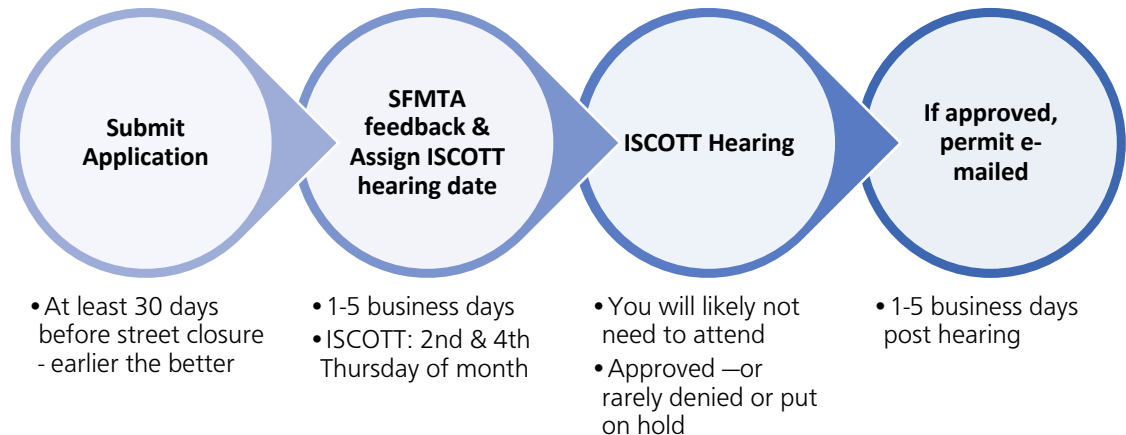


Neighborhood Block Party Street Closures: What You Need to Know

Process



Application Requirements

1. Eligibility

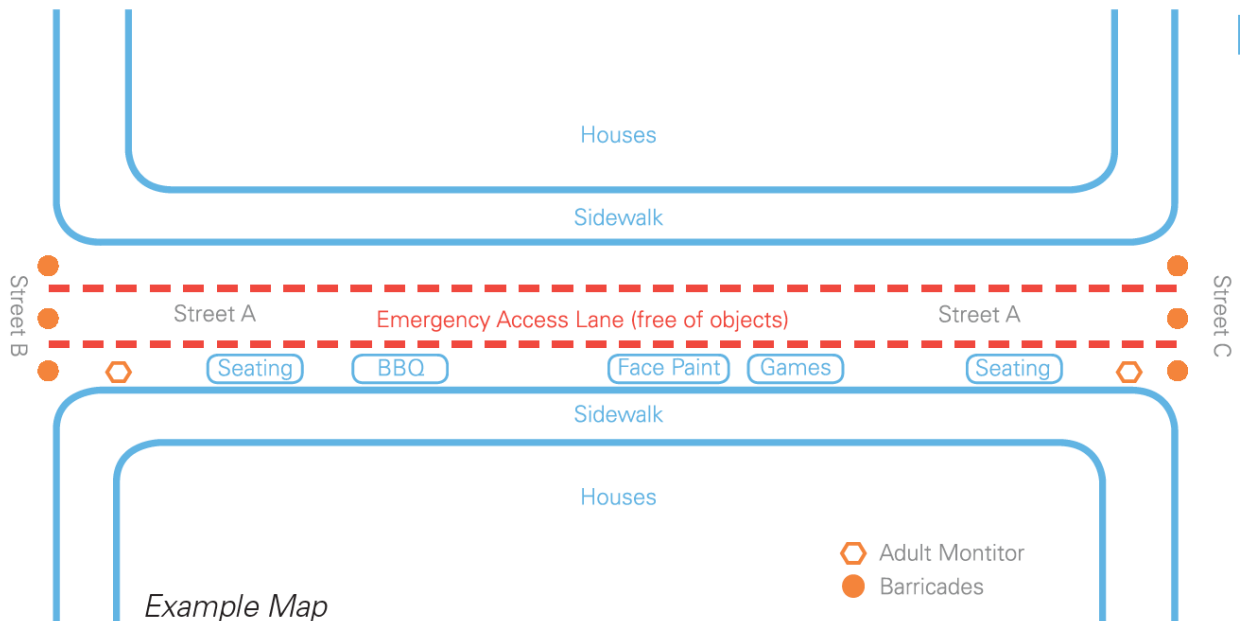
Neighborhood block party permits are for residents of the block to be closed or a bona fide, pre-existing neighborhood association for the area. They are valid only for single block closures of residential streets with no transit activity. In rare instances, there may be other restrictions.

2. Event Map / Site Plan

Please hand draw or create a digital map of the street you'd like to close. It should be reasonably accurate, complete and to-scale and must show:

- A clear traffic lane that is 14' wide (for emergency vehicle access) – generally best running through the center of the street.
- Any objects/items that may be placed in the public right of way – the street and sidewalk (e.g., tables, pop-up tents, bouncy houses, etc.) with their dimensions. Groups of tables and chairs can be shown as an area with the size given.
- Where the barricades will be located to indicate the street is closed.

Site Plan Example



3. Event Write-up

Please briefly explain your event, using 1-4 sentences per section. It should include the following:

a. *Description of event*

Briefly explain the event purpose and planned activities.

b. *Neighborhood outreach*

Address how you'll notify neighbors of the planned closure prior to the public hearing. It's best ideal to get signatures in support from your neighbors and create a flyer about the event that includes your info, so they can reach you with questions, as well as how to contact us. You'll also want to address local access (see below).

c. *Safety*

Please explain who will be monitoring barricades and if there will be other plans to keep the event safe and secure. If you need to allow access to people's garages, explain how you will safely facilitate this traffic movement. If you have larger safety and security questions, we can assist you in reaching out to the special events staff at your district SFPD station.

4. Application Fee

We prefer applications submitted through the online form or by emailing us a completed PDF application. After an initial review to make sure the event looks possible, we'll send you a link to pay the application fee.

We will accept applications submitted in person or by mail with a check/money order made payable to SFMTA:

SFMTA - Attn: Special Events
One South Van Ness Avenue, 7th Floor
San Francisco, CA 94103-5417

Business hours are Mon-Fri 9 am – 5 pm. Applications can be left with the receptionist on the 7th floor.

Street Closure Requirements

1. Barricades & Barricade Monitors

The event sponsor is responsible for arranging for barricades through a private vendor and/or San Francisco Public Works.

Barricades & Cone Requirements

- Generally, 2-4 of the A-frame barricades (Type I or II), depending on street width, at each end of the closure. These can be supplemented with orange cones.
- Barricades must be equipped with flashing lights if used after dark.
- Must have posted signs indicating the closure times and contact information for the responsible for dealing with any problems which may arise during the event.

Barricade & Cone Placement

- Placed 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.

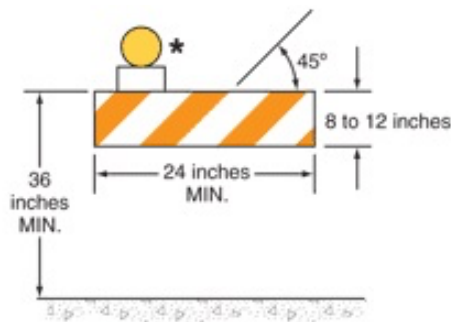
Signage

- At each end of the closure, one of the barricades facing oncoming traffic should have an official "road closed" sign.

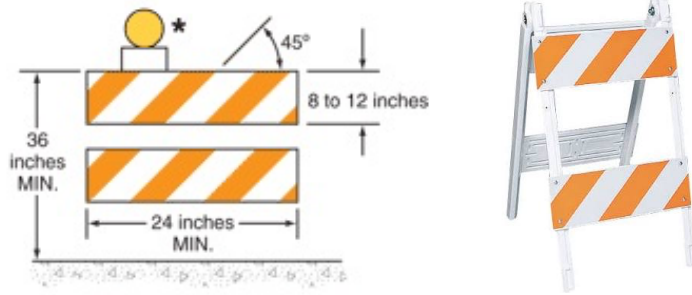
Adult Monitor

- One adult monitor (18+ years of age) per barricade location is required.
- Capable of moving barricades to allow access for emergency vehicles.
- Equipped with a flashlight and wearing a reflective vest in times with low light.

Type I Barricade

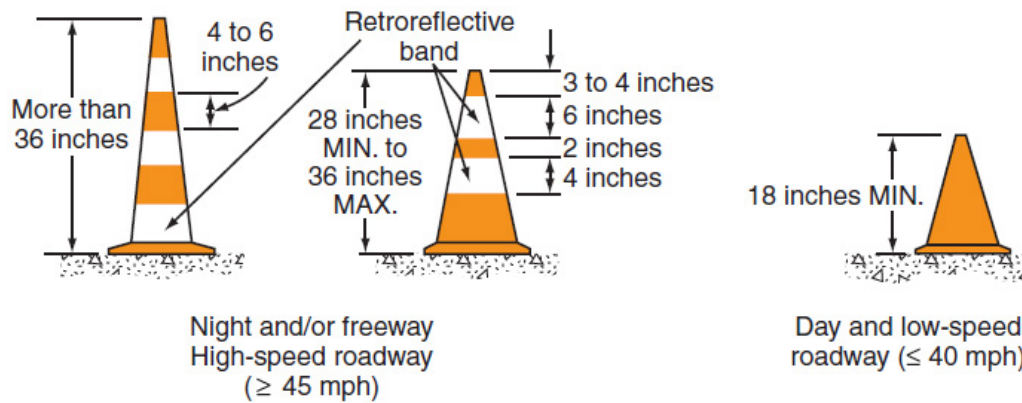


Type II Barricade



*Lights required outside of full daylight hours

Cones



2. Emergency access

Keep the required, minimum 14-foot-wide emergency lane clear of any event fixtures (tables and chairs, bouncy houses, etc.) during the event. People and activities can occupy the lane, but in most cases no objects. For most events, having the emergency lane run down the center of the street will be best. If it needs to be located against the curb, that will require that the street be posted as “no parking” (for which there is a charge – see below) and you may have to have some neighbors’ cars towed.

3. Local access

It’s necessary to allow access to/from any off-street parking – garages or parking lots – on the block being closed. Ideally, you’ll communicate with your neighbors, and they’ll be fine with not using their garages during the event. If they do need to get in/out during your block party, their vehicle should be escorted through the closure for the safety of the people gathered there, with the barricade monitors moving aside and then restoring the barricades.

Any official paratransit vehicle requesting access should be handled in the same way.

Ubers and Lyfts, delivery vehicles, etc., and people looking to park on the street should not be allowed into the closure as the street is closed to all normal vehicle traffic

4. Optional: Parking Removal

It is recommended that neighborhood block parties do not request “tow away – no parking” signs. Instead, we recommend leafletting cars a few times in advance of the closure to notify people of the block party and respectfully ask them to park elsewhere during the event.

If you believe you need official no-parking signs and the ability to have cars towed off the street, please email your parking removal request along with a copy of your ISCOTT permit to temporarysign@sfmta.com at least two weeks before the start of the tow-away times. There is a cost associated with this service which can run as high as \$400 or more for an both sides of an entire block. However, it is possible to request “no parking” posting for only portions of a block. You can also have no-parking signs posted, but not have them enforced – not tow any cars. However, if SFMTA staff come out to have any car towed, all cars in posted “no parking” spaces will have to be towed. For additional information, see:

<https://www.sfmta.com/services/streets-sidewalks/temporary-signage>

5. Other City Permits May be Required

While we’ll endeavor to identify any concerns or necessary permits, it is the event organizer’s responsibility to make sure they comply with all relevant laws and regulations, including the ADA, and get any necessary permits to accommodate their event’s activities.

If you have questions about any permits or activities, you can attend the public hearing at which your event is reviewed. Staff from all the relevant agencies will be there and can answer your questions. If you have applied far enough in advance, you should wait until after you’ve received your street closure permit to follow up on any of these matters. The offices that issue most of these permits are all located in the [Permit Center](#) at 49 South Van Ness.

- **Food Trucks:** require current permits from both Fire and Public Health to operate on San Francisco streets. Most that you might be likely to use will have such permits, but we will want to verify it. Often, supplying the name of the food truck will be sufficient, but Fire and/or Public Health may want to see copies of their permits.
- **SF Fire Department:** permits for large generators, erected tents larger than 10’ by 10’, fire art, etc. SFFD requires permit applications be submitted at least 10 working days prior to the event. Generally, most neighborhood block parties do not require any of these permits. Small BBQs/grills may be allowed without a permit, but it’s simpler if these are restricted to private property.
- **SF Department of Public Health:** permits for any food or beverage that is available to the public. DPH requires permit applications be submitted at least 14 days prior to the event. If the event is just for neighbors, it will not require such permits, but church, community and school block parties may in some instances.
- **Entertainment Commission:** permits for any amplified sound or entertainment. The Entertainment Commission requires permit applications be submitted at least 14 days prior to the event. Even speakers for iPhones may require such a permit, and there is a fee. Waivers are available for nonprofit organizations, neighborhood associations or similar community-based groups.