

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 TWO WEEKS 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 SFMTA, Division of Sustainable Streets, 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.

Temporary Street Closing Checklist (continued)

- 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 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

Temporary Street Closing Checklist (continued)

14. 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 plan with the application. **This is a requirement for public events involving more than 2000 participants per day of the event.**
15. Emergency Medical Service Plan (EMS Plan): There is a requirement for an Emergency Medical Service Plan for any event with more than 2,500 people or any athletic participant event. 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.
16. Temporary Taxi Zones: If your event is one where event participants are likely to use taxis to attend or to leave the event, temporary taxi zones may be appropriate. Please indicate on the site plan, the most likely location for temporary taxi zones. **While not a requirement, please consider the advantages of creating temporary taxi zones to the smooth running of your event. If, at the ISCOTT hearing, it is felt that a temporary taxi zone(s) would be advantageous to the event, it may be required as a condition of the permit approval.**

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

There may be additional 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>
SFMTA	Nick Chapman	646-2414
SFPD Athletic Events	Sgt. Bernie Corry	575-6350
Sound Permits	Entertainment Commission	554-5793
Public Health (Environmental Health Services – Food)	Jenn Callewaert	252-3971
Fire Dept. (A Fire Department Permit may be required if there will be cooking; any tents or canopies erected; or fireworks; or generators)	Inspector Manuel Pegueros	558-3366
Public Works (Street Environmental Services - Any event which will need street cleaning)	John Reilly	695-2130
Public Works (For a temporary occupancy permit, necessary for all stages, carnival rides, bleachers, tents, generators, etc.)	Street Use & Mapping	554-5810
Department of the Environment (Recycling Information)	Alexa Kielty	355-3747
Mayor’s Office on Disability (For any questions concerning disability access.)		554-6786
Department of Emergency Management (Emergency Medical Service Plan)		487-5052
Caltrans (if any State Highway is affected directly or indirectly)	Permits	510-286-4434
WARNING: They require a long lead time.		