

APPLICATION REQUIREMENTS



1. APPLICATION FEE

Mail or drop off check or money order, payable to SFMTA, during business hours:

SFMTA
Attn: Temporary Street Closures
One South Van Ness Ave, 7th Fl
San Francisco, CA 94103-5417

Current fee schedule available at sfmta.com



2. EVENT WRITE-UP

Briefly explain your event, using 1-4 sentences per section.

a. Description of event

Describe event purpose and activities.

b. Neighborhood outreach

Explain how you will notify neighbors of the planned closure in advance of the ISCOTT hearing. It is recommended to get signatures in support of the event from your neighbors and create a flyer that includes:

- Event information
- Event sponsor's contact information
- SFMTA Temporary Street Closure staff contact information

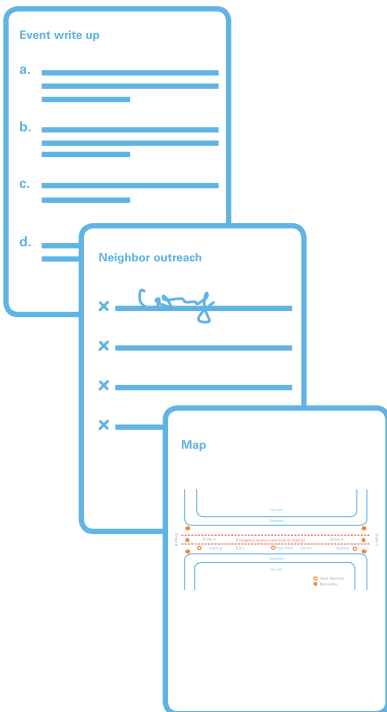
c. Waste management

Please explain how you will manage trash, recycling, compost, and street clean-up for the event.

d. Safety and security

State who will monitor barricades and if there will be other plans to keep the event safe and secure. If you need to allow local vehicular access to people's homes, explain how you will safely facilitate this traffic movement.

If you have larger safety and security questions, we can assist you in contacting the special events staff at your district SFPD station.

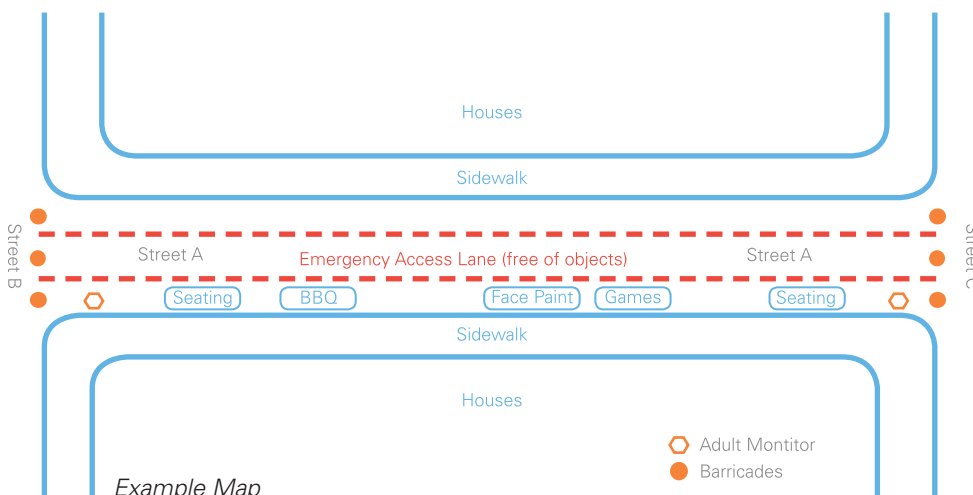


3. EVENT SITE MAP

Please hand draw or create a digital map of the street you'd like to close.

It must show:

- A clear traffic lane that is 14' wide (for emergency vehicle through access)
- Locations of activities and objects in the right-of-way (e.g. bouncy house, tables, games, etc.)
- Locations of barricades to indicate the street is closed



STREET CLOSURE REQUIREMENTS

1. BARRICADES & BARRICADE MONITORS

The event organizer is responsible for arranging for barricades through a private vendor or through San Francisco Department of Public Works for a fee.

Barricades

- 3-4 Type I or II A-frame barricades per end of closure with flashing lights if used after dark
- Post signs indicating the closure times and contact information for the event organizer

Placement

- At each end of street closure and not obstructing the crosswalk or curb ramps
- Placed so that there is no gap large enough for a vehicle to pass through

Adult Monitor

- One adult monitor per end of closure, wearing reflective vest with flashlight after dark
- Capable of moving barricades to allow access for emergency vehicles

2. EMERGENCY ACCESS

Keep the 14' emergency access lane clear of any event fixtures during the event. People and activities can occupy the lane, but no objects can be placed in the lane.

3. OPTIONAL: PARKING REMOVAL

We don't recommend block parties post "two away-no parking" signs. Instead, we suggest leafleting cars a few times in advance of the closure to respectfully request people on the block park elsewhere during the event.

If you decide to request official no-parking signs, please email your request along with a copy of your Street Closure permit to temporarysign@sfmta.com or make your request by calling 311 **at least 14 days before the start of the tow-away times.**

4. MAY BE REQUIRED: OTHER CITY PERMITS

It's the event organizer's responsibility to make sure they obtain all required permits to accommodate their event's activities. Each agency listed below has their own permit application. **Applications are due at least 14 days in advance of the event.**

- [SF Fire Department](#): permits for generators, open-flame cooking, food trucks, tents larger than 10' by 10', fire art, etc.
- [SF Department of Public Health](#): permits for any food or beverage that is available to the public. If the event is just for neighbors, it will not require such permits, but church, community and school block parties may require permits in some instances.
- [Entertainment Commission](#): permits for any amplified sound. Even small speakers may require such a permit. The permit fee is high. Waivers are available for nonprofit organizations, neighborhood associations or similar community-based groups.
- [SF Public Works Temporary Occupancy Permit](#): permits for stages, large tents, carnival rides, large media equipment, partial sidewalk obstruction, etc.

Barricade Types



Type I Barricade with flashing light



Type II Barricade

Know the Facts

There's a high cost to posting parking removal signage. Fees can be \$400+ for both sides of a block. However, it's possible to request "no parking" signs for only portions of a block. Please see the [SFMTA Temporary Signage website](#) for more information.

Know the Facts

Some activities may trigger the need for additional City permits. **Most Neighborhood Block Parties don't need additional City permits.** If you think your activities might require extra permits, please contact the SFMTA Temporary Street Closure Program or the relevant City agency for assistance.

There are costs associated with obtaining City permits.

Pro Tip: Block parties don't require SFFD permits if BBQs are on private property.

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