

**TEMPORARY STREET CLOSURE**

**FILING INFORMATION (Revised 12/2005)**

1. Where to File Application:

Department of Parking and Traffic  
Traffic Engineering Division  
1 South Van Ness Ave., 7<sup>th</sup> Floor  
San Francisco, CA 94103  
Attn: Cindy Shamban

2. Filing Fee:

	<u>Neighborhood Block Party*</u>	<u>All Other Events</u>
At least 60 days in advance of the event	\$ 100.00	\$ 225.00
Fewer than 60 days	\$ 150.00	\$ 275.00
Fewer than 30 days	\$ 200.00	\$ 325.00
Fewer than 7 days	\$ 250.00	\$ 375.00

\* Defined as a one block closure in a residential neighborhood with no intersection closures sponsored by a neighborhood organization or individual who lives on the block to be closed.

All fees are non-refundable and payable to the Department of Parking & Traffic.

3. Filing Deadline:

General and Athletic Events: At least 60 days prior to event.

Street Fairs: At least 90 days prior to event.

4. Completed Applications

**FAILURE TO COMPLETE THE APPLICATION FULLY INCLUDING COMPLIANCE WITH ALL REQUIREMENTS AND INCLUSION OF ALL SKETCHES, DRAWINGS AND OTHER MATERIAL REQUIRED AS WELL AS SIGNING THE APPLICATION WILL RESULT IN REJECTING THE APPLICATION IN FULL.**

5. Review Process:

In general, requests for temporary street closings will be reviewed by the Interdepartmental Staff Committee on Traffic and Transportation (ISCOTT), and a recommendation for approval or disapproval will be developed and forwarded to the Executive Director of the Department of Parking and Traffic. For applications filed

less than 30 days in advance of the event, the procedure set by Section 2. Part II, Chapter XI of the SF Municipal Code, Article 21 Section 801(d) shall be followed.

6. Notification of Public Hearing at ISCOTT

General - Applicant is responsible for posting notices 7 days in advance of the public hearing at ISCOTT and shall submit to the Executive Director of the Department of Parking and Traffic a declaration under penalty of perjury of posting the notices. As a service, the Department of Parking and Traffic will post the notices.

Applicant is also responsible for the removal of the posted public hearing notices. After the public hearing, the applicant will have 10 days to remove the posted notices. This will be a part of the permit conditions for approval of a temporary street closure. If there has not been an approval, the applicant will still be required to remove the notices. The applicant will be required to submit a declaration under penalty of perjury that the notices have been removed.

Athletic Events and Annual Street Fairs - No action required by the applicant.

7. Public Hearing at ISCOTT:

The hearing date will be scheduled by the Department of Parking and Traffic. All applicants will be notified. All interested parties are urged to attend.

8. Proof of Insurance:

The applicant is responsible for providing proof of insurance as detailed in condition "M" of the application.

9. Notification of the Decision:

A letter will be sent to the Executive Director of the Department of Parking and Traffic notifying him or her of the decision within 15 days of ISCOTT's hearing. Copies will be sent to members of ISCOTT, various City agencies and other impacted agencies as applicable. If approved, the applicant will receive a Temporary Street Closure Permit within 10 days of ISCOTT's approval.

**APPLICATION FOR TEMPORARY STREET CLOSING** (Rev. 12/2005)  
(PLEASE PRINT)

**NOTE:** **Failure to fully complete this application and to provide the required drawing(s) may result in denial of this request. Be sure to return page 4, dated and signed.**

Date: \_\_\_\_\_ TSC No.: \_\_\_\_\_ (city use only)

Applicant: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

\_\_\_\_\_ Fax: \_\_\_\_\_

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

Organization: \_\_\_\_\_

Website: \_\_\_\_\_

Street(s) to be closed: (Include the set up and breakdown times)

a) \_\_\_\_\_ between \_\_\_\_\_ and \_\_\_\_\_

Start date/time: \_\_\_\_\_

End date/time: \_\_\_\_\_

b) \_\_\_\_\_ between \_\_\_\_\_ and \_\_\_\_\_

Start date/time: \_\_\_\_\_

End date/time: \_\_\_\_\_

c) \_\_\_\_\_ between \_\_\_\_\_ and \_\_\_\_\_

Start date/time: \_\_\_\_\_

End date/time: \_\_\_\_\_

Intersection closure? Specify: \_\_\_\_\_

Start date/time: \_\_\_\_\_

End date/time: \_\_\_\_\_

**APPLICATION FOR TEMPORARY STREET CLOSING** (Rev. 12/2005)  
**(SIGNATURE PAGE)**

Event Time(s): \_\_\_\_\_  
(Note: This is different than street closure times.)

Purpose of Closure or Name of Event :

Street Fair? \_\_\_\_\_ Athletic Event? \_\_\_\_\_ Other? \_\_\_\_\_

Expected Attendance:  
Have these streets been closed before for this purpose? \_\_\_\_\_  
When?

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

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

Return to: Department of Parking and Traffic  
Traffic Engineering Division  
1 South Van Ness Ave., 7<sup>th</sup> Floor  
San Francisco, CA 94103  
Attn: Cindy Shamban

**IMPORTANT**

- It is the permittee's responsibility to comply with all State and Federal disability access requirements applicable to the event. Compliance with the City's permit requirements does not exempt the permittee from any additional requirements that may be imposed by State or Federal laws.
  
- "By acceptance of this permit, the permittee agrees to indemnify, hold harmless and assume the defense of the City and County of San Francisco from and against any and all claims, demands and actions for damages resulting from work under this permit, regardless of the negligence of City and County of San Francisco."
  
- If it is necessary to replace Municipal Railway trolley coaches with diesel motor coaches or to re-route Municipal Railway trolley coaches, there may be a charge. There may also be charges or fees for the following Departments: Fire, Public Works, Public Health, Police and the Entertainment Commission. Please check with the appropriate agencies.

Please attach an accurate to scale drawing showing dimensions of the street, sidewalk, booths and any other objects placed; and also indicate the following:

- a. streets to be closed
- b. emergency access plan
- c. number and location of food and/or beverage booths
- d. number, location, and type of recycling and refuse containers
- e. temporary blue zones
- f. portable toilets & sinks, including those which are ADA compliant
- g. stages with ramps, tents, and any other objects
- h. muni routes, transit shelters and bus stops
- i. location of monitored bicycle parking

See Section Q for details.

## **CONDITIONS FOR TEMPORARY USE OF STREETS**

- I. The applicant hereby agrees to abide by the conditions of Article 21 of the Administrative Code during the entire event as follows: (Note part "M": Special regulations for commercial streets).
  - A. The applicant shall provide the name and phone number of the person responsible for operations during the event. This person shall be available throughout all hours the event is open to the public.
  - B. The temporary use or occupancy of a public street shall not unnecessarily obstruct or bar public access onto said street. Sidewalks shall remain open at all times for pedestrian use unless closure of the sidewalk is provided for by resolution of the Board of Supervisors explaining the reasons for such closure.
  - C. No object of any nature shall be placed or maintained within 15 feet of any fire hydrant or within 5 feet of any fire alarm box or police call box.
  - D. No object of any nature shall be placed or maintained within any intersection or pedestrian crosswalk, nor shall any vehicle be permitted to be parked in such areas. All curb ramps shall remain clear of any obstructions.
  - E. A continuous passageway in the roadway at least 14 feet in width shall be maintained at all times during the period of such use or occupancy for the use of emergency vehicles.
  - F. No object of any nature shall be fastened to or erected over the surface of the street or sidewalk, and no object shall be affixed to any pole or standard upon any street or sidewalk, without prior written consent of the Director of Public Works.
  - G. Painting upon any street or sidewalk surface is prohibited unless a washable paint is used and removal is accomplished before the street is re-opened.
  - H. Adequate illumination of the area shall be maintained at all times when such illumination is appropriate.
  - I. Official traffic control devices and traffic signal controllers shall not be covered or blocked at any time during the period of such use or occupancy.

CONDITIONS FOR TEMPORARY USE OF STREETS - Continued

- J. Street barricades determined by the Police Department as being necessary to protect the public's safety shall be placed by the Police Department; shall be maintained in said locations at all times during the period of such use or occupancy by the permittee; and shall be removed by the Police Department upon termination of the period of said use or occupancy.
- K. All manhole covers and valve box covers shall be kept clear of any fixed object.
- L. All streets and sidewalks within the area for which such permission is granted, shall be kept clean and free from dirt and debris at all times during the period of such temporary use or occupancy, and all materials and equipment used in connection with said temporary use and occupancy shall be removed there from within 24 hours of the termination of the period of such use or occupancy. The Executive Director of Parking and Traffic shall report any violations of this subsection to the Board of Supervisors.
- M. Application for permission to hold a street fair on a predominantly commercial street, shall be accompanied by evidence of insurance coverage as hereinafter set forth. For purposes of this subsection, a predominantly commercial street shall mean a street block on which at least 50 percent of front footage of private property on the ground floor of the street is used for commercial purposes.  
  
A street block shall be measured from street intersection to street intersection, but shall not include any alley intersections.
- N. Applicant shall maintain in force, during the full term of the permit, insurance as follows:
  - 1) General liability insurance with limits not less than \$1,000,000.00 each occurrence / **\$ 2,000,000 aggregate**, Combined Single Limit Bodily Injury and Property Damage, including Contractual Liability, Personal Injury, Broadform Property Damage, Products and Completed Operations Coverage;
  - 2) If any vehicles will be operated by the applicant in connection with street fair or athletic event activities under the permit, Automobile Liability Insurance with limits not less than \$1,000,000.00 each occurrence Combined Single Limit Bodily

CONDITIONS FOR TEMPORARY USE OF STREETS – Continued

Injury and Property Damage, including owned, non-owned and hired auto coverages, as applicable; and

- 3) If the applicant has employees, Workers Compensation with Employer's Liability not less than \$1,000,000.00 each accident.  
**General Liability and automobile Liability Insurance policies shall be endorsed to provide the following:**

- a) Name as additional insured the City and County of San Francisco, its officers, agents and employees.
- b) That such policies are primary insurance to any other insurance available to the Additional Insureds with respect to any claims arising out of activities under the permit, and that Insurance applies separately to each insured against whom claim or suit is brought.

Certificates of insurance **and copies of additional insured policy endorsements**, in format and with insurers satisfactory to the City evidencing all applicable coverages, shall be furnished to the City ten days prior to issuance of the permit and before commencing any operations under the permit, with complete copies of policies to be furnished to the City upon request.

The address on the certificate should be:

City and County of San Francisco  
Department of Parking & Traffic  
1 South Van Ness Ave., 7<sup>th</sup> Floor  
San Francisco, CA 94103  
Attn: Cindy Shamban

The insurance requirement of this subsection shall be waived by the Board of Supervisors if the applicant certifies in writing that:

- a) The purpose of the street fair is First Amendment expression and that
- b) The cost of obtaining insurance is so financially burdensome that it would constitute an unreasonable

## CONDITIONS FOR TEMPORARY USE OF STREETS - Continued

prior restraint on the right of First Amendment expression, or that it has been impossible for the applicant to obtain insurance coverage.

- O. Signs shall be posted pursuant to San Francisco Health Code Section 265 through 265.3 wherever alcohol is offered for sale.
- P. Such further conditions as may be imposed by the Department of Public Works after inspection of the area involved.
- Q. Applicants shall provide a space layout plan for all events including those that require temporary street closing for events such as fairs and parades. This space layout plan shall highlight a number of items, including but not limited to:
  - 1. Layout shall indicate the location of all portable toilets (including total # and location); number of toilets will be based on minimum of 1/8 of 1% of the anticipated number of participants expected with a minimum of four portable toilets (2 unisex and 2 accessible\* unisex). This formula will be used unless applicant can substantiate the availability of both accessible\* and non-accessible\* facilities in the area of the event available to the public during the event. (ISCOTT will determine total number of toilets on a case-by-case basis).
  - 2. 10% of the total number of portable toilets shall be accessible\*. Location-Layout shall indicate that all portable toilets are located on level sites (no more than 2% side slope) with appropriate clear path-of-travel (a minimum of 48" wide) to the toilet entrance. The goal is to have at least one wheelchair accessible toilet in each grouping of portable bathrooms. Each of the accessible bathrooms shall have a sign on them that reads: "Priority is to be given to individuals with disabilities in the use of this accessible facility.
  - 3. Layout shall indicate the location of all exposed wiring being used for the event where wiring will cross the path-of-travel (path of travel requires a minimum of 48" clear). If any wiring crosses the path of travel, a ramping system must be provided to allow access over wiring for persons using

## CONDITIONS FOR TEMPORARY USE OF STREETS – continued

wheelchairs. Contrasting colored tape (yellow) shall be used to cover all wiring crossing the path-of-travel.

4. Layout shall indicate the location of all vendors and booths, portable toilets (including those accessible to persons with disabilities) and showing a clear path-of-travel (minimum 48" wide) throughout the event site and to all services.

Layout shall indicate the location of all blue zones (accessible permanent and temporary parking spaces) in the area.

5. Layout shall indicate the location of all MUNI bus transit routes and all stops in the affected area.
6. Layout shall indicate location of all tent pegs or tent/booth securement devices. All securement devices must be visible using contrasting colors and not located within the 48" clear path-of-travel, which shall be provided.
7. Layout shall indicate location and path-of-travel onto all stages (ramp not to exceed 1:12 maximum slope).
8. The permit applicant will provide a space plan for the event attendees indicating all accessibility features (path-of-travel, toilets and if available, phones and drinking fountains). This plan will be available at all entrances to the event at no cost to the public.
9. Layout should indicate the location and type of recycling and refuse containers. Included in the application should be the name of any organization(s) with whom the sponsor has contracted to be responsible for recycling and refuse. If the sponsor will do their own recycling, please indicate where the materials will be delivered such as the name and location of the recycling center. See attached sheet for more information on recycling.
10. Layout should include the location of monitored bicycle parking which is required for events with a daily number of participants greater than 2000. The following information should be included in the application: the number of bicycle

## CONDITIONS FOR TEMPORARY USE OF STREETS – Continued

spaces available (1% of the estimated daily attendance); the amount of fee to be charged for the above service; and the organization responsible for providing the service. Please see Section U (Page 12 of 12) and the Suggested Guidelines for Monitored Bike Parking sheet located in the Attachment Section of the Application Packet.

- R. Depending on the types of activities planned, the applicant may be required to get permits from the San Francisco Fire Department, the Department of Public Health, the San Francisco Police Department, the Entertainment Commission and/or the Department of Public Works. The Fire Department and the Public Health Department permits must be filed at least **10 working days** before the event. See attached sheets at the end of the application form for more details.
- S. After ISCOTT public hearing approval of the above, the sponsor must obtain the temporary blue zone sign(s). The sign(s) shall conform to the Department of Parking and Traffic Drawing STR-6683 (TOW-AWAY SIGN FOR TEMPORARY DISABILITY PARKING). The Department of Parking and Traffic has available for sale cardboard temporary disability parking signs. See attached sheet for further information. There are other vendors in the area who also carry this sign. Please consult the Yellow Pages for possible vendors.

### Blue Zone Policy

1. A substitute blue zone must be created for every blue zone displaced or one substitute blue zone for every block closed, whichever is greater.
2. Substitute zones shall be situated as close as possible to the intersection of the first available cross street to the replaced blue zones. The temporary blue zone sign shall be affixed to an existing parking meter pole, whenever possible. In the event of non-existence of parking meters, other permanent fixtures shall be utilized if they are in close proximity (2-3 feet) to the desired parking space, i.e. trees, light poles. In the alternative, a temporary support must be provided.

Temporary blue zones shall not be situated in bus zones, fire hydrants, red zones, yellow zones, metered truck zones, white zones, or active tow-away or street cleaning zones.

## CONDITIONS FOR TEMPORARY USE OF STREETS - Continued

3. The sponsor shall install the temporary blue zone sign(s) at the ISCOTT public hearing approved locations, 72 hours before the temporary street closing.
4. The sponsor must also notify the San Francisco Department of Parking and Traffic at 554-9928, of the temporary blue zone location(s) 72 hours before the temporary street closing.
5. The sponsor shall remove the temporary blue sign(s) by the day after the re-opening of the street.

Failure to comply with any of the above terms of the temporary blue zone policy may result in denial of future temporary street closings by the sponsor.

**Note: The ISCOTT accessibility policies are based on Title 24, California Building Code and the Americans with Disabilities Act requirements. Exceptions to these listed policies may be granted by ISCOTT on a case-by-case basis, based on exceptions available in California Title 24 and the American with Disabilities Act. Appropriate documentation supporting exception requests must be provided by the applicant to ISCOTT for review one month prior to the scheduled hearing date.**

- T. The placement of Tobacco advertising and promotional displays in publicly visible locations is strictly prohibited by San Francisco Police Code Section 674. In addition, the placement of tobacco advertising and promotional displays on property owned or controlled by the City and County is strictly prohibited by San Francisco Administrative Code Section 4.20. Any violation of either of these ordinances during your event could result in the revocation of the street closure permit.
- U. Monitored bicycle parking is required for events with an anticipated number of participants greater than 2000 per day of the event. Monitored bicycle parking should be provided for at least 1% of your expected daily participants. The minimum amount of space required for each bicycle is 6 feet long and 1 3/4 feet in width. For example, an average parking space will fit 10 bicycles. The monitored bicycle parking should be located within a one block radius of a regular entrance to the event. Possible locations are school yards, on street parking spaces, garages or parking lots. All event publicity should include information on the monitored bicycle parking: its' availability, location and cost. The event sponsor may charge a small fee which would cover the cost of providing this service.

**TEMPORARY STREET CLOSURE  
REQUIREMENTS FOR STREET FAIRS, GENERAL AND ATHLETIC EVENTS**  
A Quick Check List

This has been developed to aid you in preparing your application, the necessary drawings and other required material. It is by no means complete. You are still responsible to comply with all provisions whether they are covered in this check list or not.

**NOTE: YOUR APPLICATION WILL NOT BE CONSIDERED UNLESS YOUR APPLICATION IS COMPLETE AND RETURNED TO THIS DEPARTMENT AT LEAST ONE WEEK BEFORE THE ISCOTT HEARING.**

**NOTE:** If you have questions regarding access requirements, please contact the Mayor's Office on Disability at 554-6789.

PREPARE A DRAWING(S) SHOWING THE FOLLOWING: (an example is attached)

ON THE DRAWING(S), ARE THE FOLLOWING SHOWN?

- a. Sidewalk and street (curb to curb) widths.....
- b. Streets to be closed.....
- c. Emergency Access Plan.....  
(Continuous passage at least 14 feet wide)
- d. Number & location of food/beverage booths  
showing general accessibility.....
- e. Blue zone locations shown.....  
(1 blue zone for every 1 displaced **OR** 1 blue zone for every block closed  
**WHICHEVER** is greater. Locate at the end of the block to allow a person using a  
van with a back lift to exit the van and access the sidewalk by using the curb ramp at  
the corner.)
- f. Blue zone signs and placement.....  
The Department of Parking and Traffic has available for sale cardboard temporary  
disability parking signs. Cardboard signs of this type are also available from other  
local vendors See attachments for more information. Placement of signs could be  
on parking meters, sign posts, poles or trees. Read Procedures document for more  
details.
- g. Total number of portable toilets provided.....#  
Are they shown on the map?.....  
The number required is 1/8 of 1% of the number of attendees. There is a minimum  
of 4 required. Example: 10,000 attendees so divide by 8 (this is the 1/8 number) and

Temporary Street Closing Checklist (continued)

you get 1250. Drop the two rightmost numbers (50 in this example) and the answer is 12 portable toilets are required.

- h. Number of toilets accessible to persons with disabilities (Is there at least one accessible toilet per bathroom grouping?).....#\_\_\_\_\_ Number required: 10% of the total. If a total of 4 is required for the event, then 1 must be accessible to persons with disabilities. Each of the accessible bathrooms shall have a sign on them that reads: "Priority is to be given to individuals with disabilities in the use of this accessible facility."
- i. Is there a stage(s)?.....#\_\_\_\_\_ A Temporary Occupancy Permit is required by DPW. All stages must have a ramp with a slope not to exceed a 1:12 slope or an ADA approved portable lift. Example: If the stage is 6 feet high then 6 times 12 = 72 foot long ramp. Ramp shall be 36 inches wide with 6 inch edge curbs and have an approved railing for use by persons with disabilities. Are the ramps shown on the map?.....#\_\_\_\_\_
- j. Wires interfering with the path of travel?.....#\_\_\_\_\_ I understand that I am required to have an approved ramping system.....#\_\_\_\_\_
- k. Muni routes, transit shelters and bus stops are shown.....#\_\_\_\_\_
- l. Signage:  
The signage should include the following information: path of travel; restrooms; phones (if any); all accessible features; drinking fountains; and the name and location of a contact person who is responsible for dealing with any problems which may arise during the course of the closure. This signage should be placed at all entrances to the event. **As a part of the application packet, the sponsor must provide a mock up of the signage; information on its' final size; where the signage will be placed; and a description of how the signage will be mounted.**
- m. Plans for recycling and refuse are included.....#\_\_\_\_\_ Included should be the types and locations of recycling and refuse containers and the name any organization(s) with whom the applicant has contracted for these services. Further recycling requirements are listed in an attachment to the application

Location of the monitored bicycle parking: .....#\_\_\_\_\_ including number of spaces provided which should be at least 1 % of your expected daily participants. Please submit the details of your monitored bicycle parking plane with the application. **This is a requirement for public events involving more**

Temporary Street Closing Checklist (continued)

**than 2000 participants per day of the event.**

15. Emergency Medical Service Plan (EMS Plan): There is a new requirement for an Emergency Medical Service Plan for any event with more than 2,500 people. An initial plan is required for the ISCOTT application if your event will have more than 2,500 people. Please see EMS Section of the application.

**NOTE: YOUR APPLICATION WILL BE REJECTED UNLESS YOUR APPLICATION IS COMPLETE.**

There may be costs associated with your proposed closure. Listed below are telephone numbers that may be of help to you in getting information and determining these costs.

<u>Department</u>	<u>Name</u>	<u>Phone</u>
Muni Railway	Joyce Garay	923-6058
Police Dept. Athletic Events Sound Permits	Off. John Flaherty Entertainment Commission	575-6350 554-5793
Public Health (Environmental Health Services – Food)	Sheldon Lew	252-3828
Fire Dept. (A Fire Department Permit may be required if there will be cooking; any tents or canopies erected; or fireworks; or generators)	Inspector Ken Cofflin	558-3348
Public Works (Any event which will need street cleaning)	Alison Mickels	695-2130
Public Works (For a temporary occupancy permit, necessary for all stages, carnival rides, bleachers, tents, Jumpers, generators, etc.)	Street Use & Mapping	554-5810
Department of the Environment (Recycling Information)	Kevin Drew / Alexa Kielty	355-3747
Mayor’s Office on Disability (For any questions concerning disability access.)		554-6786
Department of Public Health (Emergency Medical Service Plan)	Dr. John Brown	355-2607
Caltrans (if any State Highway is affected directly or indirectly)	Permits	510-286-4434

**WARNING:** They require a long lead time.