

## SUBMITTAL CHECKLIST

- Completed DPW Application
- A letter requesting the Parklet
- **Fees** : Cash, check or VISA/MC only to DPW (See current fee schedule)
- **Site Plan** : Three sets of plans to scale (see checklist)
- Letters of support from adjacent property and business owners
- Provide a 24-hour contact if there is an emergency and the Parklet needs to be removed within two hours for access by the City or Public Utility Companies of the approved Parklet.
- Fill out a Street Improvement permit application for the installation and inspection. The Parklet permit grants permission for the use of the public right-of-way.

## FOR MORE INFORMATION

- E-Mail : [SFPavementToParks@SFGOV.org](mailto:SFPavementToParks@SFGOV.org)
- Online : [www.SFDPW.org/Parklets](http://www.SFDPW.org/Parklets)



**NOTE** : DPW may find it necessary to request additional information after the initial application review.

## PERMITS ISSUED BY BUREAU OF STREET-USE AND MAPPING

- Additional Street Space
- Banners
- Boring/Monitoring Well
- Café Tables and Chairs
- Debris Box
- Display Merchandise
- Flower Market
- Free Sample Merchandise
- General Excavation
- Inspection of Conformity Right-of-Way
- Major Encroachment
- Minor Sidewalk Encroachment
- Mobile Food Facility (Food Trucks)
- Mobile Storage Container
- Night Noise
- Notice To Repair
- Overwide Driveway (over 30')
- Parklet
- Pipe Barrier / Security Bollards
- Side Sewer
- Sidewalk Landscaping
- Sidewalk Repair (Voluntary)\*
- Special Sidewalk
- Street Space Occupancy\*
- Street Improvement
- Transit Shelters
- Temporary Occupancy
- Tree Planting and Removal
- Underground Tank Removal
- Utility Excavation
- Vault Encroachment
- Wireless Box

\*Issued only at Bureau of Street-Use Mapping Counter at  
**Department of Building Inspection —**  
**1660 Mission Street, 5th Floor**

## PARKLETS



**Bureau of Street-Use & Mapping**  
1155 Market Street, 3rd Floor  
San Francisco, CA 94103  
(415) 554-5810 (T) | (415) 554-6161 (F)  
Processing Hours : 8A-4P

## WHAT IS A PARKLET?

Parklets provide an economical solution to the desire and need for wider sidewalk and are intended to provide space for the general public to sit and enjoy the space that narrow sidewalks cannot accommodate. Parklets are viewed by the City as extended sidewalk areas and street furniture, improving the overall streetscape.

**Public Works Code Article 16, Section 810B** governs the installation of sidewalk landscaping. **DPW Order 180,921** provides detailed implementation guidelines for approval and installation consistent with the sidewalk landscaping program.

San Francisco's streets and public rights-of-way make up 25 percent of the City's land area, more space than all the park area combined. Many of our streets are excessively wide and contain large swaths of underutilized space, especially at intersections. San Francisco's "Pavement to Parks" program seeks to temporarily reclaim these unused areas and quickly and inexpensively turn them into new public spaces.

Each Pavement To Parks project is intended to be a public laboratory where materials are meant to be temporary and easily removable should design changes be desired during the trial run. Seating, landscaping and paving treatment are common features of all projects.

## WHO IS ELIGIBLE TO APPLY FOR THE INSTALLATION OF A PARKLET?

1. Community Benefit Districts (CBDs)
2. Ground Floor business owners
3. Non-profit and community organizations
4. Fronting property owners
5. Other applicants may be considered on a case-by-case basis

## WHAT NEEDS TO BE INCLUDED IN THE APPLICATION?

1. A letter requesting the Parklet
2. Provide documentation of support from adjacent property/business owners. Documentation of support from any existing merchant or neighborhood associations is strongly encouraged.
3. An application fee payable to Department of Public Works (DPW) - see [Fee Schedule](#) for amount

## WHICH AGENCIES ARE INVOLVED IN THE PARKLET PERMIT PROCESS?

The Planning Department sends out a Request for Proposal (RFP) to all interested parties that have expressed interest in developing a Parklet.

The Planning Department then reviews and evaluates the incoming applications and submits a finalized list to both the San Francisco Municipal Transportation Agency (SFMTA) and the Department of Public Works (DPW) to determine whether the application is in general compliance with the approved DPW guidelines. After SFMTA and DPW have completed their review, a public notice is posted. If no objections are received, the applicant can then submit the Parklet application to DPW for final approval.

## SAMPLE PARKLETS

