Samples and Diagrams

SAMPLE SITE PLAN

EXAMPLE
SPECIAL EVENT STREET CLOSURE MAP
(MAP DETAILS TO BE ADJUSTED FOR EACH EVENT)

NOTES:

LEGEND

REFERS TO CHECKLIST LETTER

ACCESSIBLE PORTABLE TOILETS
SITE MUST BE LEVELS (NO MORE THAN 2")
AT LEAST ONE ACCESSIBLE PORTABLE TOILET AT EACH SITE.

BLUE ZONE LOCATIONS
ALWAYS LOCATE THE BLUE ZONE SO THAT THE BACK OF THE VEHICLE IS CLOSEST TO THE INTERSECTION AND THE PASSENGER DOOR IS NEAT TO THE CURB.

RAMP TO STAGE
SLOPE OF RAMP LEADING TO THE STAGE SHALL BE NO MORE THAN 1:12
OR PROVIDE PORTABLE LIFT.

FOOD BOOTHS
DIRECTION OF ACCESSIBLE PATH OF TRAVEL SHOWN IN ARROW.
AN ACCESSIBLE PATH MUST BE PROVIDED TO ALL BOOTHS.

CURB RAMPS
DO NOT BLOCK BY CURB RAMPS.

RAMPS OVER WIRES
RAMPS OVER WIRES MUST BE ACCESSIBLE FOR PERSONS USING WHEELCHAIRS.

SUMMARY: (EXAMPLE)

NUMBER OF STREETS CLOSED = 3
ATTENDANCE = 10,000
PORTABLE TOILETS = 12
ACCESSIBLE PORTABLE TOILETS = 3
IMAGES OF EQUIPMENT:

» Barricades (Metal, A-frame, flashers)

Type I Barricade – with and without a flasher

Type II Barricade

Type III Barricade

6 or 8 ft. Metal Barricade

Water Meter

NOTICE OF STREET CLOSURE SIGN:

NOTICE OF ISCOTT HEARING SIGN:

PUBLIC HEARING
END PROPOSED PARKING & TRAFFIC CHANGES

Pursuant to SFMTA Order No. 5636 adopted September 20, 2017, the SFMTA, Division of Sustainable Streets will hold a Public Hearing at 9 AM, on Thursday, October 25, 2017 in Room 1000, 1 South Van Ness Avenue, 2nd Floor, San Francisco on the proposed traffic changes.

Comments on the proposed changes may be filed in writing prior to the hearing with the Chairperson of ISCOTT, SFMTA, Division of Sustainable Streets, 1 South Van Ness Avenue, 2nd Floor, San Francisco, CA 94103-5471 or given orally at the hearing. Information on changes may be obtained prior to the hearing date at 1 South Van Ness Avenue, 2nd Floor, or by visiting the website at SFMTA.com.

SMFMA - Division of Sustainable Streets
Yun Moghann, Director

Temporary Street Closure

INTRA STREET EVENT Between 40th and 47th Avenue
Saturday, October 28, 2017, 10 AM to 7 PM
Street Event
SAMPLE NEIGHBORHOOD OUTREACH LETTER

< USE COMPANY OR ORGANIZATION LETTERHEAD >

Dear Neighbor <include residents and businesses>,

Greetings. On behalf of <Name of Organization/Company>, I’m excited to announce that <Name of Event> is being planned in your neighborhood on <Day, Date>, from <Start Time> to <End Time>.

DESCRIBE THE EVENT AND THE PRODUCING ORGANIZATION
» What type of outdoor event is it? Examples: A street fair, athletic event, parade, farmers market, food festival, party attached to a bar, conference, etc.
» What is the mission of the event?
» What’s the point of doing the event? Examples: To raise money or awareness for a cause. To celebrate a community, holiday, tradition. To activate a business corridor. To celebrate art for art’s sake.
» What is the mission and background of the producing organization/company? Are other partners involved in the event?
» Is the event open to the general public? Private? Is there a price of admission? Is it all ages or 21+?
» What’s the planned attendance?
» Has the event happened in the past? When and where?
» Describe the planned activities at the event.
» Will parked vehicles be towed to clear the street for the event? When and in what locations?
» If it’s a recurring event, what’s new for this year? Are there changes this year that are in response to neighbors’ requests or concerns?
» Describe the location of the event. List the proposed streets, intersections, parks, plazas and parking lots to be used or closed.
TIP: Attach a map showing the event boundaries and affected streets, etc.

EXAMPLE:
“We want to let you know in plenty of time to prepare for the street closures that day, and be aware that cars will be towed if they are on these streets during that time.

PROPOSED STREET CLOSURES AND TIMES:
Street Name (between X Street and Y Street) Date, Start Time, End Time
Street Name (between Z Street and A Street) Date, Start Time, End Time
(etc. etc.)

DESCRIBE ANY OPPORTUNITIES, INCENTIVES, PARTNERSHIPS THAT CAN BENEFIT THE NEIGHBORHOOD.
» Don’t just inform neighbors of the event, engage them and include them in the successful outcomes of your event. Think of ways to incentivize locals to get involved. Create win-win’s.
» Some ideas for partnerships could include: revenue sharing, cross-promotion, booth space, presenting local artists and performers, fundraising for local charities, volunteering and pro-bono support, and neighborhood clean-up/beautification projects.
» Share any upcoming neighborhood meetings or hearings

Share the date, time, and location of any upcoming neighborhood meetings or hearings where you’ll be presenting. These forums are opportunities for you to listen to neighbors and to address any of their questions, concerns, and support.
TIP: Encourage neighbors to contact you prior to a hearing or the land authority’s final permit decision to give you an earlier opportunity to respond to any questions or concerns.

PROVIDE EVENT ORGANIZERS’ NAMES, EMAILS AND CELL NUMBERS
» Who can neighbors contact with questions or comments?
» Whose cell phone can they call on the day of the event if there are issues?
» Consider creating a Community Outreach Liaison role for the event, or delegating different day-of-event contacts to address Amplified Sound, Street Access, etc.