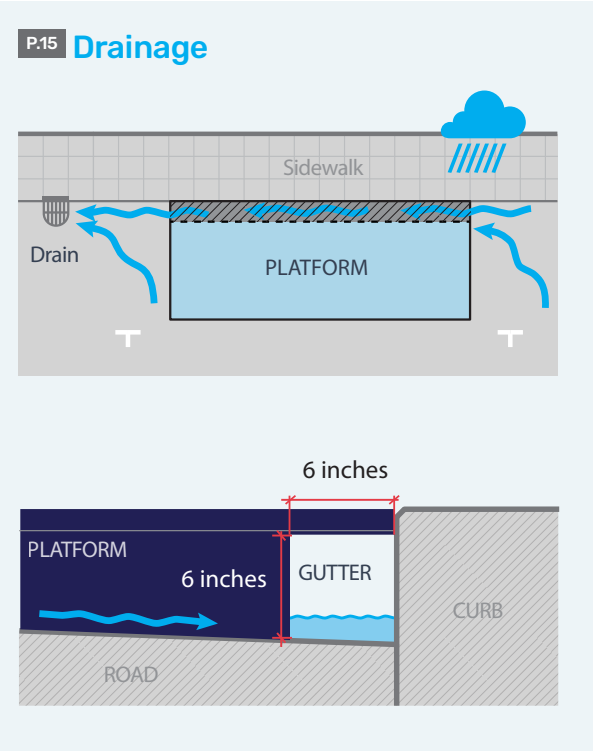
P.15 Drainage: Platforms should **allow for curbside drainage flow**. A 6 inch x 6 inch minimum clear gutter space must be provided along the entire length of the proposed platform.



P.16 Overhead objects: Hanging or overhead objects, including umbrellas, must have a clearance of at least 7 feet (or 84 inches), and cannot exceed 10 feet (including poles, posts, canopies, wires, signs) from the ground. Clearance under awnings and canopies shall comply with San Francisco Building Code requirements.

P.17 Bins: Trash, recycling, and compost bins should be provided within the approved area, if space allows. These bins can be kept inside the restaurant.

P.18 Roadway Modification: No modification may be made to the public roadway, including stickers or spray paint, other than social distancing markings. Any markings must be in accordance with Public Works regulations.



EMERGENCY ACCESS

Emergency responders utilize the most direct path to access a building from the street to assist citizens in need of medical attention or for firefighting operations. Obstructing emergency access may lead to immediate danger to health or life safety. The following safety guidelines are required:

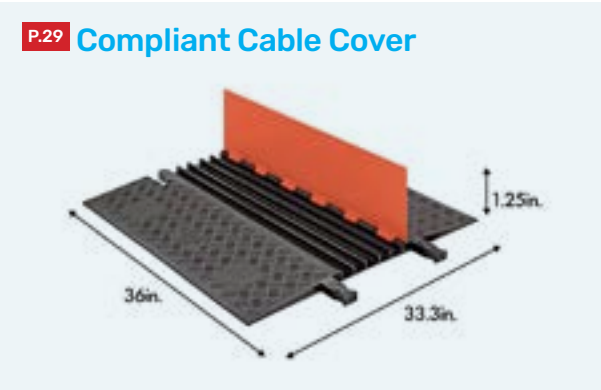
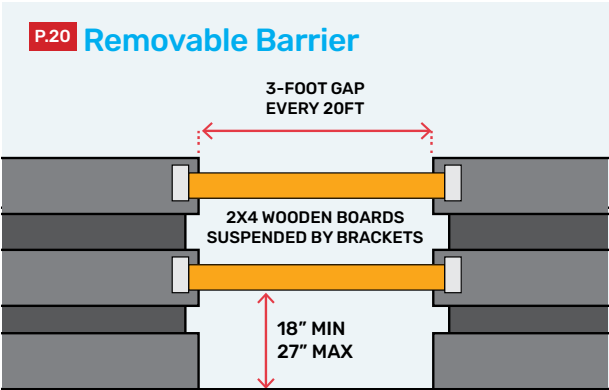
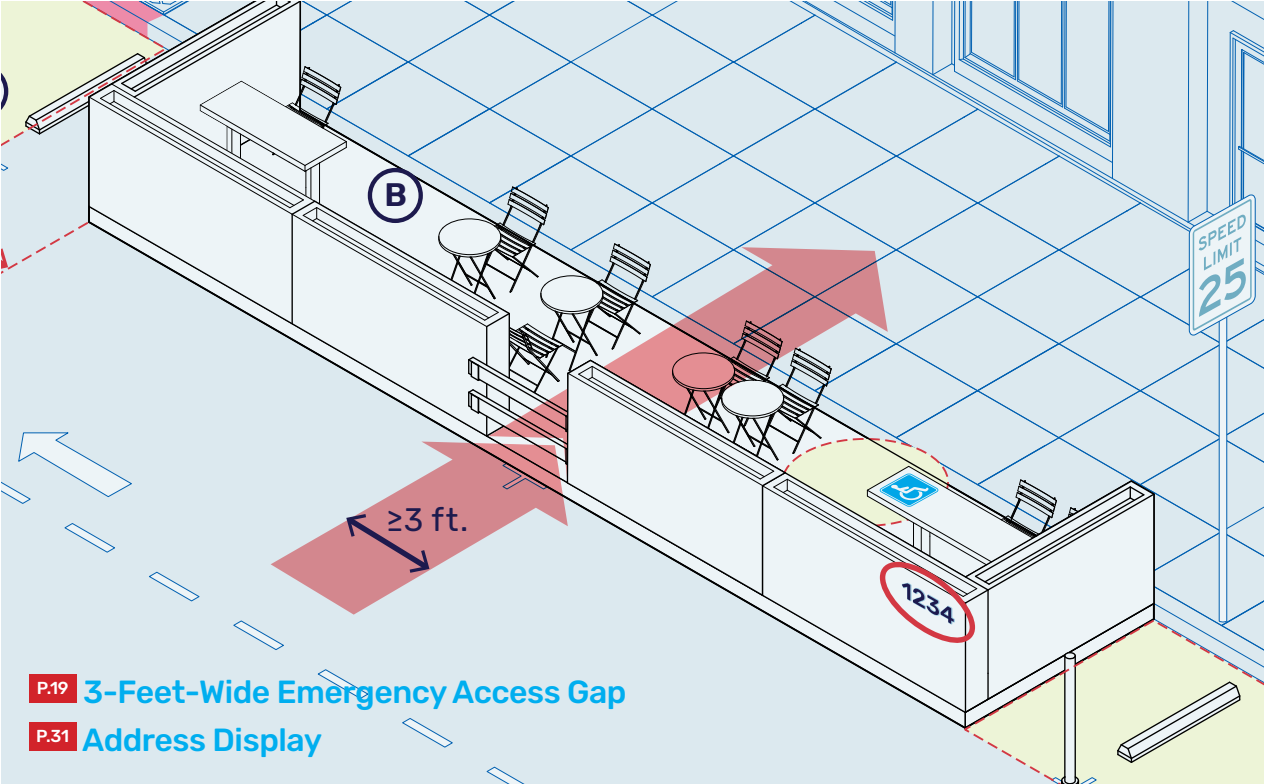
P.19 A minimum 3-feet-wide emergency access gap, with vertical and horizontal clearance, is required for every 20 feet of structure length.

P.20 The gap must be kept clear of any tables, chairs, bike racks, trees, poles, or other elements, as well as barricading. The barrier must be easily removable by emergency personnel.

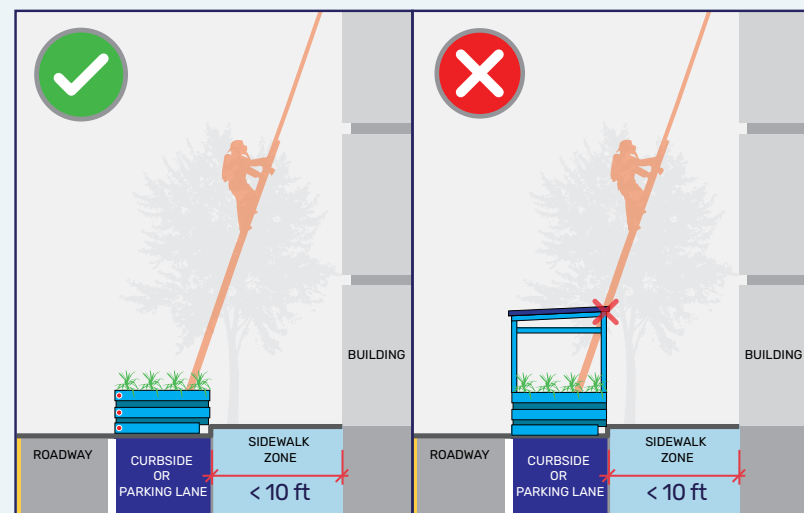
P.21 At no time can parking lane occupancy obstruct emergency facilities (including, but not limited to fire hydrants, red zones, fire department connections, fire escapes, etc.).

P.22 The sidewalk space between the curb and the building and each 3-feet-wide emergency access opening shall remain clear of overhead obstructions (string lights, canopies, decorations, heaters, wires, trees, poles, etc.) at all times, as ladders and other emergency equipment may need to be carried through the opening to the building.

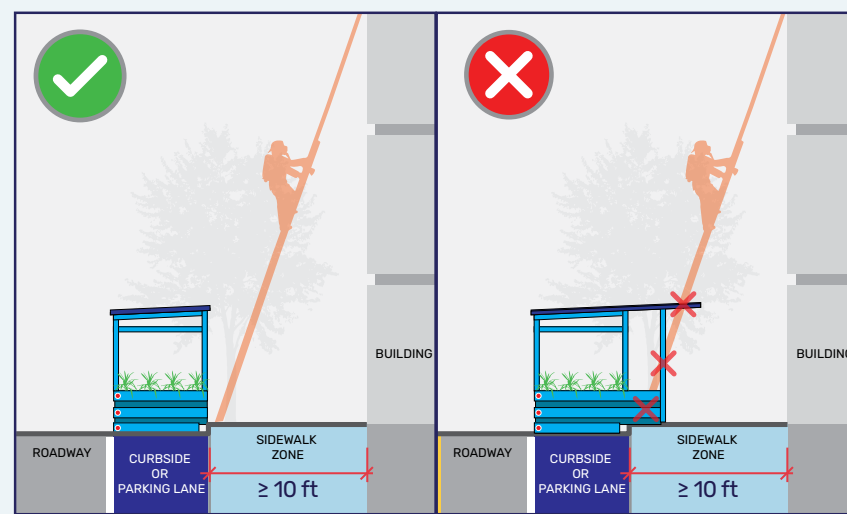
P.23 No fixed obstructions to the view of the adjacent building above 42 inches other than a roof or canopy.



P.24 No canopies/roofs on parklets shall be permitted when sidewalk is less than 10 feet wide.

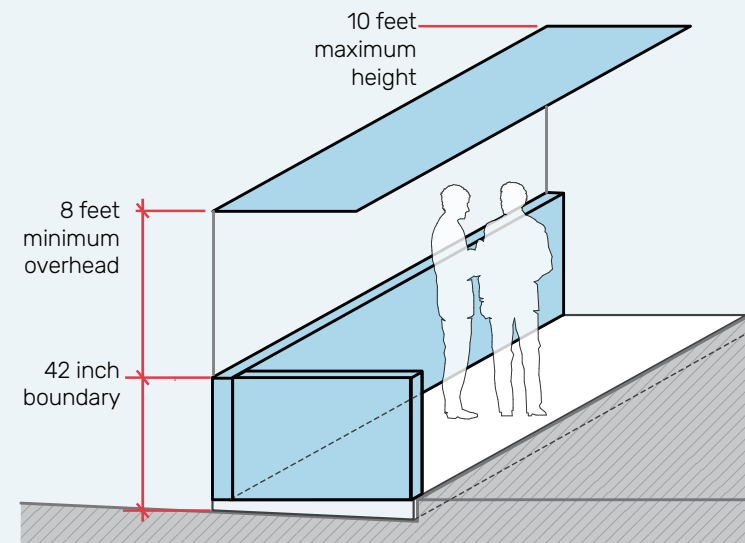


P.25 No part of the parklet structure shall extend over the curb or sidewalk



P.26 No part of the structure shall exceed 10 feet in height, (including poles, posts, canopies, wires, string lights, signs, or pergolas) while still complying with the maximum 42 inch high enclosure construction requirements above. If building a structure where Muni overhead lines are present, the top of the structure (including any roof) must not be taller than 9 feet above the road surface.

P.23 Overhead Structures/Canopies



P.27 Trees shall be maintained and trimmed to keep away from building, fire escape, and parklet roof/canopy. No tree shall be pruned without consent from Bureau of Urban Forestry. See *page 28* for more details.

P.28 Overhead fixed lighting or heater cords to Commercial Parklets from buildings shall be plugged into a weatherproof electrical outlet installed on the exterior of the building at a minimum of 10 feet above the walking surface. No fixed cables/wires/conduit shall be used to support the light's cord and it shall be able to be easily unplugged by fire department personnel. Power cords between the building and parklet shall be limited to one (1) cord at each end of entire parklet space and shall not be adjacent, above, below or attached to any part of the fire escape. These

“flyover” cords shall be limited to standard cords plugged directly into an electrical outlet. No extension cords shall be permitted for fixed lighting or heaters. If unable to comply with the fixed lighting requirements, then wires shall be installed in the sidewalk, below the walking surface. Cable ramps shall not be permitted. Installation of weatherproof electrical boxes require a DBI permit and inspection for approval.

P.29 All cables, cords, or wires used for Movable Commercial Parklet lighting and speakers shall be run at ground level and completely covered with approved ADA accessible cable ramps that do not exceed the allowable maximum 1:12 slope (see Figure P.28). Most off-the-shelf cable ramps will not comply with maximum running slope requirements on sidewalks that are not level. Custom-made cable ramps are needed in these cases so the downhill slope does not exceed 1:12 running slope, as required. Taping down or stringing overhead wires are **not** permitted for Movable Commercial Parklets. All cable ramps and cables shall be removed from the sidewalk when not in active use.

P.30 Electric heaters may be used if applicant obtains an electrical permit from the Department of Building Inspection. If electric heaters are to be used, and they cannot be plugged into the weatherproof exterior outlet, the electrical wires shall be installed below the walking surface in the sidewalk.

P.31 The address for each storefront or building where the outdoor dining area will be established shall be displayed at a height

of 36 to 42 inches on the street-facing side of the barriers and be readily visible for emergency responders. Address numbers shall be a minimum of 4 inches tall (5/8-inch-wide stroke) with black numbers on a white background or other high-contrasting colors.

P.32 “NO PARKING- SFFD ACCESS” signs shall be added to ends of parklet to keep motorcycles or bicycles from parking within the 3-foot end fire access gaps. Find signage specifications in *Section 4: Shared Spaces Operations*.

FIRE SAFETY



P.33 The use of propane is regulated by the Fire Department. A separate SFFD Operational Permit is required for storage and use of liquid propane gas (San Francisco Fire Code 105.6.27) for Shared Spaces. Please go to www.sf-fire.org/permits or **628-652-3260** for more information.

P.34 Roofs and canopies are discouraged, but if installed, propane heaters cannot be placed underneath overhead canopies, awnings, inside buildings or tents and they must have 5-foot clearance from any flammable materials.

P.35 A site plan with the desired location of each heater is required at time of SFFD permit application. A final on-site SFFD permit inspection will be conducted to ensure the proper spacing of heaters from combustibles and emergency access/egress.

P.36 Use outdoor heating fixtures safely and according to State and City Code Requirements.

P.37 Propane (LPG) is flammable and can

P.34 Propane Heater Clearance



be readily ignited by a spark. If confined or exposed to fire, propane poses an explosion hazard. Propane is heavier than air, which means it accumulates in low places, where people and ignition sources exist.

P.38 On-site storage of 20-pound propane containers (5 gals.) is prohibited indoors.

P.39 Proposed outdoor storage of 20-pound propane containers requires plan review and inspection by SFFD. Propane (LPG) storage is not allowed in the public right-of-way.

P.40 If businesses do not have an approved private outdoor storage area, all propane containers must be removed from the premises at the close of business.

P.41 If natural gas heaters are to be used, the gas piping shall be installed below the walking surface in the sidewalk and a DBI permit shall be obtained and approved.

ACCESSIBILITY



The proposed structure shall be designed, constructed and/or conform to the applicable provisions, rules, regulations and guidelines of the: San Francisco Building Code (SFBC) and Americans with Disabilities Act 2010 Standards accessibility requirements (ADAAG). All structures must also follow our accessibility rules to use the parking lane for your business. See full requirements at: sf.gov/shared-spaces-accessibility

You must take the appropriate actions to be accessible and safe.

P.42 The business must provide at least one (1) accessible table available for wheelchair users. See *Section 7: Supplemental Documents* for details

P.43 Temporary ramps in the Public Right-of-Way, if required to provide accessibility to a parking lane space, shall comply with the slope requirements detailed in *Section 7: Supplemental Documents*

P.44 If you apply for a Shared Spaces permit on a street that **exceeds a 5% grade**, you will receive additional accessibility information with your permit.

P.45 **Platform threshold.** The deck of the parklet platform shall be flush with the sidewalk

without a horizontal or vertical separation greater than 1/2 inch. Vertical separations between 1/4 inch and 1/2 inch high shall be beveled with a slope not steeper than 1:4 (25%).

P.46 **Accessible Deck Surface:** The portion of the parklet deck connected by the accessible path of travel to the wheelchair turning space and wheelchair resting space must be level. The accessible deck surface maximum cross slope (perpendicular to the sidewalk or curb) cannot exceed 1:48 (2%). The accessible deck surface maximum running slope (parallel to the curb) cannot exceed 1:48 (<=5%). Accessible floor and ground surfaces must be stable, firm, and slip resistant.

P.47 **Accessible Entrance:** minimum 48 inches wide. All entrances are required to be flush with the sidewalk and accessible per the California Building Code, Chapter 11B. Vertical elevation differences above 1/2 inches require an accessible ramp (1:12 max slope)

P.48 **Accessible Route:** It must connect the sidewalk through the accessible entrance, to the deck surface, wheelchair turning space and wheelchair seating area.

P.49 **Wheelchair Turning Space:** Shall be 60 inches in diameter and located entirely within the platform; a 12- inch maximum overlap on the curb and sidewalk is acceptable. A T-turn per California Building Code 11B is also acceptable.

P.50 **Wheelchair Seating Area:** A 30- by 48-inch clear floor area. A minimum 4-foot maneuvering clearance is required from the front edge of wheelchair seating area to the table or counter.

P.51 **Accessible Facilities.** Where tables, counters, or drink rails are provided, at least one of each feature shall be wheelchair accessible.

The top surface height of wheelchair accessible tables, counters and or drink rails shall be 28 inches to 34 inches above the Deck Surface. Wheelchair accessible tables and counters shall be approachable from the front and provide an unobstructed knee clearance that is at least 27 inches high, 30 inches wide and 19 inches deep. When movable tables are provided in lieu of fixed, at least one of the movable tables must also be accessible. The accessible counter portion shall be 60" minimum in length.

Where drink rails are provided, a 60 inch long portion of a drink rail shall have 36 inch wide and level space adjacent to it for a side-approach by a wheelchair user.

P.52 **Terraced or Multi-Level Parklets.** For parklets proposed on streets with grades that exceed 5%, a terraced parklet with two or more habitable decks is acceptable. At least one of these terraces must be wheelchair accessible and provide equivalent seating, tables, and countertop facilities to those found in other habitable terraces. More details on *Section 7: Supplemental Documents*.



Photo by Samuel Heller



Photo by Wells Campbell Photography

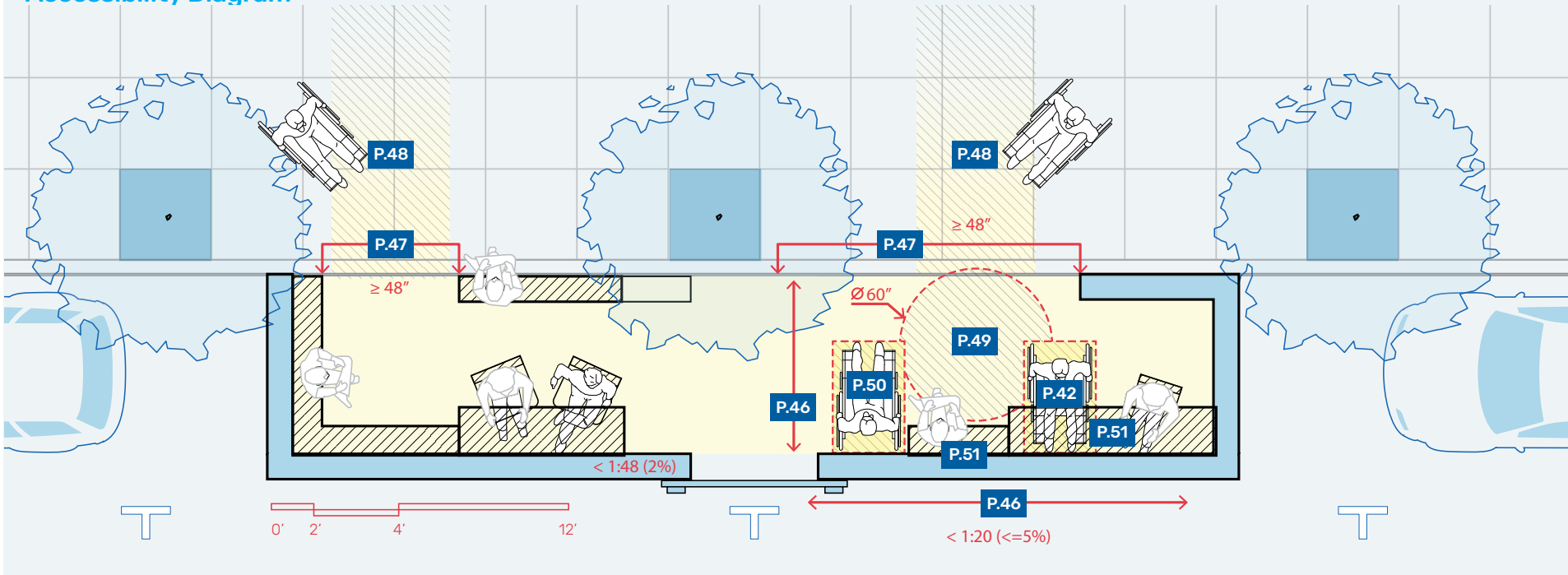


Submitting an **accessibility complaint**? Go to sf.gov/sharedspaces, or submit a complaint to 311 at: sf311.org/services/shared-spaces-permit-violations

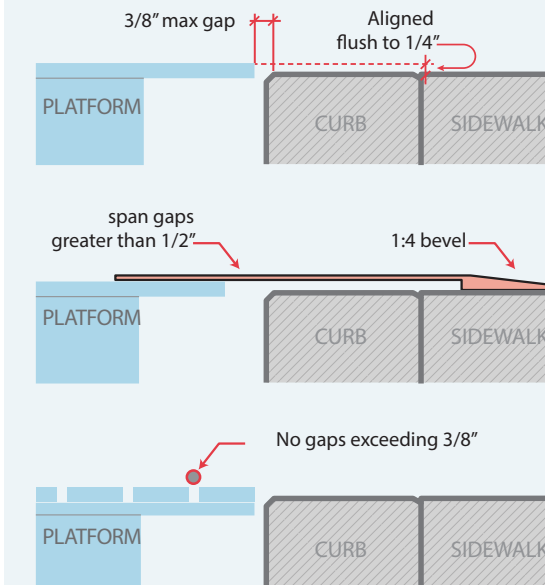
ACCESSIBILITY SUPPLEMENT

All movable commercial parklets must comply with all accessibility requirements in this Manual. Additional details on accessibility requirements are included in *Section 7: Supplemental Documents*. Be sure to review the supplement, particularly if your Shared Space has unique site conditions or design elements.

Accessibility Diagram



P.45 Platform Threshold



STRUCTURAL INTEGRITY



The proposed structure and its components (platform, walls, and roof) shall be built with structural integrity to ensure public safety. The proposed structure and its components are built to support anticipated live loads and wind loads. Alternate designs may be submitted for review and approval. Such drawings and calculations shall be stamped and signed by a design professional registered in the State of California. These guidelines are intended to provide guidance for the structural integrity of shared spaces structures, but are not intended to provide or ensure safety from vehicular traffic.

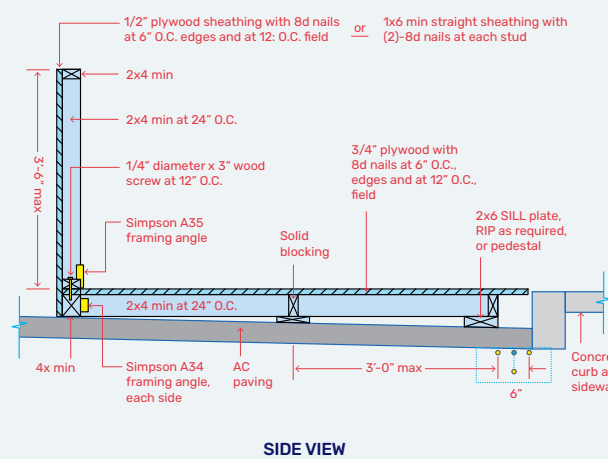
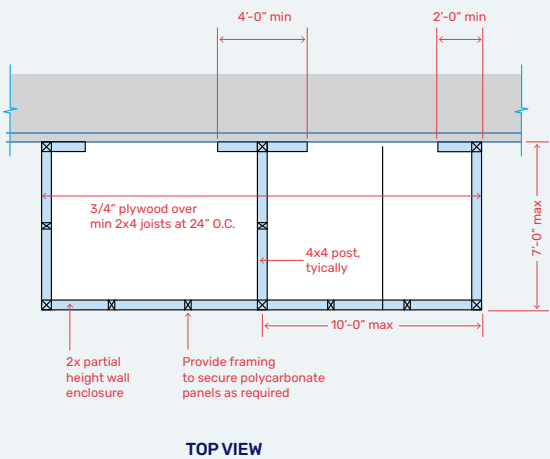
P.53 You should use **durable materials** that can withstand wear and tear of elements. It’s your responsibility to maintain all structural elements in good condition. Proposed materials shall comply with Public Works Slip Resistance Requirements to ensure a safe walking surface. Loose particles, such as sand or loose stone, are not permitted.

P.54 The platform framing shall be a freestanding structural foundation that rests on the street roadway surface. **No features or structural components may be permanently attached** to the street roadway, gutter, curb, planting area, or sidewalk.

P.55 Platform framing shall be supported on pressure treated lumber or pedestals.

P.56 Platform surface shall be minimum 1x wood decking boards or ¾” plywood sheathing

P.57 Typical Structure Construction



secured to the framing below. Pavers or other materials may be applied over plywood sheathing.

P.57 Platform framing shall be minimum 2x4 floor joists spaced at maximum 24” apart and supported at maximum 3 feet intervals. Provide solid blocking between joists at support locations.

P.58 Floor joists shall be secured with appropriate framing angles.

P.59 Finished platform surface shall be flat with a maximum slope of 2%.

P.60 All framing elements shall be adequately fastened consistent with the standards in “Details for Conventional Wood Frame Construction” (2001) published by the American Wood Council

P.61 Proposed platforms on streets steeper than 5% longitudinal (running) slope shall be designed and stamped by a design professional registered in the State of California. The design professional shall ensure compliance with San Francisco Building Code (SFBC) and Americans with Disabilities Act 2010 Standards accessibility requirements (ADAAG).

Walls

P.62 Your enclosure must be stable and sturdy enough not to fall over or be pushed over. If you’re building a platform as part of your structure, all walls and enclosure structures must be secured to the platform for structural stability.

P.63 A continuous rigid physical separation is required to separate Shared Spaces areas on the parking lane from vehicular traffic on all three sides open to the roadway. The traffic barriers must meet the following requirements:

- Have a railing height of 42 inches (measured from the roadway to the top of the wall surface) with openings of no more than 3.5 inches.
- Have taught cable or rigid rail with a solid rail at the top and a solid rail at the bottom. The height to the top of bottom rail shall not be less than 6 inches above the deck. The gap under the bottom of the rail shall not exceed 3.5 inches.
- Perimeter walls shall be fastened to the platform with ¼” diameter x 3” wood screws spaced at maximum 12” apart. 2x studs shall be fastened to sill plate with Simpson A35 framing angles, or equivalent.
- Shall resist a single concentrated load of 200 pounds applied in any direction at 42 inches above top of platform surface. In addition, the wall shall resist a load of 50 pounds per linear foot applied in any direction at 42 inches above top of platform surface.
- Perimeter partial height walls shall be sheathed with minimum 1x6 sheathing or ½” plywood. 1x sheathing may be spaced with gaps less than 4” wide.
- If the barriers have raised planters or built-in furniture, they must be at least 17 inches high and 12 inches wide.
- A water-filled “Jersey Barrier” may be used. White is recommended.

P.64 If you wish to install panels above 42 inches to separate tables or act as wind

barriers, you will have to use transparent sheathing such as polycarbonate sheets and shall be adequately fastened to wall framing.

P.65 You will need to comply with Airflow guidelines as well. See *Section 6: Public Health* for more information.

P.66 Any internal partitions shall be perceptible and physically discernible by people who are blind and/or low vision. Internal partitions require a 42-inch-high



rigid frame that is a 4-inch-thick minimum frame around the entire opening.

Roof Structures

P.67 Roof canopies may be constructed with plywood sheathing, polycarbonate sheets, or sheet metal, and sloped to drain towards the street and away from the sidewalk.

P.68 Plywood roof sheathing shall be minimum 3/8” thick sheathing and secured to roof framing with minimum 8d nails at 6” spacing at all framing.

P.69 Corrugate polycarbonate sheets shall be minimum 0.032” thickness and secured to roof framing with minimum #10 x 2” self-drilling/tapping wood screws at crown

of every other corrugation. Sheets shall be supported on purlins at maximum 24” spacing. Overlap adjacent corrugated sheets and provide infill closure strips between sheet and framing at ends.

P.70 Multi-layered polycarbonate sheets shall be minimum 5/16” thickness.

P.71 Roof joists shall be minimum 2x4 spaced maximum of 24 inches apart and spanning to beams spaced at maximum 8 feet apart. Beams that support rafters shall be minimum (2)-2x6 or 2x8 and shall be supported by minimum 4x4 posts spaced at maximum 10 feet apart. Elevation of top of roof assembly shall be 10 feet above sidewalk grade.

P.72 Portion of walls above 42 inches may be partially covered with transparent sheathing such as polycarbonate sheets and shall be adequately fastened to wall framing.

P.73 Clear vinyl roll up curtains may be used and shall be adequately fastened to wall framing.

P.74 No tree shall be pruned without consent from Bureau of Urban Forestry (BUF). If your structure is adjacent to a street tree, a Shared Spaces operator is responsible for hiring a certified Arborist to prune trees at their cost, due to impacted BUF operations.

P.75 Tree basins must be backfilled to grade

P.76 Tree damage from parklet construction will result in a minimum \$2,230 fine.

P.77 Shared Spaces operators must agree to provide water to newly planted trees adjacent to their permitted space whenever Bureau of Urban Forestry is not able to access them.

TRAFFIC SAFETY



P.78 The **enclosure should not block** the view of traffic, including pedestrian traffic, nor block the view of traffic control devices such as traffic signs, traffic signals, and other traffic warning devices. It should not obstruct motorists' visibility of traffic signals from 200 feet away (about half a block).

P.79 You must mark the edges or corners of your enclosure with yellow **high intensity retro-reflective tape** or reflectors to be visible to drivers at night.

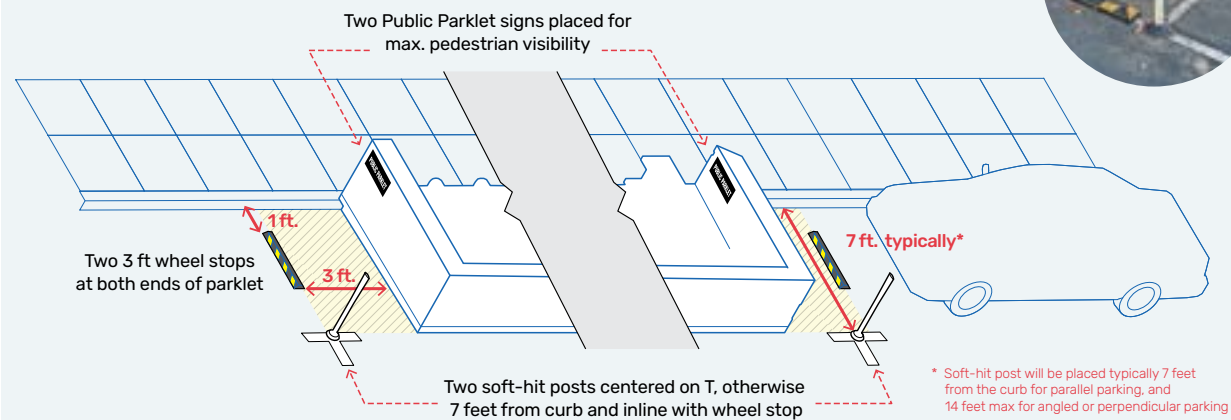
Reflective Tape & Reflectors



P.80 Soft-Hit Posts: Purchase two standardized soft-hit posts, one for each end of the parklet. You may purchase the posts from any vendor, but they must meet these specifications:

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

P.80 P.81 Soft-Hit Posts & Wheel Stops



P.80 Wheel Stops: You may purchase the stops from any vendor, but they must meet these specifications:

- 3 feet long
- Black 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

Permit Checklist



Once you're ready to apply, make sure you have gathered all the necessary information and documents. Go to sf.gov/sharedspaces to apply. We will ask for the following information:

- ☐ Business or entity information
- ☐ Type of Shared Spaces permit you need
- ☐ How you plan to use the space
- ☐ Square footage you will use
- ☐ Completed site plan and checklist (available online)
- ☐ Certificate of Insurance (example provided in *Section 7: Supplemental Documents*)
- ☐ Pictures of your space
- ☐ Signed neighbor permission (if needed)

Tier 2 Guidelines for Movable Commercial Parklets

A movable commercial parklet is used during specific business hours. If you apply for a movable parklet, you have to choose from our time blocks to use the space. You have to choose the same time blocks every day of the week.

The time blocks are:

- 8 a.m. to Noon
- Noon to 3 p.m.
- 3 p.m. to 6 p.m.
- 6 p.m. to 10 p.m.

(You can choose up to 3 consecutive times. If you need the space all day, you must apply for a Fixed Commercial Parklet.)

If you're using movable elements (planters and other furniture) for your parklet, you must comply with the Design Guidelines and Regulations. In addition, you must use approved traffic barricades between the parking lane and the traffic lane or any active parking.

You must remove all elements of the movable parklet at end of the allocated time block. No elements may be stored in the public right-of-way (sidewalk nor curbside or parking lane).

ACCESSIBILITY



M.1 Temporary ramps in the Public Right-of-Way, if required to provide accessibility to a parking lane space, shall comply with the slope requirements in the Curb Ramp Standard Plans, Sheet RX-4 and the California Building Code, Chapter B which are summarized as follows:

- 4-feet minimum clear ramp width.
- 8.3% (1:12) maximum ramp running slope (slope parallel to direction of travel).
- Clear level landing at top and bottom of the ramp (4-foot x4-foot minimum).
- Unobstructed accessible route from the pedestrian thoroughway path of travel of the sidewalk to the ramp.
- Edge protection is required on each side of the ramp. A curb or barrier shall be provided that prevents the passage of a 4-inch diameter sphere or side flares that do not exceed 10% slope (1:10). To prevent wheel entrapment, the curb or barrier shall provide a continuous and uninterrupted barrier along the length of the ramp.
- Ramp material shall be firm, stable and slip resistant. The ramp must be securely attached so it does not move or shift during use.

Folding Ramps



Submitting an **accessibility complaint**? Go to sf.gov/sharedspaces, or submit a complaint to 311 at: sf311.org/services/shared-spaces-permit-violations

ACCESSIBILITY SUPPLEMENT

All movable commercial parklets must comply with all accessibility requirements in this Manual. Additional details on accessibility requirements are included in *Section 7: Supplemental Documents*. Be sure to review the supplement, particularly if your Shared Space has unique site conditions or design elements.

Movable Commercial Parklets are required to abide by same structural, accessibility, and safety requirements as fixed parklets as outlined in this Manual and the Shared Spaces Parking Lane Site Plan Template, including the following requirements:

TRAFFIC SAFETY

- M.2 Traffic barricades:** If you are using the parking lane for seating, retail, or other business activity, you must install barricades between the parking area and the traffic lane or any active parking. Your barricades must be:
 - 36 inches to 42 inches high
 - Not easily moved, altered or stolen
 - Stable and sturdy enough not to fall over or be pushed over (like when leaned against)
 - Marked with yellow high intensity retro-reflective tape or reflectors to be visible at night
- M.3** Barricades may be made of wood or other inexpensive materials as long as they meet these requirements. Built structures may be used like seating with a back, display racks, or planters. They should be easily movable for the purpose of restoring right of way on a daily basis. Rigid elements shall compose a continuous perimeter between the shared space and vehicular areas. Horizontal gaps shall not exceed 12 inches. Any gaps greater than 12 inches require rigid detectable elements to prevent pedestrian passage.
- M.4** If using elements like movable planters, you must provide removable rigid elements to connect them (if needed) such as wooden

planks, as indicated in this section’s site design diagram. You will need to provide a 3-foot gap for emergency access, as described on *Page 23*, item P:19. Chains, rope, or cords are not allowed.

M.5 Do not include any lighting that is blinding to passing traffic.

M.6 Avoid providing a ledge for people to sit on.

M.4 Use rigid elements to connect barricades/enclosure



Photo by Shared Spaces



Photo by Shared Spaces

Permit Checklist

Once you’re ready to apply, make sure you have gathered all the necessary information and documents. Go to sf.gov/sharedspaces to apply. We will ask for the following information:

- ☐ Business or entity information
- ☐ Type of Shared Spaces permit you need
- ☐ How you plan to use the space
- ☐ Square footage you will use
- ☐ Hours you plan to use the parking lane
- ☐ Completed site plan and checklist (available online)
- ☐ Certificate of Insurance (example provided in *Section 7: Supplemental Documents*)
- ☐ Pictures of your space
- ☐ Signed neighbor permission (if needed)

R Roadway Shared Spaces

Businesses, merchant groups, and community organizations may apply for a short-term Roadway Shared Space. This type of Shared Space is a recurring closure of traffic lane(s) that don’t interfere or delay a public transit service, and generally do not exceed ten consecutive hours per day, over four consecutive days per week. Staff will ensure all emergency services are able to operate while the propose closure takes place.

You can ask for one or more blocks to be closed to traffic and opened for people and business. Partial closures of some traffic lanes, not the full street, may be possible in some locations.

Which activities are allowed in Roadway Shared Spaces?

- Informal gathering
- Outdoor recreation
- Entertainment and amplified sound
- Outdoor seating for cafes and restaurants
- Retail display or sales
- Services

All applications for Roadway Shared Spaces are unique and will need to be closely reviewed by staff. Streets where there is broad community support from nearby businesses and residents have a better chance of being approved.

Location Criteria

Preferred conditions on proposed street closure:

- Free of public transit or bike lanes
- No driveways or alleys
- Low traffic volumes and slow speeds
- No fire or police stations, medical facilities, or similar facilities

Design Criteria

- R.1** Sidewalks shall remain open at all times for normal pedestrian use. Additional permits are needed for adding tables, chairs, or other physical objects on the sidewalk
- R.2** You may not fasten any object to the surface of the street or sidewalk, nor affix to any pole without prior written consent of the Director of Public Works
- R.3** An accessible route to roadway shared spaces is required, which may be provided by utilizing existing curb ramps and/or providing an accessible ramp to the roadway.
- R.4** Do not obstruct any manhole covers, utility covers, valve box covers, or similar infrastructure

FIRE SAFETY & EMERGENCY ACCESS

- R.5** Keep all Fire Department devices free of obstructions. You may not place objects within 15 feet of any fire hydrant or within 5 feet of any fire alarm box or police call box
- R.6** Maintain an emergency access lane through the closed block(s) free of any physical objects (including signs, furniture, and art displays)

TRAFFIC SAFETY

- R.7** Keep intersections, crosswalks, curb ramps, and driveways free of obstructions
- R.8** All materials and equipment used for the closure shall be removed within 24 hours of the termination of closure times
- R.9** All Roadway Shared Spaces must provide and use appropriate barriers and street signage. See specifications in *Section 7: Supplemental Documents*.



ACCESSIBILITY

R.10 Applicants shall provide at least (1) accessible table available for wheelchair users in each area. If tables are provided in a roadway shared space, there shall be an accessible table within that roadway shared space. See *Section 7: Supplemental Documents* for details

- R.11** Keep furniture and all other physical objects in the approved area
 - R.12** Keep the street clean of trash, debris, and food waste at all times
 - R.13** Comply with other City regulations as applicable
 - R.14** Get required permits for specific activities like serving alcohol
 - R.15** **All Roadway Shared Spaces elements must be removed at the end of the permitted closure time, each day. No elements (barricades, furniture, etc.) shall be stored within the public right-of-way.**
- See *Section 4: Shared Spaces Operations* for Roadway Shared Spaces Monitor Responsibilities.

Permit Checklist

Before you apply, you will need to decide:

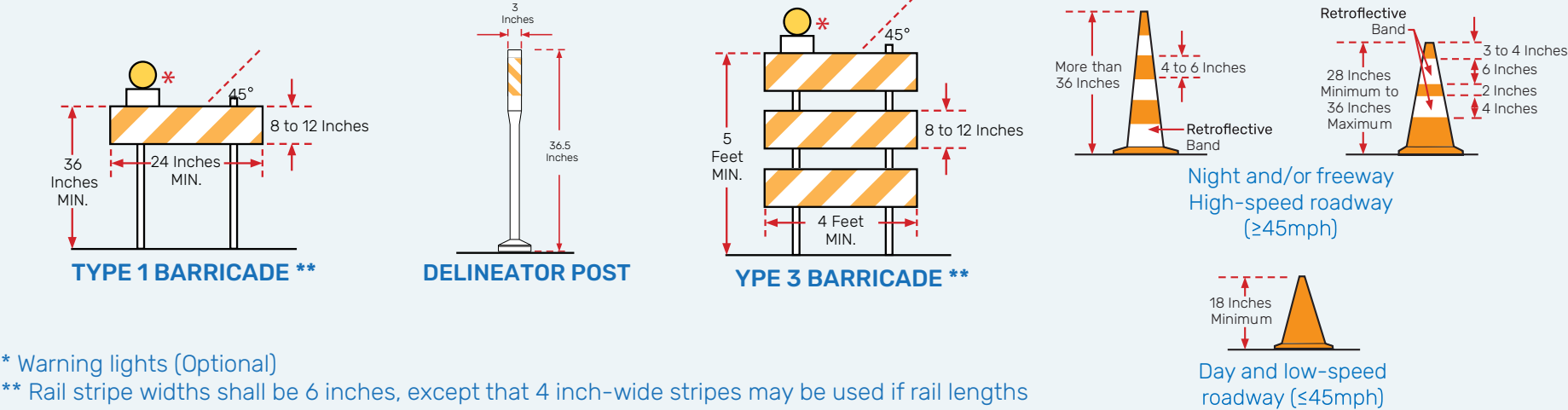
- ☐ The activities you want to do in the street space
- ☐ The furniture, equipment, or other physical objects you want to use in the street space
- ☐ The layout for these activities
- ☐ If you want to serve alcohol

Once you're ready to apply, make sure you have gathered all the necessary information and documents:

- ☐ Applicant contact information
- ☐ The proposed closure location (street and cross street(s))
- ☐ The proposed day(s) and hours for the street closure
- ☐ The proposed use(s) of the travel lane space
- ☐ A narrative description of the proposed Shared Space, including the planned activation of the space.
- ☐ Documentation of community outreach and support.
- ☐ A list and frequency schedule for routine maintenance tasks.
- ☐ A prospective activities calendar describing the frequency and types of free public programming, if applicable.

- ☐ A description of any limitations on public use, including: the number and dates of any restricted access events, if any, that will be held annually.
- ☐ Photographs of existing conditions on the site.
- ☐ A site plan depicting how the space will be configured, including the introduction and placement of any temporary physical elements, and the placement of nearby ground fixtures. The site plan shall also include at-grade roadway markings such as color curbs, lane striping, parking stall marking, and at-grade utility access panels, storm drains, manhole covers, and other utility access points. Additional site plan elements may be required. Ensure that the sidewalk width, accessible route width, landscape areas, and any vertical obstructions (e.g. signs, bike racks, parking meters, light poles, etc.), and accessible tables are clearly labeled on the site plan.

Types of barricades and delineators



L Private Lot Shared Spaces

You may apply for a Shared Spaces permit for your business to use outdoor space on private property like rear yards, vacant lots, parking lots, and patios.

Zoning Restrictions

Your business use must be allowed in the zoning district or special use district. If you wish to use space in a location away from your existing business, we will help you figure out if your business is allowed there.

You can find your zoning at:
sfplanning.org/resource/find-my-zoning



Permit Checklist



Once you're ready to apply, make sure you have gathered all the necessary information and documents. Go to sf.gov/sharedspaces to apply. We will ask for the following information:

- ☐ Your business location
- ☐ The address and block and lot of the space you want to use
- ☐ Your contact information
- ☐ Your business location and information
- ☐ How you will use the space
- ☐ Photos of your proposed space
- ☐ If you don't own the proposed space, provide written permission from property owner or their designated agent, their name, address, and contact information (email or phone)
- ☐ Block and lot numbers. You may look it up in our [Property Information Map](#)



Outdoor Entertainment and Amplified Sound

In order to hold entertainment or amplified sound in an outdoor space, an entertainment permit is required from the Entertainment Commission. Here are examples of activities that require a permit:

- Live music like a band or DJ
- Theater, comedy or dance performance
- Fashion show
- Amplified speech
- Amplified sound without a performer, like pre-recorded music or sound on a patio
- Film/TV screening with amplified sound

Types of Permits

JAM or "Just Add Music" Permit (program ending soon): the JAM Permit program was launched in September 2020 as a temporary, free permit to help businesses hold safer outdoor arts and entertainment activity during the pandemic.

Applications will be accepted at sf.gov/jam for a limited time. The JAM Permit program is set to expire on December 31, 2021, or upon the expiration of the Mayor's Declaration of Emergency, whichever happens first. Once it expires, there will be a short wind-down period before JAM permits must stop operating. After the expiration of the JAM permit program, applications will become available for the One Time Outdoor Event Permit to hold a temporary outdoor event with entertainment or amplified sound.

Are you a current JAM permit holder with ongoing entertainment or amplified sound? And do you want to continue holding that activity beyond the pandemic emergency?

If YES, you will have the opportunity to apply to transfer your existing JAM permit to a permanent brick-and-mortar permit or a temporary One Time Outdoor Event permit.

You may wish to pursue one of the following pathways for the outdoor space, if eligible:

1. Apply for a new brick-and-mortar permit -OR- apply to amend your current brick-and-mortar permit to allow for outdoor entertainment or amplified sound.

- These brick-and-mortar permits are:
 - » [Limited Live Performance \(LLP\) Permit](#)
 - » [Place of Entertainment \(POE\) Permit](#)
 - » [Fixed Place Amplified Sound \(FPAS\) Permit](#)
- An applicant's eligibility to transfer from a JAM permit to a brick-and-mortar permit depends on the continued permissibility of the proposed use at the outdoor location through a Shared Spaces permit or any other required approvals.
- All transfer applicants must comply with standard public noticing, neighborhood outreach, and public meeting requirements.



2. Apply for a One Time Outdoor Event permit for up to 12 days per year at one location.
Note: This permit will become available again after the JAM permit program expires.

- You may request 13 or more days for one location at the Entertainment Commission's discretion. The Commission may hold a hearing or place conditions on the permit to ensure code compliance, neighborhood compatibility, and that this permit is not being used as a substitute for getting a brick-and-mortar permit.
- One Time Event permits with 13 or more days at one location, or other Commission-agreed upon criteria, must comply with standard public noticing, neighborhood outreach, and public meeting requirements.
- Applicant must obtain permission from the appropriate public agency or private property owner before a One Time Outdoor Event permit can be granted.



Contact the Entertainment Commission with questions: entertainment.commission@sfgov.org, 628-652-6030. Learn more at [SF.gov/EntertainmentCommission](https://sf.gov/EntertainmentCommission).



Photo by Shared Spaces.

SECTION 4

Shared Spaces Operations

Operator's Responsibilities

All Shared Spaces permit holders must abide by all terms and conditions of the Shared Spaces permit.

Accessibility

- **Clear path of travel:** Hosts are responsible for maintaining a clear path of travel, not only from furniture or structures, but also from patrons in queue or waiting.
- The permit holder shall be responsible for ensuring the space occupied and services offered under the permit comply with applicable health orders and directives, as well as with all laws requiring accessibility for people with disabilities and that the space and services do not interfere with emergency responders access.

Upkeep & Maintenance

- You are required to keep your Shared Spaces well maintained and in good repair under the conditions of approval of your permit. Shared Spaces operators sponsors are encouraged to develop a maintenance plan for keeping a Shared Spaces safe, free of trash, debris, graffiti, and to keep all elements in good condition.
- Shared Spaces operators are required to sweep the area surrounding their space and

keep it litter-free

- Curbside and Parking Lane Shared Spaces must rinse out and clean debris from the area under their structure at least once a week. The Department of Public Health may require you to provide pest abatement beneath the parklet platform.
- Shared Spaces parklets that have been installed for several years will likely require renovations from time to time due to wear and tear from daily use and prolonged exposure to the elements.

- All Shared Spaces operators are responsible for providing and maintaining access to the city's infrastructures (including, but not limited to: utility poles, gas valves, manhole covers, waste water systems, fire hydrants, cisterns and catch basins). This can include the temporary or permanent removal and/or storage of any structure(s) inhibiting access to these facilities.
- Shared Spaces hosts must maintain the quiet, safety, and cleanliness of the sidewalk and parking lane space and its adjacent area, in accordance with standards set forth in the [Public Works Good Neighbor Policy](#).
- In addition, You are responsible for removing any structures when the Shared Spaces permit expires, or when you wish to end their participation in their Shared Spaces program. See the *Enforcement Section* for details.
- Your Shared Spaces permit must be displayed at business frontage when applicable.



Photo by Shared Spaces.

Report a violation of sidewalk or parking lane use. Go to sf.gov/sharedspaces, or submit a complaint to 311 at: sf311.org/services/shared-spaces-permit-violations



Hours of Operation

- **Tier 1 Fixed Public Parklet:** Must maintain public access at all times, regardless of business or entity’s hours of operation
- **Tier 3 Fixed Commercial Parklets:** Operators may reserve seating and tables within their parklet, except for the public bench, which must remain open to the public at all times, whether or not they’re patrons of the business. Commercial parklets are allowed to secure access to the structure from 12:00am to 7:00am.
- **Tier 2 Movable Parklets:** Operators may reserve seating and tables within their parklet, except for the public bench, which must remain open to the public at all times, whether or not they’re patrons of the business. Operators may choose up to three consecutive time blocks from the following available times:
 - » 8 a.m. to Noon
 - » Noon to 3 p.m.
 - » 3 p.m. to 6 p.m.
 - » 6 p.m. to 10 p.m.All elements of the movable parklet must be removed outside of the allocated time blocks. No elements (barricades, furniture, etc.) shall be stored within the public right-of-way.
- **Roadway:** All Roadway Shared Spaces elements must be removed at the end of the permitted closure time, each day. No elements (barricades, furniture, etc.) shall be stored within the public right-of-way. Private **Private Lot:** Most Private Lot Shared Spaces will be ruled by their Zoning restrictions. Visit sfplanning.org for details.

Permit Renewal

- The fee to renew a Shared Spaces permit will vary by type and scope of permit. Visit sf.gov/sharedspaces to calculate your renewal fees. Read the details of your permit to prepare for renewal.
- If significant public concern is expressed about the installation or stewardship of your Shared Space, Public Works may conduct a public hearing before a Public Works Hearing Officer to determine if your permit should be renewed.

For Tier 1 & 3 Parklets

Removal

Ending your temporary Shared Space?
Go to sf.gov/end-your-shared-space for instructions.

- **Self-initiated removal.** If for some reason you decide you no longer want to keep your parklet, you are responsible for notifying Public Works and removing it at your own expense. Removal requires an additional permit from Public Works.
- **Streetscape improvements.** In some instances such as street repaving, utility work, or streetscape redesign, the City may require you to remove your parklet. The City will strive to notify you as early as possible in such instances. Circumstances permitting, you may be able to re-install your parklet after the street improvement has been completed. In such cases, you may need to store your parklet off-site during streetscape

construction. You are responsible for the costs of removing, storing, and re-installing the parklet.

- **Public safety emergencies.** Because parklets may sit atop buried utilities, there may be instances where your parklet will need to be removed with little notice. In the unlikely event of a utility failure such as a gas leak that threatens public safety, the City may remove your parklet with little or no notice. You are responsible for the cost of re-installing and restoring any damage to the parklet.
- **Failure to maintain.** Parklet operators who fail to properly and sufficiently maintain the cleanliness, safety, and accessibility of their parklet may be subject to violations and fines. If maintenance issues are not resolved, parklet operators may be required by Public Works to remove the parklet at their own expense.

Change of Ownership

If your business changes ownership, you will either need to remove your parklet or transfer the permit to the new owner. To transfer the permit, the new operator must submit a new permit through sf.gov/sharedspaces.

You retain full responsibility for the parklet until such time that the new sponsor’s permit is officially approved by Public Works. For more details on permit transfers, contact Public Works.



Public Health Guidance

Photo by Shared Spaces.

COVID-19

The Shared Spaces program was developed as a response to the COVID-19 pandemic in June, 2020. Since then, Public Health guidance has evolved to adapt to new information and the current state of the pandemic.

As of September 2021, all Shared Spaces need to comply with the following **airflow regulations**. The California Department of Public Health issued guidance for the **Use of Temporary Structures for Outdoor Business Operations**. More information at: www.cdph.ca.gov

- New outdoor spaces cannot be enclosed or partially enclosed by a wall on more than two perpendicular sides. Any vertical panel that is impermeable above 42 inches is considered a wall.
- Parallel walls which allow airflow are acceptable.
- An impermeable wall impedes airflow and prevents aerosols from passing through, such as: plastic, acrylic, or plexiglass.
- To minimize exposure between groups, only install impermeable barriers in such a way that only one side would need the barriers and the other sides allow the free flow of air.
- Barriers such as a lattice fence with widely separated slats, or a coarse mesh screen will allow more air to flow freely and are not considered a wall.

Please check updated regulations as needed at:

- sfdph.org/dph/COVID-19
- covid19.ca.gov

Alcoholic Beverage Control

The current ABC temporary permits are valid until the end of the year, when the emergency regulations expire. Pending legislation would allow ABC to extend these permits for another year, or for longer where an applicant has applied to permanently expand their premises to include the outdoor area currently covered by the temporary permit. Visit California Department of Alcoholic Beverage Control for details and updates.



SECTION 7

Supplemental Documents

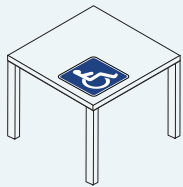
Photo by Shared Spaces.

In this section you'll be able to find supplemental information and sample documents relevant to your Shared Spaces application.

- 1. **Accessibility**
- 2. **Curbside or Parking Lane**
- 3. **Site Plan Template**
- 4. **Certificate of Insurance**
- 5. **Signage**

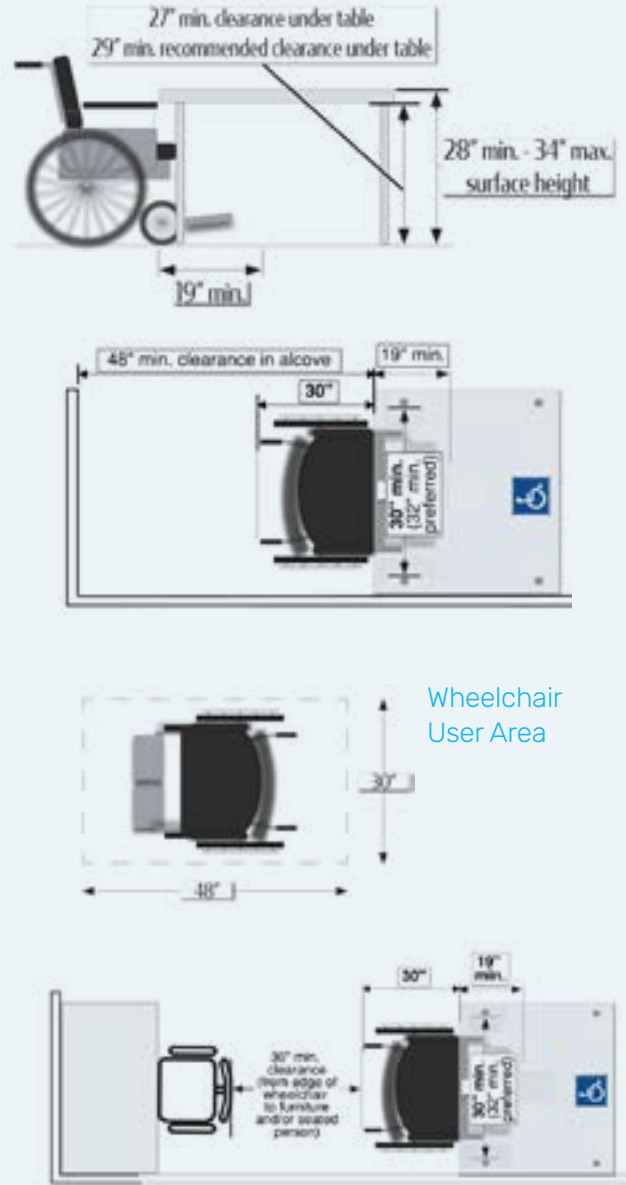
Accessibility

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 the Shared Spaces program, which become an extension of public sidewalks and pedestrian open space. All accessibility elements of the proposed Shared Space 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 Public Works Order No. 183,392 for Temporary Sidewalk Extensions (Parklets). The required standards and guidelines on the following pages are intended to supplement and expand upon the accessibility requirements in this Manual.

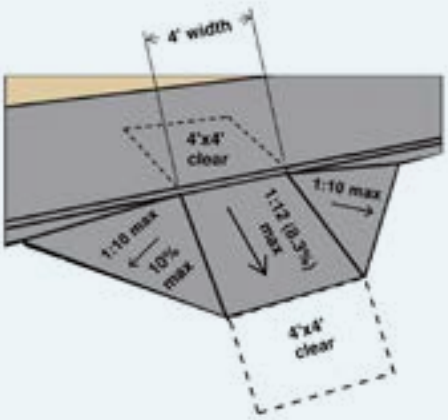


Accessibility for Furniture

- Applicants must provide at least one (1) accessible table available for wheelchair users, meeting the following requirements:
- Be between 28 to 34 inches high.
- Have at least 27 inches of space from the floor to the bottom of the table.
- Provide knee clearance that extends at least 19 inches under the table.
- Have a total clear floor space of 30 inches by 48 inches per seat.
- Be located a minimum distance of 4 feet to the nearest obstruction.
- Have a label displaying the International Symbol of Accessibility.
- Maintain an accessible route to the table. For Shared Spaces in the parking lane, providing an accessible ramp is required if there’s no platform flush with the sidewalk.
- Tables and chairs on sidewalks with a greater than 5% slope may be subject to additional staff review or operational requirements.



Compliant Ramps



Terraced or Multi-Level Parklets. For parklets proposed on streets with grades that exceed 5%, a terraced parklet with two or more habitable decks is acceptable. At least one of these terraces must be wheelchair accessible and provide equivalent seating, tables, and countertop facilities to those found in other habitable terraces. More details on *Section 7: Supplemental Documents*.

The accessible terrace will require a wheelchair accessible entry from the sidewalk. The wheelchair accessible entry may be achieved with a structure on the sidewalk within the sidewalk furnishing zone that provides transition between the sidewalk and parklet deck.

Passage between terrace levels may be achieved with a ramp with a running slope not to exceed (1:20) 5%; steps or stairs. Any step or stair will require a warning strip at the nose of the step and handrails per California Building Code.

- Temporary ramps in the Public Right-of-Way, if required to provide accessibility to a parking lane space, shall comply with the slope requirements in the Curb Ramp Standard Plans, Sheet RX-4 and the California Building Code, Chapter B which are summarized as follows:
 - » 4-feet minimum clear ramp width.
 - » 8.3% (1:12) maximum ramp running slope (slope parallel to direction of travel).
 - » Clear level landing at top and bottom of the ramp (4-foot x4-foot minimum).
 - » Unobstructed accessible route from the pedestrian throughway path of travel of the sidewalk to the ramp.
 - » Edge protection is required on each side of the ramp. A curb or barrier shall be provided that prevents the passage of a 4-inch diameter sphere or side flares that do not exceed 10% slope (1:10). To prevent wheel entrapment, the curb or barrier shall provide a continuous and uninterrupted barrier along the length of the ramp.
 - » Ramp material shall be firm, stable and slip resistant. The ramp must be securely attached so it does not move or shift during use.

Curbside or Parking Lane Site Plan Template

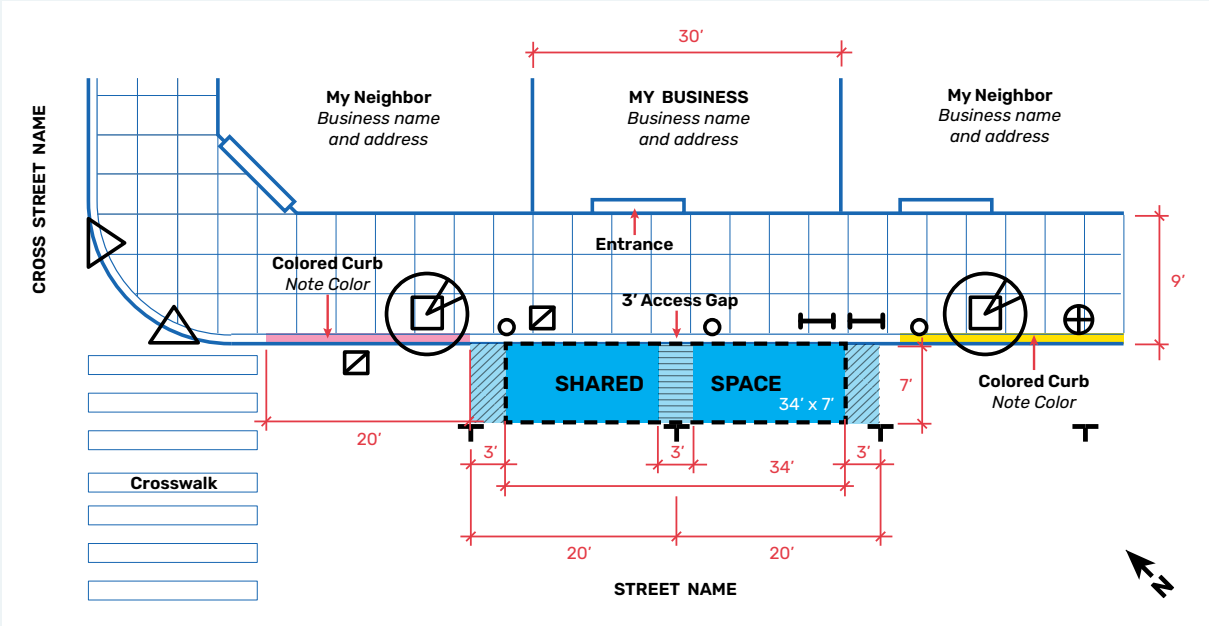
Draw an outline of your proposed Shared Space in the parking lane. We require only a basic outline showing the dimensions and location of your proposed or existing Shared Space. Site plans must be drawn to scale. The initial site plan may be hand drawn using a ruler, as long as it is clean and legible and includes all the elements listed below. Follow these instructions to complete your Shared Spaces outline:

1. Show your business and business frontage, including the sidewalk and street fronting the business.

2. Draw the shape of your proposed Shared Space, and dimension the length and width.

3. Draw a North Arrow on your site plan, showing the orientation of the plan.
4. If there are any sidewalk or roadway obstructions, like parking meters, bike racks, trees, or utilities, list them on your plan.

5. If your proposed Shared Space will encroach at all past your property line, show any adjacent business(es) and their frontage(s) on your site plan.



- Existing Parking Meter

Existing Parking Space Marking

Existing Street Tree

Existing Curb Ramp

3 ft. Required Setback
do not include in shared space dimensions
- Existing Bicycle Rack

Existing Utility
on sidewalks and streets

Existing Street Light

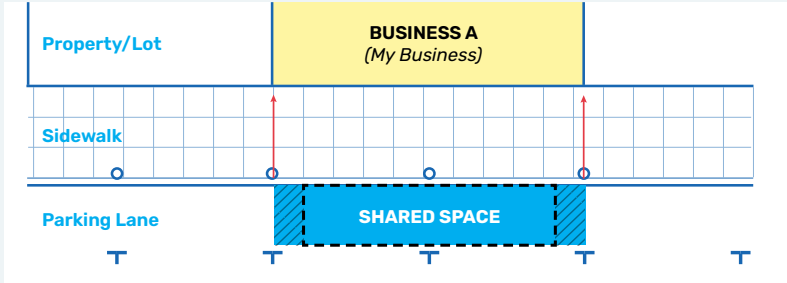
North Arrow

3 ft. Emergency Access Gap

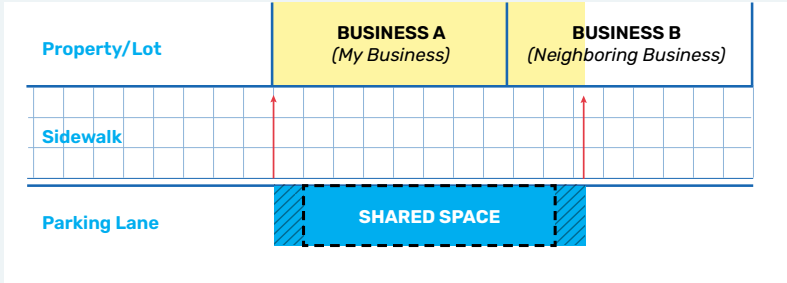
Curbside or Parking Lane Site Plan Template

Possible configuration options for Curbside or Parking Lane Shared Spaces.

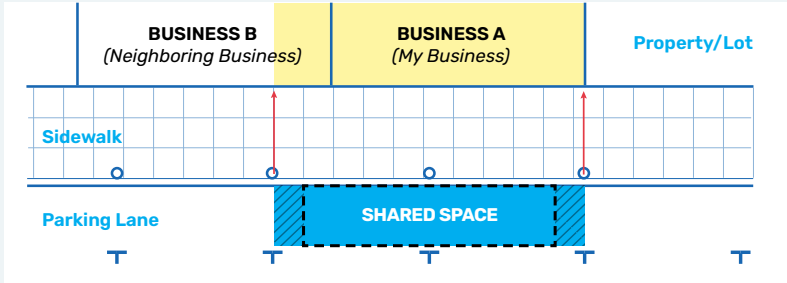
If your space fronts a neighboring property, you will need their permission to apply.



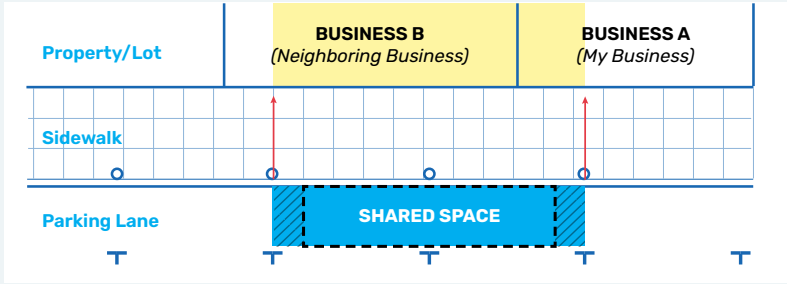
OPTION 1: Shared Space fully within business frontage.



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



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



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

Certificate of Insurance Sample

ACORD.		CERTIFICATE OF INSURANCE				ISSUE DATE:	
PRODUCER:			THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER OTHER COVERAGE AFFORDED BY THE POLICIES BELOW.				
			COMPANIES AFFORDING COVERAGE				
			COMPANY LETTER A				
INSURED:			COMPANY LETTER B				
			COMPANY LETTER C				
			COMPANY LETTER D				
COVERAGES AND LIMITS							
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN. THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.							
CO. LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFF. DATE	POLICY EXP. DATE	DESCRIPTION	LIMITS	
A	GENERAL LIABILITY				GENERAL AGGREGATE	\$2,000,000	
	<input checked="" type="checkbox"/> COMM. GENERAL LIAB.				PROD-COMP/OP AGG.	\$1,000,000	
	<input checked="" type="checkbox"/> CLAIMS MADE				PERS & ADV. INJURY	\$1,000,000	
	<input type="checkbox"/> OCCURRENCE				EACH OCCURRENCE	\$1,000,000	
	<input type="checkbox"/> OWNER'S & CONTRACT'S PROT				FIRE DAMAGE (One Fire)	\$ 100,000	
	<input type="checkbox"/>				MEDICAL EXPENSE (One Pk)	\$ 5,000	
	AUTOMOBILE LIABILITY				COMBINED SINGLE LIMIT	\$	
	<input type="checkbox"/> ANY AUTO				BODILY INJURY (Per Person)	\$	
	<input type="checkbox"/> ALL OWNED AUTOS				BODILY INJURY (Per Accident)	\$	
	<input type="checkbox"/> SCHEDULED AUTOS				PROPERTY DAMAGE	\$	
	<input type="checkbox"/> HIRED AUTOS						
	<input type="checkbox"/> NON-OWNED AUTOS						
	EXCESS LIABILITY				EACH OCCURRENCE	\$	
	<input type="checkbox"/> UMBRELLA FORM				AGGREGATE	\$	
	WORKERS' COMPENSATION AND EMPLOYER'S LIABILITY				<input type="checkbox"/> STATUTORY LIMITS		
	THE PROPRIETOR/PARTNERS/EXECUTIVE OFFICERS ARE:				EACH ACCIDENT	\$	
	<input type="checkbox"/> INCL. <input type="checkbox"/> EXCL.				DISEASE - POLICY LIMIT	\$	
					DISEASE - EACH EMPLOYEE	\$	
	OTHER INSURANCE						
DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/SPECIAL ITEMS: Above policies have been endorsed to name as additional insured: City and County of San Francisco, Its Officers, Employees and Agents.							
NAME AND ADDRESS OF CERTIFICATE HOLDER: Bureau of Street-Use & Mapping 49 South Van Ness Avenue, Suite 300 San Francisco, CA 94103			CANCELLATION: SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT.				
			AUTHORIZED REPRESENTATIVE: ©ACORD CORPORATION 1993				
ACORD 25-6 (3/93)							

Signage

Signage for the Shared Spaces program is currently being developed.

Follow directions from City staff when you receive your Shared Spaces permit.



San Francisco

Shared
Spaces

[SF.gov/SharedSpaces](https://sf.gov/sharedspaces)