



Special Event Street Closures

Guidelines for Site Plans

As a part of the application process, applicants must submit a drawing or site plan of the block(s) to be closed that includes any objects like tables or booths that you want to put out. This both helps us evaluate the closure and helps you think through your event and its layout, so you are ready to go once the application is approved.

Tips for Creating a Site Plan

- Be accurate, complete and to scale as much as possible. Measurements should be given for street width (and sidewalk if you want to use any of it); length of closure (if less than the full block); any tents, stages, bouncy houses or fencing; etc.
- Your drawing does *not* need to be a professional architectural or engineering drawing or anything like that. However, it should be sufficiently accurate and to scale for us to assess, and include all objects and activities within the closure area.
- For many streets, diagrams and measurements may be found by looking up the SFMTA striping drawings at <https://www.sfmta.com/reports/striping-drawings> – but note that the size and format and density of information on these drawings means that in most instances you will *not* be able to produce a properly legible site plan for your closure by using images from them or drawing on them, by hand or computer.
- You can use Google Maps to get measurements of the street and sidewalk, and of features like bulb-outs (places where the sidewalk bulges out into the street – most commonly found at corners), which may be accurate enough if done carefully. You should also use [Google Street View](#) to check for things like driveways and hydrants. Again, in most instances it won't be possible to produce a site plan by drawing on a screen shot from Google, but for simpler setups and with enough more work, it may be possible. Also, keep in mind that Google Street View may not be current, and in particular may not reflect recent added parklets, which must be shown.
- Depict the block to be closed accurately, including any sidewalk bulb-outs, parklets, bike share stations, driveways/curb cuts, and hydrants (which cannot be obstructed). You can omit stuff on the sidewalk (other than hydrants) such as trees, light poles, and parking meters. You don't need to worry about white, yellow or green [curb zones](#), but should indicate any blue or red zones. Drawing up a site plan should help you to make a more informed assessment of how much space on the street is really available for your event, and to start thinking about the best and most creative ways to use this space.
- Crosswalks may not be obstructed. Intersections must be left completely clear, even if the streets meeting at the intersection are all closed.

Site Plan Guidelines:

- Show an emergency access lane of not less than 14 feet width (in some cases, wider may be required), running straight through the closure. Generally, an emergency lane running down the center of the street works best and is the simplest for us to approve,

as well as the cheapest and easiest for you to implement. If an access lane running along the curb is desired, additional review may be necessary, and you will have to pay to have the street posted as “no parking,” – and may end up needing to have someone’s car towed. People can be in the emergency lane, for instance for walking between booths – or dancing, or hula-hooping – just no objects.

- Show all booths and tents, including 10x10 pop-ups. A gap is often required for contiguous runs of more than 5-7 booths.
- Show the objects to be placed on the street. When it’s stuff like tables and chairs, it’s fine to simply delineate clearly the area(s) in which these would be placed, rather than showing each item individually. If any built structures, bouncy houses, fencing, stages or tents are contemplated, these will have to be shown, to scale, in their proposed location, with dimensions (including height). For fencing, indicate what type (e.g., cyclone fencing, bicycle rack style metal crowd control barriers, etc.). For barricades, also indicate which type, especially if anything more robust than simple street closure barricades is contemplated – such as concrete or plastic water-filled [jersey barrier](#) type units (sometimes referred to as k-rail) or things like [Archer anti-vehicle barriers](#).
- Indicate where you intend to place barricades to close the street. We will advise you on the precise barricades and signage needed.
- Indicate any driveways or garages along the street to be closed. Access to these will need to be maintained during the closure so their entrances can’t be blocked.
- Porta-potties may be required depending on the nature of the event and expected attendance. For events that are not neighborhood block parties where food and drink is served, you should anticipate needing to provide at least 2 or 3 porta-potties, with one being ADA-accessible, unless you can guarantee free and open access to toilets in adjacent facilities and buildings. We’ll let you know whether and how many after our initial review.
- Check for Muni power lines (overhead lines) on the block(s) you want to close. There will be strict limits on the height and positioning of tents, stages, etc. under these lines.
- Events over 2000 people will require that you provide monitored bicycle parking, and this should be shown on your site plan. We can help you estimate how many bicycles you might want to accommodate.

Passenger Drop-Off and Deliveries

- Consider whether it might be desirable to convert parking spaces near but outside your proposed closure to “delivery zones” for rideshare/passenger drop offs and/or deliveries/takeout for businesses on the closed block(s). Rideshare and food delivery vehicles cannot be allowed onto the closed street, and this may impact some of the businesses on the blocks to be closed, as well as residents.



As a reminder, a permit for a street closure does not allow for sidewalks to be obstructed. Even with a separate permit to place objects on the sidewalk, you will still have to allow normal, unimpeded pedestrian use to continue even when the street is closed to vehicles. If you would like to place objects on the sidewalk, this may have to be reviewed by Public Works. A Temporary Occupancy permit from Public Works may be required for sidewalk use or for any stage or other large/heavy object to be placed on the street. See <https://sfpublicworks.org/services/permits/temporary-occupancy> Simple additions on wide sidewalks can generally be okayed as part of the street closure review process.