



# Application for Temporary Street Closure for Special Event

## Filing Applications

### 1. Where to File Application:

Applications may be [filed online](#) or a completed PDF may be emailed to [specialevents@sfmta.com](mailto:specialevents@sfmta.com). Printed applications should be sent to:

SFMTA Division of Sustainable Streets  
1 South Van Ness Ave., 7th Floor  
San Francisco, CA 94103-5417  
Attn: Special Events

### 2. Filing Fee:

Application Received	July 1, 2020–June 30, 2021 fee
120+ days before event	\$ 1,100
90-120 days before event *	\$ 1,250
60-89 days before event	\$ 1,500
30-59 days before event	\$ 1,750
7-29 days before event **	\$ 2,000
3-6 days before event **	\$ 2,500

\* Street Fair applications are due at least 90 days in advance of the event.

\*\* Only applicable in emergencies or for requests for film productions with approved film permit from SF Film Commission

All fees are non-refundable and payable to the SFMTA online or by check or money order. For applications submitted online or via email, you will be sent a link to pay online. Payment must be received for an application to be complete - applications without payment are incomplete and will not be processed.

### 3. Complete Applications

A complete application will include:

1. Signed Application Form
2. Application Fee (paid online or via check with printed application)
3. Site Plan
4. Write-up of event including, as applicable, general description, outreach plan, waste management plan, water plan, and security plan.



## Site Plan

The required site plan should consist of a to-scale drawing(s) showing dimensions of the street, sidewalk, booths and any other objects placed within the requested closure and include the following:

1. Streets to be closed
2. Emergency access lane (14 feet wide)
3. Number and location of booths, with food and/or beverage booths indicated
4. Number, location, and type of recycling and refuse containers
5. Temporary blue zones (located outside of the closure)
6. Portable toilets & sinks, including those which are ADA compliant
7. Stages with ramps, tents, and any other objects
8. Muni routes, transit shelters and bus stops
9. Location of monitored bicycle parking (for events with 2000+ people)

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

## 4. Review Process

In general, requests for temporary street closings will be reviewed by the [Interdepartmental Staff Committee on Traffic and Transportation \(ISCOTT\)](#), and a recommendation for approval or disapproval will be developed and forwarded to the Director of the SFMTA.

## 5. Notification of Public Hearing

ISCOTT hearing notices are posted 7 days in advance of the public hearing at ISCOTT by SFMTA staff. The applicant is responsible for the removal of the posted public hearing notices. After the public hearing, the applicant will have 10 days to remove the posted notices and shall submit to the Director of the SFMTA, Division of Sustainable Streets a declaration under penalty of perjury of removing the notices. This will be a part of the permit conditions for approval of a temporary street closure. If there has not been an approval, the applicant will still be required to remove the notices.

Athletic Events and Annual Street Fairs are required to outreach to community and neighborhood groups in advance of ISCOTT as well as a minimum of 72 hours in advance of the event. Streets to be closed for athletic events should indicate if parking will or will not be impacted as a result of the event.

## 6. Public Hearing at ISCOTT

The hearing date will be scheduled by the SFMTA, Division of Sustainable Streets. All applicants will be notified at least one week in advance. All interested parties are urged to attend.

Hearings are held the 2nd and 4th Thursdays of the month (except November and December) at 9am at 1 South Van Ness Avenue, San Francisco, 7th Floor. (Due to the holidays, hearings are held on the 2nd Thursday in November only, and on the 1st and 3rd Thursdays in December.)



The duration of the hearing is typically 1-1.5 hours. It is a public hearing; and members of the community members and anyone wishing to comment on application are welcome. Applicants will need to give a brief (1-2 minute) synopsis of their event purpose, location, and activities, and respond to any Committee questions. After the Committee and members of the public have commented, the Committee votes to approve or deny the event.

The Committee is made up of the following City departments: SFMTA, SFPD, Public Works, SFDPH, SFFD, Entertainment Commission, and Port of SF

## 7. Proof of Insurance

All applicants are responsible for providing proof of insurance as detailed in condition "O" of this packet. Insurance should be submitted with the application or at least 1 month in advance of the event. Lack of insurance will invalidate the permit.

## 8. Notification of the Decision

A letter will be sent to the Director of the SFMTA, Division of Sustainable Streets notifying the applicant of the decision within 15 days of ISCOTT's hearing. Copies will be sent to members of ISCOTT, various City agencies and other impacted agencies as applicable. If approved, the applicant will receive a Temporary Street Closure Permit within 10 business days of ISCOTT's approval if all required materials are submitted and fees paid.

## IMPORTANT

- The permittee is responsible for reading this document in full and complying with all conditions and regulations listed.
- It is the permittee's responsibility to comply with all State and Federal disability access requirements applicable to the event. Compliance with the City's permit requirements does not exempt the permittee from any additional requirements that may be imposed by State or Federal laws.
- By acceptance of an ISCOTT permit, the permittee agrees to indemnify, hold harmless and assume the defense of the City and County of San Francisco from and against any and all claims, demands and actions for damages resulting from work under this permit, regardless of the negligence of City and County of San Francisco.
- Permittee is responsible for the costs of any impact on Muni services.

There may also be charges or fees for the following Departments depending on services required: Fire, Public Works, Public Health, Police, SFMTA Enforcement and the Entertainment Commission. Please check with the appropriate agencies as to their current fee schedule for services/permits.



## Conditions for Temporary Use of Streets

The applicant hereby agrees to abide by the conditions of [Article 6 of the San Francisco Transportation Code](#) during the entire event as follows:

- A. The applicant shall provide the name and phone number of the person responsible for operations during the event. This person shall be available throughout all hours the event is open to the public.
- B. The temporary use or occupancy of a public street shall not unnecessarily obstruct or bar public access onto said street. Sidewalks shall remain open at all times for pedestrian use unless closure of the sidewalk is provided for by resolution of the Board of Supervisors explaining the reasons for such closure.
- C. No object of any nature shall be placed or maintained within 5 feet of any fire hydrant, fire alarm box or police call box.
- D. No object of any nature shall be placed or maintained within any intersection or pedestrian crosswalk, nor shall any vehicle be permitted to be parked in such areas. All curb ramps shall remain clear of any obstructions.
- E. A continuous passageway in the roadway at least 14 feet in width shall be maintained at all times during the period of such use or occupancy for the use of emergency vehicles.
- F. No object of any nature shall be fastened to or erected over the surface of the street or sidewalk, and no object shall be affixed to any pole or standard upon any street or sidewalk, without prior written consent of the Director of Public Works.
- G. Painting upon any street or sidewalk surface is prohibited unless a washable paint is used and removal is accomplished before the street is re-opened.
- H. Adequate illumination of the area shall be maintained at all times when such illumination is appropriate.
- I. Official traffic control devices and traffic signal controllers shall not be covered or blocked at any time during the period of such use or occupancy.
- J. The event organizer is responsible for arranging for regulation barricades for street closures and for appropriate traffic control signage. Barricades should be delivered as close to the event time as possible and must be picked up as soon as possible after the event has ended. The barricades must be at least 36 inches in height and must have flashing lights when used to close a street during non-daylight hours.
- K. All manhole covers and valve box covers shall be kept clear of any fixed object.
- L. All streets and sidewalks within the area for which such permission is granted shall be kept clean and free from dirt and debris at all times during the period of such temporary use or occupancy, and all



materials and equipment used in connection with said temporary use and occupancy shall be removed there from within 24 hours of the termination of the period of such use or occupancy.

M. Signs shall be posted pursuant to [San Francisco Health Code Section 265 through 265.3](#) wherever alcohol is offered for sale.

N. Such further conditions as may be imposed by the Department of Public Works after inspection of the area involved.

O. Applicant shall maintain in force, during the full term of the permit, insurance as follows:

1. General liability insurance with limits not less than \$1,000,000.00 each occurrence / \$2,000,000 aggregate, Combined Single Limit Bodily Injury and Property Damage, including Contractual Liability, Personal Injury, Broad form Property Damage, Products and Completed Operations Coverage;
2. If any vehicles will be operated by the applicant in connection with street fair or athletic event activities under the permit, Automobile Liability Insurance with limits not less than \$1,000,000.00 each occurrence Combined Single Limit Bodily Injury and Property Damage, including owned, non-owned and hired auto coverages, as applicable; and
3. If the applicant has employees, Workers Compensation with Employer's Liability not less than \$1,000,000.00 each accident.

General Liability and Automobile Liability Insurance policies shall be endorsed to provide the following:

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

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

The address on the certificate should be:

City and County of San Francisco  
SFMTA, Division of Sustainable Streets  
1 South Van Ness Ave., 7th Floor  
San Francisco, CA 94103-5417  
Attn: Temporary Street Closures



P. Applicants shall provide a space layout plan for all events including those that require temporary street closing for events such as fairs and parades. This space layout plan shall highlight a number of items, including but not limited to the following:

1. Layout shall indicate the location of all portable toilets (including total # and location). ISCOTT will determine the total number of toilets required, including ADA-compliant toilets,\* on a case-by-case basis – a minimum of 4 (2 unisex and 2 accessible unisex) and at least 6 per 5,000 attendees.
2. Layout shall indicate the location of all exposed wiring being used for the event where wiring will cross the path-of-travel (path of travel requires a minimum of 48" clear). If any wiring crosses the path of travel, a ramping system must be provided to allow access over wiring for persons using wheelchairs. Contrasting colored tape (yellow) shall be used to cover all wiring crossing the path-of-travel.
3. Layout shall indicate the location of all vendors and booths, portable toilets (including those accessible to persons with disabilities) and showing a clear path-of-travel (minimum 48" wide) throughout the event site and to all services. Layout shall indicate the location of all blue zones (accessible permanent and temporary parking spaces) in the area.
4. Layout shall indicate the location of all Muni transit routes and all stops in the affected area.
5. Layout shall indicate location of all tent pegs or tent/booth securement devices. All securement devices must be visible using contrasting colors and not located within the 48" clear path-of-travel, which shall be provided.
6. Layout shall indicate location and path-of-travel onto all stages (ramp not to exceed 1:12 maximum slope).
7. The permit applicant will provide a space plan for the event attendees indicating all accessibility features (path-of-travel, toilets and, if available, phones and drinking fountains). This plan will be available at all entrances to the event at no cost to the public.
8. Layout should indicate the location and type of recycling and refuse containers. Included in the application should be the name of any organization(s) with whom the permit applicant has contracted to be responsible for recycling and refuse. If the permit applicant will do their own recycling, please indicate where the materials will be delivered such as the name and location of the recycling center. See zero-waste guide for more information on recycling and refuse.
9. Layout should include the location of monitored bicycle parking (required for events with a daily number of participants greater than 2000). The following information should be included in the application: the number of bicycle spaces available (1% of the estimated daily attendance); the amount of fee to be charged for the above service; and the organization responsible for providing the service.

Q. Depending on the types of activities planned, the applicant may be required to get permits from the San Francisco Fire Department, the Department of Public Health, the San Francisco Police Department, the Entertainment Commission and/or the Department of Public Works. The Fire Department and the Public Health Department permits must be filed at least 10 working days before the event.



R. After ISCOTT public hearing approval of the above, the permit applicant must obtain temporary blue zone sign(s) as part of their request through the SFMTA Temporary Sign Shop. Blue Zone Policy:

1. A substitute blue zone must be created for every blue zone displaced or one substitute blue zone for every block closed, whichever is greater.
2. Substitute zones shall be situated as close as possible to the intersection of the first available cross street. The temporary sign shall be affixed to an existing meter pole, whenever possible. If there is no parking meters, other permanent fixtures shall be utilized, i.e. trees, light poles. Temporary blue zones shall not be situated in bus zones, fire hydrants, red zones, yellow zones, metered truck zones, white zones, or active tow-away or street cleaning zones.
3. The permit applicant shall request the installation of the temporary blue zone sign(s) at the approved locations as part of their temporary sign request, which should be submitted at least two weeks prior to the posting date.

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

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

S. The placement of Tobacco advertising and promotional displays in publicly visible locations is strictly prohibited by [San Francisco Police Code Section 674](#). In addition, the placement of tobacco advertising and promotional displays on property owned or controlled by the City and County is strictly prohibited by [San Francisco Administrative Code Section 4.20](#). Any violation of either of these ordinances during your event could result in the revocation of the street closure permit.

T. The sale and distribution of containers of water is prohibited by San Francisco Environment Code, Chapter 24 at ISCOTT permitted events with 100 or more participants. For more information about the requirement and alternative water sources, please speak with Temporary Street Closure staff. If you are unable to meet this condition, you may be granted a waiver of compliance if you provide a detailed explanation of why this condition cannot be met. Note: Participant Athletic Events are exempt from this condition. Please include in your application how participants will be provided with water at your event. Having water accessible to participants is critical to public health. For more info, please see <https://sfwater.org/index.aspx?page=912>

U. There is a requirement for an Emergency Medical Service Plan for all athletic events as well as any event with more than 2,500 people. For more information visit: <https://sfdem.org/mass-gatherings-special-events>

V. Monitored bicycle parking is required for events with an anticipated number of participants greater than 2000 per day. Monitored bicycle parking should be provided for at least 1% of your expected daily



participants. The minimum amount of space required for each bicycle is 6 feet long and 1 3/4 feet in width. For example, an average parking space will fit 10 bicycles. The monitored bicycle parking should be located within a one block radius of a regular entrance to the event. Possible locations are school yards, on street parking spaces, garages or parking lots. All event publicity should include information on the monitored bicycle parking: its' availability, location and cost. The permittee may charge a small fee which would cover the cost of providing this service.

Once you have read all of the above requirements, please complete the application on the following pages.





# Application for Street Closure for Special Event 2020-2021

Note: Failure to fully complete this application and to provide the application fee, required drawing(s), and other material may result in denial of this request. These pages must be dated, signed and submitted to SFMTA at least 30 days in advance of the event (90 days for street fairs).

Please visit <https://www.sfmta.com/permits/special-event-street-closures> to apply online or for the most up-to-date forms and information

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

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

Address: \_\_\_\_\_ Secondary Phone: \_\_\_\_\_

\_\_\_\_\_

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

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

Event Name: \_\_\_\_\_

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

a) \_\_\_\_\_ between \_\_\_\_\_ and \_\_\_\_\_  
 (Street Name) (Cross Street) (Cross Street)

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

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

b) \_\_\_\_\_ between \_\_\_\_\_ and \_\_\_\_\_  
 (Street Name) (Cross Street) (Cross Street)

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

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

c) \_\_\_\_\_ between \_\_\_\_\_ and \_\_\_\_\_  
 (Street Name) (Cross Street) (Cross Street)

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

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

Intersection(s) Closed: \_\_\_\_\_  
 ( Street(s) at Cross-street(s) )

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

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



Event Time(s): \_\_\_\_\_

(Note: This is different than street closure times.)

Expected Attendance: \_\_\_\_\_

Purpose of Closure or Name of Event (select all that apply):

Private Event

Public Event

Athletic Event

Street Fair

Filming

Will you be serving alcohol at this event? Yes No

Have you closed these streets for this purpose in the past? Yes No

When (years/dates)? \_\_\_\_\_

By signing this form, I certify that I have read this packet and all SFMTA Temporary Street Closure requirements. Under penalty of perjury, I have read and understand the requirements of hosting an event requiring a temporary street closure and I have completed the application and prepared the proposed site plan to the best of my ability.

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

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

Return your completed application by email to [specialevents@sfmta.com](mailto:specialevents@sfmta.com) or to:

SFMTA Division of Sustainable Streets

1 South Van Ness Ave., 7th Floor San Francisco, CA 94103-5417

Attn: Special Events