

Slow Streets Mural Pilot Program Application Guidelines & Processes

Community Challenge Grants Technical Assistance Workshop

August 5, 2025



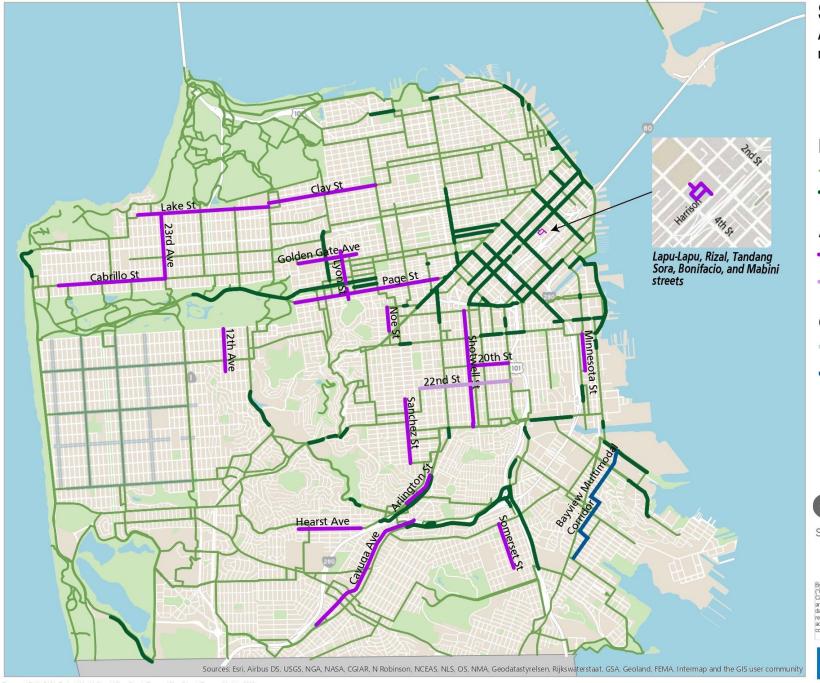
Slow Streets

Slow Streets are safe, comfortable, low-vehicle-traffic routes that prioritize active transportation and **community-building**.

In 2023, the SFMTA launched the Slow Streets Mural Pilot Program to enhance placemaking. The murals will brighten Slow Streets around the city, promote Slow Streets as community spaces, and slow vehicle traffic.

Slow Streets Murals are designed, implemented, and maintained by community members.





Slow Streets Program

Adopted Network
May 2025

LEGEND

- Existing Bike Network
- Protected Bikeways

Adopted Slow Streets

- Implemented Slow Streets
- Planned Slow Streets

Other Related Projects

- Sunset Neighborways
- Bayview Community Pathway



1 mile

Scale 1:51,315

By downloading this map, you are agreeing to the following disclaimer: "The City and County of San Francisco ("City") provides the following data as a public record and no rights of any kind are granted to any person by the City's provision of this data. The City and County of San Francisco ("City") makes no representation regarding and does not guarantee or otherwise warrant the accuracy or completeness of this data. Anyone who uses this data for any purpose whatsever does so entirely at their own risk. The City shall not be liable or otherwise responsible for any loss, harm, claim or action of any kind from any person arising from the use of this data. By accessing this data, the person accessing it acknowledges that she or he has read and does so under the condition that she or he agrees to the contents and terms of this disclaimer."



Slow Streets Mural Pilot Program

Lyon Slow Street



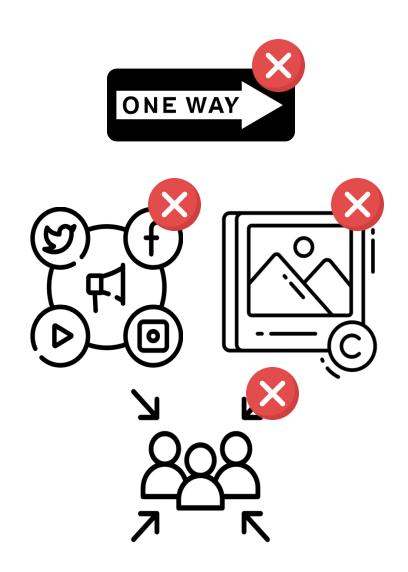
Page Slow Street

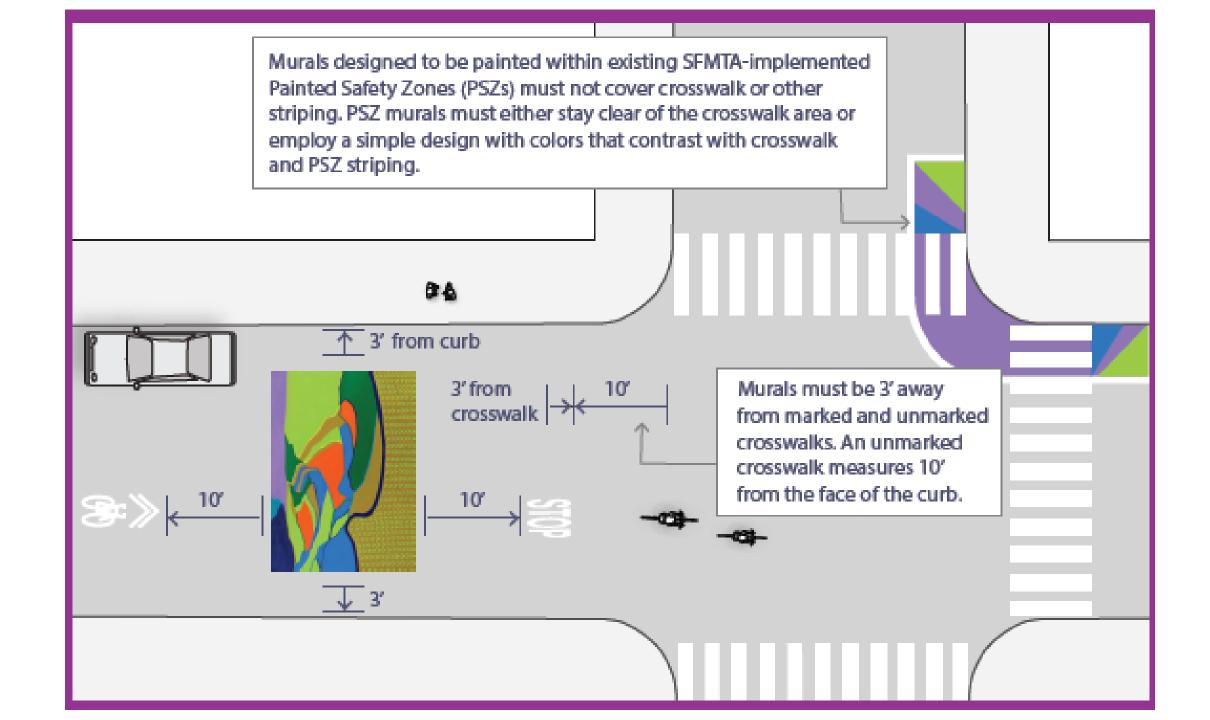


Photos: Masaki Omori

Design Guidelines

- No street signs or traffic control elements
 - Such as Stop Signs, Turn Arrows, or One-Way
 Signs
 - Or any elements that could reasonably be interpreted as traffic control elements
- No advertising
 - Words, Promotional Advertisements, references to Political Campaigns, Logos, Insensitive Images, or Copyrighted Materials
- No meeting place templates
 - Anything that encourages people, especially children, to congregate in the street i.e. **Hopscotch Templates**





Materials & Maintenance

Materials:

- Primer is recommended.
- You must add anti-skid material to your paint (i.e. grit).
- Do not use retroreflective paint or spray paint.

Maintenance:

- Once the mural is in place, it is the responsibility of the implementing group to maintain and restore as needed.
- Any restoration of the mural will require another street closure permit from SFMTA.
- City crews reserve the right to remove the murals for any reason.



Steps

- 1. Check feasibility
- 2. Compile application documents
- 3. Submit application
- 4. SF Arts Commission approval
- Special Event Street ClosurePermit
- 6. Paint your street mural!
- 7. Maintain your street mural





Step 2: Compile Application Documents

- Narrative description of mural design including colors, size, location, and materials.
- ☐ Signed Street Mural Agreement.
- ☐ Map of the proposed location.
- Screenshot of the SF Department of Public Works
 Street Resurfacing Map that clearly shows the block(s)
 your design is proposed on.
 sfpublicworks.org/street-resurfacing
- ☐ Photos of the current street conditions.
- ☐ Color image/mockup of the proposed mural design(s).
- ☐ Signed letter of support from your District Supervisor.





Step 4: SF Arts Commission Approval

- ☐ **Signed letter or resolution** approving the proposed mural from the property owner or city department with jurisdiction over the proposed site.
- ☐ Completed Mural Design Approval Information Form.
- ☐ Lead artist's resume/bio/qualifications and examples of previous work.
- ☐ Color image of mural designs and exact mural dimensions.
- ☐ Image of the proposed site.
- ☐ Three (3) **letters of community support** for the project.
- ☐ Signed Artist Waiver of Proprietary Rights for Artworks.



Email documents to craig.corpora@sfgov.org and paris.cotz@sfgov.org

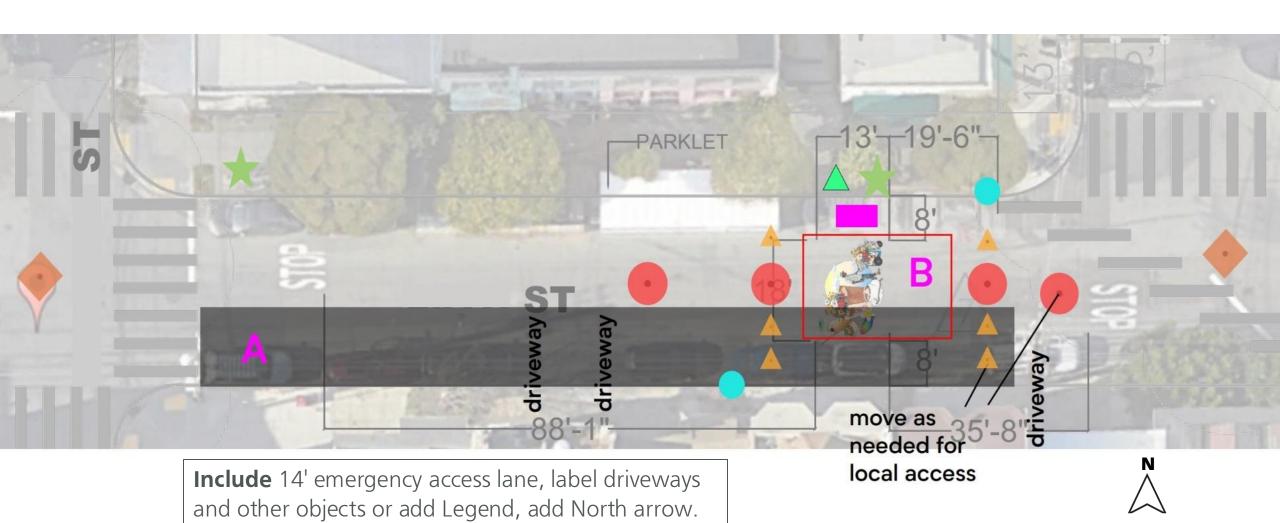
Step 5: Special Event Street Closure

Permit

- Submit application at least 30 days
 before event date. (Even earlier is better)
- You will need to submit:
 - o Location
 - Street closure date(s) and times
 - Site plan(s)
 - Show 14ft emergency access lane.
 - May need multiple site plans for phased painting.
 - Written description and "run of show"
 - Outreach plan
 - How you will manage driveway access



Step 4: Street Closure Permit – Example Site Plan



Step 4: Special Event Street Closure Permit

Approval process:

- Initial review
- Staff will schedule you for ISCOTT*
- Post public hearing notice
 - SFMTA staff will provide
- Attend ISCOTT hearing
 - 2nd or 4th Thursdays, 9 am online
 - Brief 1-2 min verbal presentation about your event
 - Answer any questions
- Receive permit

Costs:

- Application fee
 - Apply earlier for lower fees**
 - sfmta.com/special-event-streetclosure-application
- "No Parking" signs (order after permit)
 - sfmta.com/permits/temporarysignage
- o Barricades and cones rental
 - Rent from SF Public Works <u>dpw-eventrequest@sfdpw.org</u> or local vendors

^{**}Eligible for lower application fee as community events,

ranging from \$160 to \$320 depending on how early you apply.



Step 7: Maintaining the Mural

- Once murals are in place, they are the responsibility of the implementing group or organization to maintain and refresh/restore as needed.
- The mural contact person will be notified if the mural needs to be removed by City crews due to damage, or any other reason.
- Murals may be reinstalled or retouched, but would require another SFMTA Special Events Street Closure Permit.



Recap/Steps

- 1. Check feasibility
- 2. Compile application documents
- 3. Submit application
- 4. SF Arts Commission approval
- Special Event Street ClosurePermit
- 6. Paint your street mural!
- 7. Maintain your street mural







Street Closures for Special Events

Application Guidelines & Processes

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Street Closures for Special Events

- Closing (almost) any street to regular vehicle traffic
- Making the public right of way available for other uses
 - Residential block parties
 - Play streets
 - Street fairs and night markets
 - Other community events and gatherings
 - Athletic events
 - Film shoots

ISCOTT

The Interdepartmental Staff Committee on Traffic and Transportation (ISCOTT) is managed by SFMTA – the Special Events Team.

ISCOTT hearings are held every 2nd and 4th Thursday at 9am online to review street closure applications.

The Committee consists of:

- SFMTA
- Police Dept
- Fire Dept
- Public Works
- Public Health
- Entertainment Commission
- Planning

Some examples

- Sunday Streets
- Night markets in Chinatown, the Sunset, the Castro
- Fillmore Jazz Festival
- Folsom Street Fair
- Public school fetes
- Dozens of trick or treat closures
- 100s of small residential block parties a year

Process

- Planning
 - It can be helpful to discuss with SFMTA Special Events staff in the planning phase specialevents@sfmta.com
- Online application
- Public hearing (ISCOTT)
- Permit issued
- Additional permits and processes, etc. addressed
 - Requesting "No Parking" signage
 - Sound/entertainment permit
 - Permits for food booths
- Successful event with a fun time had by all



Street Closure applications

Applying for a Street Closure

The first step to holding your block party, festival, farmers' market, street fair, athletic event or other fun activity on the streets of San Francisco is a Temporary Street Closure Application.

- Please apply for a <u>Neighborhood Block Party Street Closure</u> if you are a resident of a block or a resident association planning a single-block closure for your neighbors.
- Please apply for a <u>Special Event Street Closure</u> if you are planning any other event requiring a street or lane closure.

(For closures related to construction as opposed to an event, please apply for a Special Traffic Permit.)

Once your complete application has been reviewed by our staff, your event may be scheduled to go before the <u>Interdepartmental Staff Committee on Traffic and Transportation (ISCOTT)</u> for review by City departments that manage event related activities and permits. Approval will be given at an <u>ISCOTT</u> hearing.

Street Closure applications

Two application types:

Neighborhood Block Parties

Special Events – everything else

Neighborhood Block Parties

Small events put on by a resident on a single predominantly residential block for neighbors, their families and friends.

- One block
- Max 200 people
- Max 8 hours (and ends no later than 10pm)
- No Muni on the block
- No commercial activity
- No alcohol (open carry rules apply)



Community Events

Small community events apply as (general) special events but generally would be eligible for a significantly reduced application fee.

- Max of two blocks and 500 people
- Free and open to the public
- No significant Muni or traffic impacts
- No commercial activity (food sales for attendees as a minor component of the event okay)
- No alcohol

Examples: School celebrations, larger trick or treat closures, Bon Odori, Día de los Niños/Día de los Libros, community nonprofit resource fairs

Special Events

Anything that is *not* a neighborhood block party or small community event is a general Special Event.

- Any number of blocks and any number of attendees
- May be private, charge admission, etc.
- May require Muni reroutes or significant traffic detours
- Basically... anything

While in theory any street closure might be possible, in practice closures that significantly disrupt transit or traffic may be rejected — or the costs required to manage the disruption may be prohibitive.

Costs

The total cost for a special event on a closed street can vary dramatically.

A very simple neighborhood block party may run no more than \$56 (the permit application fee) plus costs, if any, for renting barricades (which might be around \$200)

At the other end of the scale, something like Bay to Breakers may run to \$200,000 or more just in City fees and costs due to the necessity of City cost recovery for services involved in rerouting transit, providing traffic control and crowd safety, etc.

Most events are going to come in more toward the lower end of that range but could easily end up having \$2-5000 or so in City fees and costs.

Costs – application fee

The fee to apply for a street closure for a special event varies depending on how far in advance a complete application is received.

Block Parties

90+ days before event	\$56	
60-89 days before event	\$117	
30-59 days before event	\$240	

Community Events

90+ days before event	\$160
60-89 days before event	\$266
30-59 days before event	\$320

Apply early for lower fees!

General Special Events

120+ days before event	\$1,280
90-120 days before event	\$1,601
60-89 days before event	\$1,921
30-59 days before event	\$2,347

Other City fees and costs



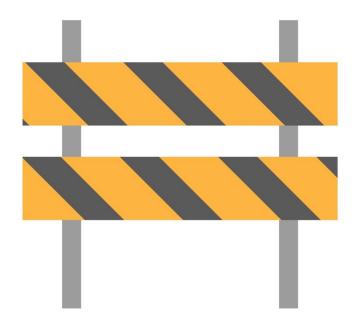
Some fees and costs that might apply to an event with a street closure

- "No Parking" signs approx. \$300-700 a block
- Entertainment/amplified sound permit \$555 to \$573
- Public Health fee for food booths \$138+/each
- De-energizing Muni overhead lines \$8000
- SFMTA traffic control officer \$600 for min. 4-hour shift
- SFFD Outdoor Assembly Event permit \$424

Other (possible) costs

Some additional costs that events may incur as part of compliance with City permits:

- Renting barricades and traffic signs
- Renting portable toilets
- Insurance
- Medical assets (EMTs, ambulances) for larger events



Applying

The webpages for *Neighborhood Block Parties* and *Special Events* have detailed guidance on the application process.

All applications require:

- Basic request for street closure location, date(s), time
- A write-up of the event very minimal for block parties, more involved for larger events
- A site plan showing the layout of everything that will be be placed in the public right-of-way

More info and application: sfmta.com/special-event-street-closure-application

Site Plans

- Show and label what you plan to put on the roadway, roughly to scale, with dimensions (width x length)
 - For example: booths, stages, seating, food trucks, portable toilets
 - Mark driveways, fire hydrants, add North arrow.
 - (Blocks with Muni overhead lines--include height in dimensions)
- 14ft emergency access lane running straight thru every closed block from end to end
- 20ft setback objects (except for barricades) should be set back at least 20ft from intersection
- Barricades at the end of each block. You will need an adult staffed at each end
 of the block to monitor the barricades.

Site Plans

In most cases, the easiest and least expensive layout for an event will have the **emergency lane running down the center of the street**, with things like booths, etc. arranged along either side.

This makes it less necessary to have the street fully posted as "tow away—no parking" and to tow cars.

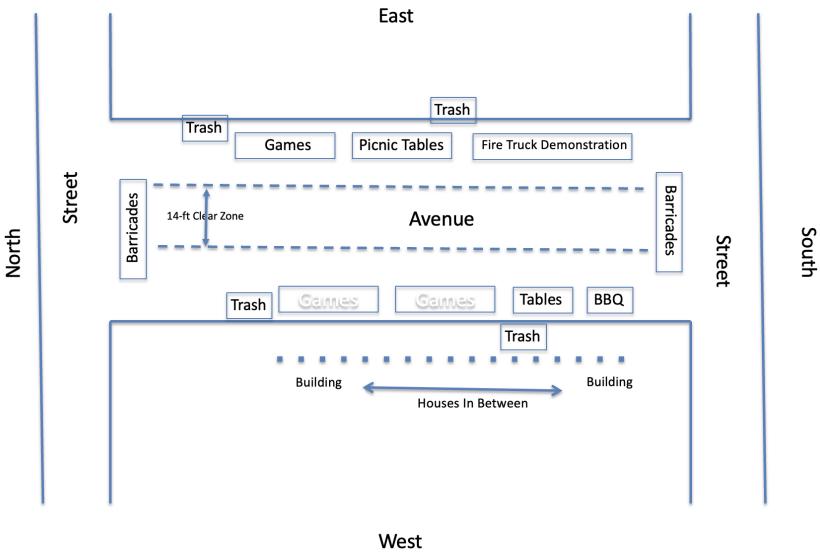
Many neighborhood block parties want to have bounce houses/jumpy castles.

These may not be possible on narrower streets or, if possible, might require expensive "no parking" posting and—much worse—the towing of neighbors' cars, which obviously we strive mightily to avoid.

Site plans are challenging for some events.

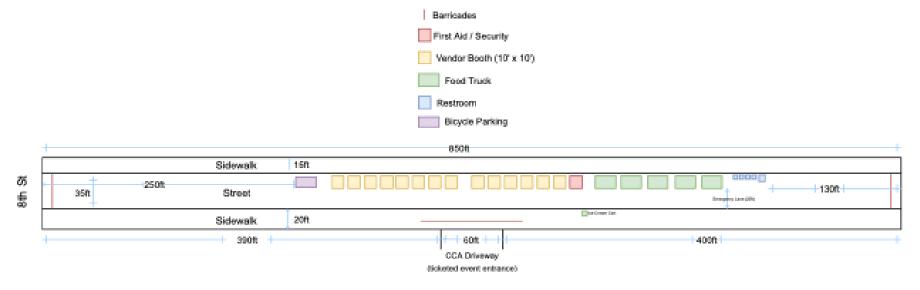
We're here to help – and it doesn't need to be a professional design or engineering drawing; we'll even accept something in pencil on paper.

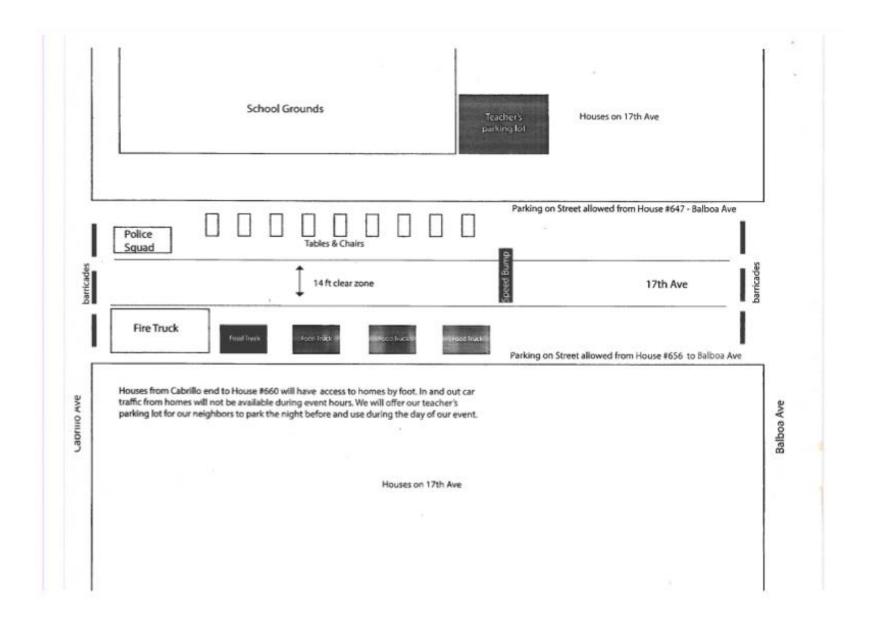
Block Party



Balboa Street Sidewalk Houses Emergency Access Lane (free of objects) Tables/ Tables/ chairs chairs 50' (547 9th) (550-554 Bounce 9th Ave) 13' house (543 9th) 13' Sidewalk Houses Tables/ chairs 50' (535-539 9th Ave) 13' 14 feet 40' Adult monitor Anza Street Barricade

Note: Parking will not be removed for the event. Organizers will reserve parking spaces wherever possible in front of houses indicated above for additional table/chair space and bounce house.







Civic Design Review



Rendering from 2023 Japantown Peace Plaza Renovation Civic Design Review submittal



Civic Design Review (CDR)

San Francisco Charter Section 5.103 requires the Arts Commission to review and approve "the design of all public structures, any private structure which extends over or upon any public property and any yards, courts, setbacks or usable open spaces which are an integral part of any such structure."

The Arts Commission carries out this responsibility through its Civic Design Review (CDR) Committee following its Civic Design Review Guidelines (CDR Guidelines).

Civic Design Review Committee:

- Consists of 5 Arts Commissioners (architects, landscape architect, design professionals or laypersons)
- Meets monthly on 3rd Mondays at 2 PM

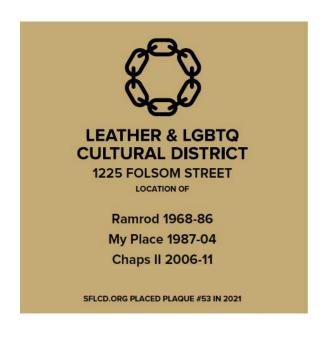


Rendering from 2023 Gene Friend Recreation Center Civic Design Review submittal



CDR Process





Excerpt from 2021 Leather & LGBTQ Cultural District Commemorative Sidewalk Plaque Project Civic Design Review submittal

- The standard Civic Design Review process consists of four phases
- Smaller projects may qualify for alternative forms of review, including:
 - Small Project Review
 - Administrative Review
 - Plaque Review
- To determine the appropriate type of review for your project, contact CDR staff
 - Commission Secretary: Manraj Dhaliwal, manraj.dhaliwal@sfgov.org
- Then complete and submit the <u>Request for</u> <u>Review Form</u>, along with all required materials
- Depending upon the type of review, a presentation at one of the CDR Committee's monthly meetings may be required
 - Presentation materials due two Fridays prior to the meeting



Types of CDR Review

<u>Types of Review, at a Glance:</u> Standard CDR Process

- Conceptual Review
- Phase 1 Schematic Design
- Phase 2 Design Development
- Phase 3 Construction Documents

Small Project Review

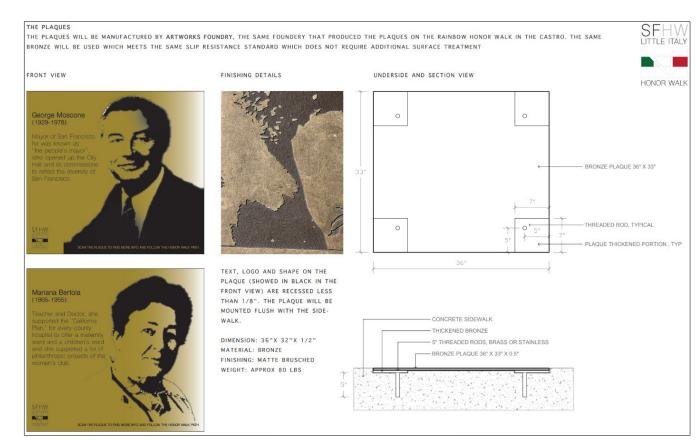
- Combines the review of one or two phases
- Minor renovations, open space components, entrance and pathway improvements

Administrative Review

- Small in scope
- Single plaque, street furnishings, modifications to previously approved project, ADA improvements

Plaque Review

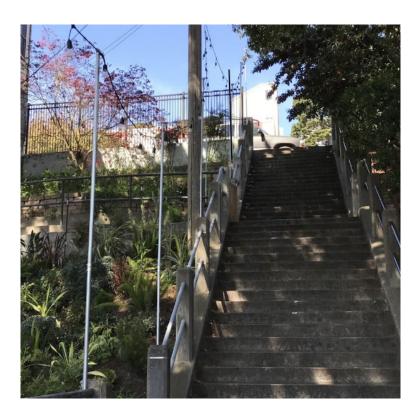
- Commemorative plaques
- Exempt: replacement plaques with identical design and any plaque not on property owned by City and County of SF

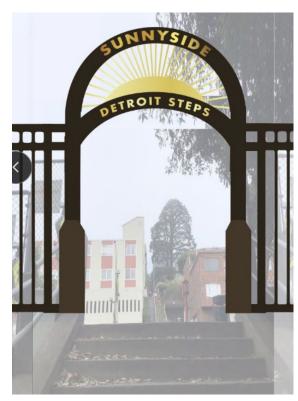


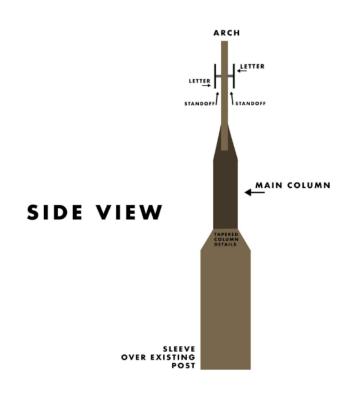
Excerpt from 2024 San Francisco Little Italy Honor Walk plaque project Civic Design Review submittal



Sample Small Project: Detroit Steps Project Archway







Excerpt from 2022 Detroit Steps Project Archway Civic Design Review submittal.

Exempt Projects

Projects exempt from CDR review include:

- Temporary projects and structures placed on public property for two years or less
 - Please note that temporary artworks are reviewed by the Visual Arts Committee of the SFAC
- Infrastructure and utility upgrades and repairs including stormwater/drainage improvements, marina dock repairs, roof and building envelope repairs, fencing repairs, irrigation upgrades, electrical and gas improvements, phone and data installations, security upgrades, re-paving of roads/parking lots/pathways
- Interior and/or subterranean improvements
- Small utility enclosures (boxes, cages to provide secure protective coverings for items like backflow preventers and utility meters) that are not part of a larger project
- "In-Kind" repairs and replacements that are routine and/or deferred maintenance items
- Emergency work to address life safety issues, vandalism, disaster responses (such as tree failures, acts of god, and other similar urgent matters)



Public Art Approvals:
Murals, Tiled
Stairways, Sculpture,
Light Projections



Phillip Hua, Steps to Wisdom, 2024



Public Art in San Francisco



Jesse Schlesinger, Pacific Transit, 2025

- The Charter gave the Arts Commission jurisdiction over all of the art belonging to the City and charged the Agency with the preservation and care of artwork in the Civic Art Collection.
- The Arts Commission must approve the temporary or permanent installation of any work of art on City and County of San Francisco property, or any proposal funded in whole or in part by City funds (regardless of its proposed location.)

Visual Arts Committee & Process

Committee

- At least 5 Arts Commissioners
- Meets monthly on 3rd Wednesdays at 2 PM
- Materials due 10 days prior to the meeting
- There is no fee associated project reviews at Visual Arts Committee

Approval Processes

- Mural + Tiled Stairway Approval
- Temporary Sculpture + 2D Artwork Approval (this includes light projection)



Process for Approval for Murals + Tiled Stairways

- 1. Provide Community Challenge Grant Notification
- 2. Prepare a Proposal for Arts Commission Review (next slide)
- 3. Approval Schedule
 - In determining the time frame for the approval process, artists should allow sufficient time for the mural proposal to be reviewed a second time by the staff in the event a recommendation is made for a design revision. Therefore, requests for approval should be received no later than 90 days prior to actual implementation of the mural.

Important Items to Note:

- Photographic documentation of completed projects is required for our records.
- Please note that approval of mural design does not constitute acceptance into the Civic Art Collection, unless specifically commissioned by or acquired by the Arts Commission for the City and County of San Francisco.
- The Arts Commission does not take responsibility for maintenance or preservation of artworks approved by this body which are not included in the Civic Art Collection.



Materials for Approval for Murals + Tiled Stairways

CHECKLIST

- 1. Signed letter or resolution approving the proposed mural from the property owner or city department with jurisdiction over the proposed site, including any additional requirements.
- 2. Completed Mural Design Approval Information Form
- 3. Lead artist's resume/qualifications and examples of previous work.
- 4. Color image of mural designs, including any proposed text and exact mural dimensions.
- 5. One image of the proposed site; indicate the exact location of the proposed mural on the proposed wall. Please include dimensions and address.
- 6. Three (3) letters of community support for the project, e.g. letters of support from neighborhood associations, neighborhood petitions, individuals and businesses etc.
- 7. Signed Artist Waiver of Proprietary Rights for Artworks. *Required for each artist involved in project.
 - a. For murals placed on City Property
 - b. For murals placed on **Private Property**





Charles Gadeken, Entwined Meadow, 2020

The artwork should...

- Be appropriate for a diverse audience.
- Have a compelling reason to site the exhibition on City property
- Be judged to enhance the public's experience of the site.
- Be an opportunity to expose the public to diverse artists and artistic styles.
- Not contradict the City's values of environmental sustainability, accessibility, and cultural inclusiveness.
- Be appropriate in scale, media and context with its intended display location.
- There is evidence that the exhibition has community support.
- The artwork should be judged to be able to withstand unprotected display in an outdoor environment, and be able to be maintained by the sponsor throughout the public display period.
- The exhibit must not present a safety hazard. It must comply with all applicable building codes and disability access requirements.

Process for Approval for Temporary Public Art

1. Provide Community Challenge Grant Notification

2. Determine Installation Site Property Owner

- Determining this is the responsibility of the project sponsor. Arts Commission staff cannot assist in identifying a location for the installation.
- To determine the owners, department or agency responsible for any property, and to obtain information about permitting, please review the <u>San Francisco</u> <u>Planning Department's Property Map.</u>

3. Prepare a Proposal for Arts Commission Review (next slide)

4. Approval Schedule

 You may be asked to meet with staff to further explain or clarify your proposal. Please submit proposal 2.5 months in advance of Visual Arts Committee approval (third Wednesday of the month).



Oleg Lobykin, Talking Heads, installed 2025

Necessary Materials for Temporary Public Art Approval

PLEASE SUBMIT THE FOLLOWING:

- O Completed Temporary Public Art Proposal Form, which asks for the following items (but not limited to):
 - Letter of approval from the City agency having jurisdiction of over the site, or the property owner if project is funded by City funds.
 - Three letters of community support. (Sample Community Support Letters)
 - O Brief narrative description of the proposed project. (Please address the intent of the artwork and how it relates to the site.)
 - O Scale drawing or model of the proposed project. (Visual representation of the proposed artwork, in drawing and/or three-dimensional model, with scale and color indicated.)
 - Image of proposed site.
 - O Rendering of artwork in proposed site. (A scale drawing or digital mock-up depicting the proposed work as it will be installed.)
 - O Materials and methods. (List of proposed materials, and description of assembly of materials).
 - O Timeline, including dates of installation and de-installation. (Should include: community outreach, the design process, all City reviews, installation and de-installation.)
 - O Maintenance plan for duration of display. (A written plan for maintenance of the proposed work and identifying the parties responsible for maintenance.)
 - Resumes of all artists involved.
 - Signed Waiver of Proprietary Rights for Artworks Placed on City Property or Private Property.



Necessary Materials for Temporary Public Art Approval



Jean Melasaine, The Continuous Thread, 2019

Important Items to Note:

- Please contact the site owner to determine specific requirements for permitting.
- For temporary sculpture installations, you will be asked to present your item in person at Visual Arts Committee.

*Exceptions to the rule...

- Installations lasting less than 7 days may be approved by the Director of Cultural Affairs and do not need to be calendared for approval by resolution of the Commission.
- Installations proposed for San Francisco International Airport: The Arts Commission does not handle inquiries or proposals for the San Francisco International Airport. The SFO Museum has a robust curatorial program. Inquiries should be directed to <u>curator@flysfo.com</u>.

Questions?

My email is: paris.cotz@sfgov.org

Mural Design Approval Guidelines:

https://www.sfartscommission.org/our-role-impact/about-commission/policies-guidelines/mural-design-approval-guidelines

Guidelines for Temporary Public Art:

https://www.sfartscommission.org/our-role-impact/about-commission/policies-guidelines/guidelines-for-temporary-public-art

Property Information Map: https://sfplanninggis.org/pim/

Visual Arts Committee: https://www.sf.gov/departments--visual-arts-committee-arts-commission



Community Challenge Grants (CCG): Projects at City-Owned Cultural Centers (CC)

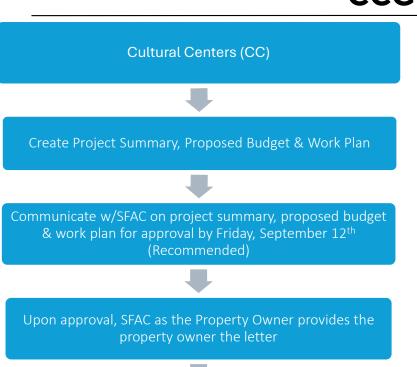


(City-Owned) Cultural Centers

- African American Art & Culture Complex (AAACC)
 - info@aaacc.org
- Ruth Williams Opera House (RWOH)
 - info@bvoh.org
- Mission Cultural Center for Latino Arts (MCCLA)
 - info@missionculturalcenter.org
- SOMArts
 - info@somarts.org



CCG CC Process



Cultural Center submits CCG proposal w/letter

CCG Proposals Due Thursday, October 9th By 2pm





Property Owner Letter

[Place on Letterhead]
Date:

Summary of the project: [provided by applicant]

Location of the project: [provided by applicant]

I am the property owner, representative of the property owner, or representative of the City agency with jurisdiction over the property on which the proposed Community Challenge Grants (CCG) project would take place. Based on my initial review of the proposed CCG project including the applicant's summary of the project, proposed budget, and proposed work plan, this project may move forward in the CCG proposal process. Signing this letter does not preclude or replace any permit and approval process that may be required for the project and is not a guarantee that the project will move forward if CCG selects the project for funding through its application process.

[DocuSign or ink signature (typed signatures will not be accepted)]

Print Name: Ebon Glenn

Title: Deputy Director of Programs

[If the property is rented, please also include DocuSign or ink signature by the tenant]

Print Name: Name of Cultural Center
Title: Name of Executive Director

<u>Appendix_C1_-_Property_Owner_Letter.docx</u>

SFAC Deputy Director of Programs, Ebon Glenn ebon.glenn@sfgov.org

















August 5, 2025

Community Challenge Grants Technical Assistance Workshop











- Tree Planting Permit
 - Submit FREE tree planting permit applicationwebsite <u>www.sfpublicworks.org/plant-street-tree</u>
- For your submission include:
 - Simple drawings of tree locations with sewer, water, gas, street lights and street signs
 - Sidewalk widths, basin sizes
- Process
 - Submit Application and Drawing, either Online or Email
 UrbanForestryPermits@sfdpw.org
 - We will respond that we have received, and copy the Urban Forestry Inspector
 - Arrange a visit with the inspector. Some simple plantings may not need a meeting

INSPECTOR WILL APPROVE SPECIES BASED ON AREA AND APPROPRIATENESS FOR SITE



Planting Process

A Public Works inspector will evaluate the proposed tree locations and tree species. Tree basins will be located in compliance with Order 187,246, as well as the Minimum Guidelines, which accompany the application. Call Underground Service Alert at 800-227,2600 to check for the location of your underground utilities. If underground utilities are closer than the required minimum distance, or if you have questions, you can call Public Works at (628) 672-8733.

It is recommended that the Permittee carry adequate liability insurance. Other department restrictions may apply

New tree(s) approved for planting or replacement must be maintained (watered, weeded, re-staked, etc.) for a perior of three years at the end of which time the Department will conduct a follow-up inspection in order to assume all maintenance responsibilities. If the tree dies within the three-year maintenance period, the tree must be replaced a property owner's expense.

An inspection of the tree(s) by Urban Forestry is required before the city will assume responsibility. Please contact our office at (628) 652-8733 to schedule an inspection appointment or for any advice or assistance with watering, staking, mulching, or pruning.

General Requirements

- Trees to be planted must be from a minimum 15-gallon nursery container (24" box minimum nursery contain for required trees)
- Eight feet of vertical clearance must be maintained on the sidewalk side of the tree and 14 feet of vertical clearance maintained on the street side of the tree at maturity
- Newly planted trees shall not have branches that obstruct the path of travel on the sidewalk. Maintain branches
 within the confines of the tree basin
- 4. Raised structures around the tree basin can present a tripping hazard and are not allowed
- Trees to be planted should be the largest stature possible given utilities and space considerations. Check the Recommended Street Tree and Plant List webpage for tree species options.
- 6. A basin cover, perimeter of red brick, or other approved material is encouraged in the tree basin in the following
- A bus zone exists
- Heavy pedestrian traffic
- Sidewalks with a grade of 10% or greater
- · The tree basins is adjacent to a parking meter

Minimum Restrictions

Trees may not be planted within:

- Twenty five feet of a traffic signal or stop sign
- . Three feet of a parking sign unless the Department of Parking and Traffic agrees to relocate the sign
- · Three feet of a gas or water meter
- Five feet of a sewer line
- Five feet of a fire hydrani
- 15 20 feet of existing trees if both are small mature-sized trees. The location must be approved by an
 urban forestry inspector who will base their determination on site and tree species
- Sidewalks less than 7.5 feet (including the curb) or sidewalks less than 7 feet (not including the curb)

The property owner shall check for the presence of underground utilities in the area of a proposed plantings and shall be solely responsible in avoiding interference with or damage to electric or telephone conduits, sewers and





SIDEWALK FURNISHINGS	CLEARANCE FROM SITE FURNISHINGS*
Utility Boxes & Cabinets	3 Feet
Sewer Vents	5 Feet
Fire Hydrants	5 Feet
Parking Meters	3 Feet
Fire Escapes	10 Feet
Pedestrian Furniture	3 Feet
Utility Poles (excluding street lights, critical safety signs and traffic signals)	5 Feet
Parking Sign	3 Feet
Other traffic control signs	5 Feet
Critical safety signs – as designated by SFMTA (Stop signs, yield signs, pedestrian warning, etc.)	20 feet

*Measurement is from the center of the tree basin to the edge of the utility or furniture. These are general guidelines and not all inclusive. It is the responsibility of the permittee to contact the Underground Service Alert to confirm utility locations.

NO!





Photo by Jesus Lozano

San Francisco Recommended Street Tree Species List

Updated August 2024







https://www.youtube.com/watch?v=YUtyLBwBhBg

If construction triggers the tree planting requirement Section 806 of the Public Works Code, submittal must include:

- The Tree Planting Application.
- Site plans accurately showing tree locations as well as the location of utilities, street lights, and other street furniture and the Six Point Checklist for Final Bureau of Urban Forestry Inspection must be included in the plan set
- The Tree Protection and Planting Coversheet.

*Accessory Dwelling Unit (ADU) update as of October 2018, for ADU projects only: property owners may now elect to pay the in-lieu fee instead of planting the required trees.

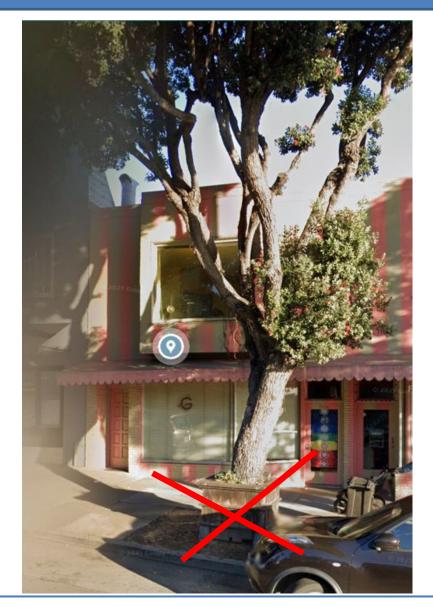


Planting Process

A Public Works inspector will evaluate the proposed tree locations and tree species. Tree basins will be located in compliance with Order 187,246, as well as the Minimum Guidelines, which accompany the application. Call Underground Service Alert at 800-227-2600 to check for the location of your underground utilities. If underground utilities are closer than the required minimum distance, or if you have questions, you can call Public Works at (628) 652-8733.







Do not build boxes around existing trees

Do not build boxes before planting, with the intent of planting a tree in a raised container



Sidewalk Landscaping Permit

Find SWL permit at sfpublicworks.org/services/permits/sidewalk-landscaping

Submission should include:

- Simple drawings of tree locations, sewer, water, gas, street lights and street signs
- Fee payment. Either online, or we will email an invoice.

Multiple properties submitting as a group can receive a fee reduction per application

Submitted individually per property: \$362 Submitted jointly with 2-4 properties: \$311 Submitted jointly with 5+ properties: \$269

*Joint property submissions only apply to neighboring properties within the same block or intersection. Fee is per block lot



Home » Services » Permits » Sidewalk Landscaping

Sidewalk Landscaping

We issue low-cost permits for sidewalk landscaping so property owners can convert a portion of their sidewalk into an attractive landscaped area. Our staff ensures that landscaping on sidewalks is properly constructed and maintained to protect public safety, ensure pedestrian access and protect City infrastructure. Landscaped sidewalks look great, provide wildlife habitat, reduce flooding and increase property values!

Note: Property owners remain liable for sidewalk damage caused by trees if the damage existed prior to July 1, 2017. Your tree-damaged sidewalk will be repaired as a part of StreetTreeSF. However, as there are more than 31,000 sidewalk sites in need of repair, it may take several years for the City to repair your sidewalk.

Property owners can choose to obtain a permit and complete sidewalk repairs with their own contractor prior to the City repairing the sidewalk. In the meantime, property owners are liable for any damage or injury resulting from a sidewalk's condition.

To apply for a permit to perform voluntary sidewalk repairs visit the Permit Center located at 49 South Van Ness Avenue, Suite 1000.

See StreetTreeSF FAQ for more information.

Getting Started

Permit Application & Approval	How to Guide	Grey2Green Videos

Designing your Sidewalk Garden

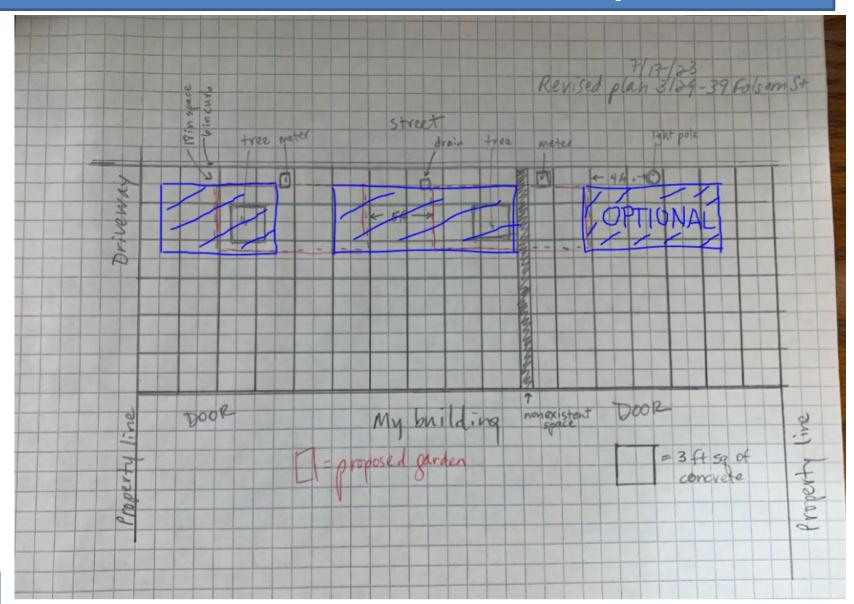
Sample Layouts	Easy Construction Plans	Reference & Specifications

Planting your Sidewalk Garden

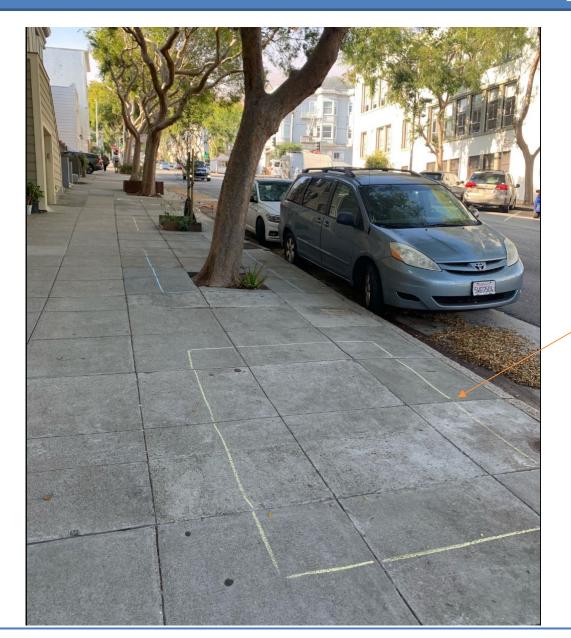
Plant Lists & Palettes

Paving, Mulch & Edge Materials







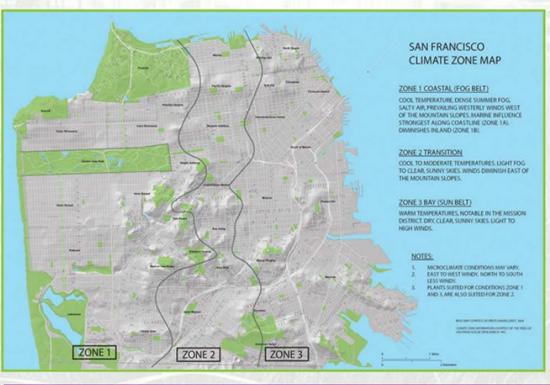




What steps do I need to take?

- Determine if your sidewalk is wide enough to install sidewalk landscaping. In general, the following apply:
 - Urban Area with adjacent parking
 Minimum Width: 11ft
 (6ft unobstructed sidewalk + 3ft planting + 2ft courtesy strip)
 - Residential Areas or alleyways with parking Minimum Width: 9ft
 (4ft unobstructed sidewalk + 3ft planting + 2ft courtesy strip)
- 2. Determine if you, the property owner or agent of property owner, are committed to maintain landscaping. Often an agent of the property owner is interested in installing sidewalk landscaping, however the property owner will be responsible for the ongoing maintenance of the sidewalk and landscaped area and there must sign the application.
- Determine if you plan to hire a landscape designer
 or provide plan and plant list yourself. You can
 prepare your own plan. The most important
 elements are sidewalk width, your proposed
 planting area dimensions and any existing utilities
 or site conditions.
- Determine if you wish to hire a contractor to do the work or do the work yourself.
- 5. You may also opt to hire a contractor to saw cut and remove the portion of concrete sidewalk slated for new sidewalk planting and do the planting yourself.

WORKS



What information should be included in the required application drawings?

Include the following measurements:

- Width of sidewalk (from back of curb)
- Length and width of new planting bed along curb
- Length and width of new planting bed along building
- Length of your property along sidewalk
- Width of driveway
- Width of entries (doorways and stairs)
- Width of remaining unobstructed concrete sidewalk
- Proposed width of accessible path from parking spot
- Width of courtesy strips (24" minimum)
- Width of clear access to utility

Include the following elements in your plan:

- Identify property line
- Entry ways
- Above-ground utilities (utility poles, hydrants, etc)
- Below-ground utilities (PG&E, Comcast, AT&T, etc)
- O Street furniture and elements (benches, mailboxes, etc)
- Existing trees
- Identify existing planting areas and tree wells, proposed new trees, proposed new sidewalk landscape bed.
- Type of adjacent curbside parking (parallel, perpendicular or diagonal), and proposed edging treatment, if any.

How do I determine what plants are suited for my sidewalk?

Select plants that are suited to your climate zone in San Francisco and tolerate the micro-climatic conditions of your site. San Francisco Public Works encourages the use of drought tolerant and California native plants.

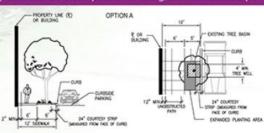
The City can be divided simply into three zones :

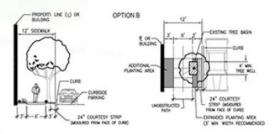
- 1. Fog Belt
- 2. Transition
- 3. Sun Belt

Refer to the San Francisco Climate Zone Map and Sidewalk Landscaping Drought Tolerant List for a list of plants suited for San Francisco.

Your Urban Forestry inspector can also answer questions and provide suggestions for plant choices. For more information, contact SF Public Works at (628) 652-8733.

templates available at sfpublicworks.org/SidewalkLandscape





Website: https://sfpublicworks.org/services/permits/banners

What qualifies?

...the purpose of providing notice to residents and visitors of San Francisco about City-sponsored,
 City-funded, City-wide special events and locations of the City's diverse neighborhoods. <u>Article 5.7</u>
 <u>Section 184.78 (PWC)</u>

Who may apply?

Any nonprofit, cultural, promotional, or civic organization in San Francisco.



Application:

- Contact info
- Streets & number of poles to be used
 - Identify pole owners (MTA, PUC, etc.)
- Name and dates of event, and Letter of Attendance
- Dates of installation and removal
- Size of banner and design
- Hardware and material of banner, including method of attachment
- Fully dimensioned plan—streets, pole locations, size/detail/design of banner, attachment method
- Certificate of Insurance
 - General liability--\$2mil
 - Naming "City and County of San Francisco" as additional insured



Guidelines:

- Vertical banner designs; shall not exceed 36 inches in width by 72 inches in length
- Banners may advertise event; may not advertise any business or product
- Observe clearances around riser/guy wires
- The bottom bracket must be 14 feet minimum above a roadway, and 12 feet minimum above a sidewalk
- Logos may be 15% or less of the overall banner, and must be placed in the bottom 15% of the banner
- Logos may not include any advertisement or slogan
- Upon conclusion of event or promotion, banners and attachments must be removed within five business days
- More detailed guidelines may be found
 - on the Public Works website,
 - within Public Works Director's Order 175,208, and
 - within Public Works' Code.



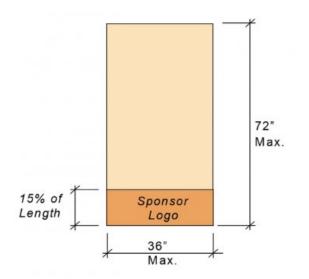
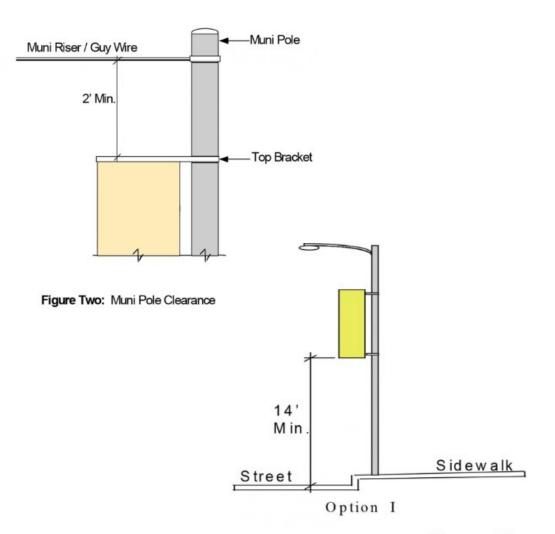


Figure One: Standard Dimensions



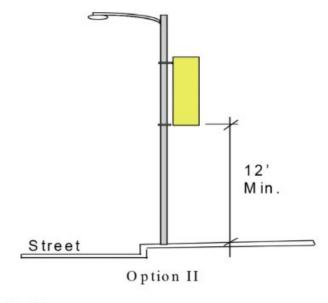




Figure Three: Height Clearances

Community Programs - Love Our City

- Volunteer Programs volunteer@sfdpw.org
 - Adopt-A-Street
 - Online application
 - Individual
 - Group clean-up events
 - Graffiti Watch
 - Online application
 - · Online training video
 - Individual
 - Group graffiti Wipeout events
 - Neighborhood Beautification Day (NBD)
 - Online volunteer sign-up
 - Individual
 - Groups
 - Street Parks
 - Wide variety of different spaces (PROW and Non-PROW)
 - Select a location
 - Contact community programs to discuss possibilities
 - Application
 - Select steward(s) of record
 - 6 12 months with three or more volunteer workdays

Community Programs – Love Our Street Parks

What is a Street Park?

- The Street Parks Program is a partnership involving Public Works and the residents of San Francisco.
- common goal of creating community-managed spaces on City-owned land.
- The Street Parks program transforms Public Works-owned parcels into green open space, gardens, neighborhood gathering spaces and more.
- Since the program's inception in 2004, more than 100 Street Parks have been developed and more in the process.
- Each Street Park is unique because it is created to meet the needs of the community that develops it.
- Street Parks function as ornamental gardens, places of recreation, community meeting spaces, wildlife habitat, and other open space uses.

Program Stakeholders

- City department (property owner)
- Community members (steward/project lead)
- Non-profit organization (fiscal sponsor)

Street Parks Program Benefits

- Beautifies neighborhoods and improves quality of life
- Provides an opportunity for community groups to envision and create a customized park that addresses their specific neighborhood needs
- Increases biodiversity and enhances habitat
- Activates underutilized spaces and creates opportunities for recreation
- Decreases incidences of blight and unwanted behaviors, such as illegal dumping
- Increases safety in neighborhoods
- Enhances value of adjacent properties

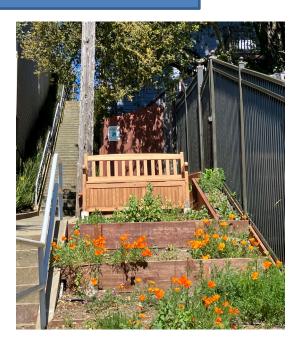
Community Programs – Street Parks - photos













Tompkins Stairs
Glen Park Greenway
16th Ave tiled steps
Detroit Steps
Bayview Letters
Quesada Garden

Community Engagement – Love Our Neighborhoods

- Community-driven projects need community involvement
 - Building support
 - Cataloguing feedback
 - Organizing community cleanup and related events
 - Fundraising
- Community-driven projects benefit from expertise
 - Design
 - Maintenance considerations
 - Best practices



Overview:

- Community Development
- Program Outline
- Examples
- Questions



LOVE OUR NEIGHBORHOODS PROGRAM

Community Challenge Grants: Property Owner Letter

- Lead Time: Two weeks
 - Provide information sooner if able.
- What Details Needed:
 - Location. Address or GPS coordinates.
 - Project elements and basic site plan. What is planned, and where is it going? Mockup?
 - Who is behind the project?
 What is the plan for them taking on long-term care?

[Place on Letterhead]

Date

Summary of the project: [provided by applicant]
Location of the project: [provided by applicant]

I am the property owner, representative of the property owner, or representative of the City agency with jurisdiction over the property on which the proposed Community Challenge Grants (CCG) project would take place. Based on my initial review of the proposed CCG project including the applicant's summary of the project, proposed budget, and proposed work plan, this project may move forward in the CCG proposal process. Signing this letter does not preclude or replace any permit and approval process that may be required for the project and is not a guarantee that the project will move forward if CCG selects the project for funding through its application process.

[DocuSign or ink signature (typed signatures will not be accepted)]

Print Name:

Title:

[If the property is rented, please also include DocuSign or ink signature by the tenant

Print Name:

Title:

City Contacts below:

San Francisco Recreation and Park: Abigail Maher <u>abigail.maher@sfgov.org</u> or Mei Ling Hui meiling.hui@sfgov.org

San Francisco Public Works: Logan Hehn <u>logan.hehn@sfdpw.org</u> or Jimmer <u>Cassiol</u> Jimmer.Cassiol@sfdpw.org

San Francisco Arts Commission: Ebon Glenn ebon.glenn@sfgov.org

San Francisco Port: Cathy Hickey cathy.hickey@sfport.com

San Francisco Real Estate Division: Lesley Giovanelli lesley.giovannelli@sfgov.org
San Francisco Public Utilities: Use Appendix C2 – Property Owner Letter SFPUC

San Francisco Unified School District: Use Appendix C3 - Property Owner Letter SFUSD

Public Works Analyst

- Communications Center
- Reviewing Tier 1s
- Doing a completeness check of incoming applications for Tier 2s and Tier 3s
- Mapping the review process and tracking its progress
- Guiding Applicant to other agencies and resources



Who can apply?

Tier 1—Private Property Owners

- If the business owns the property, yes.
- If a business rents their space, they must get the property owner or manager to make them an authorized agent.

Tiers 2 and 3—Established* Organizations:

- Community-based organizations (i.e.—neighborhood groups)
- Nonprofit organizations
- Community benefit districts
- Merchants' associations
- Individual businesses may not apply for Tiers 2 and 3 unless they qualify under one of the above four categories
- * "Established" means in provable existence a minimum of two years.



Responsibility

- Applicants required to accept maintenance and liability for the project.
- Applicants expected to shoulder costs of materials, construction, installation, and ongoing maintenance
- Projects within Public Works Public Right of Way
 - Not on roadways (MTA)
 - Not on REC, PORT, etc.
 - Not on parcels

• Tier 1









- Sidewalk Benches
- **Little Libraries**



- Tier 2
 - Sidewalk murals
 - Painted murals
 - Tiled murals
 - Some string lighting projects
 - Minor landscaping projects
 - Tiled staircases that follow predetermined Public Works specs
 - Commemorative plaques



- New retaining wall construction
- New staircase construction
- Sculptures
- Pedestrian scale lighting
- String lights hung across a street
- Large-scale landscaping projects
- Tiled staircases that deviate from pre-determined Public Works specs
- Fog catchers



• Tier 3—Specific Requirements



- Expanded Maintenance & Liability Agreement
- Maintenance Endowment
- Public Noticing and Hearing



Where do I find info on these projects? Website:

http://sfpublicworks.org/loveourneighborhoods





Tiers 2 and 3—General Process:



- Will ask for missing material, clarifying info, any additional support or proof of ownership.
- Will map the pathway for review.

Plan Check



Review



Hearing and Notification (when necessary)

Issue Permit!

- Necessary step for any stamped drawings and most Tier IIIs.
- Public Works does internal reviews
- Especially for Tier Ills, there will also be external review as needed
- For Murals, notification.
- For Tier IIIs, notification and a public hearing are required.
- A maintenance and liability agreement is signed.
- Tier IIIs require a maintenance endowment



Tier 2 Example: Commemorative Plaque

Before Submission

- Board of Supervisors Approval
- ✓ Designates legal placement
- SF Arts Commission Approval/Review
- ✓ Confirms design and content



- Check application for completeness
- ✓ Double checking BOS & SFAC information
- ✓ Checking for engineering requirements (slip resistance, material, etc.)
- ✓ Checking proposed locations for compliant placement (clearance, traffic, unusual grading, etc.)
- Preparing maintenance and liability agreement
- Gathering info on installing contractor to issue associated permits

Permit Issued

- Call for inspection
- Installation
- Call for closing



Tier 2 vs 3 Distinction: **Details Matter**

Example—Landscaping

 Small drip irrigation, flexible hose no trip hazards, minimal space, existing water fixtures.

VS...

- New water meter, larger piping, burying/excavation of sprinkler heads, rain gardens, etc.
- Location matters—how much right-of-way is there to utilize?



Questions



