



Street-Use and Mapping

T. 628.271.2000 | 49 South Van Ness Ave. 3rd Floor, San Francisco, CA 94103

# APPLICATION FOR REVOCABLE TEMPORARY OCCUPANCY PERMIT AUTONOMOUS DELIVERY DEVICE (ADD) ON SIDEWALKS

BSM PERMIT#

For Official Use Only

## APPLICANT/AUTHORIZED AGENT INFORMATION

Company Name: \_\_\_\_\_ Applicant Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

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

## PROJECT INFORMATION

Start Date: \_\_\_\_\_ Completion Date: \_\_\_\_\_

Days of Operation:	M <input type="checkbox"/>	T <input type="checkbox"/>	W <input type="checkbox"/>	TH <input type="checkbox"/>	F <input type="checkbox"/>	SA <input type="checkbox"/>	SU <input type="checkbox"/>
Hours:	____ AM <input type="checkbox"/>	____ PM <input type="checkbox"/>	to	____ AM <input type="checkbox"/>	____ PM <input type="checkbox"/>		

Number of Devices: \_\_\_\_\_ (3 max.)

Description and Purpose of Testing:

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Description of Operating Area (Boundary Streets):

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SITE ADDRESS: \_\_\_\_\_

**ATTACHMENTS**

- Maps containing a scaled visual diagram depicting the proposed route on City sidewalks, or above sidewalks, along cross-walks, including the width of each sidewalk/cross-walk. Submit both hard copy (minimum 8 ½" x 11" per route) and electronic copy of each proposed route in a PDF format. Provide all information as required to satisfy criteria established under Public Works Code (PWC) Article 15, Section 795, Subsection (i)(4):
- Located in zoning districts designated for Production, Design, and Repair ("PDR") uses;
  - Not identified as high-injury corridor by the City's Vision Zero SF road safety initiative; and
  - All sidewalks must simultaneously accommodate the testing of all ADDs and their attending operator(s) while providing a path of travel for pedestrians and persons with disabilities or have an effective sidewalk width of six feet.
- Manufacturer Specifications of the ADD including physical dimensions and technical specifications.
- Operations manuals and instructions for operation of the ADD, including but not limited to:
- The manner of causing the ADD to come to a full and complete stop;
  - The speed limit of the ADD to be no more than 3 mph during the test;
  - Headlights that operate at night, sunrise, and sunset;
  - Safety warning noise while in operation at a sufficient volume to warn nearby pedestrians and cyclist (provide dBA); and
  - Unique identifier on ADD including the permittee's 24/7 contact information.
- Location (address) of ADD docking station when not in operation. Location identified shall be on private property only. No docking stations will be allowed in the public right-of-way.
- A comprehensive and complete list of all potential commercial items that the ADD will be transporting. The list shall not contain waste or hazardous materials (including flammables and ammunition).
- Company written privacy policy (on company letterhead) that addresses the manner in which applicant will use, store, and safeguard photographic, video or other data obtained through the testing.
- Company written policy (on company letterhead) of the means by which the applicant has considered any potential labor disputes involving the applicant's workforce.
- Current Business Tax Registration Certificate issued by the San Francisco Tax Collector.
- Insurance Policy naming the City and its officers and employees jointly and severally as additionally insured, shall apply as primary insurance, shall stipulate that no other insurance effected by the City will be called on to contribute to a loss covered thereunder, and shall provide for severability of interests. Said policy or policies shall provide that an act or omission of one insured, which would void or otherwise reduce coverage, shall not reduce or void the coverage as to any other insured. Said policy or policies shall afford full coverage for any claims based on acts, omissions, injury, or damage which occurred or arose, or the onset of which occurred or arose, in whole or in part, during the policy period. Said policy or policies shall be endorsed to provide 30 calendar days advance written notice of cancellation or any material change to the Department for:

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- Worker's Compensation with employers' liability limits not less than \$1,000,000 each accident;
- Commercial general liability insurance with limits not less than \$1,000,000 each occurrence combined single limit for bodily injury and property damage, including contractual liability; personal injury; and
- Business automobile liability insurance with limits not less than \$1,000,000 each occurrence combined single limit for bodily injury and property damage, including owned, non-owned, and hired auto coverage, as applicable.

Documentation showing CEQA has been satisfied.

I, \_\_\_\_\_, hereby certify the information submitted with this application package is correct and satisfies all conditions established under PWC Article 15, Section 795.

\_\_\_\_\_  
Print Name

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

\_\_\_\_\_  
Date

**COMPLETE AND SUBMIT THE APPLICATION EITHER IN PERSON OR THROUGH EMAIL**



**IN PERSON**

San Francisco Public Works, **Permit Center**, Bureau of Street-Use & Mapping, 49 South Van Ness Ave. Suite 200

**Processing Hours:** Please visit <https://sf.gov/location/permit-center>

for operating hours of the Permit Center. **Closed on official holidays**



**EMAIL**

Electronic copies (PDF) of the application materials may be sent to: [BSMPermitDivision@sfdpw.org](mailto:BSMPermitDivision@sfdpw.org)