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Surveyor



San Francisco Public Works  
Office of the City and County Surveyor  
Attention: 9th Floor  
49 South Van Ness Ave, Suite #300,  
San Francisco, CA 94103

# SIDEWALK LEGISLATION APPLICATION MATERIALS

To increase efficiency and reduce paper consumption, the Office of the City and County Surveyor requires that all project applications be submitted electronically.\*

- Paper applications will be returned to project applicants.
- As our applications are currently being updated, disregard application language which calls for paper submittal.
- Applications must be entirely complete or will be rejected.
- Application re-submittals are subject to an additional \$250.00 administrative fee.
- Electronic file size submittal in any one email is limited to 20 megabytes. (File sharing links or “Zip” files may be used.)
- Digital media is accepted by post or messenger delivery.
- Submit each application document as a separate PDF file. (Do not bundle multiple documents into one PDF.)
- Document file naming convention should reflect the name of the document as found in the application checklist.
- **\*Note: All documents requiring notarized signature must be submitted in both electronic and original hardcopy format.**
- All checks that are submitted to Public Works Mapping Department are required to be submitted with an Assessor Parcel Number (APN) and subject property address written on the face of the check. If a check is submitted without the APN and property address, then the submittal will be considered incomplete and subject to an additional \$250 fee for re-submittal.
- It is the policy of Public Works Mapping Department that every project has a single point of contact. All correspondence with Public Works Mapping Department must come through the Project Surveyor or Engineer.

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**WEBSITE: <http://www.sfpublicworks.org/>**  
**FOLLOW THE LINKS: “SERVICES A-Z” AND “SUBDIVISION AND MAPPING”**

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# A. SIDEWALK LEGISLATION PROCESS OVERVIEW

## What is Sidewalk Legislation and when is it required?

On May 11, 1910 the Board of Supervisors passed Ordinance No. 1061, entitled “Regulating the Width of Sidewalks.” This Ordinance assigned the San Francisco Public Works (SFPW) to track and regulate sidewalk widths by creating legislation when changes to the official sidewalk are approved. An application for sidewalk legislation must be submitted any time that designs call for a change in the width of the sidewalk. In order to construct the newly legislated sidewalk, a Street Improvement Permit from the BSM Permits Section will be required. Sidewalk Legislation Applications and additional forms are available at our website and at the San Francisco Public Works, Bureau of Street Use and Mapping main office located at 49 South Van Ness Ave, Suite #300, San Francisco, CA 94103.

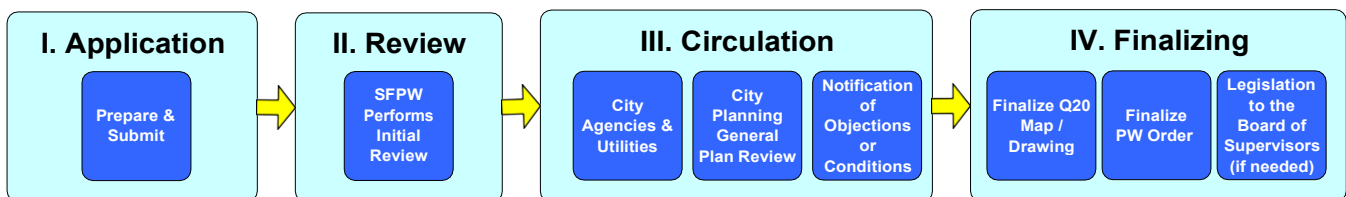
Applications for Sidewalk Legislation fall into the two general categories:

1. Streamlined Procedure – On February 21, 2012, Ordinance No. 1061 was modified to give the San Francisco Public Works (SFPW) the authority to legislate certain sidewalk changes via a PW Order, an administrative action. This category does not have to be approved by the Board of Supervisors. Sidewalk changes that are eligible to be legislated via the streamlined procedure are as follows:
  - a. Sidewalk bulb-outs
  - b. Corner bulb-outs
  - c. Sidewalk widening **not** in excess of one linear block
2. Standard Procedure – Any sidewalk changes not mentioned in 1(a)-1(c) above must be legislated and approved by the Board of Supervisors. Examples of these changes include but are not limited to:
  - a. Establishing a new sidewalk
  - b. Bulb-ins and passenger drop-off / pick-up areas
  - c. Reduction in the official sidewalk width
  - d. Sidewalk widening in excess of one linear block

**NOTE:**

**With the exception of Board of Supervisors approval, both of the procedures mentioned above are processed and circulated in the same manner.**

## Key Activities in the Sidewalk Legislation Process



### I. Application (see Key Activities)

#### A. Prepare and Submit Application

Complete the application and all the relevant forms provided. Be sure to follow the application instructions described in the Guidelines. Use the Application Checklist to ensure the appropriate forms, number of copies, and submittal order is correct.

SFPW’s review and processing fee for sidewalk legislation can be acquired from our Fee Schedule ([www.sfpw.org/services/subdivisions-and-mapping](http://www.sfpw.org/services/subdivisions-and-mapping)). SFPW may require additional fees to cover the additional costs of processing complex or unusual changes.

**NOTE:**

**Fees are nonrefundable and do not include the Planning Department’s Fees.**

## II. Review (see Key Activities page 3)

### A. SFPW Performs Initial Review

After SFPW receives the application and determines it is complete, an initial review will be performed. This is a technical review of the design, to verify that all required information has been provided, and to verify that sufficient information is available to determine the location where the official sidewalk width change will take place. If there are any issues, the person listed as the contact will be contacted for corrections. Corrections must be received prior to any further processing. Incomplete applications will be returned and may be subject to an additional \$250 re-submittal fee.

## III. Circulation

### A. City Agencies & Private Utility Companies

SFPW will circulate plans and information to various City Agencies and private utility companies. They will have 30 days to provide comments, object to the changes, or request additional time for review. Any changes from the original plans must be identified to SFPW in writing. Certain changes may require re-referral to City Agencies. SFPW may charge additional processing fees if substantial changes are made from the original plans. If any City Agency has conditionally approved the plans the conditions must be satisfied, and the issuing agency must provide an approval letter to San Francisco Public Works, prior to the sidewalk changes being approved.

Depending on the proposed change(s) for your project, some agencies must refer the sidewalk change to a public hearing or committee. This will extend the review time of your project.

### B. City Planning General Plan Review

The Sidewalk Legislation package requires a completed General Plan Referral from the Planning Department. The Planning Department review ensures that the proposed sidewalk changes comply with the California Environmental Quality Act (CEQA) and is consistent with the General Plan, Planning Code Section 101.1 (Proposition M), and other provisions of the Planning Code. All new General Plan Referral applications shall be applied Online via the [Planning Department's Online Portal](#). To ensure that the submitted application contains the same information being sent to the Planning Department is consistent with SFPW, the PDF application shall be included with this sidewalk application.

### C. Notifications of Objections or Conditions

SFPW will notify the applicant if any City Agency or private utility company has conditions or objections to the project. It is the responsibility of the applicant to reach out to the agency or utility company with the conditions and work out a plan to satisfy such conditions. Once satisfied, the issuing agency must provide an approval letter to San Francisco Public Works, prior to the sidewalk changes being approved.

## IV. Finalizing

### A. Finalize Q-20 Map / Drawing

The Q-20 drawing shows in detail what areas of the sidewalk will be changed and is a part of the legislation. SFPW will verify that there are no objections from utility companies or City Agencies, that the Planning Department has approved, and, if an application for a street-improvement permit has been submitted, that our design details match those that are in the street-improvement plans. Once all items have been verified, the Q-20 drawing will be finalized and signed by the City and County Surveyor.

### B. Finalize PW Order

Upon completion of the Q-20 drawing SFPW will prepare a Public Works Order that shall be signed by the City and County Surveyor and the Director of Public Works. If your project falls under the Streamlined Procedure, the change in the sidewalk will be made official via this PW Order.

**C. Legislation to the Board of Supervisors (if needed)**

If your project is processed in the Standard Procedure, legislation will have to be approved by the Board of Supervisors. The Q-20 drawing, PW Order, and legislation will be sent by SFPW to the Board of Supervisors. The legislation will be assigned to a committee and then sent to the full Board for approval.

**B. GUIDELINES TO COMPLETE APPLICATION**

One of the primary reasons for delays in the Sidewalk Legislation review process is that applicants fail to submit a complete application. These guidelines are designed to help applicants provide SFPW with all the necessary information to conduct a thorough and timely review.

**Before Filling Out an Application**

1. Read the full application.
2. Determine if the project qualifies for the Streamlined Procedure or the Standard Procedure. The Planning Department fees are different for each of the procedure types.
3. Determine if your proposal will change on-street parking or change the curb color. These issues may require that the Municipal Transportation Agency (MTA) conduct public hearings and pass MTA Board legislation. Contact MTA as soon as possible to start this process as this will extend review time. Contact Muni Transit Service Planning at 415-701-4500.

**Detailed Instructions for Filling Out the Application**

A complete Sidewalk Legislation application consists of:

1. A cover letter
2. A one page application form
3. An application checklist
4. Inclusion of required attachments listed in the application checklist.

**Required Items of the Sidewalk Legislation Checklist (page 12 of application):**

The Sidewalk Legislation Application Checklist identifies all the items necessary to complete the Sidewalk Legislation application.

The order of the items on the checklist should be used for collating and organizing all materials before submission. SFPW is responsible for referring the submitted application packets to other City Agencies.

**1. One (1) Set of Plans (files in PDF or DWG format may be submitted electronically)**

A Licensed Land Surveyor or Registered Civil Engineer shall prepare the plans showing the proposed sidewalk changes. Submit one (1) Set of Plans using a scale in which all details are legible. It is recommended that you submit PDF or 2016, 2018 DWG images.

**2. SFPW Sidewalk Legislation Fee**

(Verify from our Fee Schedule: <http://www.sfpw.org/services/subdivisions-and-mapping>)

Submit a check or money order payable to the San Francisco Public Works (SFPW) for the appropriate fee identified in the current Fee Schedule. Date the checks no more than 15 days from the day of application submittal.

If no checks are provided with the application, an invoice will be generated by PW staff.

### 3. City Planning Application and Fee

Please see page 4 of this application to determine whether the category of your Sidewalk Legislation application falls into the Streamlined Procedure or the Standard Procedure. Please visit SF Planning's Portal to submit the application and pay for the fee.

- a) Go to <https://aca-prod.accela.com/ccsf/Default.aspx>
- b) Click Login or Register for an Account
- c) Click on Planning Tab.
- d) Click on Submit an Application

### 4. Project Information (Attachment 1)

Provide requested information on Attachment 1. You may add additional sheets if space is needed. This information will help expedite your application when it is circulated by SFPW to other City Agencies.

### 5. General Plan Review Application (Attachment 3)

All sidewalk changes must satisfy the General Plan. Please submit one digital copy of this application with your package. On occasion a project may have General Plan approval prior to the submittal of sidewalk legislation. If this is your situation, you may submit a copy of the General Plan Review approval letter. The approval letter must specify that the sidewalk changes were reviewed and approved.

### 6. Preliminary Q-Map Exhibit (Attachment 2)

The purpose of the Q-Map exhibit is to show the basic information related to the proposed sidewalk changes. The details can be found in the section labeled Attachment 2.

## **Finalizing the Application**

1. Complete and sign the cover letter
2. Complete and sign the application form
3. Ensure that all required items are:
  - Included
  - Completed per instructions
  - Signed, where applicable
  - Copied per instructions
  - Collated per the application checklist
4. Collate and organize all the copies of the required items in the order listed in the checklist. **It is the applicant's responsibility to submit a complete and organized application packet.** SFPW will not make extra copies of any requested and submitted document and will deem the application incomplete until the applicant submits all of the required materials.

**INCOMPLETE SUBMITTALS WILL BE CHARGED AN ADDITIONAL \$250.00 PROCESSING FEE!**

**FEES ARE NON-REFUNDABLE.**

5. Submit a completed and collated application packet to [subdivision.mapping@sfdpw.org](mailto:subdivision.mapping@sfdpw.org). Checks will be mailed to:  
**Attention: 9th Floor, 49 South Van Ness Ave, Suite #300, San Francisco, CA 94103**

## **After Submitting Application to SFPW**

1. SFPW will notify you of any additional information that may be needed.
2. Respond promptly to additional requests for information from SFPW or other agencies.

## C. SAMPLE COVER LETTER

Date

### Application for Sidewalk Legislation

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

Assessor's Block: \_\_\_\_\_ Lot Number(s): \_\_\_\_\_

City and County Surveyor  
San Francisco Public Works  
Bureau of Street-Use & Mapping  
49 South Van Ness Ave, Suite #300,  
San Francisco, CA 94103

Dear:

I/We, hereby submit to you for your review and processing a proposed official sidewalk change, together with the Sidewalk Legislation Application, the checklist and all applicable items, fees, documents and data checked thereon.

*Provide information of the proposed sidewalk changes such as general location, minimum resulting vehicular path of travel width, length, what is the purpose of the bulb-out, what kind of building will the new sidewalk changes serve, etc.*

Respectfully,

Attachment: Application Packet



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# D. APPLICATION FOR SIDEWALK LEGISLATION

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

Assessor's Block: \_\_\_\_\_ Lot Number(s): \_\_\_\_\_

<b>Owner information:</b>			
Name:			
Address:			
Phone:		E-mail:	
<b>Person to be contacted concerning this project (If different from owner):</b>			
Name:			
Address:			
Phone:		E-mail:	
<b>Firm or agent preparing the plans:</b>			
Name:			
Address:			
Phone:		E-mail:	

### STATE OF CALIFORNIA CITY AND COUNTY OF SAN FRANCISCO

I (We) \_\_\_\_\_  
(Print Applicant's Full Name)

declare, under penalty of perjury, that I am (we are) the owner(s) [authorized agent of the owner(s)] of the property that is the subject of this application, that the statements herein and in the attached exhibits present the information required for this application, and the information presented is true and correct to the best of my (our) knowledge and belief.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

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## E. SIDEWALK LEGISLATION APPLICATION CHECKLIST

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

Assessor's Block(s): \_\_\_\_\_ Lot Number(s): \_\_\_\_\_

Check the following items enclosed where applicable:

Submitted per guidelines and in this order?		Official Use Only:	No.	Item Description and Order	Total digital copies	Attachment No. (where applicable)
Yes	No	OK?				
		<input type="checkbox"/>	1.	Cover Letter	1	
		<input type="checkbox"/>	2.	Plans (Section F.) <b>Note:</b> You may submit your drawings on a USB drive with your application in either PDF or 2016, 2018 DWG format.	1	
		<input type="checkbox"/>	3.	SFFD Plans (Section G.) <b>Note:</b> You may submit your drawings on a USB drive with your application in either PDF or 2016, 2018 DWG format.	1	
		<input type="checkbox"/>	4.	SFPW Fee. See amount for Sidewalk Legislation: <a href="https://www.sfpublishworks.org/services/subdivisions-and-mapping-office-city-and-county-surveyor">https://www.sfpublishworks.org/services/subdivisions-and-mapping-office-city-and-county-surveyor</a>	1	
		<input type="checkbox"/>	5.	Project Information (Section H.)	1	Attachment No. 1
		<input type="checkbox"/>	6.	Preliminary Q-Map Exhibit (Section J.)	1	Attachment No. 2
		<input type="checkbox"/>	7.	General Plan Referral Application	1	Attachment No. 3
				Please submit and pay for the GPR Application here: <a href="https://aca-prod.accela.com/ccsf/Default.aspx">https://aca-prod.accela.com/ccsf/Default.aspx</a>		

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## F. ITEMS REQUIRED ON PLANS

- (a) Existing conditions with the sidewalk and street widths labeled. Existing radii, deltas, and arc lengths **do not** have to be labeled.
- (b) Proposed changes. All widths, radii, deltas, and arc lengths **must** be labeled.
- (c) Existing and proposed spot elevations at the top of the curb and the corresponding flow line at 25 foot intervals.
- (d) Existing and proposed catch basins.
- (e) Existing and proposed sewer laterals that connect the building(s) fronting the proposed change(s).
- (f) Fire hydrants (existing and/or proposed). Indicate whether the hydrant is low pressure or high pressure.
- (g) Hydrant shut off valves.
- (h) Cistern access locations.
- (i) Any fixed structures existing or proposed within a five (5) foot radius of a fire hydrant.
- (j) Existing and proposed parking spaces and any parking controls. Note whether existing parking is removed or new spaces will be added.
- (k) Existing and proposed traffic lanes. Include direction of traffic flow.
- (l) Refer to [www.sfmta.com](http://www.sfmta.com) for the system map of MUNI routes. (<http://sfmta.com/maps/muni-system-map>) For intersections with bus turns submit plan view demonstrating sufficient clearance for buses without encroaching onto on coming lanes. Contact Muni Transit Service Planning at 415-701-4500 to obtain bus dimensions.
- (m) At intersections: provide plan view of the turning track of a fire aerial truck (D.O.T. WB-40 vehicle) and a fire engine (D.O.T. SU-30 vehicle) that demonstrates that there is enough clearance for fire department vehicles to turn onto streets without having to go onto oncoming traffic lanes.
- (n) The locations and widths of railroad right-of-way, sewer and other easements, alleys and other important features, both existing and proposed, within the area(s) of the sidewalk change(s).
- (o) Location and dimensions of existing sewers, water mains, culverts, within 10 feet of the proposed sidewalk change. Include the direction of flow of sewers.
- (p) Location of all existing utility facilities which are fronting or within 10 feet of the proposed sidewalk change limits. This can be based on record information. *Include: water valves, fire hydrants, gas valves, electrical and telephone vaults, utility poles, muni poles, streetlights, trafficlights, and any others surface utilities.*

*PDF submittal is recommended and please flatten the sheets.*

## G. ITEMS REQUIRED ON SFFD PLANS & TURNING TEMPLATES

- (a) At intersections: provide plan view of the turning track of a fire aerial truck (D.O.T. WB-40 vehicle) and a fire engine (D.O.T. SU-30 vehicle), see below for requirements.
- (b) Include cross section views. Show both existing and proposed in side by side layout.
- (c) Include overhead plans. Show both existing and proposed in side by side layout.
  - (i) Overhead Plans will include any utility lines, power lines, or any objects above the path of travel.
- (d) Show existing and proposed street layouts. The items to show include, and not limited to:
  - (i) Height of any existing or proposed buildings
  - (ii) Clear width travel lane
  - (iii) Parking lane
  - (iv) Bike lane
  - (v) Existing or new sidewalk changes, including curb return radii
  - (vi) Any traffic calming structures or improvements within the Right-of-Way
- (e) Fire hydrants (existing and/or proposed). Indicate whether the hydrant is low pressure or high pressure.
  - (i) If proposed, fire hydrants shall be located within 2 feet from curb and have 5 feet clearance around them. A clear path from staged engine to hydrant shall be 10 feet. Must provide dimensions of any proposed fire hydrants.
- (f) Hydrant shut off valves.
- (g) Any fixed structures existing or proposed within a five (5) foot radius of a fire hydrant.
- (h) Existing and proposed traffic lanes. Include direction of traffic flow.
- (i) Show measurements for Fire Truck turning movements at all intersections for both Engine types. The plans must show at minimum 7 feet refuge between the truck and new curblines throughout the entire movement.
- (j) Show surface clear widths. A clear width of 20 feet or 26 feet shall be maintained at all times. The clear width is dependent on the building height and type, see below. Label dimensions on templates.
  - (i) Buildings with greater than 40 in height shall maintain 26 feet clearance.
  - (ii) Buildings with less than 40 in height shall maintain 20 feet clearance.
  - (iii) When showing clear width, **please clearly display the height and type of building.**
  - (iv) No permanent fixtures to be installed within the clear width.
- (k) If the turning templates include the Engine turning into the oncoming lane, you must provide at minimum 7 feet refuge for oncoming traffic. Must show dimensions.

*PDF submittal is recommended and please flatten the sheets.*

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**H. ATTACHMENTS**

**Attachment No. 1**

**Project Information**

All fields must be filled, if no fillable can be provided, please print N/A.

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

Assessor’s Block(s): \_\_\_\_\_ Lot Number(s): \_\_\_\_\_

**Department of City Planning (DCP)**

- 1. Has the Department of City Planning reviewed your project?  
 No      Yes      (Please provide information below.)

Date of Review: \_\_\_\_\_

City Planning Case No. \_\_\_\_\_ (if available)

City Planning reviewer’s name: \_\_\_\_\_

- 2. Does the sidewalk change have General Plan Referral Approval?  
 No      (You must submit a General Plan Referral application.)

Yes      (Submit a copy of the General Plan Referral Approval and provide the information below.)

City Planning Case No. \_\_\_\_\_

- 3. Has the sidewalk change been environmentally cleared under the California Environmental Quality Act?  
 No      Yes      (Submit a copy of the Approval and provide the information below.)

Date of Approval: \_\_\_\_\_

City Planning Case No. \_\_\_\_\_

- 4. If you have submitted the GPR Application online via their Portal, please provide:

Date of Submittal: \_\_\_\_\_

City Planning Case No. \_\_\_\_\_

**SFPW: BSM – Street Improvement Permit(s)**

1. Have you submitted an application for a Street-Improvement Permit? In order to construct the newly legislated sidewalk, a Street Improvement Permit from the BSM Permits Section will be required.

No Yes (Please provide information below.)

	Name of person who reviewed the project	Permit No
1		
2		
3		

**SFPW – Hydraulic Engineering**

1. Has your project been reviewed by the Hydraulic Engineering Section

No Yes (Please provide information below.)

	Name of person who reviewed the project	Date Reviewed
1		
2		
3		

2. Was it determined that your proposal will meet the 100 year storm requirements?

No Yes (Please provide a copy of the approved hydraulic analysis.)

**SFPW – Bureau of Urban Forestry**

**NOTE: A tree removal permit is required to remove a street tree in San Francisco. Any tree in the public right-of-way is considered a street tree. Please visit <https://sfpw.org/remove-street-tree> for more information and permit applications.**

1. Will your project impact any trees?

No Yes (Please provide information below.)

Number of trees: \_\_\_\_\_

2. Has your project been reviewed by the Bureau of Urban Forestry?

No Yes (Please provide information below.)

	Name of person who reviewed the project	Permit Number
1		
2		
3		

**Fire Department**

1. Has the Fire Department reviewed your plans?  
 No Yes (Please provide information below.)

	Name of person who reviewed the project	Section	Date
1			
2			
3			

2. Are there fire hydrants in the area of your proposed work?  
 No Yes (Please provide information below.)

	Type (Low pressure or High Pressure)	Location (intersection corner or fronting address)
1		
2		
3		
4		

3. What will be the minimum **clear** street width within the areas of the proposed changes? **Do not** include parking lane widths. The width of bicycle lanes **shall** be included for this calculation. If your sidewalk change will take place at a corner, provide the new clear width for each street.

	Location (intersection corner or fronting address)	Width in feet
1		
2		
3		
4		

4. What will be the maximum height of the building(s) fronting the sidewalk change and immediately across the street?

	Location (intersection corner or fronting address)	Height in feet
1		
2		
3		
4		

**Municipal Transportation Agency (MTA)**

- 1. Has MTA reviewed your plans?  
       No       Yes   (Please provide information below.)

	Name of person who reviewed the project	MTA Section
1		
2		
3		

- 2. Has your project been reviewed by the Transportation Advisory Staff Committee (TASC)?  
       No       Yes   (Please provide information below.)

Date Heard by TASC: \_\_\_\_\_

Date Approved by TASC: \_\_\_\_\_

- 3. Will your proposed work change street parking?  
       No       Yes\*   (Please provide information below.)

How many parking spots will be removed? \_\_\_\_\_

List proposed curb color (red, blue, green, yellow, etc.)\*\* \_\_\_\_\_

**NOTE:**

**\*Changes to on-street parking may require public hearing and MTA Board legislation which will extend review time.**

**\*\* Requests for new color curb require MTA Board legislation. Refer to [www.sfmta.com/services/new-color-curb](http://www.sfmta.com/services/new-color-curb) for further info on submitting an application under the color curb program.**

## **Attachment No. 2**

### **Preliminary Q-Map Exhibit**

***(Digital PDF Submissions Preferred, via Email or USB Drive)***

***The purpose of the Preliminary Q-Map Exhibit is to show the primary information related to proposed sidewalk changes.***

***The exhibit shall include the following information:***

- ***existing sidewalk curb lines***
- ***new sidewalk curb lines***
- ***property lines with APN's (Assessor Parcel Numbers)***
- ***width Dimension of sidewalk widening (Dimension in decimal foot)***
- ***Dimension from property line to existing face of curb (Dimension in decimal foot)***
- ***Curve Table (Radius, Delta in DMS, and Length)***
- ***Line Table (Length and Direction of Line)***

***The paper size is recommended to be set to 11"x17". Any other lines or layers not requested above will be returned for revisions. Please verify all information are legible with no overlapping text.***

## **Attachment No. 3**

### **General Plan Referral**

***(Digital PDF Submissions Preferred, via Email or USB Drive)***

***If you have submitted the GPR Application online via Planning's Public Portal, please the GPR Application number in the Cover Letter.***