



**Edwin M. Lee, Mayor**  
**Mohammed Nuru, Director**



**Jerry Sanguinetti, Bureau Manager**

## **DPW Order No: 183392**

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

- I. **PURPOSE:** Public Works Code Article 16, Section 810 governs the installation of sidewalk landscaping. This Department of Public Works (DPW) Order provides detailed implementation guidelines for the approval and installation of temporary sidewalk extensions (Parklets) consistent with the sidewalk landscaping program.
- II. **BACKGROUND:** Parklets provide an economical solution to the desire and need for wider sidewalks and are intended to provide space for the general public to sit and enjoy the space where existing narrow sidewalks would preclude such occupancy. Parklets are intended as sidewalk/street furniture, providing aesthetic elements to the overall streetscape.
- III. **REQUEST FOR PROPOSAL AND INITIAL REVIEW:**
  - A. The following applicants are eligible to submit an Initial Application or Proposal in response to a Request for Proposal (RFP) for the installation of Parklets within the public right-of-way:
    - 1) Community Benefit Districts (CBDs)
    - 2) Ground floor business owners
    - 3) Non-profit and community organizations
    - 4) Fronting property owners
    - 5) Other applicants may be considered on a case by case basis.
  - B. The following shall be included in the Initial Application:
    - 1) A letter with a project narrative requesting the Parklet
    - 2) An Initial Application Form
    - 3) An Initial Site Plan: a measured drawing that shows the footprint of the proposed Parklet installation and twenty (20) feet on either side of the proposed Parklet. The plan shall include any above-ground fixtures such as tree wells, poles, fire hydrants, and bike racks. The Initial Site Plan shall also include at-grade roadway markings such as color curbs, lane striping, parking stall markings; and at-grade utility access panels, stormdrains, manhole covers, and other utility access points.
    - 4) Photos of existing site



- 5) An Initial Concept Description: A description of how the proposed Parklet meets each of the criteria set forth in this DPW Order.
  - 6) Proof of Notification: Documentation that the fronting property owner has been notified of by the Project Sponsor of the intent to submit a Proposal.
  - 7) Neighborhood Outreach: Notification letters, letters of support, and petitions signed by local CBD, BID, institutions, organizations and/or residents may submit.
- C. Each application shall be reviewed by an inter-agency review team, with representation from DPW, MTA, City Planning, et al, as necessary, specifically convened to review Parklet applications with each proposal reviewed based on the following criteria:
- 1) Meets established design criteria
  - 2) Enhancement of streetscape quality and preliminary design
  - 3) Location (Parklet is likely to be well used and active)
  - 4) Community support
  - 5) Capacity of Sponsor to maintain and steward the Parklet effectively
  - 6) Potential conflict with future city streetscape initiatives (upcoming streetscape redesigns, paving projects, etc.)
  - 7) Compliance with technical and accessibility provisions as specified in this DPW Order
- D. If a recommendation is made to approve the Parklet proposal:
- 1) DPW will issue a Notice of Application for a Parklet. The applicant shall be required to post this Notice in a readily visible location in front of the property where the Parklet will be located for ten (10) calendar days from the date listed on the Notice.
  - 2) If there are no objections from the public, the applicant shall be required to submit an application fee as noted in DPW Fee Schedule, as set forth in Public Works Code Section 2.1.3.
  - 3) After the application fee has been submitted, the applicant shall be required to submit the following information for further review:
    - a) Construction Document Package, including:
      1. Parklet Location and Context Plan
      2. Site Plan
      3. Elevations from all sides of the proposed Parklet
      4. All relevant details, finishes, plant species, furniture types, etc.
    - b) Maintenance details, including access panels and how drainage will be provided along the existing gutter.
    - c) A 24/7 contact if there is an emergency and the Parklet needs to be removed. The Permittee shall be responsible for removal of the Parklet within twenty-four (24) hours, and restoration of the public right-of-way upon notification by the City of any streetscape or paving projects.
  - 3) If there are objections from the public, DPW shall schedule a public hearing to consider the proposed Parklet.
  - 4) The DPW Hearing Officer shall consider and hear all testimony in support and in opposition to the proposed Parklet and make a recommendation to the DPW Director.



- 5) The DPW Director, in his or her discretion, may recommend approval or conditional approval of the permit subject to further review and final action.
  - 6) If the DPW Director recommends approval or conditional approval the permit, see #III.D.2 above for submittal requirements.
- E. If the application is disapproved, DPW shall notify the applicant, upon which the applicant may appeal the disapproval of the permit by the DPW Director to the Board of Appeals within fifteen (15) days of the Director's decision.
- IV. APPROVAL PROCESS:
- 1) The inter-agency review team (See Section II. Paragraph C) shall review the submitted documentation (See Section III. Paragraph D, Item 3).
  - 2) Once the review team makes a recommendation for DPW to approve the final plan and the permit, the applicant shall submit the following information and fees to DPW for permit issuance:
    - a. A Certificate of Insurance naming the City and County of San Francisco as additional insured, with general liability coverage of not less than \$1 million.
    - b. An additional permit fee pursuant to Section 2.1.3 of the Public Works Code. While each proposal will result in different additional permit costs based on the time and materials costs incurred by the City in review of the proposal.
    - c. If the Parklet is to be installed where future city streetscape initiatives (plans for streetscape redesigns, paving projects, subgrade infrastructure upgrades, etc.) have been identified, proof of a Performance Bond may be required to ensure the removal (and if appropriate, re-installation) of the Parklet to facilitate the planned streetscape work.
  - 3) Any interested person may appeal the approval of the permit decision by the DPW Director to the Board of Appeals within fifteen (15) days of the Director's decision.
  - 4) The permit shall be renewed annually. Prior to expiration of the annual permit term, the Permittee shall submit to DPW a current Certificate of Insurance and a permit renewal fee as noted in DPW Fee Schedule, as set forth in Public Works Code Section 2.1.3
- V. APPROPRIATE LOCATION AND DESIGN PARAMETERS:
- A. The proposed Parklet site should be located at least one parking spot, approximately twenty (20) feet, in from a corner or protected by a bollard, sidewalk bulb-out, or other similar feature, if located at the corner. Exceptions may be considered on a case-by-case basis.
  - B. The proposed location should have a posted speed limit of 25 mph or less. Streets with higher speed limits may be considered on a case by case basis.
  - C. The proposed street has parking lanes that will not become a tow away lane during morning or afternoon peak hours.
  - D. The Parklet should provide a minimum clearance of 12" from the edge of any existing parking apron, where there is parallel, diagonal or perpendicular parking.
  - E. The Parklet shall be constructed and/or installed to conform to the applicable provisions, rules, regulations and guidelines of San Francisco Building Code (SFBC), the Americans with Disabilities Act (ADA), and the 2010 ADA Standards. For all ADA technical requirements, please refer to "Accessibility Elements for Parklets" Standards.



- F. A minimum of 84-inches in height must remain clear of any obstructions along the Parklet's path of travel, entry and accessibility areas on the Parklet. Obstructions may include but are not limited to tree branches and foliage, overhanging sign panels on posts, and/or the applicant's addition of architectural elements to the Parklet.
- G. The cross slope on the parklet surface may not exceed 2.0% in any direction. Please refer to the Accessibility Elements for Parklets in Appendix A.
- H. The proposed street should not have a grade greater than 5.0%. On a case-by-case basis, a Parklet may be proposed on a street grade greater than 5.0%; however additional design requirements and review will be required to make the Parklet accessible for the public. See the Accessibility Elements for Parklets.
- I. Abandoned driveway curb cuts, sidewalk defects, empty tree wells, or other sidewalk conditions at the Parklet location will need to be repaired and addressed as required with a DPW permit to ensure safe ingress and egress conditions.
- J. Parklets shall be required to have soft hit posts and wheel stops.
- K. If the Parklet deck is constructed with concrete, the concrete specific weight shall be a maximum of 200 lbs/ square foot.
- L. Parklets shall not be allowed in red or blue zones.
- M. Parklets may replace yellow zones or motorcycle parking if there are appropriate adjacent locations for these zones to be relocated, and if the applicant is willing to pay additional fees for relocating these zones.
- N. Parklets may be allowed in white and green zones if the business that originally requested the white and/or green zones agrees to re-purpose that curb area for use as a Parklet.
- O. Parklet structures shall not be allowed over a manhole, public utility valve or other at-grade access point in the street or sidewalk.

This DPW Order rescinds and supersedes DPW Order No. 180,921 approved January 8, 2013.

3/5/2015

3/5/2015

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Sanguinetti, Jerry  
Bureau Manager  
Signed by: Sanguinetti, Jerry

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Sweiss, Fuad  
Deputy Director and City Engineer

3/5/2015

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Mohammed Nuru

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Nuru, Mohammed  
Director, DPW  
Signed by: Nuru, Mohammed



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