



Application for Special Event Street Closure

Overview

Applications for temporary street closures for special events are reviewed by the [Interdepartmental Staff Committee on Traffic and Transportation \(ISCOTT\)](#) which is chaired by SFMTA and managed by SFMTA Special Events staff.

(Applications for events in City parks, including on streets within parks, are handled by the [San Francisco Recreation and Park Department](#). Events on [Port of San Francisco](#) property require a permit from the Port; events on streets within [Port jurisdiction](#) require permits from both Port and ISCOTT.)

Complete applications must be received at least 30 days prior to the proposed event, but in some cases it will not be possible for you to finish all the necessary additional permits and processes within 30 days. *Apply early.*

For many events, especially new or larger ones it may be helpful to consult with ISCOTT/SFMTA Special Events staff in the preliminary planning stage, to get a sense of what's possible, what permits and costs might be involved, and what information you will need to apply.

Eligibility

Neighborhood Block Party

A Neighborhood Block Party (NBP) is a one-block closure on a predominantly residential street, applied for by a resident of the block to be closed or a pre-existing, bona fide neighborhood resident association serving the area. Block parties should not impact any transit service or pose significant traffic circulation issues – including to bicycles. Additional restrictions and conditions apply, including but not limited to the following:

- Maximum of 8 hours, between the hours of 7 am and 10 pm.
- Maximum of 200 people, or the most the space can safely accommodate, whichever is less.
- Outdoor entertainment or amplified sound is limited to a maximum of 4 hours.
- Open alcohol container laws apply.
- No vendors or commercial activities.
- BBQ/grilling is allowable, but we prefer that it be located on private property.
- Bounce houses (aka jumpy castles) are allowed but will not be possible in many locations.
- One food truck allowable.
- No advertising or promotion beyond the immediate neighborhood.
- Tents should be limited to simple 10x10 pop-ups
- Sidewalks must remain open and unobstructed
- Regulation barricades are required for all street closures and are not supplied by the City.

You may request that the street be posted as “no parking” – and it may be necessary in some instances, depending on the size of the street and what's planned for the event. (Bounce houses particularly may require “no parking” postings to make sufficient space on the street.) There is a cost



associated with this that can run to hundreds of dollars depending on the extent of the requested or necessary postings, and the request must be submitted *at least two weeks* in advance of the closure date. We tend to feel that posting “no parking” – and especially any towing of vehicles – is not ideal for neighborhood block parties, and encourage applicants to pursue informal options, such as planning an event that doesn’t require “no parking” posting and flyering the block a couple times in the week prior to ask people to move their cars off the street for the event.

Some local access for cars must be maintained. Any vehicles left on the street after the closure starts must be allowed to exit by being escorted safely through the event and out through the barricades. However, cars should not be allowed into the closure area to park on the street once the block party has started. Vehicles must always be allowed in or out – again, with an escort – for any off-street parking – garages and lots – so driveways in use can’t be blocked by your block party setup.

A site plan/diagram must be submitted along with your application. The drawing should show the entire block to be closed and detail any major elements involving objects and stuff in the street such as game equipment or barbecues, tables, 10x10 popup tents and/or bounce houses. Maps, computer drawing programs, or hand drawings are all acceptable forms for submission as long as the required elements are included with correct dimensions and to scale.

The following will need to be shown on all the block party site plan:

- A 14-foot emergency access clear zone - free of any and all objects, though people may occupy this space (including for things like games, dancing, sports, etc.).
- Barricades at both ends of the block.
- Bounce house, if any, to scale and where it will be located
- Areas in which you will setup any objects, such as tables, grills. 10x10 tents shown, with dimensions.
- Anything else to be placed in the street or on the sidewalk.

Please make sure to clearly label all elements of the site plan including areas that will have local access during the event. If you will be requesting any “no parking” posting, please indicate where.

Note that the permit for a block party is just to close the street and does not change other City regulations. Additional permits (with additional fees) may be required depending on the activities at your event, though a typical block party should require nothing beyond the street closure permit and, in many but not all cases, the sound/entertainment permit.

Community Non-Profit Event

Community Non-Profit Event permits are intended for medium-sized events that bring a community together for activities or celebration and that are free and open to the public. Applications should be from and in support of: bona fide nonprofits operating in the community where the closure is being requested; City departments or agencies; churches or other religious institutions, or non-religious institutions of a similar nature; public school PTAs or other organizations related to or supporting the neighborhood public schools. Examples include the Mission Neighborhood Health Center holiday party,



Cameron House Carnival, SFPL's Día de los Niños/Día de los Libros, and Argonne Elementary's annual school festival. They are restricted to a maximum of two blocks, with no closed intersections, and should not involve any significant impact to transit service or traffic circulation. Additional restrictions and conditions apply, including but not limited to the following:

- Maximum of 500 people, or the most the space can safely accommodate, whichever is less.
- No alcohol consumption.
- No commercial vending. Not intended to support business entities.
- Food and beverage vending to serve attendees is okay. Food trucks allowable.
- Bounce houses (aka jumpy castles) are allowed but will not be possible in all locations.
- Advertising to community only.
- No tents beyond simple 10x10 pop-ups allowed.
- With some limited exceptions, sidewalks should remain open and unobstructed.
- Regulation barricades are required for all street closures and are not supplied by the City.

You will likely want to request that the street be posted as "no parking" – and it may be necessary in some instances, depending on the size of the street and/or what's planned for the event. (Bounce houses and stages particularly may require "no parking" postings to make sufficient space on the street.) There is a cost associated with this that can run to hundreds of dollars per block depending on the extent of the requested or necessary postings, and the request must be submitted *at least two weeks* in advance of the closure date. Obviously, towing someone's car is something to be avoided wherever possible, and we strongly encourage applicants to post notices on the block(s) and flyers on all cars parked there a couple times in the weeks prior to give people advance notice and encourage them to park elsewhere for the event, even if you will not tow.

Some local access must be maintained. Any vehicles left on the street after the closure starts that are not towed must be allowed to exit by being escorted safely through the event and out through the barricades. However, cars should not be allowed into the closure area to park on the street once the event closure has begun. Vehicles must always be allowed in or out – again, with an escort – for any off-street parking – garages and lots – so driveways in use can't be blocked by your event setup.

A to-scale site plan/diagram showing the required 14' emergency access lane and all elements and objects on the street or sidewalk with dimensions must be submitted along with your application. Please consult information sheet on site plan requirements for detailed information.

The following will need to be shown on all street closure site plans:

- A 14-foot emergency access clear zone - free of any and all objects, though people may occupy this space (including for things like games, dancing, sports, etc.).
- Barricades at both ends of the block.
- Bounce house(s), stage(s), etc., if any, to scale and where it will be located
- Areas in which you will setup any objects, such as tables, grills. 10x10 tents shown, with dimensions, with food tents clearly indicated.
- Anything else to be placed in the street or on the sidewalk.



Please make sure to clearly label all elements of the site plan including areas that will have local access during the event. If you will be requesting any “no parking” posting, please indicate where. Please consult information sheet on site plan requirements for detailed information.

Note that a street closure permit for is just to close the street to vehicle traffic and does not change other City regulations. Additional permits (with additional fees) may be required depending on the activities at your event.

Street Fairs

Street fairs are larger community events, sponsored by a community, neighborhood, or merchant association, and designed to celebrate and support the community in which they occur. Examples include the Haight Ashbury Street Fair, the Castro Street Fair, and the North Beach Festival. They can – and typically do – involve closures of more than 5 blocks, with closed intersections, significant traffic circulation impacts, and reroutes of transit services. The street fair must be free and open to the public.

Applications for street fairs must be submitted at least 90 days in advance. However, because of the scope and complexity of street fairs, the potential additional permits and processes involved, and the demands they make on City agencies for review and staffing, if you are considering applying for a new street fair, you should contact us well in advance – at least six months – to discuss feasibility and logistics. Applications may be submitted up to a year prior to the event date.

A complete application includes: site plan(s) for all blocks to be closed; a detailed written description covering activities, staffing, etc.; and payment of the application fee.

ISCOTT/SFMTA Special Events staff are happy to consult with you to structure an event that fulfills your goals while limiting as much as possible the costs and additional permits and processes required.

General Special Events

Special Event applications may be submitted by any person or entity, and may be for events of any size, closing any number of blocks, without or without impacts to public transit or traffic circulation. The more complex or impactful the event, the more time may be needed for proper review by City and other agencies, and the greater the costs associated with additional permits, City services, etc. required for the event. It may be challenging, even impossible, to complete the review and additional processes required for large events if the application is not submitted well in advance of the proposed event date. However, we will accept an application provided it is submitted at least 30 days in advance; however, the application fee is non-refundable and non-transferrable.

A complete application includes: site plan(s) for all blocks to be closed; a detailed written description covering activities, staffing, etc.; and payment of the application fee.

ISCOTT/SFMTA Special Events staff are happy to consult with you to structure an event that fulfills your goals while limiting as much as possible the costs and additional permits and processes required.



FilmSF Projects

Film and still photography shoots with permits issued by or in progress with [FilmSF](#) may apply for a Special Event Street Closure. Some normal permit requirements – such as insurance and arrangements for security – are met as part of FilmSF permitting, but in general all special event permit requirements and conditions apply. Consult with FilmSF on applying for a street closure for your proposed project.

Athletic Events

This category is intended primarily for larger road races – foot or bicycle – that traverse a large number of blocks. Smaller, contained sports/athletic events, such as skateboarding exhibitions and contests, outdoor rock-climbing activities, etc. may be treated as regular special events. Road races have expanded public outreach/notification requirements and typically require significantly more time to review. All athletic events will require insurance and an approved emergency medical plan; medical plans can take two months to complete.

New road races – or significant changes to existing ones – may require approval by the Board of Supervisors. If you are interested in holding a new road race or similarly impactful athletic event, please contact us at least 6 months in advance to discuss.

Filing Applications

Where to File Application:

Applications may be [filed online](#) (preferred) or by emailing a [completed PDF](#) to SpecialEvents@sfmta.com.

Printed applications (not recommended) currently are still being accepted; they can be hand-delivered or mailed to: SFMTA Attn: Special Events, 1 South Van Ness Ave., 7th Floor, San Francisco, CA 94103-5417

Filing Fees:

Neighborhood Block Parties

<i>Complete Application Received</i>	<i>July 1, 2021–June 30, 2022</i>	<i>July 1, 2021–June 30, 2023</i>
120+ days before event	\$50	\$50
90-120 days before event	\$75	\$50
60-89 days before event	\$100	\$100
30-59 days before event	\$150	\$200



Community Events

<i>Complete Application Received</i>	<i>July 1, 2021–June 30, 2022</i>	<i>July 1, 2021–June 30, 2023</i>
120+ days before event	\$100	\$150
90-120 days before event	\$150	\$150
60-89 days before event	\$200	\$225
30-59 days before event	\$250	\$275

All Other Events

<i>Complete Application Received</i>	<i>July 1, 2021–June 30, 2022</i>	<i>July 1, 2021–June 30, 2023</i>
120+ days before event	\$1,100	\$1,150
90-120 days before event *	\$1,325	\$1,400
60-89 days before event	\$1,600	\$1,700
30-59 days before event	\$2,000	\$2,100

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

All fees are non-refundable and non-transferrable and payable to the **SFMTA** and may be paid online (preferred) or by check or money order. For applications submitted online or via email, you will be sent a link to make payment online. Payment must be received for an application to be complete – applications without payment are incomplete and beyond an initial intake review will not be processed until payment is received. If payment is not submitted promptly, a new application fee may be assessed.

Complete Applications

A complete application will include:

1. Completed online application or signed PDF received in our office by email, postal mail, or hand delivery at least 30 days prior to the event
2. Application fee (paid online or via check/money order with printed application)
3. Site plan / detailed diagram of event layout
4. Detailed write-up of event including, as applicable, general description, narrative/run of show, waste management plan, description of planned outreach. (Additional information may be required depending on the nature of the event and activities planned.)



Failure to complete the application fully including submission of all sketches, drawings and other material required as well as signing the application (if printed) and payment of the application fee may result in rejection of the application in full.

Additional material, such as insurance or a medical plan, may be required by the permit, but these are not needed for the application.

Site Plan

See separate information sheet that details site plan guidelines. A site plan adequate for City agency review is a requirement for a complete application. ISCOTT/SFMTA Special Event staff can work with you to refine your site plan, but if an adequate and appropriate site plan is not produced in sufficient time for review by the Committee, the application may be rejected as incomplete/invalid.

The required site plan should consist of to-scale drawing(s) showing the street, sidewalk, stages, booths, fencing, barricades, and any other objects placed within the requested closure area and include the following, as applicable:

1. All streets to be closed – accurate and to scale, and including features such as parklets, sidewalk bulb-outs, transit islands, bike share stations, and curb cuts/off-street parking access. Complex events may require separate plans for each block.
2. Emergency access lane (14 feet minimum; wider may be required) running straight through all closed blocks.
3. Number and location of booths, with food and/or beverage booths clearly indicated.
4. Number, location, and type of recycling and refuse containers.
5. Portable toilets & sinks, including those which are ADA compliant.
6. Stages (with ramps shown), tents, and other objects, if any.
7. Beer gardens or other alcohol sales areas, if any.
8. Any other physical objects that will be placed on the street or sidewalk.
9. Space for monitored bicycle parking (for events with 2000 or more attendees).
10. Muni routes, transit shelters and bus stops
11. Manhole and utility covers in the street
12. Any fencing.

Site plans should also show fire hydrants, and if any objects are to be placed on the sidewalk, standpipes, building entrances/exits, and fire escapes. Obstruction of any of these fire safety infrastructure elements can't be permitted.

There should be an unobstructed path of travel for pedestrians on the sidewalks, and accessibility ramps and crosswalks may not be occupied or obstructed. Substantive sidewalk impacts may require a [Temporary Occupancy permit from Public Works](#)

Crosswalks and intersections may not have any objects placed in them.

Events that plan to request any "no parking" posting outside the area of the street closure should include a map indicating the curb faces that will be requested. Note that "no parking" must also be



requested for the area of the street closure, if needed, and that there is a cost associated with this service separate from the application fee. A single “no parking” request is typically submitted after approval of the street closure, covering all the space within the closure and any additional space outside it required to support the event. Other elements that may require “no parking” posting include: a taxi zone; white zones for passenger drop off and pick; and temporary blue zones. SFMTA staff will work with you to identify these needs and suitable locations as part of the review of your application. Note that “no parking” may not be requested for parking for event staff or attendees.

Written Description

The required written description should provide sufficient information for the event to be evaluated and other required permits or approvals identified. All event descriptions should address the following:

1. “Run of show” listing the times for set-up, event activities, and breakdown/clean-up.
2. Staffing – for barricades, security, cleaning, etc.
3. Public/private – whether the event is free and open to the public; ticketed (whether or not tickets or free); or private/restricted (e.g., to organization members only, etc.).
4. If alcohol is being served, details on what is being served, by whom, and what license arrangements will be pursued.
5. Whether there will be any entertainment, music, or amplified sound.
6. Security arrangements – overall security plan, including number of staff assigned to function, and name of security company if applicable.
7. Estimate of attendance and of crowd capacity of space; arrangements for when event nears capacity.
8. Waste management and recycling plan
9. Proposed outreach plan to inform residents and businesses on the block(s) to be closed, and other impacted stakeholders, of your request to close the street. Outreach is generally best conducted after applying and consultation with ISCOTT/SFMTA Special Events staff, but if some outreach has already been done, describe as part of the event write-up.
10. Water plan – [San Francisco legislation](#) restricts the sale or distribution of packaged water at ISCOTT-permitted events with more than 100 attendees; for events where it is needed, detail arrangements for providing water. Participant athletic events such as marathons are exempt. Most events that are not street fairs or dance parties will not require a water plan.

Complete specifics on security, alcohol, waste management, water, etc. will likely not be available at the time of application. However, initial plans or an outline should be included. Final details can be developed during the application review process or after a street closure permit is granted – provided there are no substantive changes to the event, and that a revised description and site plan (if layout of event changes) are submitted to [SFMTA Special Events](#) in sufficient time for staff review and approval before the date of the event.

In many cases, applicants will not be sure of some of the other details or requirements – such as how many porta-potties will be needed or if a water plan or monitored bicycle parking is appropriate. ISCOTT/SFMTA Special Event staff can assist in fleshing out these issues either before an application is



submitted or during the review process. In some cases, this will require producing a new site plan – for instance, if monitored bicycle parking is required, but was not shown in the originally submitted site plan; or if a larger emergency access lane is needed.

Review Process public hearings

Overview

Applications are subject to review by City staff from multiple agencies who may request additional information or revisions. Requests for temporary street closures then typically are scheduled for review by ISCOTT at a public hearing. A recommendation for approval or disapproval will be made by the Committee, along with any conditions deemed necessary for the event, and this recommendation will be forwarded to the Director of the SFMTA, and – if approved – a permit issued (via email).

Public Notice

ISCOTT hearing notices are posted on blocks to be closed at least 7 days in advance of the public hearing. In most cases, the posting will be done by the applicant with a notice provided by SFMTA Special Events. The applicant is responsible for the removal of the posted notices after the hearing. A declaration and supporting photos must be submitted for the posting, and a declaration for the removal. If the request is not approved, the applicant will still be required to remove the notices.

Major athletic events – such as marathons and similar road races – and other large or particularly impactful events may be required to conduct extensive outreach to community and neighborhood groups prior to the public hearing. Major athletic events also are required to do an additional round of public notification a minimum of 72 hours in advance of the event itself. Notices on streets to be closed for athletic events should indicate if parking will or will not be impacted because of the event.

Other events may be required to perform additional outreach as determined by ISCOTT staff. For new events with a significant impact, a postal mailing to all addresses in the impacted area may be required.

Public Hearing

The hearing date will be scheduled by ISCOTT staff. All applicants will be notified at least one week in advance. It's generally possible for an applicant to select a hearing date that works for their schedule. All interested parties are encouraged to attend. Currently, hearings are remote only, joinable by phone or computer, though this could change to a hybrid of remote and in-person in the future.

Simple events on blocks with no history of concerns, and recurring events that have not generated complaints or issues previously may be placed on the Consent Calendar. Their applicants will not need to attend the hearing, but of course are welcome.

Hearings are held on 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 only in November, and on the 1st and 3rd Thursdays in December.)

The hearings typically last around 1-1.5 hours. However, they are public hearings, and members of the community and anyone wishing to comment on an application are welcome; high profile events may



attract more public comment, and this can extend the time of the meeting. Applicants give a brief (1-5 minute) synopsis of their event, location, and activities, and respond to any Committee questions or issues raised by the public. After the Committee and members of the public have commented and questions have been addressed, the Committee votes to approve or deny the event, or it may be placed on hold for further discussion and a new hearing date.

The Committee is comprised of representatives of the following City agencies: SFMTA, Police, Fire, Public Works, Public Health, the Entertainment Commission, and the Planning Department. These represent for the most part offices that are responsible for reviewing, managing, and permitting activities typically associated with special events held on City streets –food vending, security, cleaning, outdoor sound, and the like.

Notification of the Decision

The Minutes of the public hearing are posted online and a copy sent to all applicants showing the Committee’s decision. Copies also are sent to various City agencies and other impacted entities, as applicable. If an application is approved, the applicant will receive a permit letter via email within 10 business days of the hearing, assuming all required materials have been submitted and fees paid.

IMPORTANT

- The permittee is responsible for reading their permit in full and complying with all conditions and regulations listed in the permit and any accompanying material.
- It is the permittee’s responsibility to comply with all State and Federal laws and 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.

There may be charges or fees from other City departments depending on activities being conducted or services required, including Muni, 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. (Some events may require additional permitting or review by other agencies, such as Caltrans, the National Park Service, and the Presidio Trust; this is rare and mostly occurs with large road races that traverse the jurisdictions of multiple agencies.) Invoices for City charges are typically sent out a month after the event.



Conditions

General

By submitting a request for a street closure, the applicant agrees to abide by the conditions of [San Francisco Transportation Code Article 6, Sec. 6.7](#) during the entire event, as well as other conditions

Insurance

Permittees for street fairs, major events, and other events as determined by ISCOTT shall be required to provide an insurance policy naming the City as an additional insured, in a form approved by the City's Office of Risk Management. Generally, events wait until after approval to obtain insurance, which is not required for all events. However, certificates of insurance, in format and with insurers satisfactory to the City evidencing all applicable coverages, must be furnished to the City not less than 10 working days prior to the date of the event and before commencing any operations under the permit, otherwise the permit will be revoked. *Apply early* to give yourself time to obtain necessary insurance after the permit is issued.

Smoking / Tobacco

All permittees shall comply with the requirements of [San Francisco Health Code Article 19L](#), "Prohibiting Smoking at Certain Outdoor Events."

The event producer shall notify the public that the event is smoke-free by meeting the following conditions:

1. All electronic or print promotional materials, including but not limited to, website, email, social media, print advertisements, radio, television, and newspaper, shall state that this is a smoke free event per SF Health Code, Article 19L.
2. Each event shall have at least one "No Smoking" sign at each point of entry and exit.
3. Events with amplified sound must make an announcement at the start and at least one announcement every two hours at each stage during an event that it is a smoke free event.

Per [San Francisco Health Code Article 19N](#), the use of electronic cigarettes (vaping, etc.) is also prohibited. Note that these conditions and restrictions apply to the smoking or vaping of *any substance*.

Failure to comply with this permit condition will impact consideration of any future application for street closures.

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.



Zero Waste

All events must comply with [City zero waste policies](#). The Department of Environment offers periodic online training for people who are planning or want to conduct events on meeting the City's waste management goals. Larger events will typically hire an "event greener" for waste management.

Packaged Water

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. Packaged water is defined as water in a sealed box, bag, can, glass bottle, rigid plastic bottle or other container and having a capacity of one liter or less. "Participant Athletic Events" – road races, marathons, etc. – are exempt from this condition.

Most events permitted via ISCOTT will not require water to be provided to attendees. If water is deemed important for public safety and well-being at your event, you will be required to submit a plan for how it will be provided in compliance with the condition barring the sale and distribution of packaged water. If you are unable to meet this condition, the Department of Environment may grant a waiver.

Temporary Blue Zones

After ISCOTT approval of a street closure application, the permit applicant must request temporary blue zone(s), as determined by SFMTA Special Events, through the SFMTA Temporary Sign Shop, typically as part of a request for the post of "no parking" areas for the event. The costs for the posting of these spaces will be charged.

There are limitations on where temporary blue zones can be created. Determining the precise location(s) can be done after approval of the special event permit.

Neighborhood block parties typically do not require temporary blue zones.

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

Monitored Bicycle Parking at Public Events

Monitored bicycle parking may be required for events with an anticipated number of participants/attendees greater than 2000, particularly street fairs and other large community events that are free and open to the public. Monitored bicycle parking should be provided for at least 1% of expected attendees. The minimum amount of space required for each bicycle is 6 feet long and 1 3/4 feet in width, so an average parking space will fit 10 bicycles. 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.

The permittee may charge a small fee to cover the cost of providing this service. All event publicity should include information on the monitored bicycle parking – its availability, location, and cost. The [San Francisco Bicycle Coalition](#) regularly provides bike parking services at major events in the City.



Emergency Medical Services Plan

There is a requirement for a Special Event Medical Plan for all major events and athletic events permitted via ISCOTT. For more information visit

<https://www.sfdph.org/dph/comupg/oservices/emergency/SFmedicalPlans.asp>

ISCOTT and the Department of Emergency Management will determine if a Medical Plan will be required for your event. If so, ideally you should aim to submit the plan at least two months prior to the event. Any event that has not had its medical plan approved at least a week prior to the event may have its permit for a street closure revoked.

Medical plans typically require that events hire EMTs, ambulances, and/or other medical assets. Costs for these should be considered when planning your event. Ambulances and EMTs may not be available on the proposed date of your event, particularly if other events requiring these medical assets have already been scheduled.

Other Permits and Conditions

Depending on the types of activities planned, the applicant may be required to meet other conditions and/or get permits from other agencies, including but not limited to the San Francisco Fire Department, the Department of Public Health, the San Francisco Police Department, the Entertainment Commission and/or Public Works, as well as, potentially, other City, regional, and state agencies. Applications for Fire Department, Public Health Department, and Entertainment Commission permits must be filed at least 10 working days before the event. Other permits may have earlier deadlines. An application for a street closure submitted at the 30 deadline for such applications may not have sufficient time to complete all other required permitting processes before the event, leading to the event having to cancel at the last minute. *Apply early.*

Once you have read all of the above information and reviewed any appropriate additional material, please complete the application on the following pages or [apply online](#).



Application for Special Event Street Closure

Application for Temporary Street Closure

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. Must be submitted to SFMTA at least 30 days in advance of the event (90 days for street fairs). This application form is only valid through June 30, 2022. Please go to www.sfmta.com for the most up to date application forms.

Date of Applicant: _____

Applicant Name: _____ 1ary Phone: _____

Address: _____ 2ary Phone: _____

Email Address: _____

Organization: _____

Event Name: _____

Closure locations, dates and times: (Include time for set up and breakdown)

1) _____ from _____ to _____
(Street Name) (Cross Street) (Cross Street)

Start date/time: _____ End date/time: _____

2) _____ from _____ to _____

Start date/time: _____ End date/time: _____

3) _____ from _____ to _____

Start date/time: _____ End date/time: _____

4) _____ from _____ to _____

Start date/time: _____ End date/time: _____

5) _____ from _____ to _____

Start date/time: _____ End date/time: _____

If there are more than 5 closures, please say "see attached" above and attach a separate text file listing all closures with a similar format. For the same event on multiple dates, list each date as a separate closure.

Intersections fully closed to all traffic _____

Start date/time: _____ End date/time: _____



Event Time(s): _____

(Note: Different from street closure, which includes setup, breakdown, etc. – times of the event itself.)

Est. Attendance – Max at a Time: _____ Total _____

Event Characteristics

Type: Block Party Community Event Street Fair Special Event Athletic

Entry: Free and Open to the Public Ticketed Invitees Only

Will you be serving alcohol at this event? Yes No

Have you closed these streets for this purpose in the past? If so what, years?

Notes and Additional Information

By signing this form, I certify that I have read this packet and all SFMTA Temporary Street Closure requirements and informational sheets. 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: _____

Print Name: _____ Date: _____

Return your completed application to: SpecialEvents@sfmta.com or
SFMTA Attn: Temporary Street Closures, 1 South Van Ness Ave., 7th Floor, San Francisco, CA 94103-5417