



City and County
of San Francisco

Shared Spaces

ROADWAY CLOSURE APPLICATION WORKSHOP

Tuesday, January 10, 2023



Agenda

1. Introductions and Welcome (3 minutes)
2. Who's in the Room (2 minutes)
3. Roadway Closures and Allowable Activities (5 minutes)
4. Application Criteria: Location, Design, Fire Safety, Traffic Safety, Accessibility (20 minutes)
5. Successful Examples (5 minutes)
6. Permitting Process and Approval and Timeline (5 minutes)
7. Questions, Discussion, Breakout Sessions (45 minutes)

The Shared Spaces Team



Robin Abad
Program Director



Monica Munowitch
Deputy Director –
Streets



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Engineer –
Roadway Closures



Annie Yalon
Deputy Director –
Comms

Sidewalks and Curbside: Shared Spaces Design Guidelines



What is a Roadway Closure?

INTRODUCTION

- Who can Apply? Businesses, merchant groups, and community organizations.
- Definition: A regular and recurring activation of space normally used for traffic for a community and commercial uses, free and open to the public.
- Reoccurring means weekly or monthly at the same period of time.
- Not reoccurring could be permitted as a Special Event through ISCOTT.



Sponsor Responsibilities

INTRODUCTION

- Setting up and breaking down your Roadway Closure. Working with residents and merchants on the block to ensure their needs are accommodated during the permitted closure.



Which activities are allowed

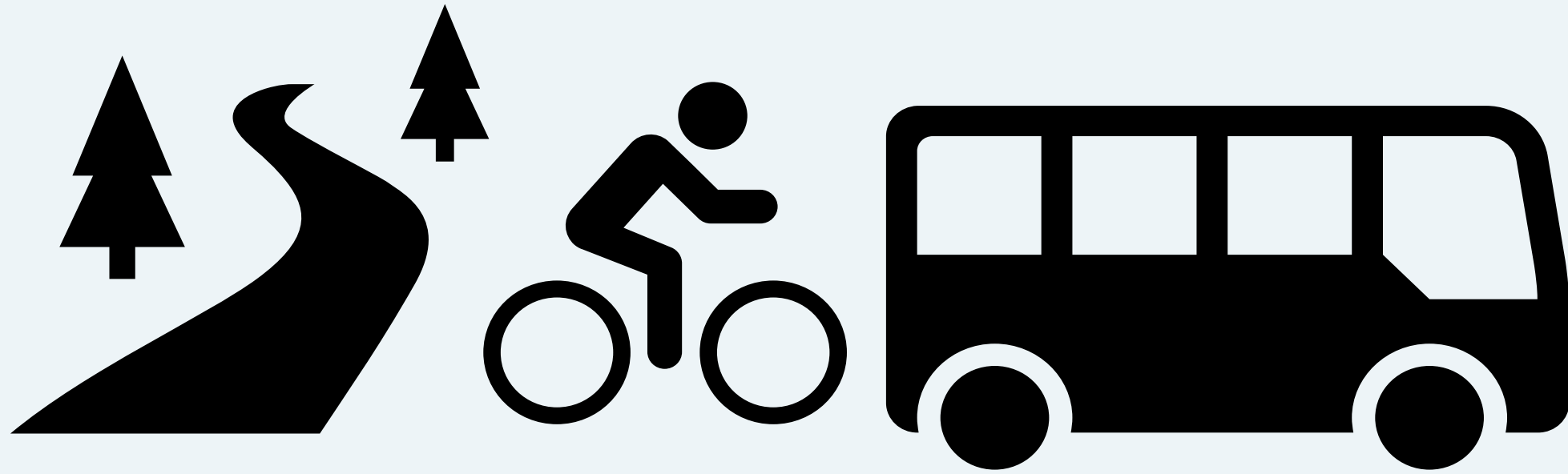
INTRODUCTION

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

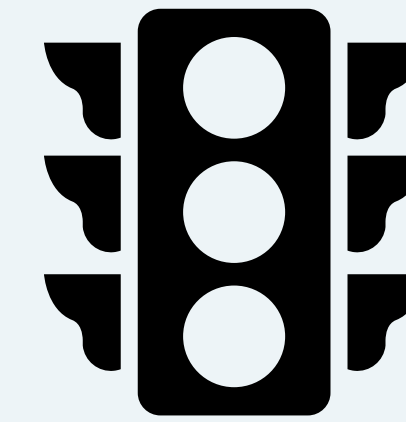


Location Criteria

APPLICATION CRITERIA



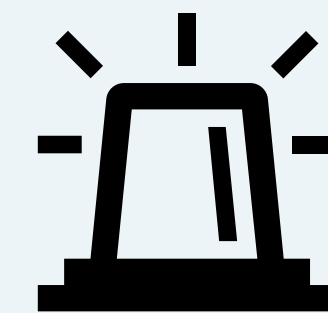
Free of public transit or bike lanes



Low traffic volumes and slow speeds



Few driveways or intersecting alleys



No fire or police stations, medical, or similar facilities

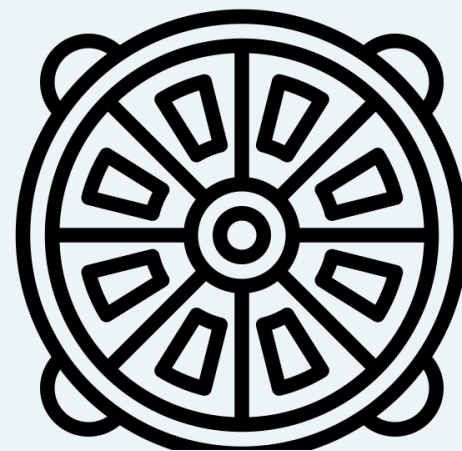
Design Criteria cont'd



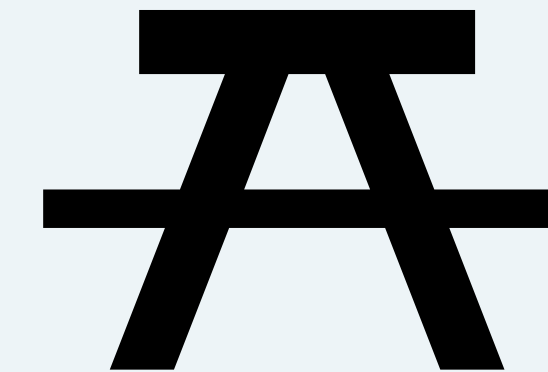
Get required permits for specific activities like serving alcohol



Keep the street clean of trash, debris and food waste

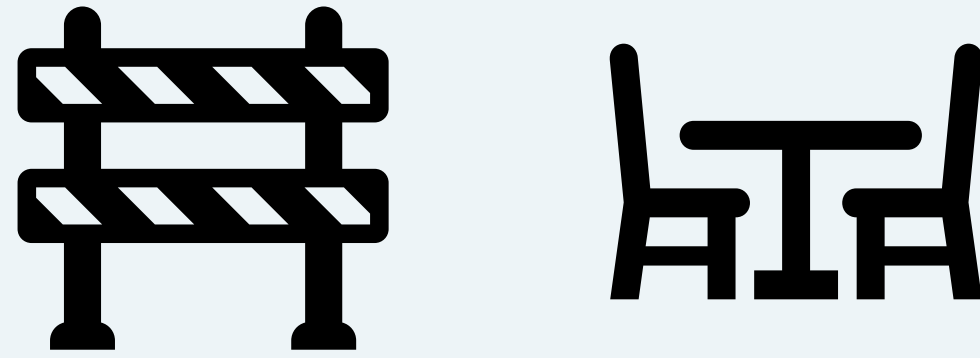


Do not obstruct any manhole cover, utility covers, valve box covers, fire hydrants, standpipes, fire escapes or similar infrastructure

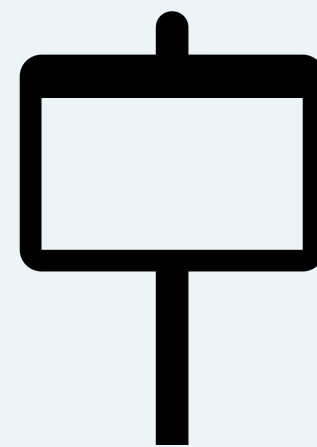


Keep furniture and all other physical objects in approved area

Design Criteria cont'd



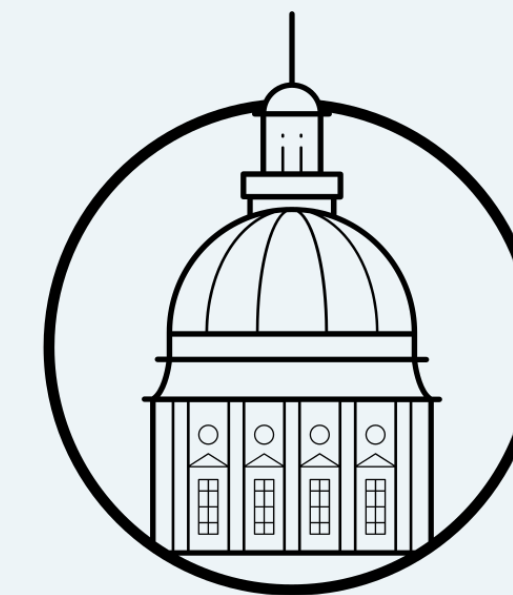
All elements must be removed at the end of the permitted closure time, daily. No elements can be stored in the public right of way



You may not fasten any object to the surface of the street or sidewalk, nor affix to any pole



No objects shall be placed in intersections or pedestrian crosswalks. Additional permits are needed for adding tables, chairs, or other physical objects on the sidewalk



Comply with other City regulations as applicable

Fire Safety & Emergency Response

- A minimum 14-foot-wide emergency access lane must be maintained throughout the entire length of the street closure. This lane must be free of structures and obstructions, including sidewalk bulb-outs and traffic islands, parked cars, booths, tables and chairs, etc.

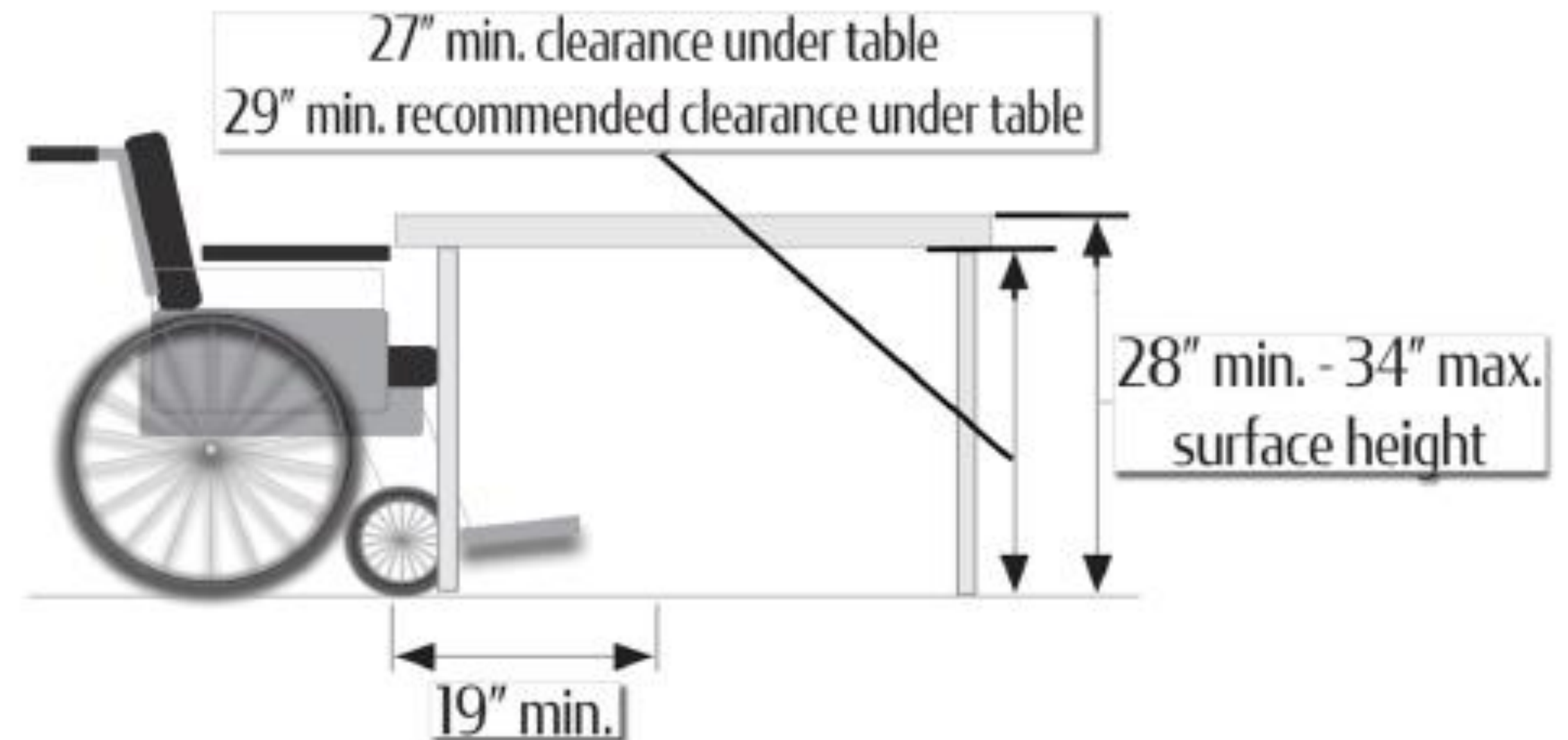


Fire Safety & Emergency Response cont'd

- ***SAN FRANCISCO FIRE DEPARTMENT (SFFD)***: Permits may be required if there is to be cooking with propane, butane, charcoal briquettes or open flame; or if there are generators or tents erected.
- Events with an expected attendance of more than 500 may need to provide to SFFD a public safety plan and provide crowd managers.
- Events with street closure permits that have a planned attendance of more than 500 will require an operational permit to conduct an outdoor assembly event from SFFD.

Accessibility

- Applicants must provide 5% but not less than one (1) accessible table available for wheelchair users. If tables are provided in a roadway shared space, there shall be an accessible table within that roadway shared space.
- Shared spaces shall not reduce or have the effect of reducing the accessibility of the sidewalk to persons with disabilities. The Americans with Disabilities Act and 2010 Accessibility Standards (ADAS) require performance areas to be accessible to persons with disabilities.



At least one (1) ADA table that is 28 inches tall with a total clear floor space of 30 inches by 48 inches for wheelchair use.

Approval

APPLICATION CRITERIA

- 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.



Pandemic program roadway closure permits for activations before April 1, 2023

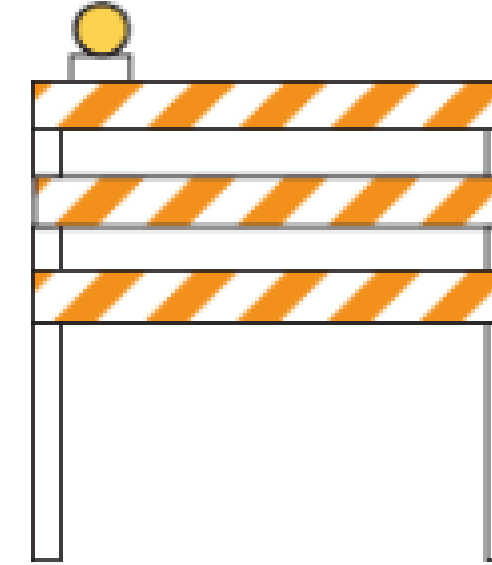
- You can apply for a temporary permit for recurring street closures that end before April 1, 2023.
- Temporary permits are free
- Temporary permits do not require a site plan or documentation of neighborhood support
- Temporary permits require sponsors to provide their own barricades and equipment



Types of Barricades and Traffic Cones

- City provided barricades will be delivered prior to the first event date, and that the applicant will be responsible for setting up, taking down and storing for each event
- The barricades should be official traffic control devices and at least 36 inches in height.

Type III Barricades



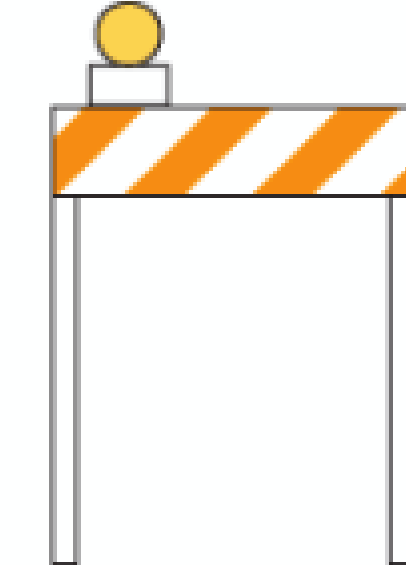
"Road Closed" (R11-2) Sign



"Stop" (R1-1) Sign



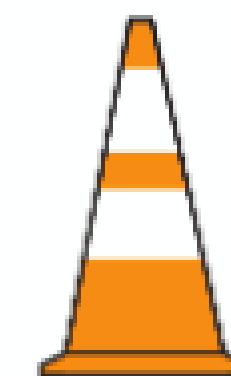
Type I Barricades



"Road Closed to Through Traffic" (R11-4) Sign



28" Reflective Traffic Cones



Legislated permits for events after April 1, 2023

- You must apply for a legislated permit.
- [Legislated permit fees](#) vary depending on when you apply
- You must provide a site plan and documentation of neighborhood support in your application

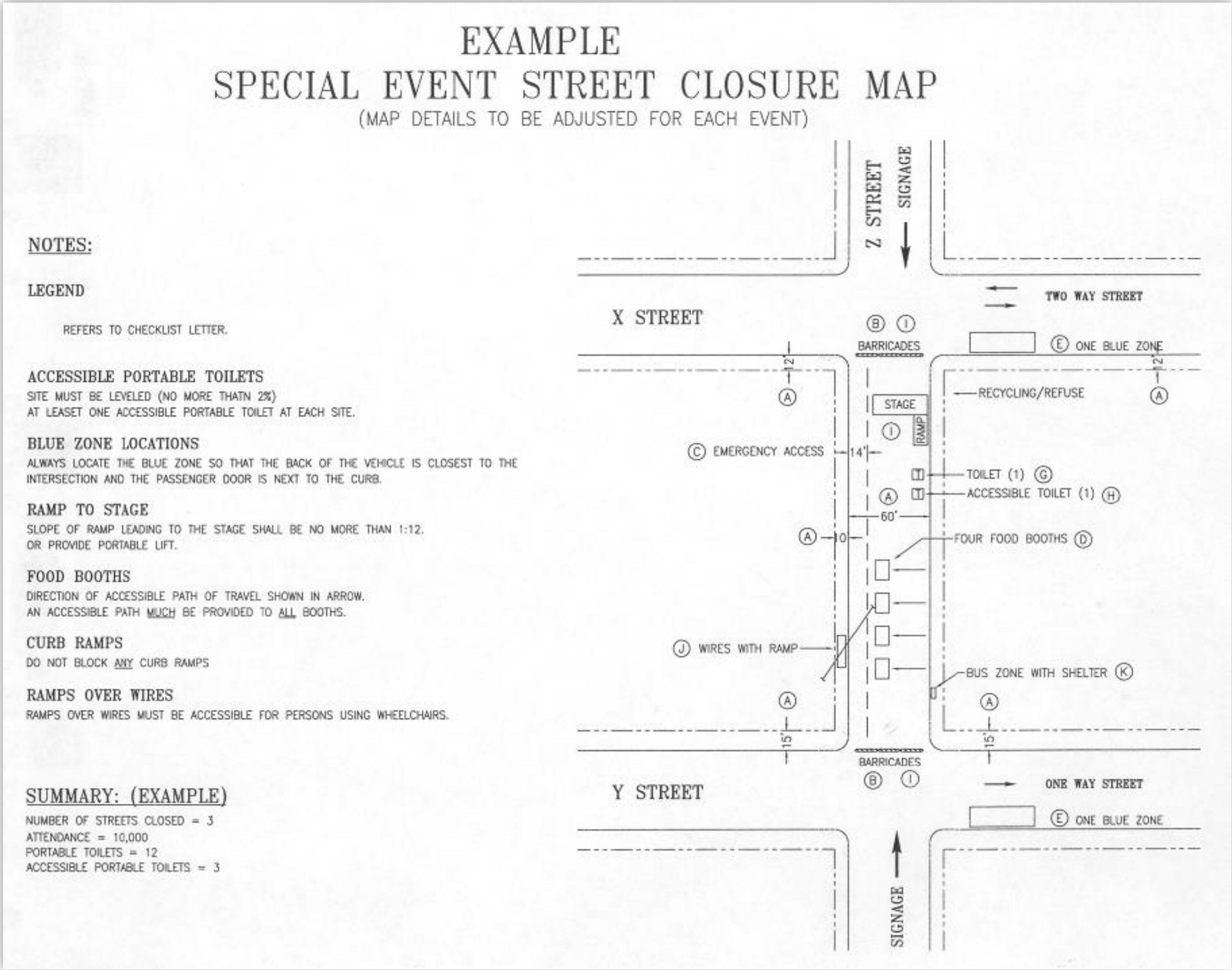
Special Events Street Closure

Application Received	Jul 1, 2022 – Jun 30, 2023 Fee	Jul 1, 2023 – Jun 30, 2024 Fee
120+ days before event	\$1150	\$1200
90-120 days before event**	\$1400	\$1500
60-89 days before event	\$1700	\$1800
30-59 days before event	\$2100	\$2200

More information:
www.sfmta.com/committees/interdepartmental-staff-committee-traffic-and-transportation-iscott

Site Plan

APPLICATION CRITERIA



Other Required Documents

- Completed Certifications Form (checklist must be filled out).
- Certificate of Insurance with required language (Waiver of Subrogation).
- Additional Insured endorsement
- Current photos of site.



JANUARY
2023

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER

INSURED

CONTACT NAME

PHONE (A/C No. Ext):

FAX (A/C No.):

EMAIL

ADDRESS

INSURER A

INSURER B

INSURER C

INSURER D

INSURER E

INSURER F

INSURED AFFORDING COVERAGE

NAC #

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

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.

PER LTS	TYPE OF INSURANCE	ADDITIONAL INSURED	SUBROGATION	POLICY NUMBER	POLICY EFF. (MM/DD/YYYY)	POLICY EXP. (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ SECT ☒ LOC OTHER:	X					EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (As Occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 15,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMBOD AGG \$ 2,000,000
B	AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS UMBRELLA LIAB ☐ OCCUR EXCESS LIAB ☐ CLAIMS-MADE DED ☐ RETENTION \$						COMBOD SINGLE UNIT (As Accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ EACH OCCURRENCE \$ AGGREGATE \$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY POLICIES COVERING EXISTING OPERATIONS? ☐ YES ☒ NO If yes, describe under DESCRIPTION OF OPERATIONS below	N/A	X				☒ DISC. STATUTE ☐ DISC. + EM-STAT \$1. EACH ACCIDENT \$ 1,000,000 \$1. DISEASE - EA EMPLOYEE \$ 1,000,000 \$1. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
City and County of San Francisco, its officers, agents and employees are named as an additional insured as required by written contract.

CERTIFICATE HOLDER

CANCELLATION

City and County of San Francisco
SFMTA, South Van Ness Ave., 7th Floor
San Francisco, CA 94103
ATTN: Special Events and Street Closures

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

ACORD 25 (2016/03)

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Additional Insured Endorsement



JANUARY
2023

COMMERCIAL GENERAL LIABILITY
CG 20 26 07 04

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY

ADDITIONAL INSURED - DESIGNATED PERSON OR ORGANIZATION

Policy Number: [REDACTED]
Insured: [REDACTED]
This endorsement modifies Insurance provided under the following:
COMMERCIAL GENERAL LIABILITY COVERAGE PART
SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s)
City And County Of San Francisco, It's Officers, Agents And Employees
[REDACTED]

Section II - Who Is An Insured is amended to include as an additional Insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf.

A. In the performance of your ongoing operations;
B. In connection with your premises owned by or rented to you.

CG 20 26 07 04 © ISO Properties, Inc., 2004 Page 1 of 1

Application Documents

APPLICATION CRITERIA

Gather in advance of Applying:

- Your contact information
- Business Account Number (BAN), if you have it
- Proposed location
- Time you want to use the space
- How you want to use the space
- The activities you want to do in the street space
- information about 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

For events after April 1, 2023, you will need to upload:

- A proposed site plan
- Documentation of any community outreach and support
- Photos of the proposed space

The screenshot shows the 'About you' section of the SF.GOV application form for closing a street to traffic for a recurring event. The form includes three required text input fields: 'Your name', 'Your email address', and 'Your phone number'. To the right of the form is a vertical progress indicator with steps: 'About you' (current), 'Your organization', 'Proposed location', 'Proposed schedule', 'Activities', 'Space use', 'Your identity', 'Uploads', and 'Legal agreements'. At the bottom of the form are 'Back' and 'Next' buttons.

SF.GOV Close the street to traffic for a recurring event

About you

Your name *

Your email address *

Your phone number *

(---) --------

← Back Next →

- About you
- Your organization
- Proposed location
- Proposed schedule
- Activities
- Space use
- Your identity
- Uploads
- Legal agreements

Additional Applicable Permits

- Entertainment Commission One Time Outdoor Event Permit (music and amplified sound)
- SFFD permits for generators, propane heaters, and outdoor cooking: **SFFD**: Permits may be required if there is to be cooking with propane, butane, charcoal briquettes or open flame; or if there are generators or tents erected.
- Department of Public Health permits (for cooking outside of a permitted kitchen)
- Street Vendor Permits (Department of Public Works)

Permit Application Timeline



JANUARY
2023

Applications for post-pandemic permits **due by January 15, 2023 to avoid higher permitting fees.**

Once application other documentation is approved, the Shared Spaces Team will

- Shared Spaces team will schedule your application for the next available ISCOTT hearing (2 x per month)
- Applicant posts a **10-Day Public Notice** at the site in advance of the hearing.

After a permit is approved by ISCOTT SFMTA will issue your permit.



Successful Examples: Golden Gate Ave.

SUCCESSFUL
EXAMPLES



Successful Examples: Grant Ave.

SUCCESSFUL
EXAMPLES



Successful Examples: Hayes St.

SUCCESSFUL
EXAMPLES



Other Resources for Businesses

- All resources available at sf.gov/shared-spaces
- [Permit Application Worksheet](#)
- [Shared Spaces Manual 2.3 \(December 2022\)](#)
- Shared Spaces Events: sf.gov/information/shared-spaces-webinars-and-events
- [Sign up for our Shared Spaces Mailing List](#) for frequent bulletins from the program

THANK YOU!

Questions?

Robin Abad Ocubillo
Shared Spaces Program Director
Monica Munowitch
Deputy Director
Annie Yalon
Deputy Director
Jarrett Hornbostel
Engineer, Roadway Closures

謝謝您！

問題

¡GRACIAS!

Preguntas



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[Instagram.com/SharedSpacessf](https://www.instagram.com/SharedSpacessf)



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[SF.gov/Shared-Spaces](https://sf.gov/Shared-Spaces)



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