

Guidelines for Shared Spaces Non-Commercial Permit Application

DEFINITION

Shared Spaces (Non-Commercial) permit is temporary occupancy of Public Right-of-Way Program established in the San Francisco Administrative Code Section 94A and the San Francisco Public Works Municipal Code Article 15 Section 793, with general regulations for the Shared Spaces Permit by the Director of Public Works through a DPW Order No. 205,516. Shared Spaces Non-Commercial permit shall have a term of one year.

APPLICATION PACKAGE

Email your complete application to: BSMPermitdivision@sfdpw.org

PERMIT APPLICATION AND DOCUMENTS:

- A. Shared Spaces (Non-Commercial) Permit application identifying the organization that will be the Permittee, with contact information for a single point of contact.
- B. Documentation of community outreach and support, including notification letters, letters of support, and signed petitions from residents, institutions, and/or organizations.
- C. A list of and frequency schedule for routine maintenance tasks.
- D. Calendar of prospective activities, including a description of the frequency and identification.
- E. Site Plan, and photographs of existing conditions on the proposed site.
- F. Evidence of liability insurance of not less than \$2,000,000, and naming the City and County of San Francisco, as additional insured with the Bureau's address as the certificate holder is required prior to issuance of permit.
- G. Submit material specifications if your project requires special materials (e.g. paint).
- H. If the requested occupancy is fronting a property, a signed written consent letter from fronting property owner is required. The letter shall clearly state the duration (in months) and the linear feet of occupancy granted. (If applicable)

PERMIT FEES:

Pursuant to Section 724.8 of Article 15 of the Public Works Code, the following permit fees shall be paid to DPW upon issuance:

- Street Use Fees
- BOA Surcharge

DO NOT LEAVE ANY SPACE BLANK: (Write N/A if not applicable).

SHARED SPACES

Non-Commercial Permit Application

Applicant/Authorized Agent Information

Name of Sponsoring Organization:			
Project Name:			
Contact Name:			
Address:			
City / State:		Zip Code:	
Business Account Number:			
Title:		Phone:	
Email:			

Proposed Site

Site Address:			
City/State:		Zip Code:	
Cross Street 1:		Cross Street 2:	
District #:		District Supervisor:	
			NEED HELP? Supervisor district and precinct information can be found on: http://propertymap.sfplanning.org

Ground floor uses directly fronting proposed site:

Retail:		Office:		Restaurant/Food:	
Residential:		Industrial:		Institutional:	
Open Space:		Vacant:		Transportation:	
Other:					

Site Plan

Site Details

An initial site plan showing the existing street and sidewalk environment is required with the application.

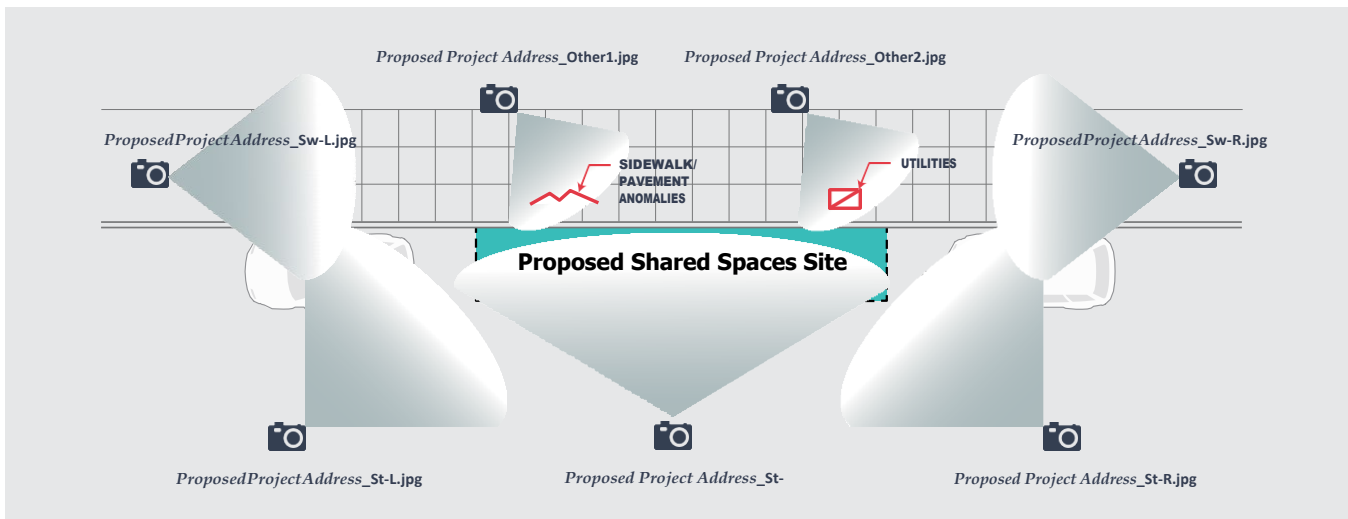
Draw an outline of your proposed Shared Spaces Site. We require only a basic outline showing the dimensions and location of your proposed Shared Space. Site plans must be drawn to scale. The site plan may be hand drawn using a ruler, as long as it is clean and legible and includes all the elements listed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

1. Draw the shape of your proposed Shared Space and dimension the length and width.
2. Show your site and/or business frontage, including the sidewalk and street fronting the business.
3. Draw a North Arrow on your site plan, showing the orientation of the plan.
4. Show pedestrian clear path of travel through the proposed area.
5. If there are any sidewalk or roadway obstructions, like parking meters, bike racks, trees, or utilities, list them on your plan.
6. Include depiction of how the space will be configured to accommodate different types of activities, including placement of any temporary physical elements.

Accessibility Plan: The drawing extents should include the entire length of the project site showing Clear Path of Travel and ADA compliance.

Site Photos

Include photos taken from specific angles around the proposed site(s). Please submit as individual *.jpg* files using the naming convention shown. *Project Name_Site Photo_YYYYMMDD.pdf*.



Additional information and revisions to your site plan may be required as necessary to clearly show the extent of reversible physical treatments or interventions.

Maintenance Plan

Please attach a detail copy of all maintenance tasks for the site.

- Stewards of all Shared Spaces Categories shall manage the Shared Spaces in accordance with the good neighbor policies during the times of use for events and activation set forth in the Shared Spaces Permit
- The safety and cleanliness of the Shared Spaces and its adjacent area within 100-foot radius shall be maintained.
 - a. Include detail tidiness and general cleanliness tasks.
 - b. Responsible entity
 - c. Frequency of service (e.g. daily, every 2 weeks)
- Submit all executed MOU and maintenance agreements with your application. (If applicable)

Basic maintenance considerations are listed below. Detail additional maintenance tasks on a separate sheet.

Abate Graffiti	As Needed
Clean and empty any trash receptacles	Daily
Clean movable and non-movable furniture & equipment.	Daily
Remove Litter, sweep ground surfaces & clear gutters	Daily
PLANTINGS (IF APPLICABLE)	Weekly

Programming & Activation

- Provide a sample schedule for programming and activation.

Please include the following:

1. Events hours
2. Routine (weekly, biweekly, monthly, etc.)

Concept Description

Provide a brief summary explaining your project goals and the vision for the Project. Why have you chosen this location? What activities would you like to promote? How do you anticipate the community will be involved in the creation and use of the new public space? 500 word maximum.

Describe your project here (500 word maximum):

Community Engagement

You are also strongly encouraged to conduct neighborhood outreach regarding your project. Attach copies of any of the following to this form.

- Letters of support from local neighborhood groups, merchants association, BID or CBD.
- Letters of support from local institutions, other adjacent organizations, residents, and business owners.

Proof of Notification

You are required to notify the owners of properties fronting your project of your intent to submit a Shared Spaces Non-Commercial Permit Application. **Please attach a list of all the entities you notified.**

Notified Parties

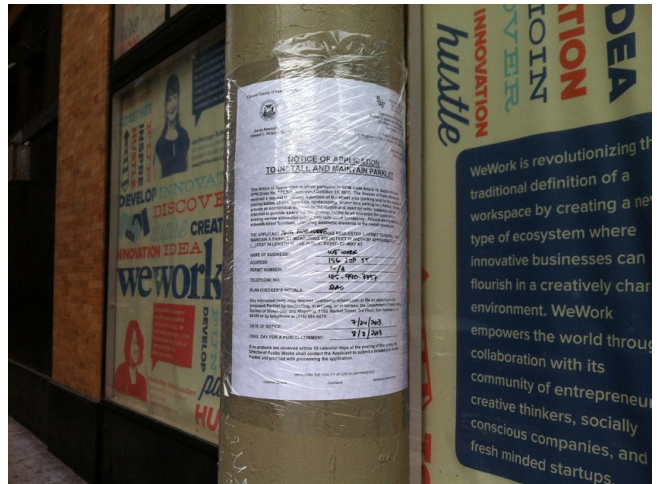
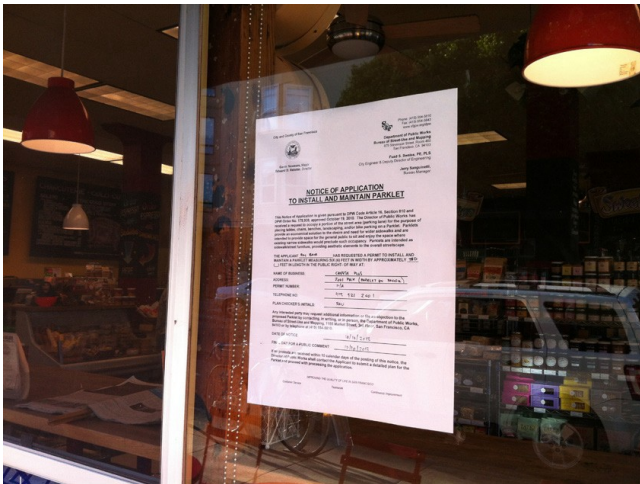
Addressee:			
Relationship to Project:			
Mailing Address:			
City / State:		Zip Code:	
Email Address:			
Format of Notification:	<input type="checkbox"/> Posted Letter	<input type="checkbox"/> Email	<input type="checkbox"/> Other:

Proof of Public Posting

Upon submission of the Shared Spaces Non-Commercial Permit application, the prospective Steward shall post the site(s) with one or more Notices of Application provided by Public Works for a period of 10 calendar days. The Notice(s) shall be posted in a location(s) acceptable to Public Works. The prospective Steward shall remove the Notice of Application the day after expiration of the 10-day notice period.

For projects also seeking a Limited Live Performance permit, the Entertainment Commission requires that a notice be posted for 30 days to advise the general public of the application. The prospective Steward shall remove the Notice of Application the day after expiration of the 30-day notice period.

The prospective Steward shall submit photographic evidence that the Notice(s) were posted appropriately. See below for examples of acceptable photographs.



Please provide photographic proof of public posting. Examples above show acceptable locations where Notices can be posted.

Proof of Insurance

All project sponsors need to have the City and County of San Francisco added as an "Additionally Insured" with a minimum liability coverage of \$2,000,000.

Link to sample COI: [3284-Certificate of Insurance Form-update \(sfpw.org\)](https://www.sfpw.org/3284-Certificate-of-Insurance-Form-update)

The permittee hereby agrees to comply with all requirements noted on this application.

Applicant Signature Required:

Print Name	Signature of Applicant	Date
_____	_____	_____