SAN FRANCISCO
PARKLET MANUAL

VERSION 2.2

VERSION 2.2
SPRING 2015

BROUGHT TO
YOU BY:

PAVEMENT TO PARKS

CITY OF
SAN FRANCISCO

PAVEMENT TO PARKS

The San Francisco Parklet Manual was created by the San Francisco Planning Department in close collaboration with San Francisco Public Works, the San Francisco Municipal Transportation Agency, and the Mayor's Office on Disability.

CITY OF SAN FRANCISCO

San Francisco Planning

SAN FRANCISCO PUBLIC WORKS

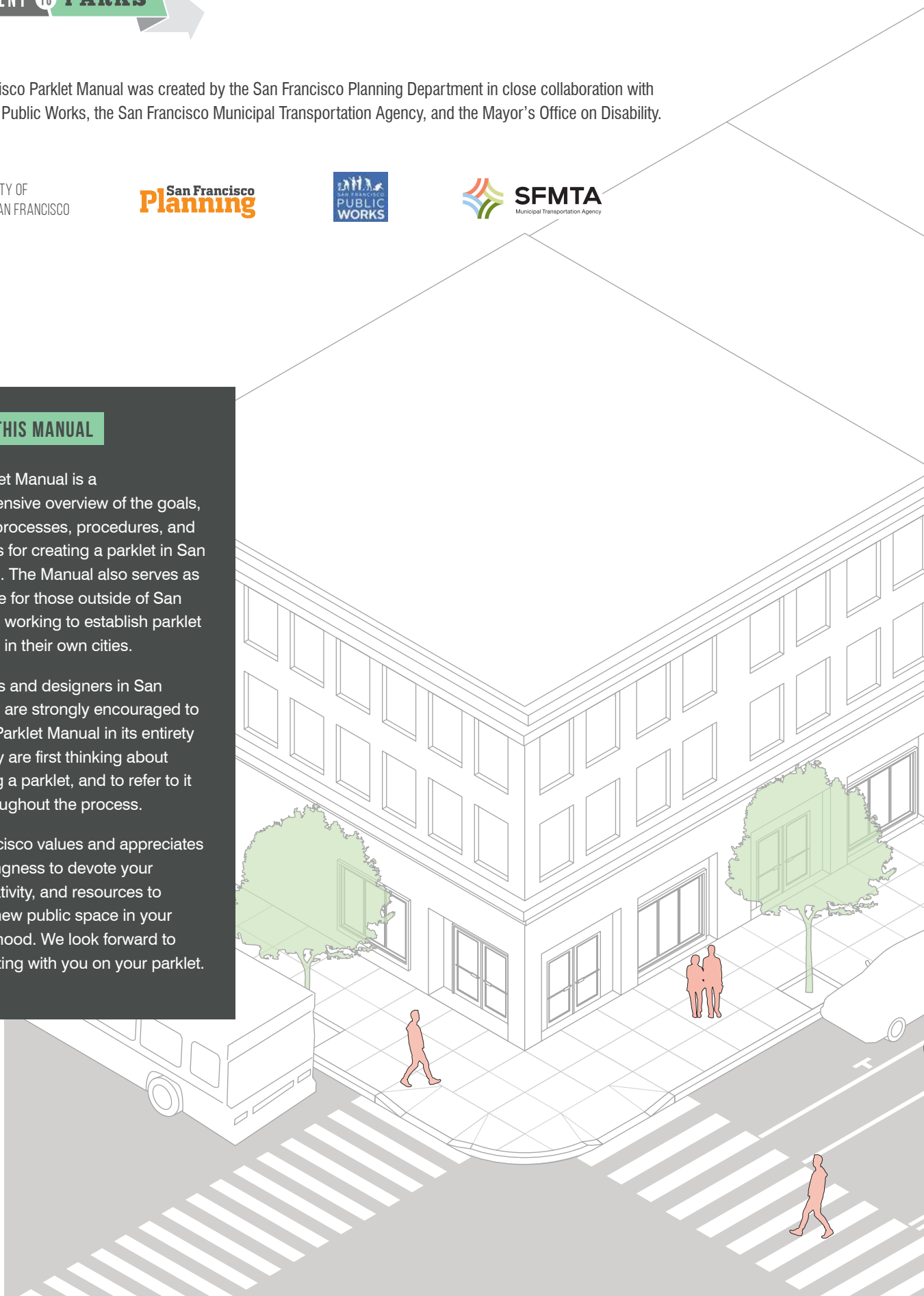
SFMTA Municipal Transportation Agency

ABOUT THIS MANUAL

The Parklet Manual is a comprehensive overview of the goals, policies, processes, procedures, and guidelines for creating a parklet in San Francisco. The Manual also serves as a resource for those outside of San Francisco working to establish parklet programs in their own cities.

Applicants and designers in San Francisco are strongly encouraged to read the Parklet Manual in its entirety when they are first thinking about proposing a parklet, and to refer to it often throughout the process.

San Francisco values and appreciates your willingness to devote your time, creativity, and resources to creating new public space in your neighborhood. We look forward to collaborating with you on your parklet.




THE BLUE LEGUME
SPEED LIMIT 25

SAN FRANCISCO PARKLET MANUAL

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SAN FRANCISCO

PARKLET MANUAL

CONTENTS

PAVEMENT TO PARKS

The **Pavement to Parks Program** is part of the City of San Francisco's overall strategy for creating safe, complete streets and new open space for the public. Complete streets balance the needs of people walking, riding bicycles, taking transit, or moving around in a private automobiles. New open spaces created through *Pavement to Parks* are made up of small *Parklets* and *Street Plazas* which add to the City's larger City parks and playgrounds.

Streets and sidewalks make up to twenty-five percent of the City's land area and are an integral part of our daily experience. Many sidewalks were narrowed and streets widened during the mid-twentieth century to create more space for automobiles. This has left us with sidewalks that are often crowded and uncomfortable. Some residents need to travel farther than others in order to enjoy a park, playground, or other public space, since those amenities are not evenly distributed around the City.

Pavement to Parks provides opportunities for communities to create small but important public spaces right in their own neighborhoods. *Temporary Street Plazas* test the conversion of a street to a pedestrian-only space for community-sponsored events, gatherings, and greenspace. *Plazas* are typically proposed and sponsored by neighborhood organizations, associations, or nonprofits.

Parklets repurpose part of the street next to the sidewalk into a public space for people. These small parks provide amenities like seating, planting, bicycle parking, and art. While they are funded and maintained by neighboring businesses, residents, and community organizations, they are publicly accessible and open to all. Parklets reflect the diversity and creativity of the people and organizations who sponsor and design them. They also reflect the City's commitment to encouraging walking, bicycling, and strengthening our communities.

The world's first formal public *parklets* were conceived and installed in San Francisco in 2010. As of March 2015, over fifty *parklets* have been installed by merchants, neighborhood groups, nonprofits and other organizations throughout San Francisco; and the program is being emulated in cities around the world.

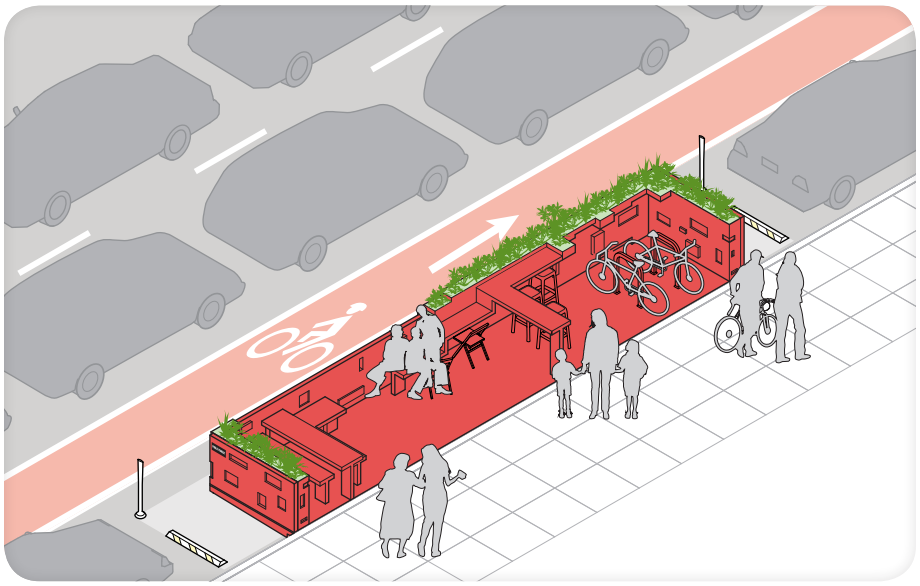
By creating a parklet in your neighborhood, you are participating in an international movement that celebrates local grass roots initiative, community building, and a safer, more comfortable public realm..

When completed, your parklet will be enjoyed by countless residents of and visitors to your neighborhood and our City. San Francisco values your willingness to devote your time, creativity, and resources to creating a parklet in your neighborhood. We look forward to collaborating with you on your parklet!

PARKLET PROGRAM GOALS

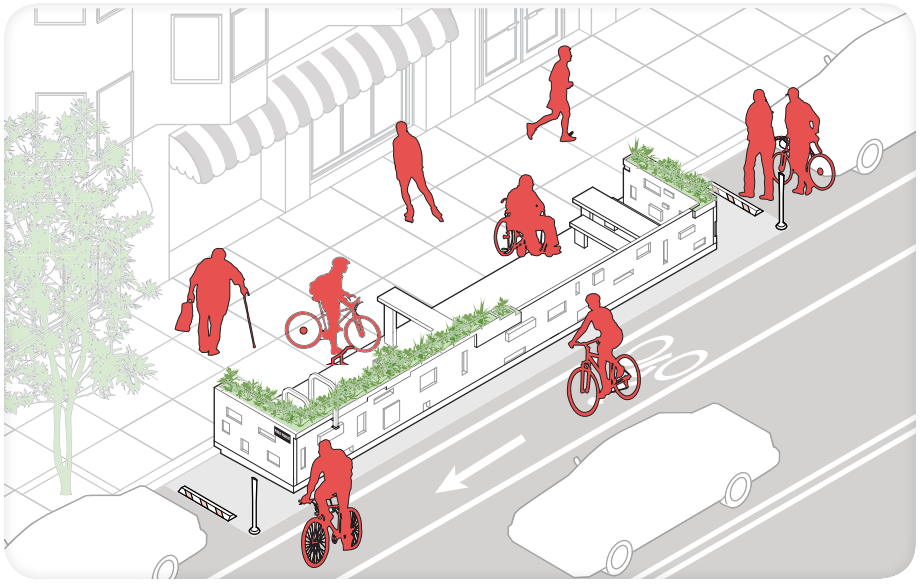
REIMAGINE THE POTENTIAL OF CITY STREETS

Complete streets balance the needs of people walking, riding bicycles, taking transit and travelling by car. Parklets are relatively a low-cost, easily implementable approach to acheiving better balance for all users of the street.



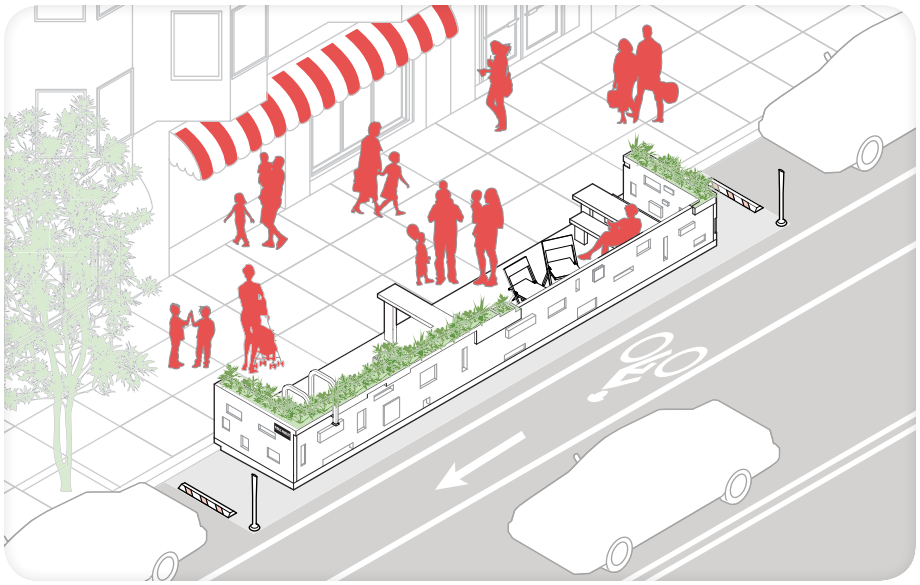
ENCOURAGE NON-MOTORIZED TRANSPORTATION

Parklets encourage walking by providing pedestrian amenities like public seating, landscaping, and public art. Parklets often provide bicycle parking which makes it easier for people to make the choice to bicycle.



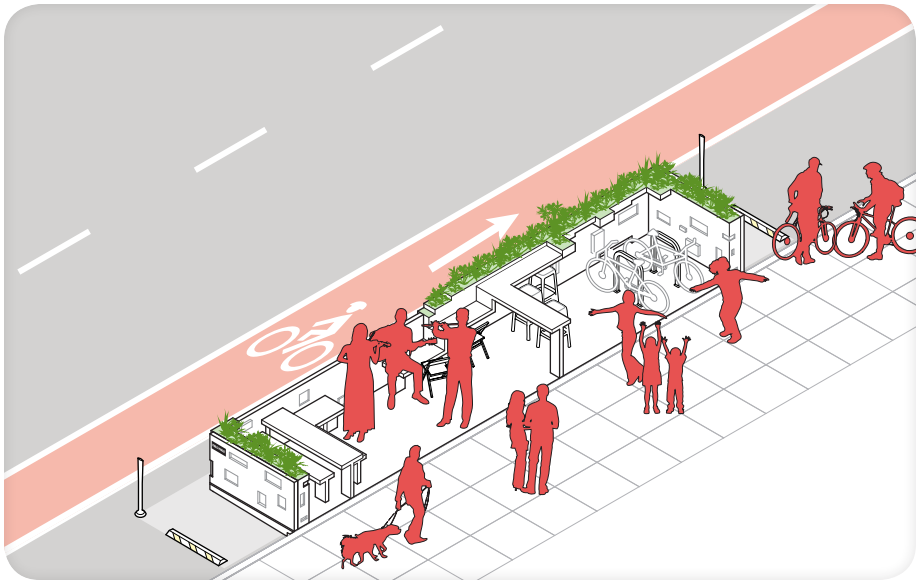
ENCOURAGE PEDESTRIAN SAFETY & ACTIVITY

Parklets provide buffer areas between traffic lanes and the sidewalk. They also provide outdoor gathering place in areas where City parks are few or far away.



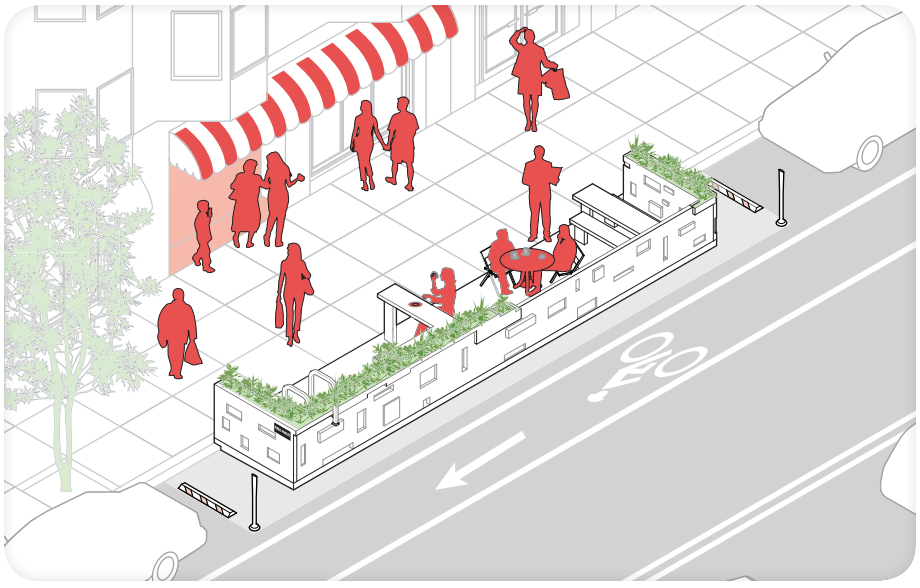
FOSTER NEIGHBORHOOD INTERACTION

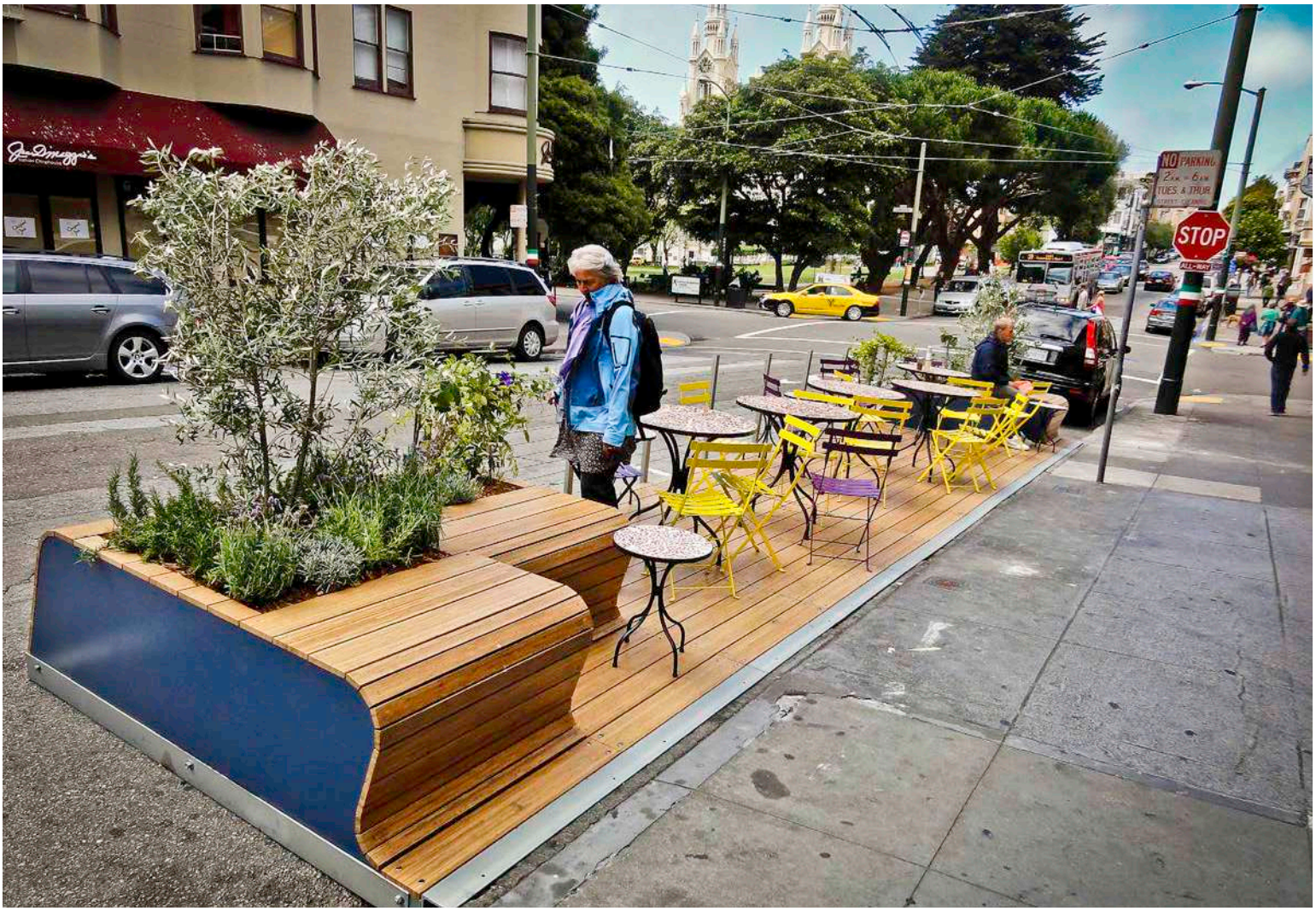
Parklets invite pedestrians to sit and gather with friends and neighbors. In many cases, neighbors have participated in the design, financing, construction, and stewardship of parklets.



SUPPORT LOCAL BUSINESSES

Parklets enhance the pedestrian environment which can help make the street feel more safe and comfortable for people shopping, running errands, and accessing services in their in their own neighborhoods.




NO PARKING
STOP


ESPRESSO
CAPPUCCINO
FOCACCIA
GELATO
TIRAMISÙ
CANNOLI
CANNOLI • TIRAMISÙ
DOLCI
CAFFÈ GRECO

OVERVIEW OF THE PARKLET PERMITTING, DESIGN & CONSTRUCTION PROCESS

PARKLET O'MATIC

A STEP-BY-STEP PROCESS OF IMPLEMENTING A PARKLET IN SAN FRANCISCO

SO, YOU WANT TO BUILD YOUR OWN PARKLET?

LET'S GET STARTED

BEFORE YOU BEGIN

IMPORTANT CONSIDERATIONS

PARKLETS ARE PUBLIC

San Francisco's Parklet Program creates open spaces that are publicly accessible. For example, members of the public are welcome to use and enjoy a parklet regardless of whether or not they are patrons of the business sponsoring the parklet. Logos, advertising, or other branding is also prohibited. Accordingly, many of the guidelines listed in this manual are intended to ensure parklets are designed to feel welcoming and inviting to all users.

YOUR PATIENCE IS APPRECIATED

SF Planning, Public Works, and the MTA will need to review the proposed location in the proposal selection process and will subsequently review your design during the final design review process. Your patience throughout this process is very much appreciated. To minimize the need for design revisions, we strongly encourage you to follow the guidelines in this Parklet Manual.

DESIGN IS ITERATIVE

Design is by nature an iterative process — in this case between the applicant, the designer, and the City. The City's encourages design innovation with parklets, while ensuring that they meet basic requirements for accessibility, health and human safety. Parklet designs may go through several rounds of review and revision to ensure that all these needs are met.

DESIGN FOR THE URBAN LANDSCAPE

Despite their small scale, parklets can pose challenging design problems. Parklet designers must resolve potentially complex site issues such as maintaining positive drainage, access to utilities and services, and access for disabled persons. Parklets design should also allow for easy removal without damaging the curb, sidewalk, or underlying street or roadway; yet be durable enough to weather the urban landscape for years at a time. Our experience has shown that working with a professional designer such as an architect, landscape architect, or industrial designer can reduce maintenance costs though higher quality design and execution.

STAKEHOLDER ROLES

WHO'S DOING WHAT?

Design, Capital Costs, Liability and Maintenance

Project sponsors YOU are responsible for conducting neighborhood outreach, designing, funding, and constructing the parklet. Project sponsors also assume liability for the parklet and ensure the parklet is well-maintained and kept in good repair.

Application Intake & Design Review

The **San Francisco Planning Department** (SF Planning) PLN is responsible for ensuring that parklets are well designed and are a positive addition to the public realm. SF Planning is the primary point of contact throughout the pre-design, public outreach, public notice, and design processes, and help steward project through the permitting process. SF Planning can also help resolve design issues raised by MTA or Public Works if necessary. SF Planning is also responsible for ensuring that parklets reflect the goals and intent of the Parklet Program and are helping to meet open space equity needs.

Transportation Review & Bicycle Coordination

The **San Francisco Municipal Transportation Agency** (MTA) MTA reviews parklets to ensure there are no immediate or known traffic, transit, pedestrian, bicycle, or circulation related issues. If your parklet includes bicycle parking, the MTA provides guidance on bicycle rack selection, placement, spacing, and the bicycle-parking approval process. If your parklet is proposed in or near a color curb zone, MTA provides guidance on how to relocate those zones or how to design the parklet to accommodate them.

Permitting & Inspection

San Francisco Public Works (Public Works) SFPW is responsible for ensuring that parklets satisfy all technical requirements of the Public Works Code and Public Works Standards. They verify that parklets are well constructed, safe, and accessible. Once your design and plans are approved by all three agencies, Public Works will issue your permit and conduct inspections during and after parklet construction. Public Works is also responsible for ensuring that built parklets meet maintenance and upkeep requirements, remain open to the public, and comply with permit regulations. If significant public concern is expressed about the installation of your parklet, Public Works will coordinate a public hearing to determine if your parklet permit should be renewed or some other enforcement action taken.

PARKLET

A STEP-BY-STEP PROCESS OF IMPLEME

THE CITY

PLN MTA SFPW

APPLICANTS

YOU

RFP OPENS!

PROPOSAL

6 weeks

A REQUEST FOR PARKLET PROPOSALS RELEASED

8 weeks

B PERFORM PUBLIC OUTREACH

C SUBMIT PARKLET PROPOSAL

PROPOSAL REVIEW & SELECTION

5 weeks

D PLN MTA SFPW REVIEWS PROPOSALS

3 weeks

PROPOSAL SELECTED

E PAY INITIAL INTAKE FEES TO SFPW

F PLN ISSUES PUBLIC NOTICE

10 days

G DEVELOP PARKLET DESIGN

YOU ← *changes*

PLN WORKS WITH APPLICANT ON DESIGN PROPOSAL

! OBJECTIONS? POTENTIAL PUBLIC HEARING

Several months

against → PROPOSAL REJECTED

APPLICANT APPEALS RULING

BOARD OF PERMIT APPEALS HOLDS PUBLIC HEARING

against / *supports*

DPW HOLDS PUBLIC HEARING

supports

DESIGN DEVELOPMENT & PERMITTING

2-6 months, possible 6 month extension

A *Refer to the Process Overview section for more information on each step.*

PLN San Franciso Planning Department

MTA San Franciso Municipal Transportation Agency

SFPW San Franciso Public Works

YOU Project Sponsor

O'MATIC

NTING

A PARKLET IN SAN FRANCISCO

ENJOY PARKLET! REMEMBER TO KEEP IT CLEAN, WATER THE PLANTS & RENEW PERMIT IN ONE YEAR.

P POST-CONSTRUCTION SITE INSPECTION BY SFPW
Within 48 hours after installation

MTA
REMOVES PARKING METERS, BIKE RACKS, LEGISLATE/ REPAINT CURBS

M PRE-INSTALLATION SITE INSPECTION BY SFPW

O INSTALL PARKLET ON-SITE
Not to exceed 30 days

L NOTIFY MTA
3 weeks before installation

NOTIFY SFPW
10 days before installation

I SUBMIT FINAL APPLICATION PACKAGE TO SFPW

J PAY FINAL PERMIT FEES TO SFPW

PERMIT ISSUED

H PLN MTA SFPW
REVIEWS FINAL DESIGN FOR APPROVAL

K SFPW
ISSUES PARKLET PERMIT

FABRICATION & INSTALLATION
Up to 6 months

SOMEONE APPEALS

BOARD OF PERMIT APPEALS HOLDS PUBLIC HEARING

supports

against

SIGNIFICANT VIOLATIONS

OBJECTIONS

PUBLIC HEARING

PERMIT REVOKED

PROCESS OVERVIEW

STEP-BY-STEP OVERVIEW OF THE PROCESS

PARKLET PROPOSAL

(6 weeks)

A PERFORM PUBLIC OUTREACH YOU

Letters of consent (or support) from your property owner, and the business owners on either side of your own business, are required. You are also strongly encouraged to inform nearby property owners and businesses, merchant's associations, neighborhood organizations and nearby residents regarding your intention to propose a parklet. Letters of support from those other entities make for a stronger proposal package.

B REQUEST FOR PARKLET PROPOSALS PLN

SF Planning will accept Parklet Proposals for approximately six weeks. During this time, SF Planning will host an open information session for interested applicants.

C SUBMIT PARKLET PROPOSAL YOU

Submit your Parklet Proposal Package by the deadline. SF Planning will review your initial application to ensure that you meet the eligibility requirements and that your application is complete

PARKLET PROPOSAL PACKAGE

See *Chapter 1: Pre-Design & Public Outreach* for detailed information on assembling material for a Parklet Proposal. The *Parklet Proposal Package* contains a checklist of Proposal contents, and instructions for how to submit Proposal Package online.

PROPOSAL REVIEW & SELECTION

(5 weeks minimum)

D INTERAGENCY REVIEW & PROPOSAL SELECTION *(4 weeks)* MTA PLN SFPW

An interagency team from SF Planning, MTA, and Public Works reviews and ranks applications. See *Chapter 2: Initial Proposal Review & Selection.*

E INITIAL INTAKE FEES SFPW

If your proposal is selected, the City will invite you to pay the Initial Intake Fee to Public Works. See the *Parklet Fee Schedule* for fee amounts.

F PUBLIC NOTICE PERIOD *(10 days)* PLN

After your Initial Intake Fee is received by Public Works, the City will post a public 'Notice of Application' at your location regarding your parklet proposal. The public notice will be posted for 10 calendar days. The purpose of the notice is to alert the public of your application. Any proposed color curb changes will be addressed at this time as well. If no objection is registered, see *Chapter 3: Design Development & Permitting*. If an objection is registered, see below: *Potential Public Hearing*.

! POTENTIAL PUBLIC HEARING *(up to several months)* YOU SFPW

If the City receives objections to your parklet location during the public notice period, Public Works will hold a public hearing to review the proposal. After hearing, the Public Works Hearing Officer will recommend approval or denial of the proposal. In the event of a denial, the applicant may appeal the decision to the Board of Permit Appeals within 15 calendar days of the decision.

A hearing can add up to six months to the parklet application process. It is essential that you reach out to the larger neighborhood prior to submitting an proposal, to minimize the chance of objections to the parklet proposal.

DESIGN DEVELOPMENT & PERMITTING

(6 months maximum)

You have 6 months after your public notice period (or your public hearing in front of the Public Works hearing officer) to finish the design development, review, and permitting process. However, applicants that request the six-month extension will need to comply with any new design controls or program requirements. This may require revisions to your final construction document package.

G DESIGN DEVELOPMENT & PREPARATION OF DESIGN DRAWINGS YOU

Your parklet application will be assigned to an SF Planning contact who will work with you and your designer in a collaborative fashion to ensure that the parklet design is appropriate and meets guidelines.

H INTERAGENCY REVIEW & APPROVAL MTA PLN SFPW

SF Planning will forward your final plans to MTA and Public Works for their review. You may receive additional comments from these agencies that require additional revisions or clarifications to your final document set. Your SF Planning contact will coordinate with MTA and Public Works to communicate to you.

I FINAL PERMIT APPLICATION PACKAGE YOU

Once SF Planning, MTA, and Public Works has approved your design, you will submit the design drawings and all permit forms to Public Works. SF Planning will send you the Package checklist and blank permit forms.

J FINAL PERMIT FEES YOU

Once Public Works receives your Final Permit Application Package, Public Works will issue you an invoice for payment of fees. Final permit fees will vary depending on your parklet design and proposed changes to parking meters or zones. See the *Parklet Fee Schedule*.

K PERMIT ISSUANCE SFPW

Once Public Works receives your final permit fees, Public Works will issue your permit. You may not undertake any on-site installation until you receive a Public Works Parklet Permit.

FABRICATION & INSTALLATION

CONSTRUCTION BEGIN *(up to 6 months after permit issuance)* YOU

You have six months after the date Public Works issues your permit to begin constructing your parklet. You may request an additional six-month extension. However you will need to comply with any new design controls or program requirements. This may require revisions to your final design drawings.

L PARKING METERS, BICYCLE RACKS, & COLOR CURBS MTA

You or your contractor are required to notify MTA at least 3 weeks before beginning any site work if your parklet requires removal of any parking meters or bicycle racks on the sidewalk. MTA will remove the parking meters and bicycle racks.

M PRE-INSTALLATION SITE INSPECTION SFPW

You or your contractor are required to notify Public Works and SF Planning at least 10 days before beginning any site work to schedule a pre-installation site inspection.

N REQUIRED MATERIALS YOU

You or your contractor must purchase and install the required materials for construction.

O INSTALLATION *(up to 30 days)* YOU

Failure to finish constructing your parklet within the 30-day window may result in punitive action by the City, such as fines or the revocation of your permit or required removal of the parklet.

P POST-CONSTRUCTION SITE INSPECTION SFPW

You or your contractor are required to notify Public Works and SF Planning within 48 hours of the completion of parklet construction to schedule a post-construction site inspection.

POST-CONSTRUCTION

SF Planning and Public Works will continue to monitor your parklet for compliance with public access requirements and the maintenance agreement. Failure to comply may result in revocation of your parklet permit. Once granted, parklet permits are reviewed annually for renewal. The City may request your participation in assessments and studies of the Parklet Program.

PARKLET DESIGN AND CONSTRUCTION GUIDELINES

1

PROPOSAL: SITE SELECTION & PUBLIC OUTREACH

In this section:

PARKLET LOCATION CRITERIA

CREATING AN INITIAL SITE PLAN

PHOTOGRAPHING EXISTING CONDITIONS

WRITING A PROJECT NARRATIVE

DOCUMENTING NEIGHBORHOOD SUPPORT

PARKLET LOCATION CRITERIA

Speed limit. Parklets are permitted on streets with speed limits of 25 mph or less. Parklets on streets with speed limits over 25 mph may be considered on a case-by-case basis.

Parking spaces. Parklets are sited along the curb line on streets where on-street parking spaces exist. They can be considered in any location where there are or would be space(s) for on-street parallel, angled, or perpendicular parking, including spaces with metered or unmetered parking.

Corner locations. In general, parklets should be located at least one parking space away from an intersection or street corner. In some instances, an onstreet bicycle corral at least 15 feet in length, a curb-extension (bulb-out), or some other physical barrier may allow the city to consider a parklet closer to the corner.

Fronting Driveways. Parklets may be installed in front of a driveway if the applicant owns the property served by driveway, or obtains written permission from the property owner. If the driveway has been abandoned or no longer provides access to off-street parking, the driveway may be levelled as part parklet project.

Other locations. Other locations adjacent to the curb will be considered on a case-by-case basis.

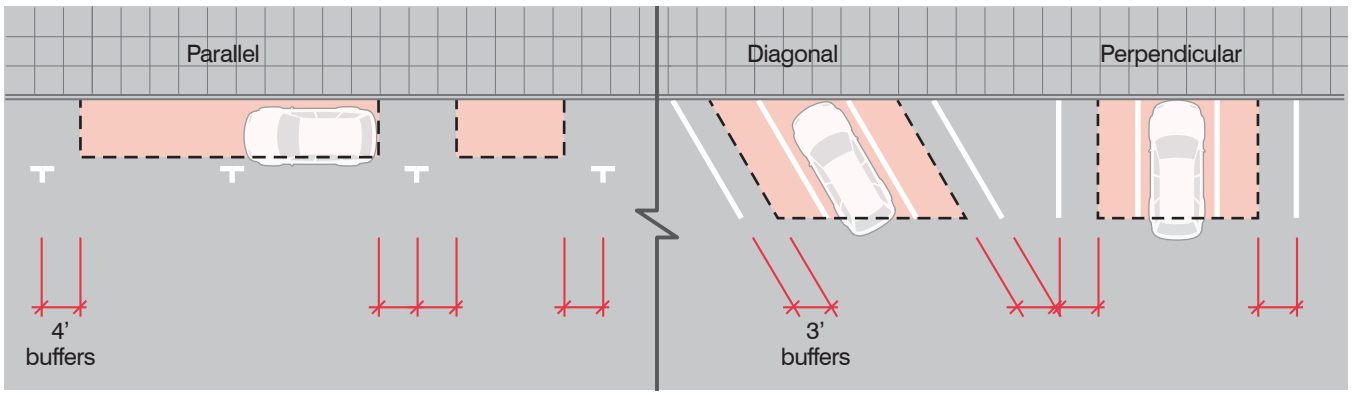


Figure 1. **Parking Spaces**

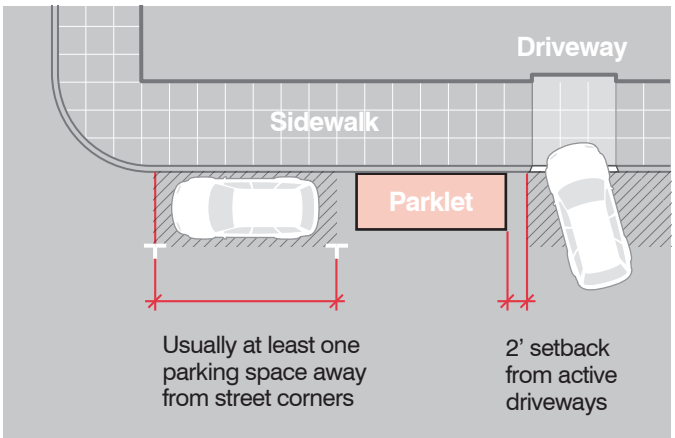


Figure 2. **Corner Locations and Driveways**

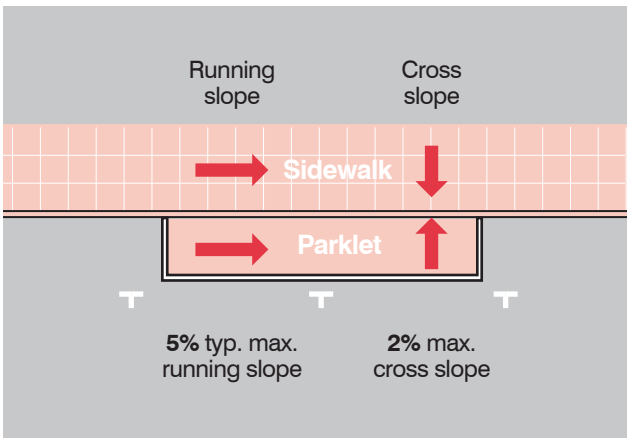


Figure 3. **Street Slope**

Street slope. Parklets are generally permitted on streets with a running slope (grade) of five percent or less.

Parklets may be permitted on streets with a running slope (grade) over five percent if the parklet is designed to provide safe access for wheelchair users. For these parklet proposals, you should anticipate a longer and more robust review process. See *Chapter 3: Design Development & Permitting: Design Elements: Design for Accessibility*.

Curb color zones. Applicants must take special care when proposing a parklet near or in a color curb zone. Parklets may replace yellow, white, or green zones or motorcycle parking if there is 1) support for their removal or relocation, and 2) appropriate alternative locations to restore those zones.

Parklets are not allowed to replace blue zones designated for disabled parking. In most instances parklets are not permitted in red zones. City staff will consider these requests on a case-by-case basis.

Please be aware that applicants are responsible for any costs associated with removing and relocating a color curb zone. Moving or removing colored curb zones or motorcycle parking requires legislative action by the MTA Board. This will add extra time to the permit process. Parklet applicants seeking to reconfigure colored curb zones or motorcycle parking will need to coordinate with the MTA and SF Planning before they can be issued a permit.

For more information on removing or relocating curb color zones, please See *Supplements: Parklet Color Curb Changes*.

Transit. Parklets are not permitted in bus zones. They may be located adjacent to a bus zone.

Utilities. Parklets may not be constructed over utility access panels, manhole covers, storm drains, or fire hydrant shut-off valves. Be sure to make a thorough inventory of utility access covers in your proposed parklet area by checking under parked cars.

Parklet sponsors must provide access to any City or public utility company that may have underground conduits beneath the constructed parklet. Access may require that a parklet sponsor temporarily remove all or a portion the constructed parklet. See *Chapter 5: Post-Construction: Removal*.

Long-term City projects / future City-sponsored streetscape improvements. As part of the initial screening process, the City reviews proposed parklet locations for potential conflicts with future programmed streetscape improvements and repaving projects. The City may reject parklet proposals that conflict with upcoming streetscape improvements. Parklets installed on streets scheduled for future improvements will likely need to be removed prior to the improvements being constructed.

Parklets may not be constructed over utility access panels or stormdrains.

CREATING AN INITIAL SITE PLAN

An initial site plan showing the existing street and sidewalk environment is required with all applications. The site plan does not need to show the proposed parklet design, but should show the footprint of the proposed parklet, all street and sidewalk elements at least 20 feet on either side of the proposed parklet location. Site plans must be drawn to scale (by hand or computer). The initial site plan may be hand drawn, as long as it is legible and includes all the elements below:

- Your building, adjacent properties (include addresses) and their building entrances.
- Existing sidewalk width(s).
- Existing curb cuts and driveways.
- Adjacent bicycle lane or auto traffic lane.
- Existing parking spaces with dimensions.
- Existing parking meters, with numbers of all meters to be removed (these numbers are generally posted on the meter facing the street, and are formatted as follows: XXX-XXXXX).
- Other existing sidewalk features near the proposed parklet area (fire hydrants, streetlights, utility access panels, bicycle racks, etc).
- Existing utilities in the street and on the sidewalk.
- All colored curb zones (red, yellow, green, white, blue).
- Existing street trees and tree pits.
- Proposed parklet footprint and dimensions.
- Parklet setback dimensions (48 inches from adjacent parking spaces and 12 inches from adjacent bicycle lane or auto traffic lane).

Parklet footprint and setbacks: All parklet structures must be setback on either side, creating clear areas as a buffer from adjacent on-street parking spaces and driveways.

Parallel parking. When replacing parallel on-street parking, most parklets are the size and length of one or two parking spaces. The City will consider larger parklets depending on circumstance and existing site conditions. Smaller parklets have also been successful. For parallel parking, the parklet structure must be set back 48 inches from adjacent parking spaces.

Perpendicular and diagonal parking. Where parklets are installed in diagonal or perpendicular parking spaces, they are typically designed to be the size of three or more combined parking spaces to maximize habitable space within the parklet. For diagonal and perpendicular spaces, the edge of the parklet must be set back 36 inches from the adjacent parking space on either side.

Nearby driveways. Parklets located next to driveways must be set back 24 inches from the outside edge of the driveway. If the parklet is proposed in front of a driveway apron, the apron must be filled or a level platform installed to make the area flush with the sidewalk and parklet deck.

Areas without marked parking spaces. In areas where parking spaces are not marked on the pavement, the proposed parklet shall not leave an "orphaned" space that is too small to use as a full parking space.

Parking meter location numbers. If your parklet is located in an area with metered parking, you will need to show the locations of the parking meters to be removed and their associated parking meter number(s).

Figure 4. **Site Plan Example**

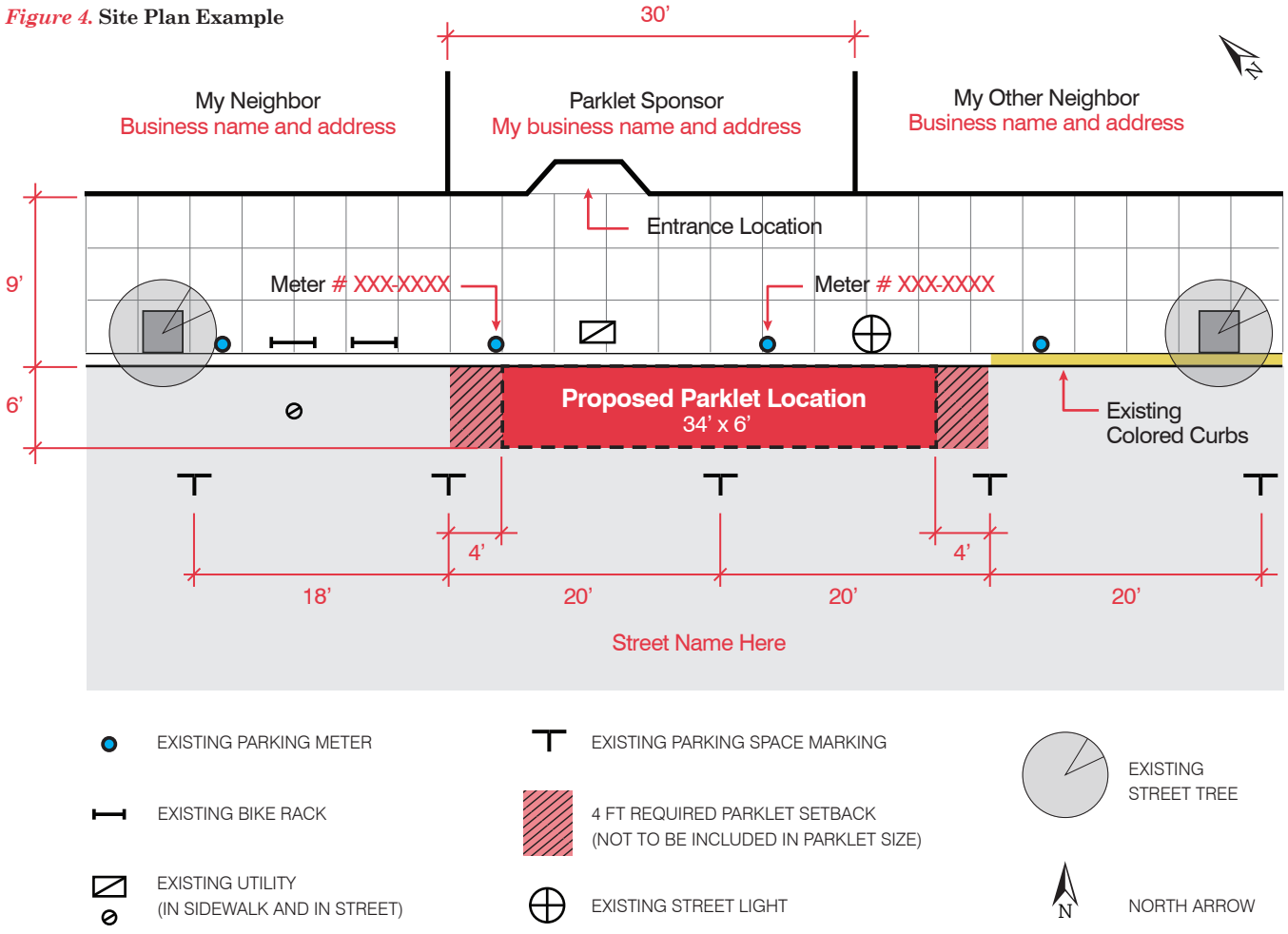
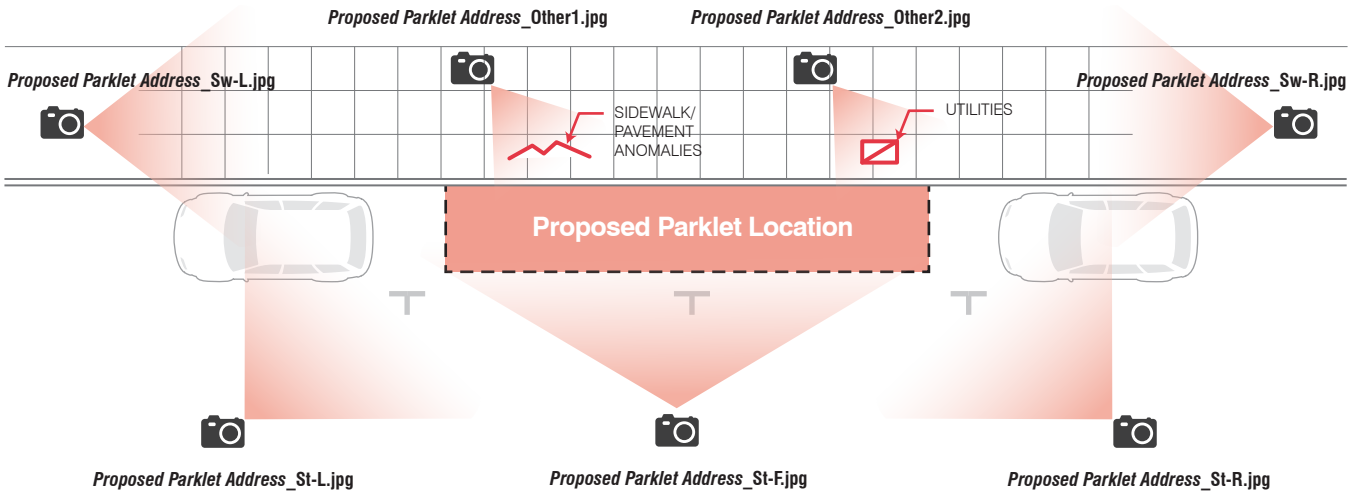


Figure 5. **Existing Conditions Photos:** ***Locations and File Names***



PHOTOGRAPHS OF EXISTING SITE CONDITIONS

Your submittal package should include photos taken from specific angles around the proposed parklet site. Please name image files using the conventions established in *Figure 5. Existing Conditions Photos: Locations and File Names*. Include additional photos of all utilities, sidewalk, and pavement anomalies.

WRITING A PROJECT NARRATIVE

The project narrative is a short project description (about 800 words) explaining your vision for your parklet. Applicants are encouraged to emphasize:

- Response to the Parklet Program goals.
- How the immediate neighborhood will benefit from the parklet.
- Ideas about how the community can participate in the creation and / or stewardship of the parklet.
- Ideas for activation and programming of the parklet.
- If known, include information about who will design the parklet.

ILLUSTRATIVE DESIGN CONCEPTS (OPTIONAL)

In addition to you project narrative; you may also submit design drawings, sketches, or other documents. These optional supplemental materials may help clarify your parklet vision to the City.


PUBLIC PARKLET
ALL SEATING IS OPEN TO THE PUBLIC


Washington
PUBLIC PARKLET

DOCUMENTING NEIGHBORHOOD SUPPORT

REQUIRED OUTREACH

Property Owners. Applicants are *required* to provide a letter of consent or support from the property owner(s) from whom they lease their space; and whose property fronts the proposed parklet. If you own your property, indicate that in your outreach package.

Adjacent businesses. Applicants are required to provide a letter of consent or support from any other businesses immediately adjacent to the applicants' address. See *Figure 6. Sample Letter of Support*.

! It is important to demonstrate that you have communicated with your neighbors regarding your parklet proposal, and to include documented support for the parklet from nearby businesses, residents, property owners, and others. Proposal submissions that do not include documentation of community outreach will not be considered.

Past cases have shown that parklet proposals with a robust outreach effort and demonstrated widespread support are more likely to move through the process successfully and proceed to the design development phase.

If the City receives objections to your parklet location during the public notice period, the quality of your public outreach will be considered at a Public Works Hearing, where the Hearing Officer will either recommend approval or denial of the proposal.

ADDITIONAL OUTREACH

Applicants are highly encouraged acquire additional letters from neighboring stakeholders expressing support. Letters should highlight the benefits of the proposed parklet for the local community, the number of parking spaces the parklet will occupy, and any potential changes to colored curb zones. It should also include contact information for the person signing the letter.

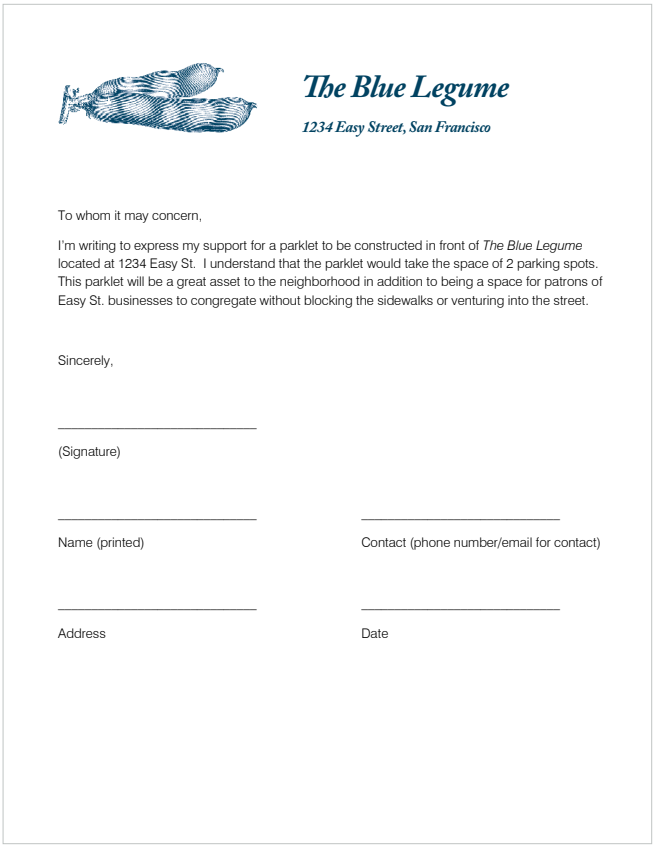
Full consensus in support of your parklet is not required for the proposal to be considered. If you are unable to obtain a letter of support from stakeholders listed below, please submit a copy of the correspondence which demonstrates that you notified them of your Parklet Proposal.

District Supervisor: some Supervisors have provided partial funding for parklets also.

Other businesses in the neighborhood: businesses on your block and nearby.

Merchant's and Neighborhood Associations: your local CBD, BID, Merchants' or Neighborhood Association.

Petitions for nearby residents and customers. Some parklet applicants have posted a petition which customers and nearby residents may sign in support of the parklet proposal. If you chose to do this, the petition should include check boxes where signers can indicate if they live on the block where the parklet will be installed, or in the nearby neighborhood. Petitions should also include an opportunity for customers to leave their contact information, including their address, so you can ask them to attend a public hearing and speak in favor of your project if needed. See *Figure 7. Sample Petition of Support*.



The Blue Legume

1234 Easy Street, San Francisco

To whom it may concern,

I'm writing to express my support for a parklet to be constructed in front of *The Blue Legume* located at 1234 Easy St. I understand that the parklet would take the space of 2 parking spots. This parklet will be a great asset to the neighborhood in addition to being a space for patrons of Easy St. businesses to congregate without blocking the sidewalks or venturing into the street.

Sincerely,

_____

(Signature)

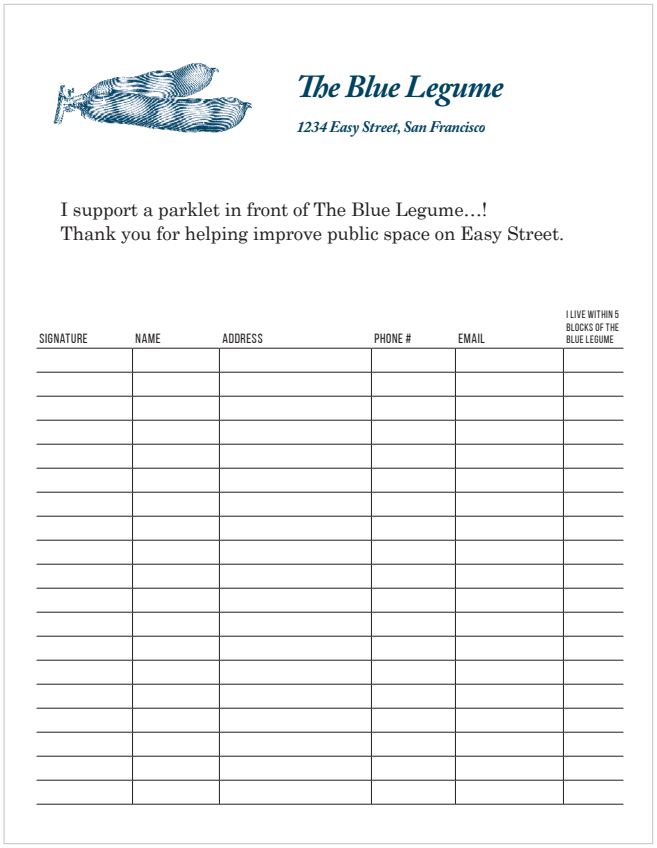
_____ _____

Name (printed) Contact (phone number/email for contact)

_____ _____

Address Date

Figure 6. **Sample Letter of Support**



The Blue Legume

1234 Easy Street, San Francisco

I support a parklet in front of The Blue Legume…!
Thank you for helping improve public space on Easy Street.

SIGNATURE	NAME	ADDRESS	PHONE #	EMAIL	I LIVE WITHIN 5 BLOCKS OF THE BLUE LEGUME

Figure 7. **Sample Petition of Support**

In this section:

Photo: Samuel Heller

2 INITIAL PROPOSAL REVIEW & SELECTION

INITIAL PROPOSAL REVIEW & SELECTION

After the completion of the proposal process, City staff will conduct an internal review of all parklet applications received. Proposals will be evaluated based on the following criteria:

Proposed parklet location meets the minimum location criteria. See *Chapter 1: Pre-Design & Public Outreach: Parklet Location Criteria.*

Proposed parklet location does not conflict with future city streetscape repaving projects or other planned streetscape improvements. See *Chapter 1: Pre-Design & Public Outreach: Parklet Location Criteria.*

Strength of the parklet proposal. City staff strives to accommodate as many parklet proposals as possible. Proposals that meet the minimum location criteria and are not in conflict with future streetscape improvement projects will be assessed based on the following:

- Fit with the *Program Goals.*
- Quality and robustness of outreach.
- Site conditions.
- Potential to provide open space in higher-needs areas

INITIAL INTAKE FEES

If your parklet proposal is selected, you will be invited pay Initial Intake Fees to Public Works. Please see the *Parklet Fee Schedule* for the most recent fee amounts. These fees are subject to change on an annual basis.

Final Permit Application Fees will be invoiced later by Public Works, upon submittal of the Final Permit Application Package.

PUBLIC NOTICE PERIOD

After your Initial Intake Fee is received by Public Works, the City will post a public 'Notice of Application' at your location regarding your parklet proposal. The public notice consists of one 24 x 36 inch paper poster to be prominently displayed in the front window or on the façade directly facing the proposed location of the parklet. The public notice also consists of two 11 x 17 inch paper posters to be affixed on street poles somewhere on the block.

The public notice will be posted for 10 calendar days. The purpose of the notice is to alert the public of your application. Any proposed color curb changes will be addressed at this time as well. If no objection is registered, skip to *Chapter 3: Design Development & Permitting*. If an objection is registered, please see: *Potential Public Hearing*.

POTENTIAL PUBLIC HEARING

If someone files an objection to your parklet during the notification process, it will go to a public hearing before a Public Works hearing officer. The public hearing gives local residents and business owners an opportunity to voice their opinions in favor or against the project. The Public Works hearing officer will consider levels of community support and opposition in his or her recommendation regarding the parklet proposal.

Past cases have shown that parklet proposals with a robust outreach effort and demonstrated widespread support are more likely to move through the process successfully and proceed to the design development phase. The hearing officer will present his or her findings to the Public Works Director who will make a final decision as to whether or not the proposed parklet should move forward. The public hearing process may add several months to the permitting process. If your parklet goes to public hearing, Public Works will charge an additional fee to cover the staff time associated with the hearing.

Both parties will have an opportunity to appeal the Public Works Director's decision to the City Board of Appeals after Public Works issues a determination on the project. See the *Project Overview* and *Parklet-O-Matic* diagram at the beginning of this Manual.

In this section:

Photo: Samuel Heller

3 DESIGN DEVELOPMENT

After the City has reviewed your parklet proposal, and your proposed location clears the public notification process, it's time to develop the design of your parklet. We recommend that you work with a designer to help refine your vision for the parklet. Designers also help their clients navigate the City's permitting process, as well as design and construction challenges. During this phase of the project, much of the communication will likely happen between SF Planning staff and your designer.

Designing a parklet is an iterative and collaborative process. City staff will work with you to ensure that your parklet is designed to a high standard that meets the intent of the Design and Construction Guidelines and is safely constructed and accessible to all.

GENERAL GUIDELINES

Parklets are public. Parklets are public spaces and should feel open and welcoming to passersby, even those who may not intend to patronize your business.

No advertising. Logos, advertising, or other branding is prohibited. A small unobtrusive plaque recognizing project sponsors and material donors may be acceptable.

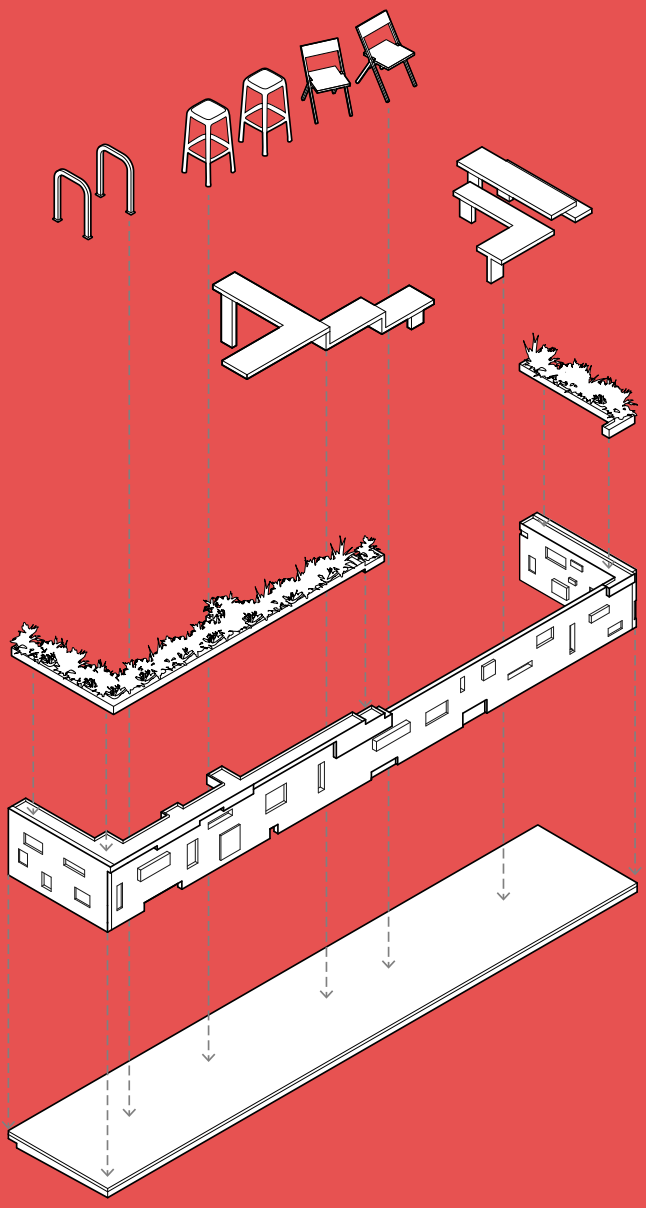
Include public parklet sign. You are required to install two standard San Francisco "Public Parklet" signs which state that all seating is publicly accessible at all times. Make sure to incorporate placement locations for these signs in your design.

Design for easy removal and restoration. Parklets may sit above of buried infrastructure and utilities such as gas lines, sewer and water mains. Parklets should be designed for easy removal in case of emergency. No parklet component may weigh more than 200 pounds per square foot.

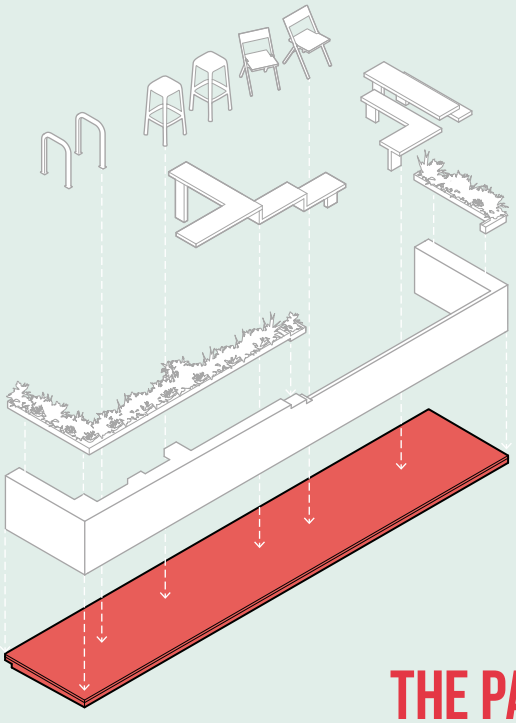
Be creative. Design a parklet that is more than just tables and chairs on a platform!

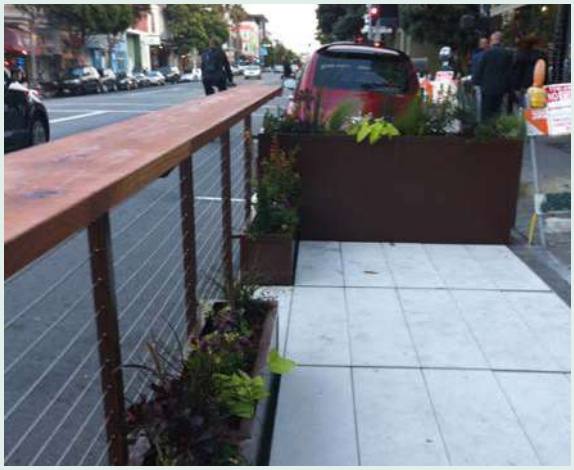
INDEMNIFICATION OF THE CITY

Disclaimer: These are guidelines and may not be required in all cases. Similarly there may be instances where City staff requires additional design interventions not covered in these guidelines. Your parklet approval is ultimately subject to the discretion of the City and County of San Francisco.



DESIGN ELEMENTS OF A PARKLET





THE PARKLET PLATFORM

Threshold. Any openings between the sidewalk and the Deck Surface shall be flush without a horizontal or vertical separation greater than 1/2 inch. Changes in level 1/4 inch to 1/2 inch high maximum shall be beveled with a slope not steeper than 1:4 (25%). Where the parklet fronts existing driveways or curb ramps, the driveway area or curb ramp shall be temporarily levelled for the duration of the Parklet's installation.

Bolting. Bolting into the street or penetrating the surface of the road in any way is strongly discouraged. Parklets may be bolted to the existing curb, but only with a restoration plan and performance bond posted by the parklet sponsor. See *Supplements: Parklet Curb Bolting & Restoration.*

Platform surface. The top of the parklet platform must be flush with the sidewalk with a maximum gap of 1/2 inch. In the case of a sloping street, staff will work with the designer to address issues of access. See *Design for Accessibility* later in this chapter.

Concrete. If using a concrete base for the parklet deck, the concrete cannot be poured directly on the road surface. A plastic slip-sheet can be used to prevent the concrete from binding to the roadbed below. To facilitate easy removal of the parklet, the concrete floor should not include structural rebar and must weigh less than 200 pounds per square foot.

Surface materials. Loose particles, such as sand or loose stone, are not permitted on the parklet.

Access. If the platform base is not a solid mass, the clear space underneath the platform surface must be accessible for maintenance through access panels, removable pavers, etc.

Drainage. The parklet cannot impede the flow of curbside drainage. Designers are strongly encouraged to cover openings at either end of the parklet with screens to prevent debris buildup beneath the deck and in the gutter.

Street crown and curb height. Most San Francisco streets slope upward from the gutter towards the centerline of the street. The gutters are typically edged with a six-inch-high curb. This ensures that stormwater flows towards the curb and gutter during a rainstorm. The curb is intended to prevent water from jumping the curb and flooding adjacent buildings. Applicants and designers are strongly advised to take field measurements before beginning design to ensure the proposed platform solution will fit within the allotted space and satisfy all slope and accessibility requirements for the finished deck.

Figure 7. **Threshold & Platform Surface**

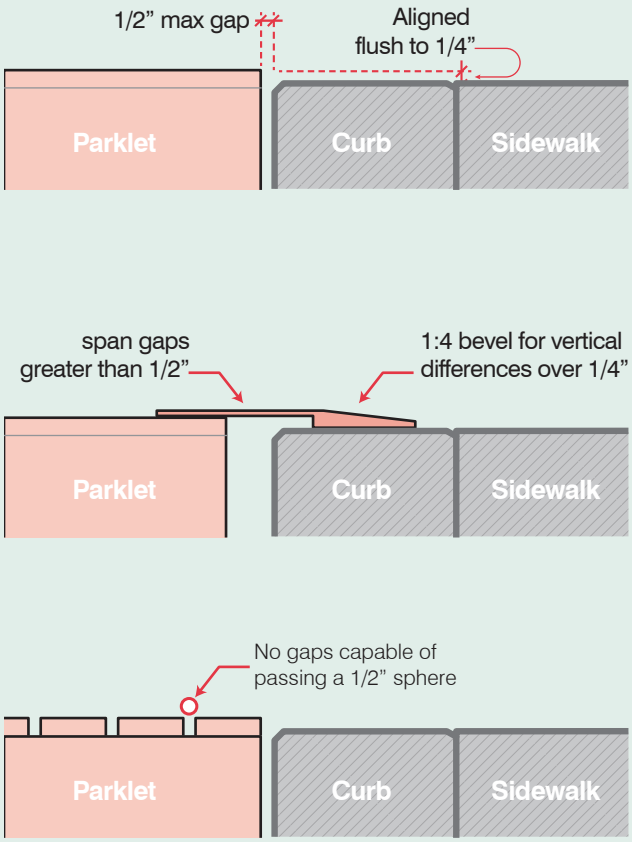
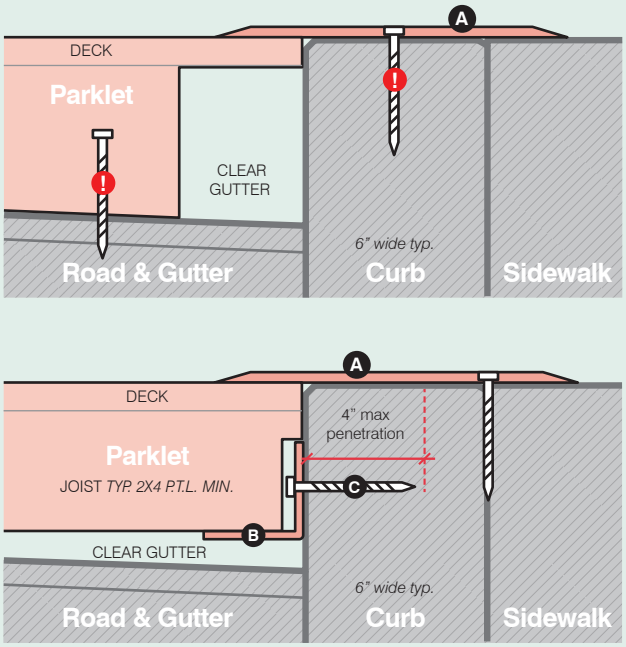


Figure 8. **Bolting**



A THRESHOLD BY INSTALLER.
(typ. plate edge ground to 1:4 or fill material btw curb and parklet deck)

B STEEL ANGLE / CONNECTOR HARDWARE BY INSTALLER.

C TAPCON SCREW.
Max. diameter 3/8". Min. spacing btw screws 24" on center. Max. curb penetration 4".

! UNACCEPTABLE PENETRATIONS

Figure 9. **Drainage**

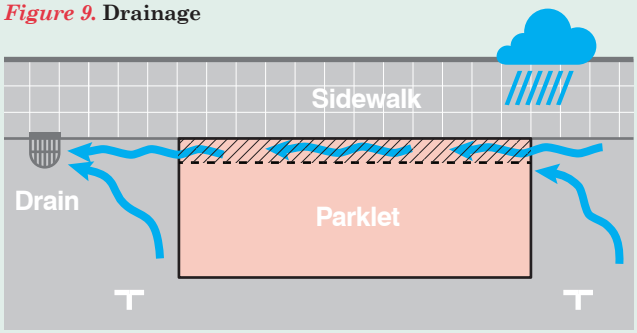
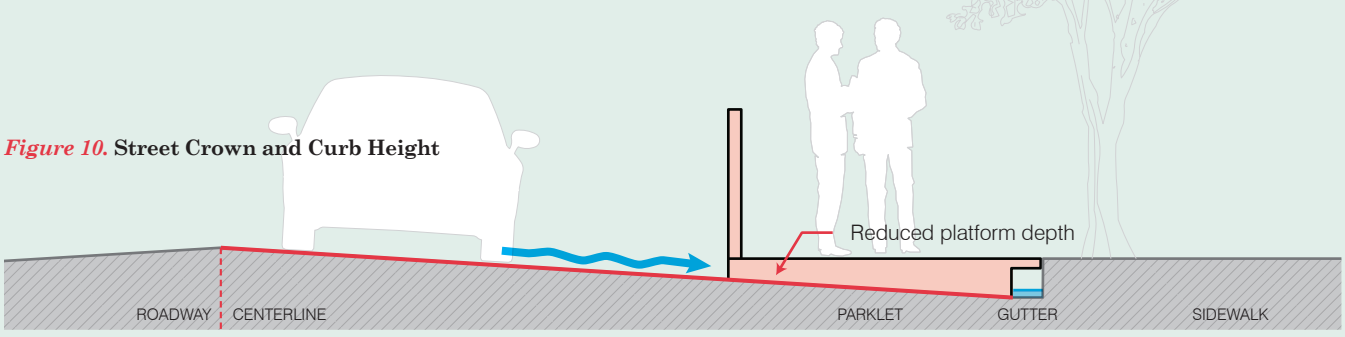
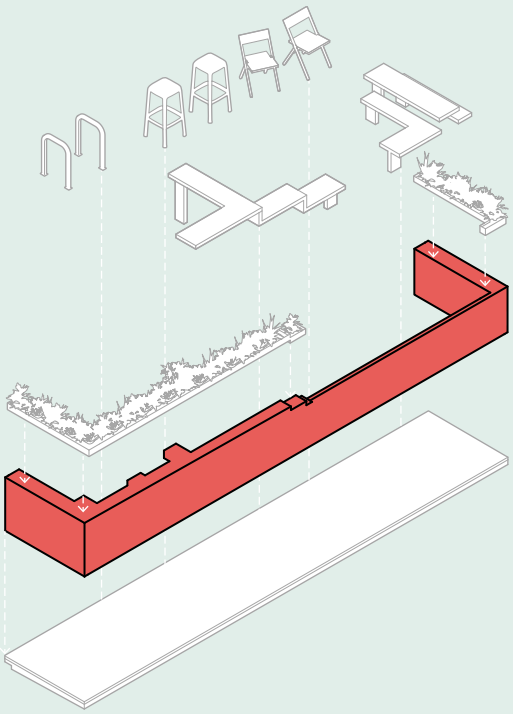


Figure 10. **Street Crown and Curb Height**





THE PARKLET ENCLOSURE

Buffer the edges. Depending on the location, the parklet should have an edge as a buffer from the street. This can take the form of planters, railing, cabling, or some other appropriate enclosure. The height and scale of the buffer required will vary depending on local context. For example, on some low-traffic streets, a continuous edge may not be required. If cable railing is used, spacing between cables cannot exceed 5 inches. For more information see Design for Accessibility later in this chapter.

Maintain a visual connection to the street. Designs should allow pedestrians on either side of the street see into the parklet. Continuous opaque walls above forty-two inches that block views into the parklet from the surrounding streetscape are highly discouraged.

Avoid overhead elements that span the sidewalk. Overhead elements that span the sidewalk and connect the parklet to the adjacent building façade are strongly discouraged. Such proposals may be considered on a case-by-case basis, and will require a minimum vertical clearance of 80 inches above grade.

Extend the sidewalk. Parklets should be designed as an extension of the sidewalk, with multiple points of entry along the curbside edge.

Consider the back of the parklet. While not visible from the sidewalk, the outside of the parklet enclosure is highly visible from across the street. Large blank walls can be an invitation for tagging. This can be mitigated by adding visual interest like pattern, color, modulation or planting.

Figure 11. **Edge Buffers**

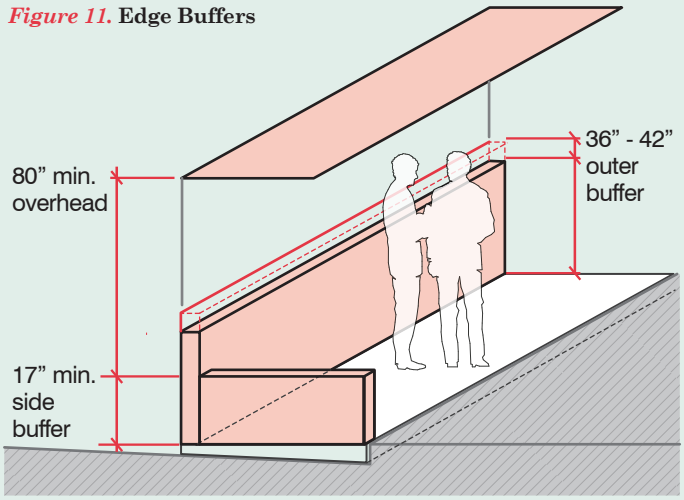
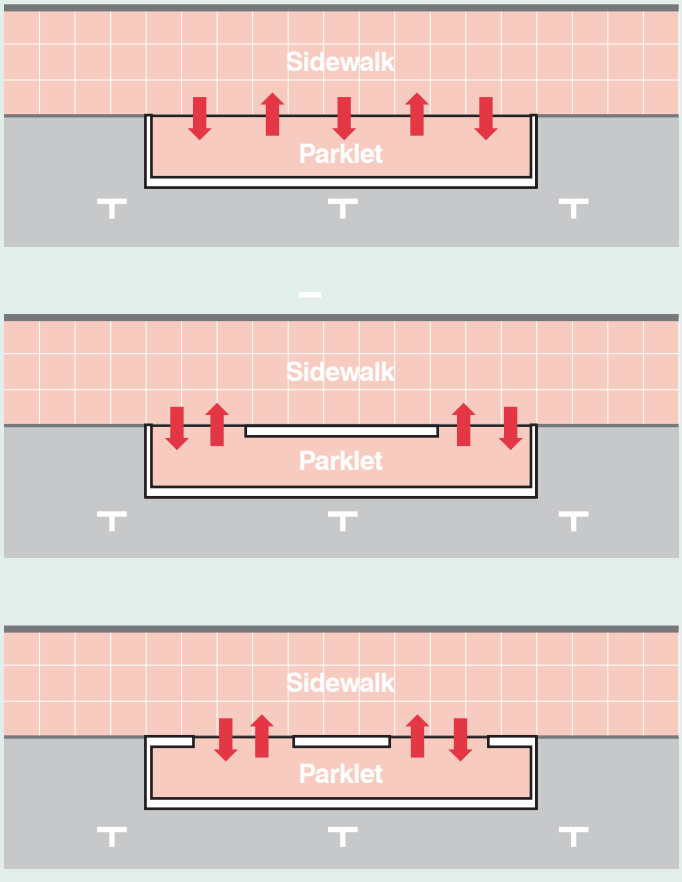
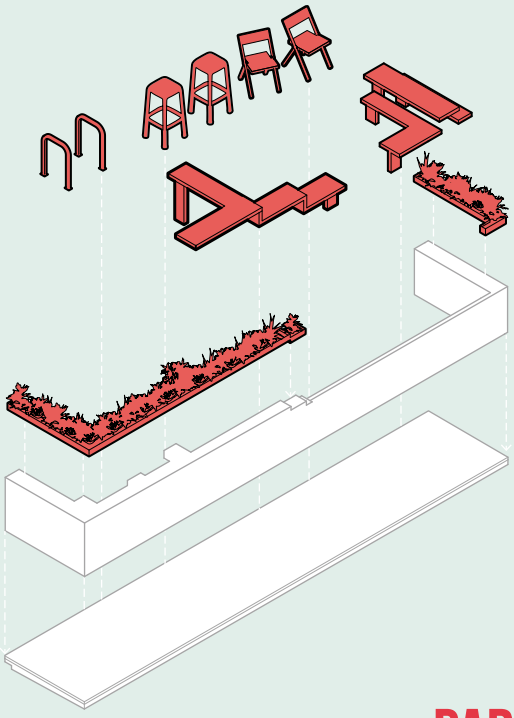


Figure 12. **Extend the Sidewalk**





Integrate amenities into the parklet structure. Parklets should include some permanent seating integrated into the parklet structure. This ensures that the parklet still feels welcome after moveable furniture like tables and seating are taken inside at night.

PARKLET AMENITIES

Diversity of form leads to diversity of use. A diversity of form helps to ensure that your parklet design will be accessible and comfortable for a wide variety of users. The creative integration of seating and tabletop elements into a parklet structure can take many forms including traditional eating, railings designed for leaning, narrow benches, single- seat benches, and seating steps.

Movable elements. If you choose to use movable tables, chairs and benches, they must be different from the furniture that you may currently use 1) inside your business and/or 2) on the sidewalk as part of your Café Tables and Chairs Permit.

Planting. Integrated planting is strongly encouraged. Native plants, plants that provide habitat, and drought-tolerant plants are encouraged.

Lighting. Lighting elements are strongly encouraged, but electrical connections to buildings will require a separate electrical permit. Applicants interested in lighting should consider solar-powered lighting to avoid the time and expense involved in running electricity from an adjacent building.

Incorporating bicycle parking. Integrated bicycle parking is strongly encouraged. Bicycle parking can be incorporated into the parklet proposal in the following ways:

- Custom bicycle racks integral to the parklet structure.
- On the parklet platform. Applicants may wish to install bicycle racks on top of the parklet platform.
- On-street (adjacent to the parklet). The MTA can design and install the bicycle corral adjacent to a parklet under a separate application process. If you plan on incorporating an MTA bicycle corral into your parklet design, you should leave a minimum of 15 feet of roadway space adjacent to the parklet for the bicycle corral.

DESIGN FOR ACCESSIBILITY

Accessible Path of Travel. An accessible route must connect the sidewalk to the Parklet Entry, Deck Surface, Wheelchair Turning Space and Wheelchair Resting Space.

The Accessible Path must be a minimum of 48 inches wide on the sidewalk and not pass over tree wells. Once on the parklet's Deck Surface, the Parklet Path must be a minimum of 36 inches wide.

Accessible Entry. The Accessible Entry is where the Accessible Path crosses the threshold from the sidewalk to the Deck Surface. An ideal Parklet Entry should be located in an unobstructed area where there is the least amount of running slope along the sidewalk and curb.

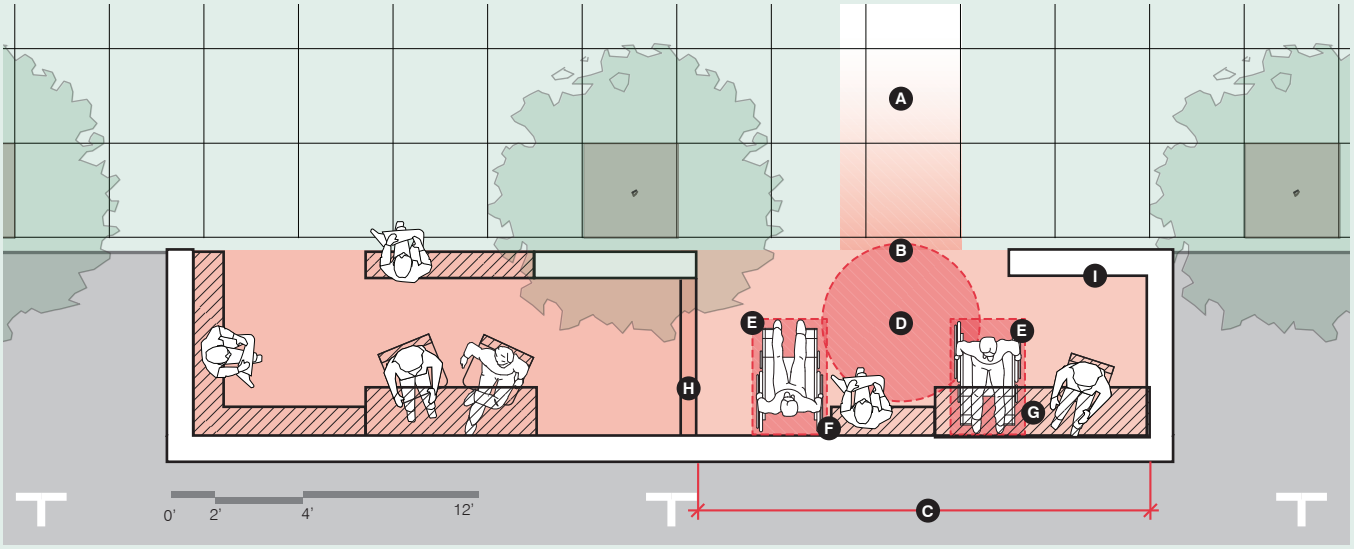
Accessible Deck Surface. The portion of the parklet deck connected by the Accessible Path of Travel to the Wheelchair Turning Space and Wheelchair Resting Space must be level. The Accessible Deck Surface maximum cross slope (perpendicular to the sidewalk or curb) cannot exceed 1:48 (2%). The Accessible Deck Surface maximum running slope (parallel to the curb) cannot exceed 1:48 (2%)

For other Deck Surfaces, the running slope may not exceed 1:20 (5%). The Deck Surface shall all be on one level unless the change in level is served by a ramp, additional Parklet Entries, or otherwise permitted on a case by case basis.

When stairs or ramps are permitted, they must meet all building code requirements for rise, run, width, handrails, and contrasting stair striping for the visually impaired.

Wheelchair Turning Space. A Wheelchair Turning Space allows for wheelchair users to make a 360 degree turn. This clear area shall be located entirely within the Parklet, with a 12-inch maximum acceptable overlap on the curb and sidewalk

Wheelchair Resting Space. A Wheelchair Resting Space has a 30 by 48-inch clear floor area. The Wheelchair Resting Space is permitted to overlap the Wheelchair Turning Space by 24 inches maximum in any orientation.



A ACCESSIBLE PATH OF TRAVEL
B ACCESSIBLE ENTRY
C ACCESSIBLE DECK SURFACE
D WHEELCHAIR TURNING SPACE
E WHEELCHAIR RESTING SPACE
F WHEELCHAIR COMPANION SEATING
G EQUIVALENT FACILITIES
H STEP BETWEEN TERRACES
I BUFERED EDGE WHERE CURB DROPS AWAY

Wheelchair User Companion Seating. If fixed seating is part of parklet design, it should be configured to accommodate companion seating for a wheelchair user. The Wheelchair Resting Space should permit shoulder-to-shoulder alignment adjacent to one side of the fixed seat.

Equivalent Facilities. Where tables, counters, or drink rails are provided, at least one of each feature should be wheelchair accessible.

The top surface height of wheelchair accessible tables, counters and or drink rails should be 28 inches to 34 inches above the Deck Surface. Wheelchair accessible tables, counters, and drink rails shall be approachable from the front and provide an unobstructed knee clearance that is at least 27 inches high, 30 inches wide and 19 inches deep. When movable tables are provided in lieu of fixed, at least one of the movable tables must also be accessible.

Where drink rails are provided, a 60 inch long portion of a drink rail shall have 36 inch wide and level space adjacent to it for a side-approach by a wheelchair user.

Terraced or Multi-Level Parklets. For parklets proposed on streets with grades that exceed 5%, a terraced parklet with two or more habitable decks is acceptable. At least one of these terraces must be wheelchair accessible and provide equivalent seating, tables, and countertop facilities to those found in other habitable terraces.

Wheelchair Accessible Entry. The accessible terrace will require a wheelchair accessible entry from the sidewalk. The wheelchair accessible entry may be achieved with a structure on the sidewalk within the sidewalk furnishing zone that provides transition between the sidewalk and parklet deck.

Ramps, Steps, and Stairs. Communication between terrace levels may be achieved with a ramp with a running slope not to exceed (1:20) 5%; steps or stairs. Any step or stair will require a warning strip at the nose of the step and handrails per California Building Code.

SUSTAINABLE DESIGN & CONSTRUCTION

Parklets are intended to be aesthetic improvements to the streetscape. We ask that you design them with this in mind, ensuring that the materials you use are high quality, durable, and beautiful.

Locally sourced materials. Sourcing locally produced materials for your parklet supports our local economy and reduces the imbedded carbon footprint of the final structure by reducing transportation costs.

Recycled and reclaimed materials. Choosing recycled and reclaimed materials for your parklet can reduce construction costs and keeps materials out of landfills.

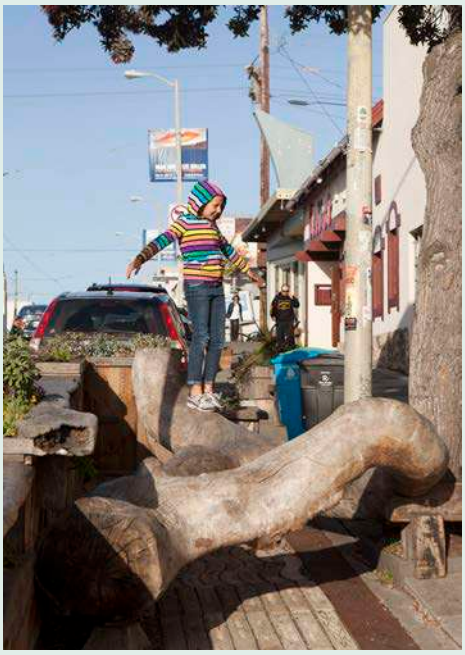
Low emission materials. Choosing paints, stains, glues, and other materials that emit zero or low levels of volatile organic compounds (VOCs) helps improve air quality as well as the health of the people who are constructing your parklet.

Avoid plastic. Plastic of any kind, including plexiglass, is strongly discouraged.

Materials that are easy to maintain. Have a strategy for removing graffiti, and replacing or repairing damaged parklet features such as plants, railings, or other elements. Whereas some materials may cost more initially, they may ultimately save money in maintenance costs. For example, aluminum costs roughly three times as much as steel but when tagged, it can simply be cleaned with acetone. Project sponsors are ultimately responsible for making sure that their parklet is kept clean and in good repair.

Sustainable timber products. By City and County of San Francisco Code, parklets may not use tropical hardwood or virgin redwood. This includes FSC-certified wood products.

No pressure treated wood or plywood. Pressure treated lumber or plywood wood are not allowed in places where they will be visible.



CONSIDER THE RAINFORESTS!

NO TROPICAL HARDWOOD IN THE CONSTRUCTION OF YOUR PARKLET.

DESIGN DRAWINGS

Parklet designers are strongly advised to communicate with SF Planning during the design development phase. Your assigned planner can help flag potential design issues early on, and foresee concerns that Public Works and MTA may raise later in the process. This reduces the likelihood that you will have to revise the design drawings, potentially saving time and expense.

At the end of the design process, you will need to submit a complete design drawing set. This is a collection of drawings that explain how your parklet will look, what materials it will be made of, and how it will be assembled. The City prefers *pdf* documents in tabloid (17 x 11 inch) format.

The City expects the parklet to be constructed with the materials and forms depicted in the final design drawing set. Substitute materials must be of equal quality to the original material proposed. If you are unsure if the replacement material meets this threshold, contact SF Planning.

1. Parklet Location and Context Plan. This drawing shows the proposed parklet footprint in relation to the surrounding streetscape context. It should include:

- Your building, adjacent properties (include addresses) and their building entrances.
- Existing sidewalk width(s).
- Existing curb cuts and/or driveways.
- Adjacent bicycle lane or auto traffic lane.
- Existing parking spaces with dimensions.
- Existing parking meters, with numbers of all meters to be removed (these numbers are generally posted on the meter facing the street, and are formatted as follows: XXX-XXXXX).
- Other existing sidewalk features near the proposed parklet area (fire hydrants, streetlights, utility access panels, bicycle racks, etc.).
- Existing utilities in the street, on the sidewalk, covered by or adjacent to the proposed parklet.
- All colored curb zones (red, yellow, green, white, blue).
- Existing street trees and tree pits.
- Proposed parklet footprint and dimensions, including setback dimensions (48 inches from adjacent parking spaces and 12 inches from adjacent bicycle or auto traffic lane).

2. Accessibility Plan: The drawing extents should include the entire length of the parklet site including the clear buffer areas at both ends; and the fronting sidewalk and building facades:

- Spot elevations on the sidewalk and street.
- Path of Travel onto parklet, connecting the
- Wheelchair turnaround space and
- Wheelchair resting area.

3. Detail Site Plan. The drawing extents should include the entire length of the parklet site including the clear buffer areas at both ends; and the fronting sidewalk and building facades:

- Various elements included in the design.
- Different materials to be used in the design.
- Plant types and/or species to be used.
- Dimensions of parklet and parklet elements (including buffer areas).

4. Elevations from all sides. These side-view drawings of your proposed design should include:

- Various elements included in the design.
- Different materials to be used in the design.
- Dimensions of parklet, parklet elements and buffer areas.

5. Sections. These are "cut-through" drawings of your parklet design that articulate complex design elements; such as how accessibility is provided.

6. Construction Details. These drawings show how your parklet will be assembled or constructed. They should include:

- A detail of the curb / gutter / parklet threshold
- A detail showing how you will maintain positive drainage flow along the curb line. You should also articulate how you will access the drainage channel if it gets blocked

7. Renderings and Perspectives (optional).

INTERAGENCY REVIEW AND APPROVAL

SF Planning will coordinate with MTA and Public Works for final review of the design drawings. Please note that MTA and Public Works may require additional modifications to your design, or ask for clarifications to your final drawing set. Adhering to *Parklet Design & Construction Guidelines, Accessibility Elements for Parklets*, and including all of the required information in your final construction document package will minimize the chance that your design will require revisions.


737
PUBLIC PARKLET

FINAL PERMIT APPLICATION PACKAGE

After your design has been approved by all three agencies, you may submit the Final Design Drawings as part of the *Final Permit Application Package.* SF Planning will send you a final checklist and blank permit forms. Once your Final Submittal Application Package is accepted Public Works, Public Works will issue you an invoice for fees.

ADDITIONAL PERMITS & FEES

You may also be responsible for additional permit applications and fees as part of your Final Permit Application Package. These additional permits are for parklet elements which occupy the sidewalk, sidewalk landscaping, and curb zone changes. You may also be responsible for additional fees associated with these permits. A bond may also be required if you propose bolting to the curb or are installing a parklet where infrastructure work is planned. For more information on these conditions and fees, see *Supplements: Parklet Performance Bonds*; *Parklet Curb Bolting*; and *Parklet Color Curb Changes*.

FINAL PERMIT FEES & PAYMENT

Once your Final Permit Application Package is submitted, Public Works with invoice you for final fees. Total fees vary depending on the number of parking meters impacted by the parklet and additional permits associated with your proposal.

PERMIT ISSUANCE

Once you have paid all applicable fees, Public Works will issue your parklet permit. Permits may be renewed annually.

All parklet sponsors are required to have a permit. Occupying the public right-of-way or completing work without a permit can lead to fines of up to $1,000 per day. All permits issued by Public Works are revocable at the will of the Director of the Public Works. All permits issued are subject to inspection and shall be constructed per approved plans and to City specifications. All encroachments and constructions shall be maintained by the permittee.

Photo: Samuel Heller

4 FABRICATION & INSTALLATION

In this section:

REQUIRED MATERIALS

YOU WILL NEED TO PURCHASE ALL THE FOLLOWING MATERIALS BEFORE YOU BEGIN CONSTRUCTION.

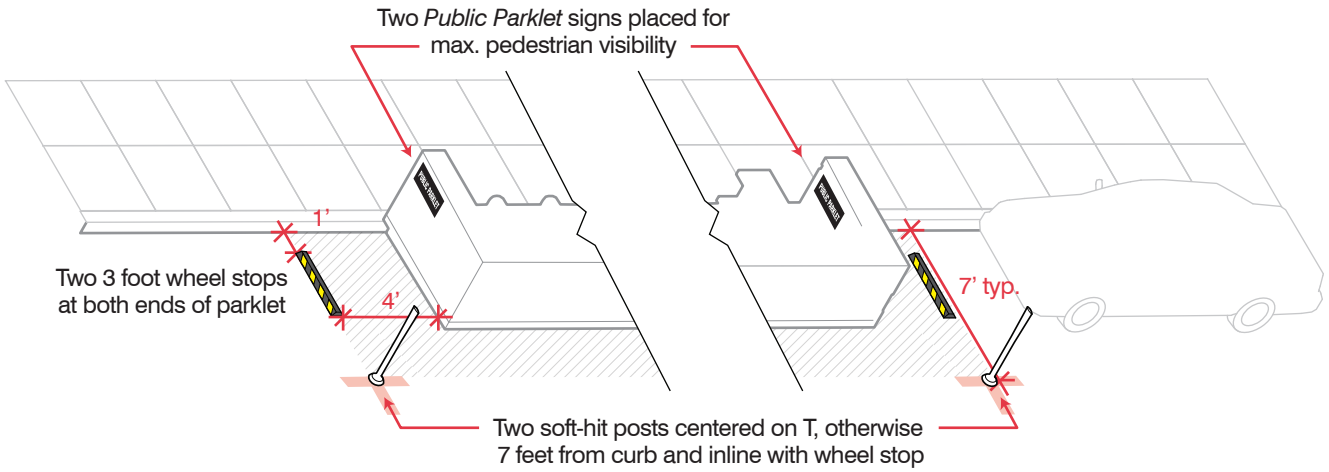
NO PARKING SIGNS

Clear the area for installation by placing temporary *NO STOPPING signs* at the parking spaces that your parklet will occupy a minimum 72 hours before installation. You will need to register for the *NO STOPPING signs* on the Public Works website. After registering, you will be prompted to download the template and print the *NO STOPPING signs*. As the permittee, you are responsible for maintenance, upkeep, and replacement of the signs should they get removed.

SOFT-HIT POSTS

Purchase two standardized safe-hit posts, one for each end of the parklet. You may purchase the posts from any vendor, but they must meet these specifications:

- Safe Hit Type 2 Guide Post
- 36 inches tall, White
- Surface Mount Pin Lock Base.
- Butyl Adhesive Pad or 10 oz. Epoxy Kit



WHEEL STOPS

You may purchase the stops from any vendor, but they must meet these specifications:

- 3 feet long
- Black rubber with yellow stripes
- Mounted with bolts
- Installed four feet from outside ends of Parklet which occupies parallel parking spaces. The City will advise you on placement for parklets in diagonal or perpendicular parking spaces
- Installed 12 inches from the curb

PUBLIC PARKLET SIGNS

The applicant is required to fabricate and install two "Public Parklet" signs. You may fabricate and purchase signs from any vendor, but you must use the design, format, and material specified by the City. SF Planning will send you the file for printing the sign. Final placement of the signs will be reviewed by a Public Works Inspector to ensure optimum visibility.

0.125" ANODIZED ALUM WRAPPED WITH LAMINATED DIGITAL PRINT.
APPLIED WHITE COPY - REFLRCTIVE

INSPECTIONS & INSTALLATION

REMOVAL OF PARKING METERS & BICYCLE RACKS

You or your contractor are required to notify MTA and Planning 3 weeks before beginning any site work if your parklet requires removal of any parking meters or bicycle racks on the sidewalk. MTA will remove the parking meters and bicycle racks.

Schedule Removals! Call MTA at **(415) 701-4452** schedule parking meter and sidewalk bicycle rack removal. Failure to schedule ahead of time may delay beginning of parklet installation onsite.

PRE-INSTALLATION SITE INSPECTION

You or your contractor are required to notify Public Works and SF Planning at least 10 days before beginning any site work to schedule a pre-installation site inspection. The Public Works inspector will need to review your permit paperwork before she or he can authorize you to begin construction, so be sure to remember to bring a copy of the permit and design drawings to the meeting. The purpose of this meeting is to post signage if required, confirm permit requirements, establish time frames for additional inspections, and review sidewalk and roadway conditions to ensure safety in the parklet area.

INSTALLATION

Once you've received your permit, completed your pre-installation site inspection meeting, and assembled all of your materials, you may begin constructing and installing your parklet. On-site construction and installation should be completed within 30 days. Remember to keep your worksite clean and make sure the sidewalk adjacent your parklet instillation remains unobstructed and accessible to all pedestrians

Schedule Inspections! Call Public Works at **(415) 554-7149** to schedule site inspections. Failure to schedule both Pre-Installation and Post-Construction Inspections may lead to punitive action by the City.

POST-CONSTRUCTION SITE INSPECTION

You or your contractor are required to notify Public Works and SF Planning within 5 days of the end of parklet construction to schedule a Post-Construction Site Inspection. This inspection will verify that parklet was built to reflect the features, dimensions, and materials specified in your final Design Drawings.

In this section:

Photo: Samuel Heller

5 POST-CONSTRUCTION

HOST RESPONSIBILITIES

PARKLETS ARE PUBLIC

Parklets are free and open to all members of the public to use, regardless of whether or not they patronize your business. For example, a restaurant employee is not allowed to ask someone to leave a parklet to make space for customers who wish to sit there. Table service is also prohibited at parklets; as are place settings and the placement of condiments or napkins. If your business is a restaurant or café, your customers will need to pick up their food and beverages inside at the counter rather than have your wait-staff serve them in the parklet. You are allowed to bus tables in the parklet to ensure it remains clean and well maintained.

UPKEEP & MAINTENANCE

You are required to keep your parklet well maintained and in good repair under the conditions of approval of your permit. Parklet sponsors are encouraged to develop a maintenance plan for keeping the parklet free of debris, grime, and graffiti, and to keep all plants in good health.

Parklet sponsors are also required to sweep the area surrounding the parklet and keep it litter-free as City street sweepers are unable to reach the curb-line immediately adjacent to your parklet.

You must rinse out the area beneath the parklet at least once a week. The Department of Public Health may require you to provide pest abatement beneath the parklet platform.

Parklets that have been installed for several years will likely require more significant renovations from time to time due to wear and tear from daily use and prolonged exposure to the elements.

PERMIT RENEWAL & INSURANCE

The fee to renew a parklet permit is set in the Public Works Code, and may be adjusted annually to account for inflation. Public Works renews parklet permits every February (Public Works will prorate your permit fee for the first year, and bill you for the full fee each year after that). See the *Parklet Fee Schedule* for the most update fee amounts. Remember to make sure your insurance is up to date when you renew your permit.

If significant public concern is expressed about the installation or stewardship of your parklet, Public Works may conduct a public hearing before a Public Works Hearing Officer to determine if your parklet permit should be renewed.

CHANGE OF OWNERSHIP

If your business changes ownership, you will either need to remove your parklet or transfer the permit to the new owner. Contact Public Works to transfer your permit.

REMOVAL

Self-initiated removal. If for some reason you decide you no longer want to keep your parklet, you are responsible for removing it. Removal requires an additional permit from Public Works.

Streetscape improvements. As long as your parklet is kept in good repair and remains open to the public, you can renew your parklet permit indefinitely. However in some instances such as a streetscape repaving, the City may require you to remove your parklet. The City will strive to notify you as early as possible that your parklet will need to be removed. Circumstances permitting, you may be able to re-install your parklet after the streetscape improvement has been completed. In these situations, you may need to store your parklet off-site during streetscape construction. You are responsible for the costs of re-installing the parklet.

Public safety emergencies. Because parklets may sit on top of buried utilities, there may be instances where your parklet will need to be removed with little notice. In the unlikely event of a utility failure threatening public safety such as a gas leak, the City may remove your parklet with little or no notice. You are responsible for restoring any damage to the parklet.

REPORTING FOR IMPACT STUDIES

With demand for parklets growing in San Francisco and elsewhere, more street space is being converted to public space. The program has inspired cities across the world to undertake similar initiatives.

The City is interested in better understanding and documenting the social and economic effects that parklets may have on our streets, businesses, and commercial districts. You may be asked to respond to City-issued surveys which report information that will assist with assessments and studies of the Parklet Program. Your participation in these efforts is greatly appreciated, and will help to inform others about the effects of these one-of-a-kind installations.

POTENTIAL PUBLIC HEARING

Remember to keep your parklet and surroundings clean; and operate within the guidelines set by the City. If you don't meet basic operating requirements, neighbors may have grounds to file complaints with the City. Unabated issues could result in a Public Hearing with the Board of Permit Appeals regarding your parklet. Depending on the nature and volume of unabated complaints, the Board of Permit Appeals may decide to revoke your parklet permit.


CAFFE MARIA
CAFFE MARIA RESTAURANT
GLOW YOGA Wellness
Columbus

City and County of San Francisco

San Francisco Public Works
Office of the Deputy Director & City Engineer, Fuad Sweiss
Bureau of Street-Use & Mapping
1155 Market Street, 3rd Floor
San Francisco Ca 94103
(415) 554-5810 ■ www.sfdpw.org

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

X 

Sanguinetti, Jerry
Bureau Manager
Signed by: Sanguinetti, Jerry

3/5/2015

X 

Sweiss, Fuad
Deputy Director and City Engineer

3/5/2015

X Mohammed Nuru

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

Photo: Samuel Heller

ACCESSIBILITY ELEMENTS FOR PARKLETS

The City and County of San Francisco seeks to make its public realm accessible to and usable by individuals with disabilities. This goal extends to Parklets, which become an extension of public sidewalks and pedestrian open space. All accessibility elements of the proposed Parklet shall be designed, constructed and/or conform to the applicable provisions, rules, regulations and guidelines of the: San Francisco Building Code (SFBC), Americans with Disabilities Act 2010 Standard's accessibility requirements (ADAAG), and other design criteria included in Public Works Order No. 183,392 for Temporary Sidewalk Extensions (Parklets). Additional information and references are located in paragraph.

A. REQUIRED ACCESSIBILITY FEATURES.

A1. Sidewalk Condition and Maintenance. The sidewalk abutting the Parklet shall be in a state of good repair and maintenance , with a grade of no more than 5% running slope at the Parklet Entry. Sidewalk flags or cracks shall not exceed ½ inches in vertical change of elevation or in horizontal separation. Vertical changes between ¼" and ½" high shall be beveled. Tree well areas shall be filled level to the sidewalk surface.

A2. Parklet Path. A Parklet Path is an accessible route that connects the sidewalk to the Parklet Entry, Deck Surface, Wheelchair Turning Space and Wheelchair Resting Space.

The Parklet Path shall be 48 inches wide minimum on the sidewalk and not pass over tree wells. Once on the parklet's Deck Surface, the Parklet Path shall be 36 inches wide minimum.

The cross slope along any portion of the Path shall not exceed 1:48 (2%). Where this is technically infeasible due to existing conditions, the applicant shall follow the instructions in the attached document title Public Works REQUEST FOR DETERMINATION OF TECHNICAL INFEASIBILITY.

A3. Parklet Entry and Deck Surface. The Parklet Entry is where the Parklet Path joins the parklet's Deck Surface. An ideal Parklet Entry should be located in an unobstructed area where there is the least amount of running slope along the sidewalk and curb.

Any openings between the sidewalk and the Deck Surface shall be flush, without a horizontal or vertical separation that would allow the passage of a 1/2 inch sphere.

Where the curb or a portion of the curb is damaged, has settled lower than the deck surface, or has a separation greater than 1/2 inches, a continuous threshold unit shall span from the deck to the sidewalk surface over the curb. Changes in level from the top surface of the threshold material and the deck or the sidewalk shall not exceed 1/2 inches maximum. Vertical changes in level of 1/2 inches high maximum are permitted, and changes in level between 1/4 inches and 1/2 inches shall be beveled with a slope not steeper than 1:4 (25%).

Where the Deck Surface edge abuts existing driveways or curb ramps, the driveway area or curb ramp shall be temporarily filled-in for the duration of the Parklet's installation.

Changes in level of 1/2 inches high maximum may be vertical. Changes in level 1/4 inches to 1/2 inches high maximum shall be beveled with a slope not steeper than 1:4 (25%).

A4. Deck Surface. The Parklet's Deck Surface shall be firm, stable and slip resistant.

The Deck Surface's maximum cross slope shall be no greater than 1:48 (2%) measured perpendicular to the sidewalk or curb.

The Deck Surface's maximum running slope (parallel to the curb) is 1:48 (2%) for the Wheelchair Turning Space, the Wheelchair Resting Space and the routes that connect them. For other Deck Surfaces, the running slope may not exceed 1:20 (5%) unless otherwise permitted through one of the Exceptions discussed in a *Public Works Request for Determination of Technical Infeasibility*. The Deck Surface materials shall be installed with no gaps larger than would permit the passage of a 1/2 inch sphere. Elongated openings shall be placed so that the long dimensions are perpendicular to the dominant direction of travel.

The Deck Surface shall be one single level unless the change in level is served by a ramp, additional Parklet Entries, or otherwise permitted on a case by case basis. When stairs or ramps are permitted, they

must meet all building code requirements for rise, run, width, handrails, and contrasting stair striping for the visually impaired.

A5. Wheelchair Turning Space. A Wheelchair Turning Space is a circular area 60" minimum in diameter for use by a person with mobility aid to make a 360 degree turn. This space shall be located entirely within the Parklet, unless otherwise approved. The maximum encroachment shall be 12 inches over the curb and sidewalk unless otherwise permitted on a case by case basis. Within this space there shall be no cross slope in any direction that is greater than 1:48 (2%). Alternatively a "T" shaped Turning Space is permitted.

A6. Wheelchair Resting Space. A Wheelchair Resting Space has a 30 inch wide by 48 inch deep clear floor area. The space shall be located entirely on the Parklet deck. Within this space, there shall be no cross slope in any direction that is greater than 1:48 (2%). The Wheelchair Resting Space is permitted to overlap the Wheelchair Turning Space by 24 inch maximum in any orientation to one another. With the exception of knee clearance at tables and counters (see A.9), horizontal protrusions are not permitted at Wheelchair Resting Spaces.

A7. Head Height Clearance. An 80 inch minimum head height clearance is required for the Parklet Path, Parklet Entry, and Wheelchair Turning Space.

A8. Parklet's Positive Edge at Perimeter of Deck Surface. Parklets need a Positive Edge along the open sides the Deck Surface that is parallel to the vehicular traffic lane, to inhibit people who, while lingering, may inadvertently wander into vehicular traffic. Positive Edges serve to reduce potential tripping hazards at drop-offs along open sides of the Deck Surface.

a. A Positive Edge along vehicular traffic lanes may be achieved by providing a railing 36 to 42 inches in height with openings of no more than 4 inches, or by other means as described in the next paragraph. All railings must be able to withstand a 250 lb. force anywhere and in any direction along the top of the rail from within the parklet. When using a horizontal cable rail or similar flexible design, the barrier shall have a solid cap rail at the top of the barrier, and a solid curb or barrier that is a minimum of 5 inch high at the bottom of the barrier to provide warning to the visually impaired. Top rail assemblies shall be designed to resist a load of 50 plf (0.73kN/m) applied in any direction at the top and to transfer this load through the supports to the structure.

b. Other means for achieving this Positive Edge can include raised planters no less than 17 inches high and 12 inches deep, built-in seating or other built-in furnishings no less than 17 inches high and no less than 12 inches deep, dense plantings that visually enclose the space and discourage pass through, bicycle parking arrangements that act to provide a Positive Edge, or some other such similar means. In some instances, such as residential streets, alleys, shared public ways or other non-arterial streets, other barriers may be considered on a case-by-case basis.

c. Other means for achieving the Positive Edge may considered on a case-by-case basis. This may include a tactile warning strip at the deck edge, level with the deck. The warning strip must provide sufficient color contrast with the adjacent decking material and roadbed material. Materials and profiles for the tactile warning strip will be considered on a case-by-case basis.

d. At other areas, for example where the edge is perpendicular to the vehicle traffic lane, where any portion of the Deck Surface's perimeter is 1/2 inch or more above the street, curb, or sidewalk level, the edge shall be positively marked by a vertical element or barrier that is 17 inches

minimum in height. These vertical elements shall have visual contrast with the Deck Surface material: either light on dark or dark on light.

e. On streets of 30 mph or greater, streets with four or more auto lanes, or when parklets are installed along a city truck route, or the MUNI Rapid Network, the parklet edge of deck may necessitate a design intervention that exceeds the minimal thresholds cited above.

f. In instances where a parklet houses bicycle-racks, gardens, or other such spaces where people are unlikely to linger, the elements described may not be needed. This and other unique conditions will be determined on a case by case basis.

A9. Tables, Counters and Drink Rails and Benches. Where tables, counters, drink rails, or benches are provided, at least one of each feature shall be accessible.

a. The top surface height of wheelchair accessible tables, counters and or drink rails shall be 28 inches to 34 inches above the Deck Surface or ground. A Wheelchair Resting Area shall be provided adjacent to the accessible tables, counters and drink rails, and the Wheelchair Resting Area shall be accessible by a Parklet Path and a Wheelchair Turning Space.

b. Wheelchair accessible tables, counters, or drink rails shall be approachable from the front and provide an unobstructed knee clearance that is at least 27 inches high, 19 inches deep, and 30 inches wide. When movable tables, chairs, counters or drink rails are provided in lieu of fixed, at least one of the movable fixtures must also be accessible.

c. A minimum of 36 inches clearance shall be provided between the edge of a table and another vertical obstruction, so that a wheelchair user can maneuver into the knee space.

d. Where fixed counters are provided, a 60 inches long portion of a fixed counter shall provide the unobstructed knee clearance as listed in Paragraph 9b.

e. Where drink rails are provided, a 60 inches long portion of a drink rail shall have 36 inches wide and level space adjacent to it for a side-approach by a wheelchair user.

f. At fixed benches, a Wheelchair Resting Space shall be provided for a shoulder alignment adjacent to one side of the bench.

B. TERRACED OR MULTI-LEVEL PARKLETS

For parklets proposed on streets with grades that exceed 5%, a terraced parklet with two or more habitable decks may acceptable.

B1. Equivalent Facilities. At least one of these terraces must be wheelchair accessible and provide equivalent facilities to those found in other habitable terraces. Equivalent facilities can include integral seating (companion seating opportunities), tabletop and countertop features.

B2. Wheelchair Accessible Entry. The accessible terrace will require and wheelchair accessible entry from the sidewalk. The wheelchair accessible entry may be achieved with a structure on the sidewalk within the sidewalk furnishing zone that provides transition between the sidewalk and parklet deck.

B.3 Ramps, Steps, and Stairs. Communication between terrace levels or between habitable terrace levels and the sidewalk may be achieved with steps or stairs. Per California Building Code, Steps are defined as a change in grade between 4" and 7". Any transition greater than 7" is considered an Edge and will require a Positive Edge (as with the Parklet Perimeter, see section A8).

B.4 Warning Strip. Any step or stair will require a warning strip at the nose of the step, pursuant to California Building Code.

B.5 Handrails. Any step or stair will require handrails, pursuant to California Building Code.

C. DESIGN AND CONSTRUCTION STANDARDS.

The Parklet shall meet current construction standards of both the SFBC and ADAAG. The pedestrian route to the Parklet shall meet the Alterations standard of the SFBC (Section 1127B.1 Exterior Route of Travel and 1133B.7.1.3 Walks and Sidewalks, Surf ace Cross Slopes) and ADAAG (Section 202 Existing buildings and Facilities).

Per Public Works Order No: 183,392 all elements of the above mentioned Parklet shall be constructed and /or installed to conform to the applicable provisions, rules, regulations and guidelines of the:

a. San Francisco Building Code (SFBC), specifically Chapter 11B SFBC is available for inspection and the San Francisco Main Library or the Department of Building Inspection. *http://publicecodes.citation.com/st/ca/st/b200v10/index.htm?bu=CA-P-2010-000008*

b. The Americans with Disabilities Act (ADA) *http://www.ada.gov/regs2010/titleII_2010/titleII_2010_withbold.htm* and,

c. The Americans with Disabilities Act Accessibility Guidelines, 2010 Standard (ADAAG). *http://www.ada.gov/2010ADAstandards_index.htm*.

PHOTO INDEX

iv. Hosted by Devil's Teeth Baking Company. Designed by Matrozzi-Pelsinger Builders. Photo by Matrozzi-Pelsinger Builders & Wells Campbell Photography.

2. Hosted by Simple Pleasures Café. Built by Ron Stanford. Photo by Ilaria Salvadori (SF Planning).

3, left. Hosted by Just for You / Scribbledoodles and the Noe Valley Association. Designed by Chris Whitney, Object Assembly. Photo by Kay Cheng (SF Planning).

3, top right. Hosted by Café Abir. Design-Build by Ron Stanford. Photo by Robin Abad (SF Planning).

3, bott right. Hosted by Excelsior Action Group and Mamá Art Café. Designed by High School Students through the Youth Art Exchange (YAX), Instructor: Craig Hollow.

6, top. Hosted by Tony's Pizza Napoletana / International School of Pizza. Design-Build by REBAR. Photo by REBAR.

6, bottom. Hosted by Caffe Greco. Design-Build by REBAR. Photo by SF Greatstreets / The San Francisco Bicycle Coalition.

7. Hosted by Arizmendi Bakery. Designed by Jack Verdoni Architecture. Photo by Jack Verdoni Architecture.

9, top right. Hosted by Devil's Teeth Baking Company. Designed by Matrozzi-Pelsinger Builders. Photo by Matrozzi-Pelsinger Builders & Wells Campbell Photography.

11, top right. Hosted by Devil's Teeth Baking Company. Designed by Matrozzi-Pelsinger Builders. Photo by Matrozzi-Pelsinger Builders & Wells Campbell Photography.

16 - 17. Hosted by Devil's Teeth Baking Company. Designed by Matrozzi-Pelsinger Builders. Photo by SF Planning.

19. Various utility cover Photos by Robin Abad, Alanagh Gannon, Gene Stroman (SF Planning).

23, top. Hosted by Other Avenues Food Cooperative and Seabreeze Café. Designed by Interstice Architects. Photo by Samuel Heller.

23, bottom. Hosted by The Crepe House and Bone Flowers.

26 - 27. Hosted by Other Avenues Food Cooperative and Seabreeze Café. Designed by Interstice Architects. Photo by Samuel Heller.

29. Hosted by Quetzal Café. Photo by Robin Abad (SF Planning).

30 – 31. Hosted by Reveille Coffee Co. Designed by Cameron Helland, Sagan Piechota Architecture. Photo by Samuel Heller.

34. Hosted by the Blue Fig. Designed by Riyad Ghannam, rg-architecture. Photo by Kay Cheng (SF Planning).

37, top. Hosted by Just For You / Scribbledoodles with the Noe Valley Association. Designed by Chris Whitney, Object Assembly. Photo by Robin Abad (SF Planning).

37, top. Hosted by Ocean Avenue Community Benefit District. Designed by High School Students through the Youth Art Exchange (YAX), Instructor: Craig Hollow. Photo by Samuel Heller.

37 2nd fr top. Hosted by Pizzeria Delfina. Designed by Kevin Hackett and Jessica Wiegley, Siol Design Studios. Photo by Robin Abad (SF Planning).

37, 2nd fr bott. Hosted by Outerlands. Designed by Gast Architects. Photo by Alexis Smith (SF Planning).

37, bottom. Hosted by Trouble Coffee (Bayview). Designed by Ben Frombgen, b cooperative. Photo by Ben Frombgen.

38, top right. Hosted by Freewheel Bicycle Shop. Designed by Kanbayashi Designs; plant design by Thrive Landscaping. Photo by Robin Abad (SF Planning).

38, bottom left. Hosted by Pizzeria Delfina. Designed by Kevin Hackett and Jessica Wiegley, Siol Design Studios. Photo by Robin Abad (SF Planning).

38, bott right. Hosted by Just for Fun Café. Designed by Riyad Ghannam, rg-Architecture. Photo by SF Greatstreets / The San Francisco Bicycle Coalition.

39, top left. Hosted by Devil's Teeth Baking Company. Designed by Matrozzi-Pelsinger Builders. Photo by SF Planning.

39, left middle. Hosted by Freewheel Bicycle Shop. Designed by Kanbayashi Designs; plant design by Thrive Landscaping. Photo by Kay Cheng (SF Planning).

39, centre. Hosted by Amandeep Jawa and Kimberly Conley. Designed by Jane Martin. Photo by Robin Abad (SF Planning).

39, bott left. Hosted by Luna Rienne Gallery (formerly Fabric 8). Design by Eric Otto.

39, top right. Hosted by Magnolia Gastropub and Brewery. Designed by Ben Frombgen, b cooperative. Photo by Ben Frombgen.

39, bottom right. Hosted by Four Barrel Coffee. Designed by Seth Boor, Boor Bridges Architecture. Photo by Brent.

40, top left. Hosted by Reveille Coffee Co. Designed by Designed by Cameron Helland, Sagan Piechota Architecture. Photo by Samuel Heller.

40, top right. Hosted by Farley's. Designed by Russel Ziedner. Photo by Great Streets.

40, bottom right. Hosted by Darwin Café. Designed by Michael Lambert. Photo by Wendy Chen.

42, left. Hosted by Trouble Coffee, Judah. Designed by Giulietta Carelli. Photo by Brent.

42, right. Hosted by Cumaica. Design-build by Anzfer Farms. Photo by Samuel Heller.

43, top left. Hosted by Trouble Coffee, Judah. Designed by Giulietta Carelli. Photo by Brent.

43, top right. Hosted by Café Abir. Designed by Ron Stanford. Photo by SF Great Streets / San Francisco Bicycle Coalition.

43, bottom left. Hosted by Freewheel Bicycle Shop. Designed by Kanbayashi Designs; plant design by Thrive Landscaping. Photo by Robin Abad (SF Planning).

46, top left. Hosted by Magnolia Gastropub and Brewery. Designed by Ben Frombgen, b cooperative. Photo by Kay Cheng (SF Planning).

46, top right. Hosted by Trouble Coffee Co. Designed by Ben Frombgen, b cooperative. Photo by Gene Stroman (SF Planning).

46, bottom. Hosted by Farm Table. Designed by OGRYDZIAK PRILLINGER ARCHITECTS. Photo by Thomas Benson.

47. Hosted by Four Barrel Coffee. Designed by Seth Boor, Boor Bridges Architecture. Photo by Brent.

47 - 48. Hosted by Ocean Avenue Association. Designed by High School Students through the Youth Art Exchange (YAX), Instructor: Craig Hollow. Photo by Samuel Heller.

50, bottom. Soft-Hit Post. Photo by Robin Abad (SF Planning).

51, top. Wheel stop. Photo by Kay Cheng (SF Planning).

51, bottom. Hosted by Magnolia Gastropub and Brewery. Designed by Ben Frombgen, b cooperative. Photo by Robin Abad (SF Planning).

52, left. Hosted by Excelsior Action Group and Mamá Art Café. Designed by High School Students through the Youth Art Exchange (YAX), Instructor: Craig Hollow. Photo by Paul Chasan (SF Planning).

52, right. Hosted by Mojo Bicycle Shop & Café. Designed by Riyad Ghannam, rg-Architecture. Photo by Jeremy Shaw (SF Planning).

53, left. Hosted by Mojo Bicycle Shop & Café. Designed by Riyad Ghannam, RG-Architecture. Photo by Jeremy Shaw (SF Planning).

53, middle. Hosted by Devil's Teeth Baking Company. Designed by Matrozzi-Pelsinger Builders.

53, right. Hosted by Four Barrel Coffee. Designed by Seth Boor, Boor Bridges Architecture.

54 - 55. Hosted by Cumaica. Design-Build by Anzfer Farms. Photo by Samuel Heller.

56, left. Hosted by Devil's Teeth Baking Company. Designed by Matrozzi-Pelsinger Builders. Photo by Kay Cheng (SF Planning).

56, middle. Hosted by Excelsior Action Group and Mamá Art Café. Designed by High School Students through the Youth Art Exchange (YAX), Instructor: Craig Hollow. Photo by Paul Chasan (SF Planning).

57, left. Hosted by the Blue Fig. Designed by Riyad Ghannam, rg-architecture.

57, right. Hosted by Mojo Bicycle Shop & Café. Designed by Riyad Ghannam, RG-Architecture. Photo by Jeremy Shaw (SF Planning).

58. Hosted by Café Roma. Design-build by REBAR. Photo by REBAR.

59. Hosted by Tony's Pizza Napoletana / International School of Pizza. Design-Build by REBAR. Photo by REBAR.

64. Hosted by Reveille Coffee Co. Designed by Cameron Helland, Sagan Piechota Architecture. Photo by Samuel Heller.

71. Hosted by Devil's Teeth Baking Company. Designed by Matrozzi-Pelsinger Builders. Photo by Matrozzi-Pelsinger Builders & Wells Campbell Photography.

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