



SAN FRANCISCO
RECREATION
& PARKS

SAN FRANCISCO RECREATION AND PARKS



OUR MISSION

To foster the well-being of San Francisco's diverse community by maintaining beautiful parks, preserving the environment and providing enriching recreational activities.



BY THE NUMBERS

- 4,257 acres of recreational and open space
- 3,400 acres within San Francisco
- 671 marina slips
- Over 230 neighborhood parks
- 184 playgrounds and play areas
- 142 tennis courts and 100 basketball courts
- 98 recreation and art centers and clubhouses
- 67 soccer/playfields
- 37 community gardens
- 36 off-leash dog play areas
- 9 swimming pools
- 6 golf courses
- 2 stadiums



**CARING FOR OUR PARKS AND
OPEN SPACES**



**INSPIRING PLAY FOR
PEOPLE OF ALL AGES AND
ABILITIES**



CULTIVATING THE NEXT GENERATION OF PARK STEWARDS



EXAMPLE CCG PROJECTS

Landscape and horticultural improvements

Enhancing volunteer workdays

Adding public art



Minnie and Lovie Ward Garden

Garden rebuild

WELCOME!

to the Minnie & Lovie Ward Community Garden

This garden was renovated in 2022 with the support of Supervisor Ahsha Safai, the San Francisco Community Challenge Grant Program, the San Francisco Parks Alliance, the Minnie and Lovie Ward Community Recreation Council, and San Francisco Recreation and Parks.

Community gardens grow more than carrots, cabbage and kale; they also grow friendships, leadership skills, volunteerism, community pride, and social responsibility.

Want to participate?

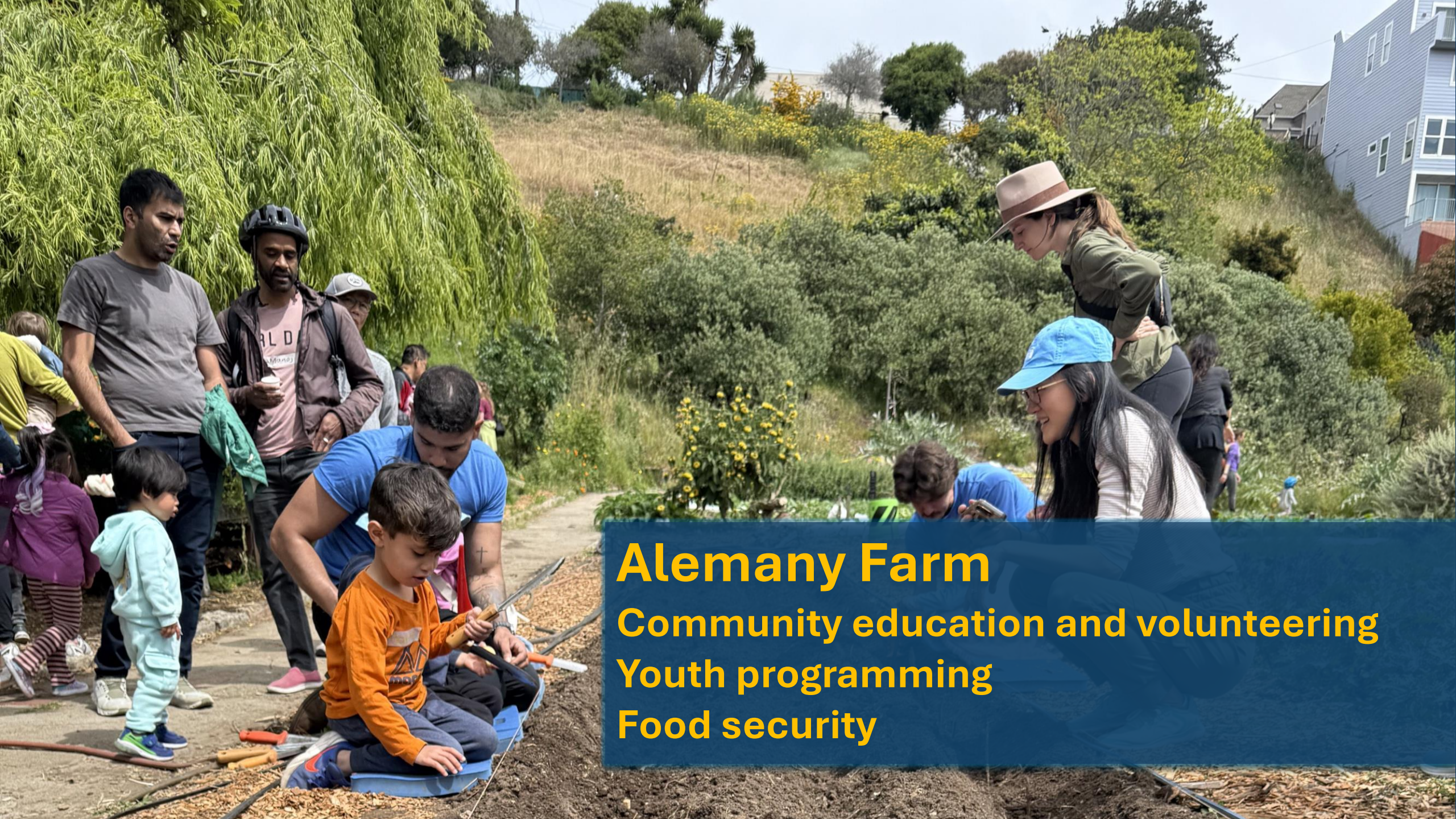
For more information about upcoming events and programs, or to join the waitlist for a garden plot at this garden or any other Recreation and Park community garden, visit:

sfrecpark.org/communitygardens

花園對人人均有好處
查詢活動、資訊和登記，請上網
sfrecpark.org/communitygardens

Jardines buenos para todos
Para programar eventos, obtener
información e inscribirse, visite
sfrecpark.org/communitygardens





Alemany Farm
Community education and volunteering
Youth programming
Food security



SILVER TERRACE, LEDYARD ALLEY

Mural, Plants, and Entry Sign





CONTACT US!

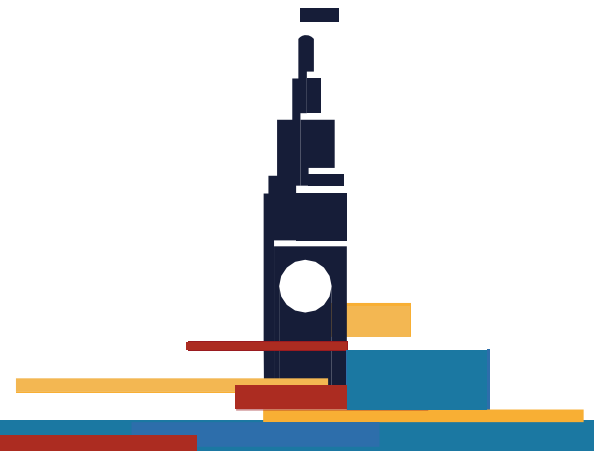
recparkpartnerships@sfgov.org

PORT SPECIAL EVENTS

August 2025

Community Challenge Grants

Presented By: Allee Pitaccio
Special Events Manager





TYPES OF SPECIAL EVENTS

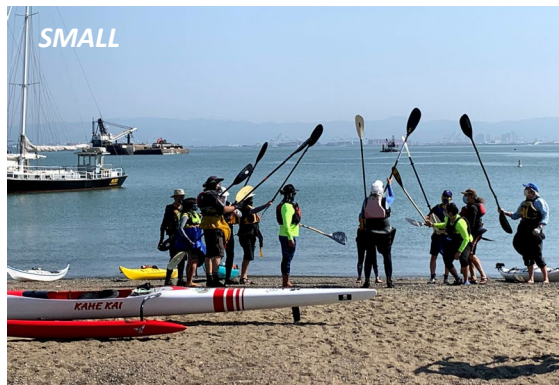
The Port of San Francisco welcomes Special Events that bring energy to the waterfront and enhance the public experience.

Types of Special Events

- City sponsored events on Port property
- Bicycle, foot races and other athletic events
- Private or public events on Port property paid for by a sponsor
- Private events on Port property
- Drone or firework shows
- Fitness programs or classes



GENERAL EVENT CATEGORIES



Less than **10,000 SF** of space

Event Occupancy **up to 50 people**

Examples of activations in this category include: Performances, Exercise Classes, Birthday Parties



Less than **25,000 SF** of space

Event Occupancy **up to 100 people**

Examples of activations in this category include: Salsa or Swing Dancing in the Park, or Food Trucks



25,000 SF of space and greater

Event Occupancy **greater than 100 people**

Examples of activations in this category include: Movies in the Park, Markets, Marathons, Walks/Runs, Concerts, Food Festivals

EVENT PROPOSAL TIMELINE

- ✚ Send project/event proposal to the Port for consideration
- ✚ Port will respond to proposal in 30 days
- ✚ CCG Proposal review
- ✚ If the Port and CCG are supportive, a site plan and special events application will need to be submitted to the Port
- ✚ The Port needs 90 days for internal review of proposed event
- ✚ Planning review, Environmental review, Fire Marshal review, credit check, insurance, and ADA compliance will begin

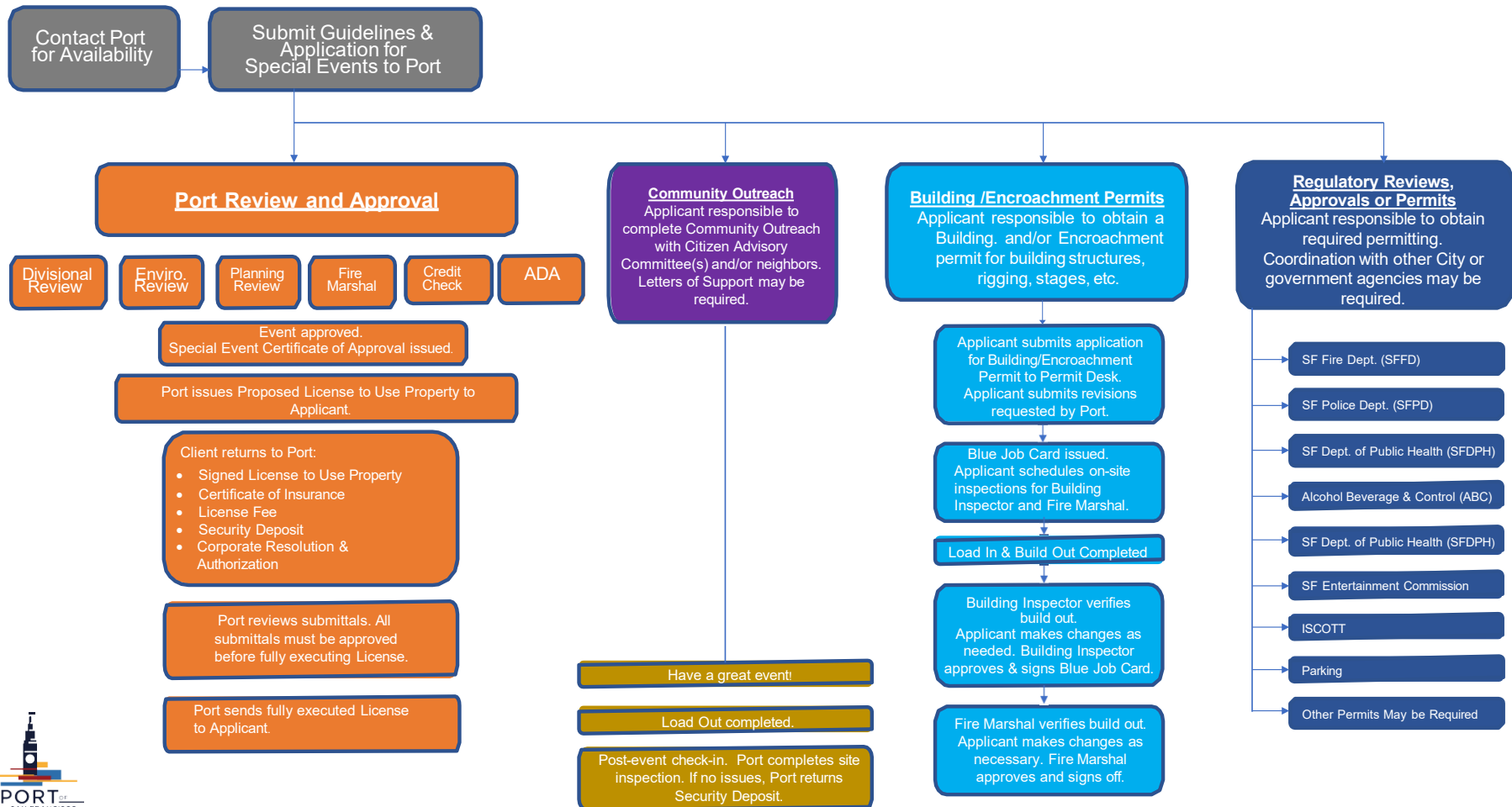
FIRE MARSHAL REVIEW

- ✚ During our internal review, you will be asked to coordinate with our Port Fire Marshal
- ✚ Types of necessary permits will be determined

BUILDING/ENCROACHMENT PERMITS

- ✚ If there are any types of structures (tents, stages, etc.) at your event, a building permit will be necessary
- ✚ Encroachment permits might also be necessary depending on your location

SPECIAL EVENTS LICENSE PROCESS



EVENT CHECKLIST

☐ Security Plan

- Contact the local police district station and submit a security plan
- Plan must include:
 - Private security schedule
 - Crowd control strategy
 - ID verification procedures
 - Parking lot enforcement
 - Cash handling protocols
 - Bag check and entry screening
 - Ticketing and admission process

☐ Emergency Medical Plan

- Submit an Emergency Medical Plan to the Department of Emergency Management at least 30 days prior to the event
- Plan must include:
 - Locations of first aid stations
 - Ambulance staging areas
 - EMS personnel locations and contact details
 - Emergency disaster response procedures

☐ Clean-Up & Zero Waste

- Coordinate with the San Francisco Department of the Environment to develop a Zero Waste Plan

☐ Food & Beverage Safety

- Apply for health permits at least 30 days before the event

☐ Alcohol Management & Licensing

- Apply for appropriate liquor licenses with ABC

☐ Transportation Plan

- Create a transportation and parking plan
- Coordinate with SFMTA, ISCOTT, and relevant land authorities for necessary permits

☐ Communications Plan

- Detailed number and locations of COWs (Cells on Wheels)
- Provide a comprehensive radio list including channels, team names, and leads; distribute to safety officers and the Port

☐ ADA Compliance

- Coordinate with the Port directly on ADA assessment
- Submit site plan with application containing accessible routes, surfaces, restrooms, etc.
- Ensure sufficient spacing between tents and tables to allow wheelchair navigation
- Provide ALDs (Assistive Listening Devices) and/or sign language interpreters upon request

☐ Structural Assessment & Permitting

- Assessment must include:
 - Occupancy load limits for all structures and pier
 - Structural analysis of stage, vehicles, and installations
 - Wind load mitigation and anchoring methods

□ Safety & Fire Plan

- Coordinate with the Port Fire Marshal and SFFD
- Schedule pre-event inspections for tents over 400 sq. ft.
- Plan must include:
 - Egress routes and fire lane clearances
 - Generator placement and fuel storage
 - Fire extinguisher locations and exit signage
 - Barricade and fencing layouts
 - Site condition documentation (before and after event)

□ Neighborhood Outreach & Marketing Plan

- Activate event hotline upon public announcement
- Host a Neighborhood Advisory Committee (SAC/NAC) meeting: <insert date>
- Submit Community Engagement Plan to the Port by <insert date>
- Include signage plan with installation dates and neighborhood considerations

□ Outdoor Entertainment & Sound

- Coordinate with the San Francisco Entertainment Commission
- Apply for necessary permits related to amplified sound and live entertainment



STREAMLINING THE LICENSING PROCESS

- Expanded Discounts and Waivers for Nonprofits, Events Supporting DEI Events, and PopUps
- Single License Covering Multiple Events – Crane Cove Market, Pier Party
- Pre-Approved Licenses for Small Gatherings and Small Athletic Events
- Fees based on the number of participants
- New fee structure currently under review



QUESTIONS?



City and County
of San Francisco

Shared Spaces 2025

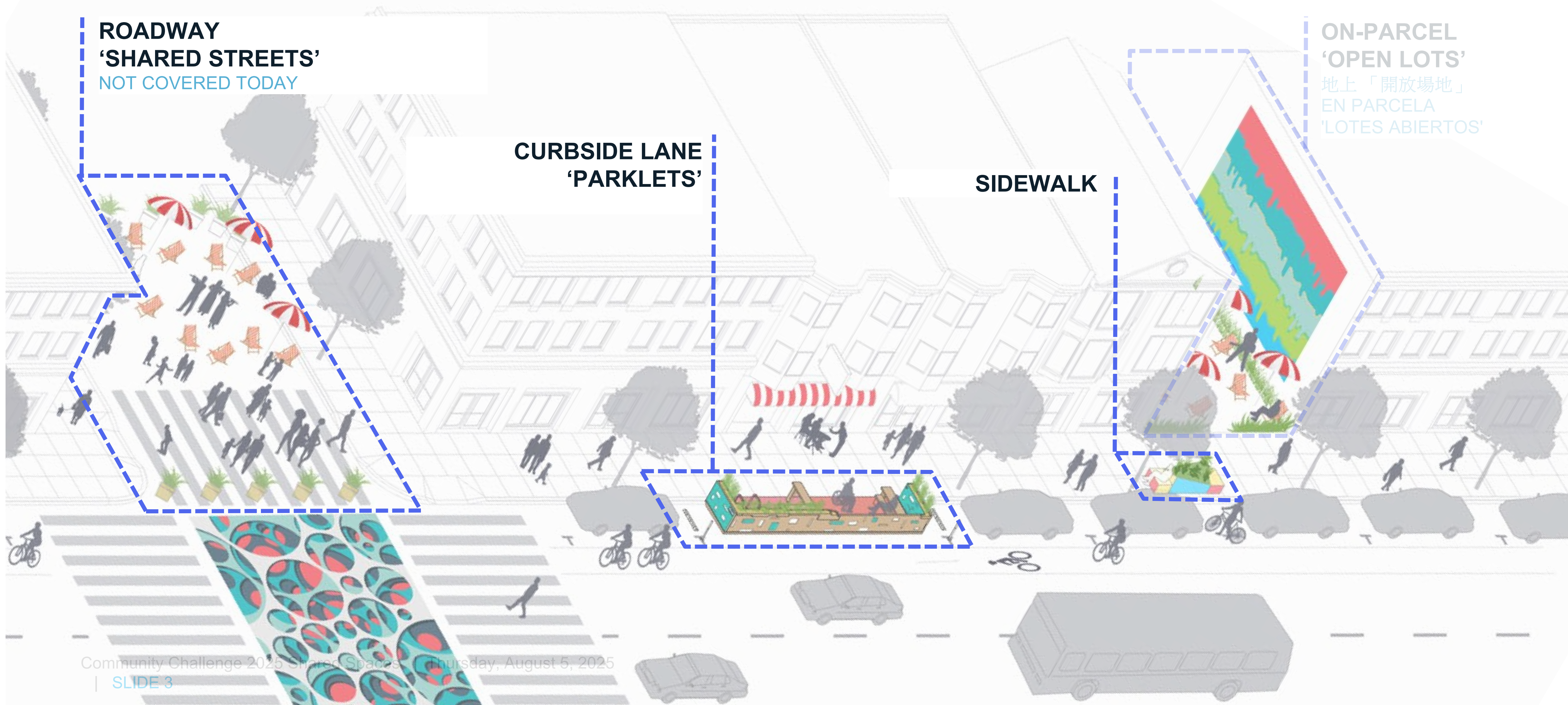
Thursday, August 7, 2025



Agenda

1. Who can apply for Shared Spaces / Where are Shared Spaces
2. Application Requirements: Parklets
3. Accessibility / Frequent Violations
4. Application Requirements for Sidewalk
5. Questions

Where are Shared Spaces and who can apply?



Sidewalks and Curbside: Shared Spaces Design Guidelines

sf.gov/Shared-Spaces-Manual

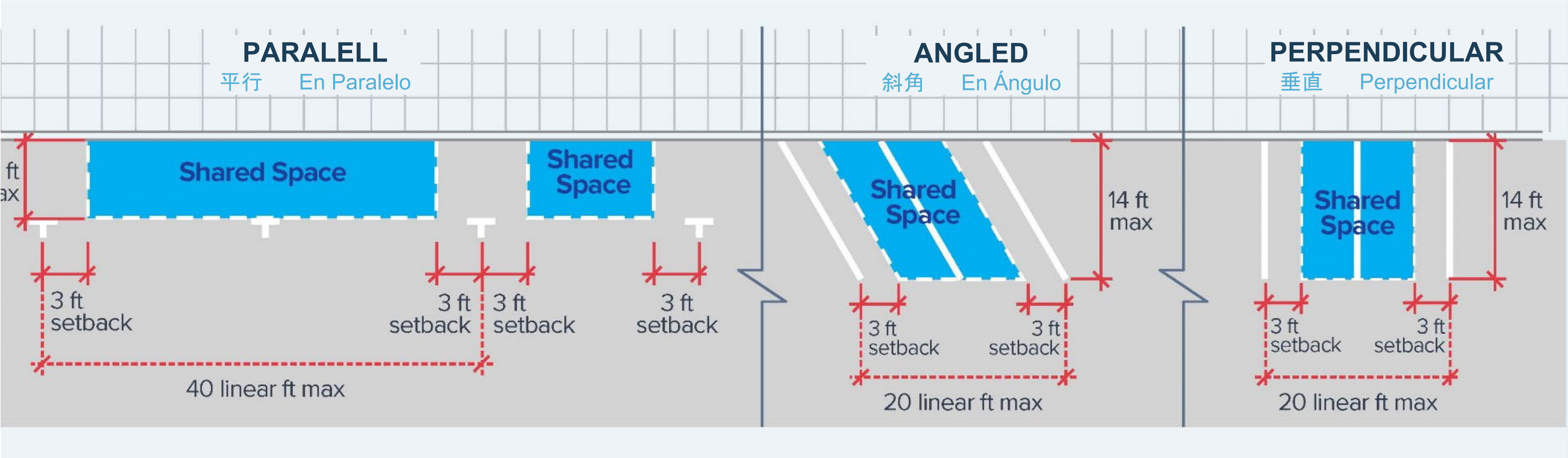
**Updated Manual coming
Fall/Winter 2025**



Application Requirements: Parklets

Two parking spaces maximum

最多兩個車位 Máximo dos espacios de estacionamiento



1. What to include on your site plan

Your site plan:

- Does not need to be computer generated. Hand-drawn site plans are OK.
- Does not have to be drawn by an architect or designer

You must include the following items:

- North arrow
- Street names and crosswalks
- Colored curbs
- Marked parking spaces
- Total length and width of proposed Shared Space. You must have 3-foot setbacks on both sides and a 3-foot emergency access gap if your parklet is longer than 20 feet.
- Business footprint (name and address), including length of your business frontage
- Neighboring businesses (name and address), if applicable
- Sidewalk and street fronting business. You must include total sidewalk width and any surface obstructions, like tree wells, bike racks, parking meters, light poles
- Utilities in the parking lane and clearance from them

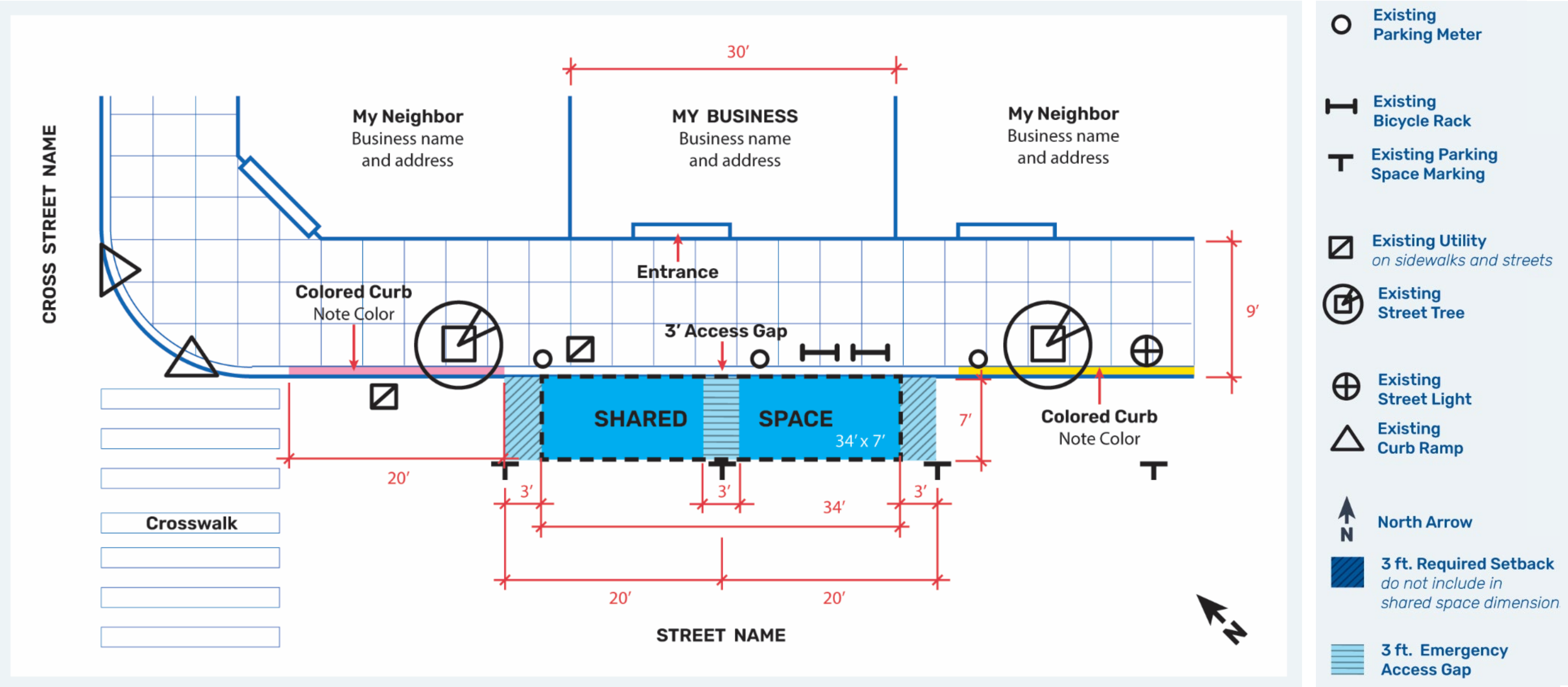
Follow the latest design guidelines outlined in the [Shared Spaces Manual](#).

Site Plan Template

You must use our template and certifications form and attach it with your application.

Site Plan

APPLICATION
SUBMITTAL



2. Prepare other documents

You will also need to gather a few more things before your apply:

- Your Business Account Number (BAN) ([Look it up](#) if you don't know it.)
- Gross receipts from last reported tax year
- Certificate of Insurance (COI) ([see example for insurance requirements](#))
- [Pictures of your space](#)
- [Signed neighbor permission](#), if applicable

This application will take about 20 minutes. Once you start the form, you cannot save it and return later.

[Use this application worksheet to preview the questions.](#)

Apply

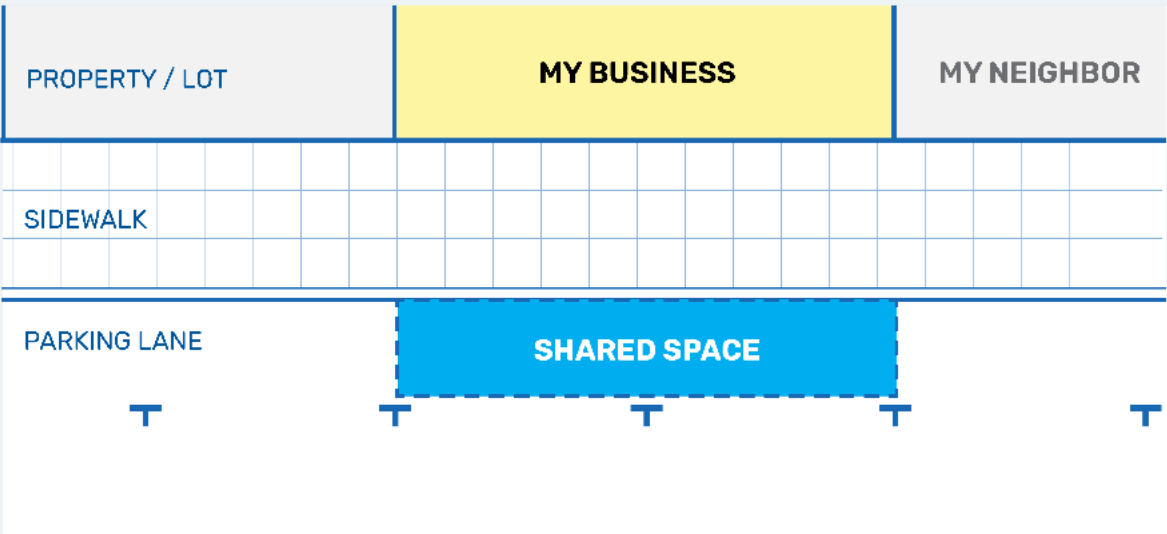


Do not make any structural changes to your existing Shared Space unless instructed by the Shared Spaces permitting team.

Neighbor Consent

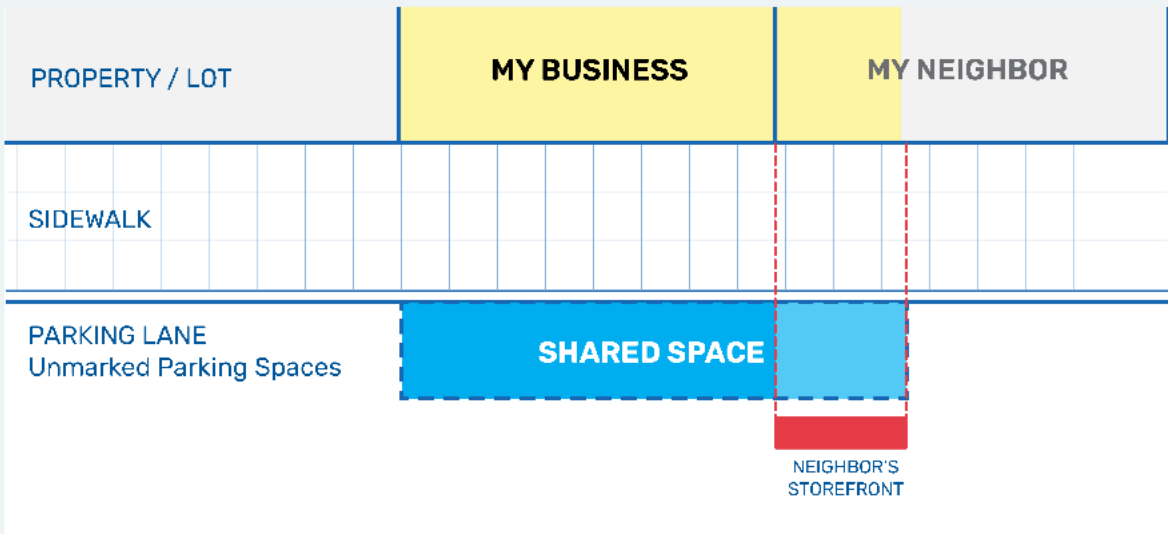
APPLICATION
SUBMITTAL

OPTION 1: Shared Space fully within business frontage.

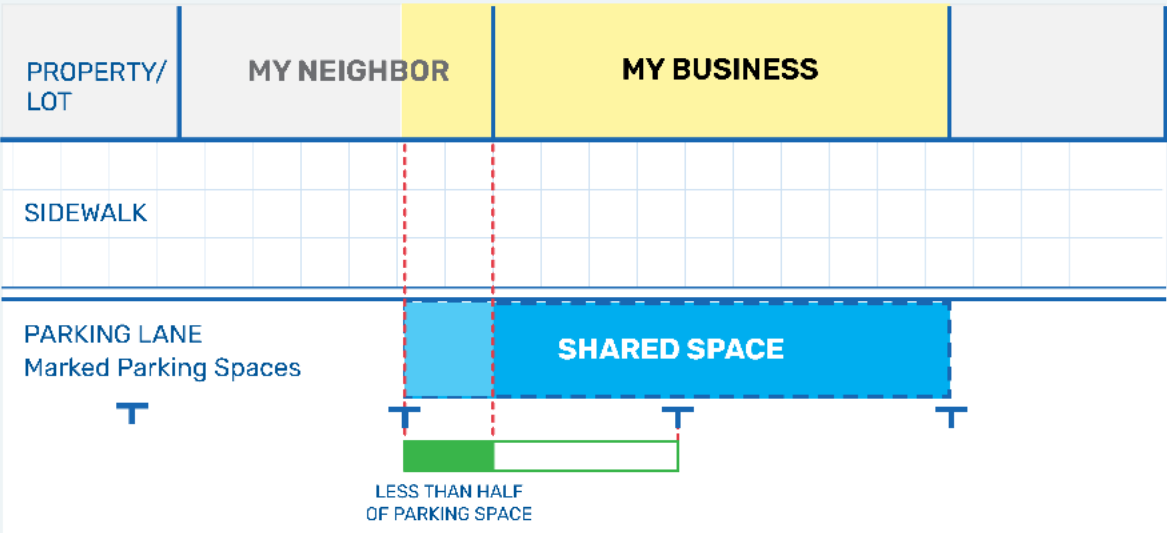


OPTION 2: Shared Space extends into a neighboring frontage, occupying an unmarked space.

NEEDS NEIGHBORING CONSENT

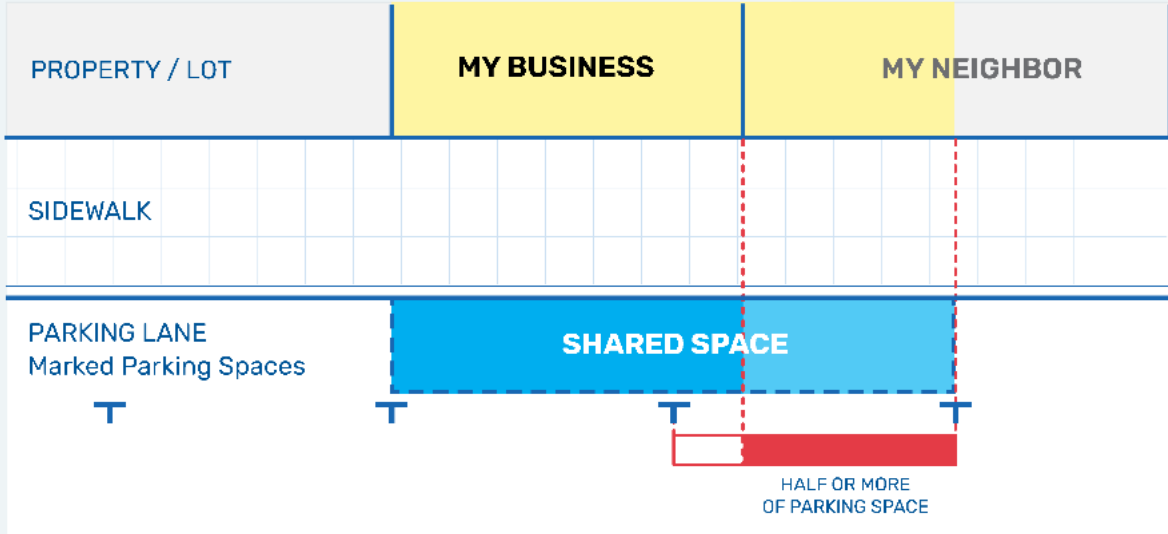


OPTION 3A: Shared Space extends only slightly into a neighboring frontage, taking up less than half of a marked parking space in the neighboring frontage.



OPTION 3B: Shared Space extends at least half of one marked parking space into a neighboring frontage.

NEEDS NEIGHBORING CONSENT



Neighbor Consent

APPLICATION
SUBMITTAL



Shared Spaces: Neighboring Letter of Consent

Applicant Acknowledgement (to be filled out by the Shared Spaces Applicant)

I **acknowledge** that I am an owner or authorized representative of the business:

Initial:

(Insert Business Name)

located at:

(Insert Business Address)

I am seeking authorization to occupy the area associated with my Shared Spaces permit. The proposed permit extends into the frontage of a neighboring property located at:

(Insert Neighboring Property Address)

I **acknowledge** that, if approved, I am responsible for maintaining the full scope of my occupancy under my Shared Spaces Permit, including any permitted space that extends to a neighboring frontage, in accordance with the program terms outlined in Administrative Code Chapter 94A, Public Works Code Section 793, and corresponding Public Works Director's Orders.

Initial:

I **understand** that if the tenancy and/or property ownership of the neighboring property changes, Public Works may require me to submit an updated consent letter to continue utilizing any space extending into a neighboring frontage regardless of the status of my Shared Spaces permit at the time of change of ownership.

Initial:

I **understand** that consent to occupy neighboring space as part of my Shared Spaces permit is revocable in nature; and, if such consent is revoked, or if my occupancy is not accordance with the terms of Administrative Code Chapter 94A, Public Works Code Section 793, and corresponding Public Works Director's Orders, that my business is responsible for the removal of any structure placed in the right of way under my Shared Spaces permit, including any applicable portion of my Shared Spaces permit extending into a neighboring frontage. I acknowledge that I must obtain an up-to-date consent letter for any future permit renewals as requested by Public Works during future permit renewal processes.

Initial:

APPLICANT SIGNATURE		
Signature:	Print Name:	Date:

 Please email this signed letter to SharedSpacesPermit@sfdpw.org

Shared Spaces Neighboring Letter of Consent

Neighboring Acknowledgement (to be filled out by the Neighboring Tenant or Property Owner)

I **acknowledge** that I am the (check one) ☐ ground floor tenant ☐ property owner of

Initial:

(Insert Neighboring Property Address)
This property is adjacent to the business operated by the Shared Spaces Applicant.

I **consent** to allow the Shared Spaces Applicant, located at the business address listed in the above "Applicant Acknowledgement" section, to occupy the space in the sidewalk and/or parking lane fronting my leased space or property. I understand that the Shared Spaces Applicant's occupancy will be consistent with a Shared Spaces permit in accordance with the program terms outlined in Administrative Code Chapter 94A, Public Works Code Section 793, and corresponding Public Works Director's Orders.

Initial:

TENANTS ONLY
I acknowledge that I am not prohibited by any lease or rental agreement from granting this consent to this neighboring business.
Initial:

This consent is for the permittee's upcoming permit cycle, which may last up to 12 months from the date of permit approval and acknowledge that any enforcement action against a permittee for revoked neighbor consent may be suspended until the time of Shared Spaces permit expiration.

Initial:

TENANT OR PROPERTY OWNER SIGNATURE		
Signature:	Print Name:	Date:
Title (Example: Business Owner, Property Owner)		

 Please email this signed letter to SharedSpacesPermit@sfdpw.org

① 311 Free language assistance / 免費語言協助 / Ayuda gratis con el idioma / Бесплатная помощь переводчиков / Trợ giúp Thông dịch Miễn phí / Assistance linguistique gratuite / 無料の言語支援 / 무료 언어 지원 / Libreng tulong para sa wikang Filipino / การช่วยเหลือทางด้านการสื่อสารโดยไม่เสียค่าใช้จ่าย / 無料で利用できる言語支援サービス

I am done with constructing or modifying my parklet <60 days after conditional approval, what’s next?

1. Are you sure you have made all the required modifications or construction? Look at our checklist at the bottom of the form.
2. Once you think you have completed the required modifications or completed construction, please upload the photos in the Shared Spaces inspection request form.
3. We will assess the photos and see if you are ready for your final inspections. We may request you to add or modify things before we issue your inspection.
4. Once an inspection is completed, we will either
 - a. Issue you a permit, OR
 - b. Provide you with corrections that need to be made before you can qualify for a permit

Shared Spaces Inspection Request Form

Thank you for making an inviting outdoor space through San Francisco's Shared Spaces program. The final inspection is the last step before you receive your permit and signs. **To request an inspection, please complete this form.** After reviewing your form and photos, we will contact you if we have any questions. If everything looks good, inspectors from the Department of Public Works and the Fire Department will make an in-person inspection. Please note that you cannot schedule your inspection and they usually happen within about three weeks of submitting this form. After the inspection, we will contact you via email for any follow-up notes/corrections, and when deemed compliant, send you your permit. If you have any questions, reach out to us at SharedSpaces@SFMTA.com.

Gracias por crear un espacio al aire libre acogedor dentro del programa de Espacios Compartidos de San Francisco. La inspección final es el último paso antes de recibir el permiso y los carteles. Para solicitar una inspección, rellene este formulario. Después de revisar el formulario y las fotos, nos pondremos en contacto con usted si tenemos alguna pregunta. Si todo parece en orden, inspectores del Departamento de Obras Públicas y del Departamento de Bomberos realizarán una inspección en persona. Tenga en cuenta que no puede programar su inspección y que suelen realizarse en un plazo aproximado de tres semanas a partir de la entrega de este formulario. Tras la inspección, nos pondremos en contacto con usted por correo electrónico para informarle de cualquier problema y, cuando consideremos que cumple todos los requisitos, le enviaremos el permiso. Si tiene alguna pregunta, póngase en contacto con nosotros en SharedSpaces@SFMTA.com.

感謝您透過三藩市商務共享空間活動發送戶外活動邀約。我們會在您收到許可證和標識之前進行最後的驗收。如果您已經準備好申請驗收，請完成以下表格。我們會在審核您的表格和照片之後，發現任何問題都會聯絡您。如果沒有任何問題，公共事務部門和消防部門會上門已經下一步檢查。您無法預約上門檢查的時間，檢查一般會在您提交本表格的三週之內。檢查之後，我們會透過電子郵件通知您任何更正和回饋。如果一切合規，我們會給您發送許可證。如果您有任何問題，請SharedSpaces@SFMTA.com 聯絡。

1. Contact Information / Información de contacto / 联系信息 *

First Name | Nombre | 名 Last Name | Apellido | 姓

Business Name | Nombre de la empresa | 商鋪姓名

Business Address | Dirección de la empresa | 商鋪地址

Email Address | Correo electrónico | 電子郵件

Public Access: Curbside Use Types & Fees

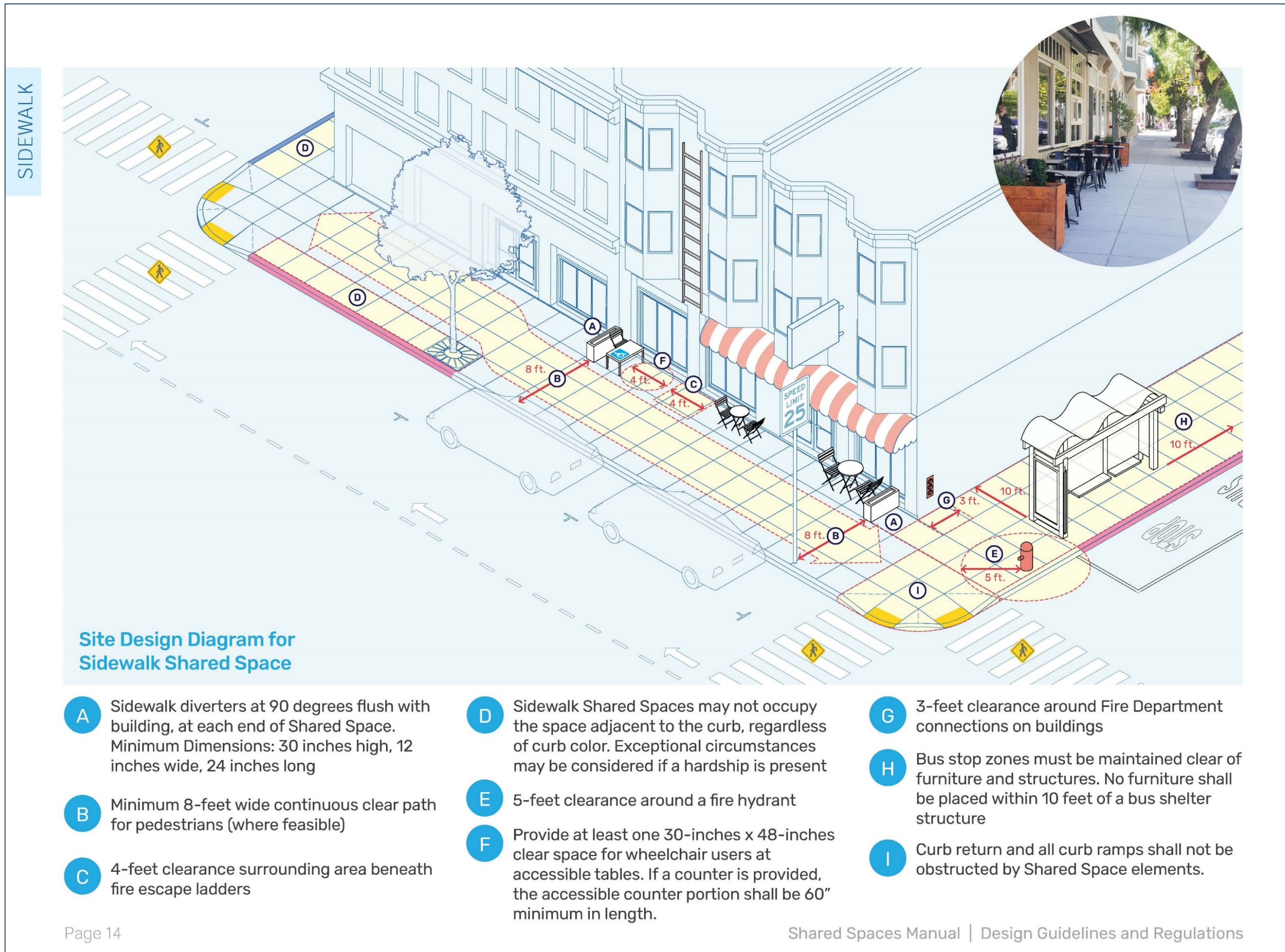
TIER	TYPE	OCCUPANCY FEES WAIVED UNTIL 2025		
		Permit (one time)		Annual License
1	Public Parklet	\$1,161 Per parking space	\$290 Each additional parking space	\$116
2	Movable Commercial Parklet	\$2,322 Per parking space	\$1,161 Each additional parking space	\$1,742
3	Commercial Parklet	\$3,483 Per parking space	\$1,742 Each additional parking space	\$2,322
		First Parking Space	Each Additional Parking Space	Per Parking Space
1/2 fee waiver for businesses with ≤ \$2.5M in SF gross receipts				



Accessibility and Frequent Violations



Accessibility / Frequent Violations



All people must be able to pass safely and comfortably through streets and sidewalks.

Maintain a minimum 6-foot-wide continuous path for pedestrians on the sidewalk clear of tables, chairs, and other fixtures.

Place diverters at each end of the Shared Space to guide pedestrians away from occupied area of the sidewalk.

Businesses cannot put tables, chairs or merchandise on the curbside or under any fire escapes.



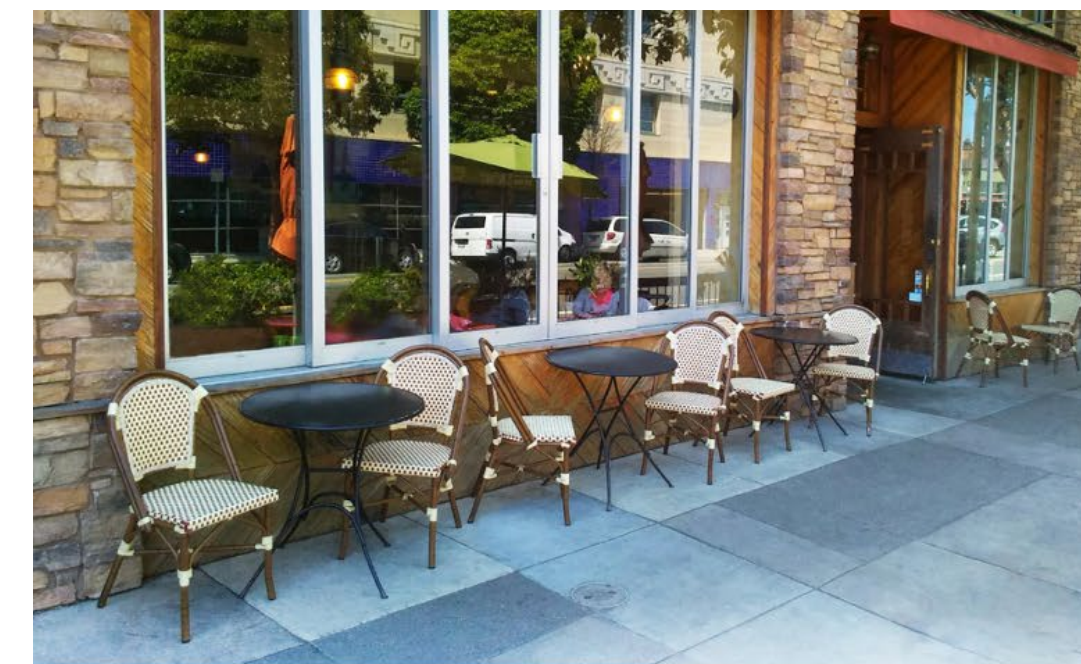
Accessibility / Frequent Violations



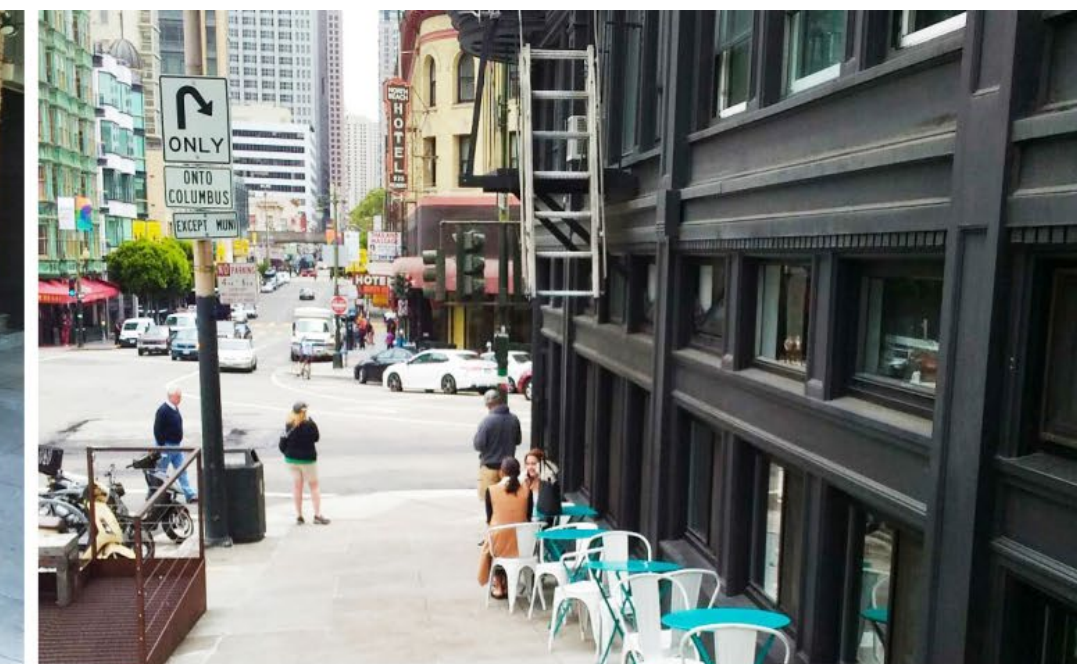
ASAP



Doesn't provide a clear
6-foot-wide path of travel



VIOLATION: No diverters



VIOLATION: Blocking Fire Escape

Application Requirements for Sidewalk

Register to use the sidewalk

Effective August 18

APPLICATION
SUBMITTAL

- **No more permit applications required.** Starting August 18th, businesses will no longer need to submit a detailed application, site plan, or insurance documentation.
- **Simple, free registration instead.** Businesses will complete a short registration form with San Francisco Public Works—free of charge.
- **You must register before putting items out.** You still **cannot** place tables, chairs, or merchandise on the sidewalk until your registration is complete.
- **You must follow City sidewalk use rules.** As part of the registration, you'll confirm that you understand and will follow guidelines that ensure accessibility and public safety.
- Registration process for current permit holders will be handled by DPW staff.
- Businesses will still be required to comply with the original site plan we had accepted during our permitting process.
- Email: sharedspaces@sfgov.org if you would like to be added to the mailing list!

Before you register / new operators

What to do

1. Decide your layout

Before you register, figure out how you want to use the sidewalk space in front of your business.

To do this:

- Review the design guidelines to understand the rules.
- Measure your sidewalk to see how much usable space you have. You must leave at least 6 feet clear for people walking.
- Make sure you are not blocking entrances, fire hydrants, ramps, or corner zones.
- Plan where you will place tables, chairs, displays, and diverters.

You can check sidewalk width using [this map of sidewalk widths from 2014](#). Some streets may be missing or have outdated information. If your block is not shown or the data looks incorrect, you can measure yourself or estimate.

Fill Out the registration form / new operators

2. Fill out the registration form

Use the online form to tell us how you plan to use the sidewalk.

You will need to provide:

- Your [Business Account Number](#)
- What you plan to place on the sidewalk (tables, chairs, merchandise)
- A photo of your sidewalk or a simple sketch of your layout (optional)

The form also includes a short checklist to help you avoid common safety issues.

Register

3. Wait for confirmation and set up your furniture

After you submit the registration form, you will receive an email letting you know whether you are automatically registered or if your application needs a review.

- If your email says you are automatically registered, you may begin setting up your furniture or merchandise display right away. Make sure your setup matches what you described in your form.
- If your application needs review, someone from Public Works will contact you to talk about your layout before you set up.

THANK YOU!

Questions?



[Twitter.com/SharedSpacesSF](https://twitter.com/SharedSpacesSF)



[Instagram.com/SharedSpacessf](https://www.instagram.com/SharedSpacessf)



[Facebook.com/SharedSpacesSF/](https://www.facebook.com/SharedSpacesSF/)



[SF.gov/Shared-Spaces](https://sf.gov/Shared-Spaces)



SharedSpaces@sfgov.org

Sign Permitting

Rachel Leong, Permit Specialist, Office of Small Business

August 7, 2025

Signs and awnings

An **awning** is the covered cloth structure over your storefront. The letters and decals on it are known as copy.

A **sign** has letters or decals on wood, metal, etc. and can hang perpendicular over the sidewalk, lay flush against the wall, etc.

Transparency

- You need to keep 75% of the storefront window area transparent. (meaning: the painted sign cannot take up more than 25% of the window.)

If there are residences in the floors above your storefront

- Any awnings or signage will need to allow for fire ladder access.
- If there is a fire escape above your storefront, an awning will need to have a 3x3 foot flap or 'punch out hole' to allow the ladder through the awning in emergencies.

Permits

Installing or changing a sign or awning almost always requires a permit.

A permit isn't required for:

- Window signs or interior hanging signs that are visible through the window, including plug-in illuminated signs.
- Signs applied directly to windows, doors, building facades (painted or any non-structural application like glued vinyl lettering, tape).
- Temporary Sale or Lease signs

Cost

Costs vary, but permitting fees for signs typically cost around \$900. Awning fees are based on the cost of construction.

Application

Plans for your sign or awning will need to be prepared by a licensed contractor or design professional.

They must include:

- Scaled front and lateral elevation drawings of the building with the sign including:
- Dimensions
- Materials
- Details of construction, depending on the sign type
- Detailed drawings of the proposed change copy
- Photographs of the entire site

Submit in person at the Permit Center (49 South Van Ness Ave) or electronically

Process

Get one-on-one permitting help:
Office of Small Business
sfosb@sfgov.org

Permit Center
49 South Van Ness Avenue
2nd floor
San Francisco, CA 94103

Step by step instructions:
<https://www.sf.gov/guide-to-awnings-signs-for-businesses>

SFPUC In-City Project Review and Licenses for Community Challenge Grant Projects

August 7, 2025

SFPUC Lands and Priorities



Garden for the Environment at 7th
Avenue and Lawton Avenue

- More than 200 parcels in San Francisco
- The priority uses of SFPUC land are protecting the watershed and maintaining and operating utility infrastructure for the SFPUC's Water, Power, and Wastewater enterprises.

SFPUC Disallowed Uses

Partial List:

- Interferes with, endangers, or damages existing or future SFPUC operations, security, or facilities
- Includes the installation of structures, trees, or large shrubs or any installation that cannot be removed promptly to allow SFPUC construction, maintenance, or emergency repair of its facilities
- Increases the SFPUC's potential liability or diminishes the security of the SFPUC's utility infrastructure
- Creates a regulatory compliance issue
- Fulfills a third-party development requirement
- Risks contamination of our land or water with hazardous materials

SFPUC In-City Project Review

<https://www.sfpuc.gov/project-review-SF>

Project Review and Land Use - San Francisco

Outlining the procedures for those seeking to utilize, cross, or affect SFPUC lands and infrastructure located within the City and County of San Francisco.

The primary purpose of the lands that we own is for the unimpeded operation and maintenance of our water, power, and sewer system, and goals set forth in our land use policies. Any entity, be they public or private, contemplating using, crossing, or affecting our lands and infrastructure in any way must apply for permission to do so. This includes those planning to conduct work above, under, or adjacent to major facilities.

Depending upon the proposed project's complexity, this process can take months. Please plan accordingly.

Questions?

Please contact SF Project Review at sfprojectreview@sfgwater.org.

Project Review Process

- 1 San Francisco Project Review starts with an application.

All requested supporting attachments – project description, maps, drawings, and /or plans must be submitted prior to being calendared for Project Review consideration. Send Completed applications to SFPProjectReview@sfgwater.org.



IN-CITY SFPUC PROJECT REVIEW AND LAND USE APPLICATION 



IN-CITY SFPUC PROJECT REVIEW AND LAND USE APPLICATION

Application Instructions

Who Should Use This Form: This form is for parties wishing to use land owned or subject to an easement held by the San Francisco Public Utilities Commission (SFPUC) or conduct work above, under or adjacent to major SFPUC infrastructure. Note that all SFPUC land is for the SFPUC's own exclusive use. The SFPUC does not allow access or use without a successful application. Please complete this form if you are looking to perform any temporary or permanent work that will impact SFPUC land including but not limited to installing facilities, landscaping and infrastructure or if you are planning work adjacent to major SFPUC infrastructure. After completing the application, you may need to submit additional documents and obtain approvals. SFPUC staff will help guide you through the process.

Completing This Form: Please complete this form, print it and sign the declaration in Section 6, then scan and email it with all required attachments to SFPProjectReview@sfgwater.org. Also, please submit one hard copy of the application and attachments to Real Estate Services, SFPUC, 525 Golden Gate Avenue, San Francisco, CA 94102.

To ensure the project proceeds on time, please provide as detailed and complete information as possible.

Processing Fees for Use of SFPUC Land: Processing fees will not be charged for Project Review. Processing fees may be charged for applications to use SFPUC fee-owned land. Minimum fees range from \$750 - \$3,000, depending on the type of use.

Section 1. Applicant's Contact Information

Name Office Phone
Address Cell Phone
City State Zip Code Email
Title Organization

Are you representing other entities (developers, contractors, joint venture partners, owners, municipal or other public entities, etc.)? If you are not the project sponsor, please explain your relationship to the project sponsor and provide your complete contact information.

SFPUC Licenses

- If the SFPUC find that the project is compatible with SFPUC policies, the project proposer will need to enter into a license agreement with the SFPUC.
- SFPUC Real Estate Services is responsible for issuing licenses to third-party users.
- Licenses will include requirements for the following: processing fee, use fee, security deposit, property taxes, insurance, maintenance, and CEQA.



SFPUC Project Review Contact

SFPProjectReview@sfgwater.org

Even if your project is not occurring on SFPUC lands, please contact us if you believe that there are SFPUC facilities in the project area

Thank you!

Procedures for Projects Funded by Community Challenge Grants

- Any physical improvements to buildings or outdoor areas (non-equipment) need to comply with District Design Standards and be approved in advance by the District's architect and/or the Division of the State Architect.
- SFUSD will review grant proposals and will let grantees know if any of these situations apply.
- Grantees must provide the CCG Property Owner Letter to the Simon Reyes: reyes@sfusd.edu.
- **If awarded CCG funds**, the non-profit applicant (i.e. PTA) or its contractor will need to enter into a Donation Improvement MOU with the District to be approved by the BOE before any work can be done on the site.
 - Donated Improvement MOU Instructions (available on our [website](#)):
 - 1- [DI MOU Instructions](#)
 - 2- [DI MOU Fillable PDF](#)
 - 3- Please review the [Board submission Schedule](#) and plan accordingly including Petitioner/Donor's deadline to submit the completed/signed MOU to the Real Estate Office. Please note that SFUSD Board approval is required prior to starting the project.
- If there are public events planned at a school site, the grantee must complete a Facilities Use Permit through the Real Estate Office, pay the related fees, and provide insurance for the event. Information on the process, fees and rates are on the SFUSD [website](#).