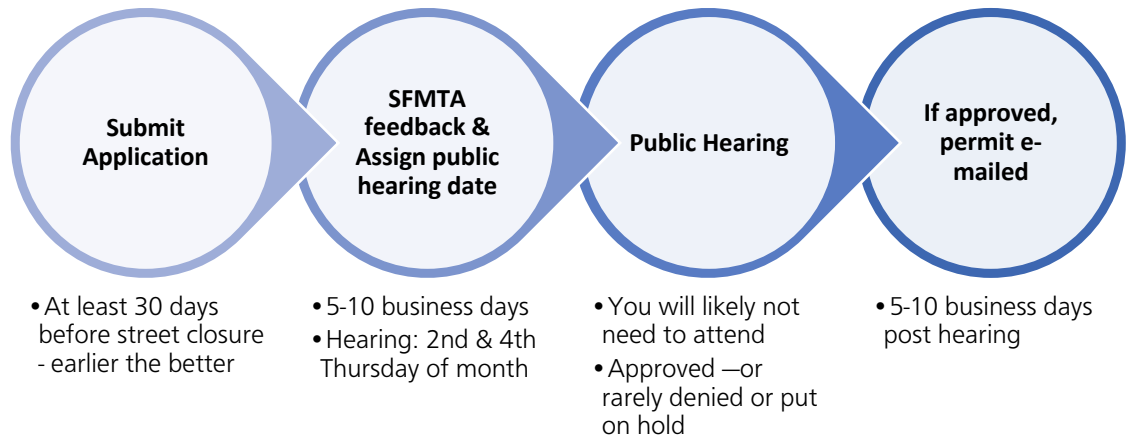


Neighborhood Block Party Street Closures: What You Need to Know

Process



Application Requirements

1. Eligibility

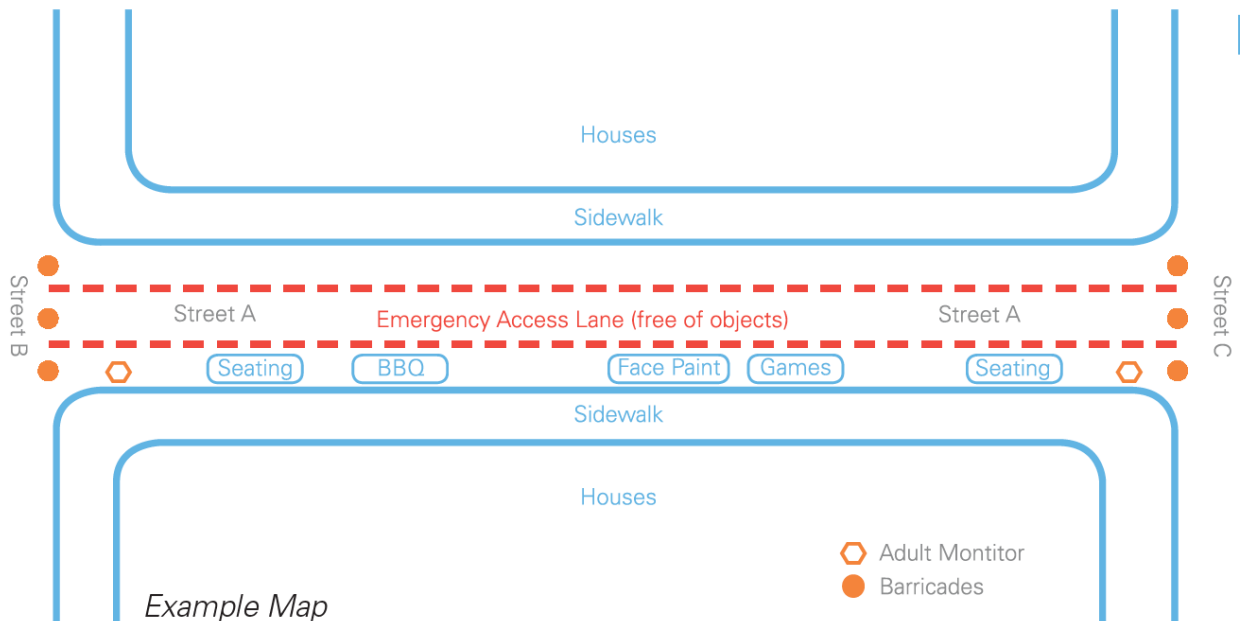
Applicant should be a resident of the block or a pre-existing neighborhood association. Applications must be for a single block on a residential street with no transit activity. In some instances, there may be other restrictions.

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 at least 14' wide for emergency vehicle use. It's best to have it running down the center of the street.
- Any objects/items you plan to put on the street and sidewalk, like tables, pop-up tents, a bounce house, or a ping pong table. You can show groups of tables and chairs as an area with the size given, rather than individually.
- Where you plan to put the barricades to close the street.

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*

Explain the event purpose and planned activities.

b. *Neighborhood outreach*

Explain how you'll notify neighbors of the planned closure before the public hearing. It's best ideal to get signatures in support from your neighbors. You can also distribute a flyer about the event, with contact info for both you and our office. 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 manage this traffic movement safely. 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 and Fee

You can apply online 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. If you need to pay with a check or money order, let us know.

Street Closure Requirements

1. Barricades & Barricade Monitors

You are responsible for getting proper barricades to close the street. The City does not supply them. You can rent them from a private vendor 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.
- You should post a notice on the barricades with the block party times. Also list contact information for someone who can deal any problems which may arise

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.

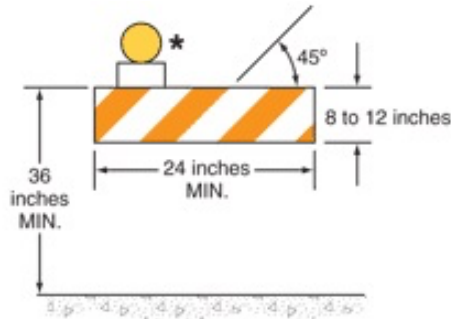
Signage

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

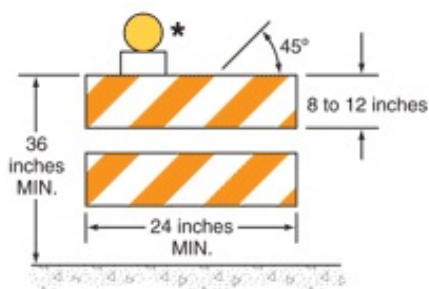
Adult Monitor

- 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

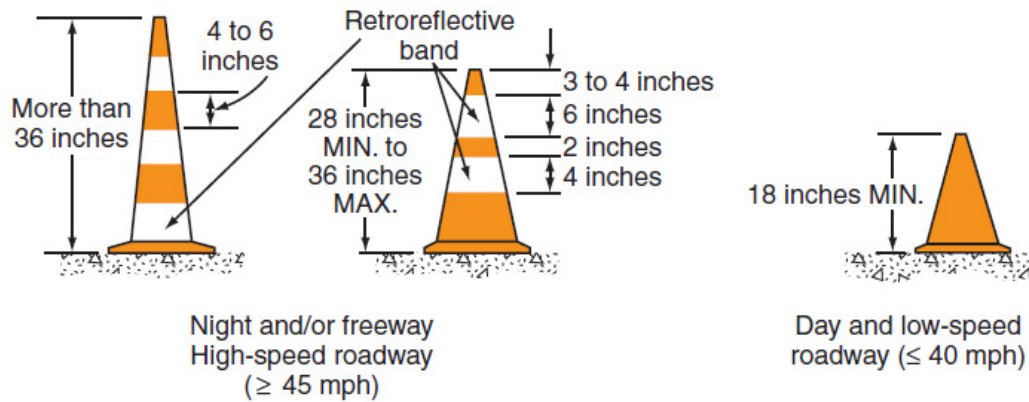


Type II Barricade



*Lights required outside of full daylight hours

Cones



Private companies that rent barricades include:

- Trical <https://tricalrentals.com/>
- B.A.T.S <https://batstrafficsolutions.com/>
- TMI <https://www.trafficmanagement.com/locations/bay-area/san-francisco/>
- CMC <https://cmctrffic.com/>

2. Emergency access

You must have a minimum 14-foot-wide emergency lane running straight through the closed block. You need to keep this clear of any event fixtures such as tables and chairs or a bounce house 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. Sometimes you will need to run the emergency lane along the curb, for instance so you can fit a bounce house on the street. You would have to pay to post the street as "no parking" and you may have to tow some neighbors' cars.

3. Local access

You must allow access to/from any off-street parking on the block, like garages or parking lots. Ideally, you will talk with your neighbors, and they will be fine with not using their garages during the event. If cars do need to get in/out during your block party, you should escort them through the closure. This is for the safety of the people at the block party. The people monitoring the barricades would move them aside and then put them back after. Any official paratransit vehicle requesting access should be handled in the same way. You should not allow any Ubers or Lyfts, delivery drivers, or people looking to park on the street onto the block. The street is closed to all normal vehicle traffic.

4. Optional: Parking Removal

We recommend that neighborhood block parties do not request "no parking" signs. Instead, you could leaflet cars a few times in advance to let people know about the block party and ask them to park elsewhere on the day.

If you need official no-parking signs, please contact temporarysign@sfmta.com well in advance. You must have official "no parking" signs to have any cars towed. You need to apply 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. It's 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). But if SFMTA staff come out to have any car towed, they must tow all the cars in posted "no parking" spaces. For more information, see: <https://www.sfmta.com/services/streets-sidewalks/temporary-signage>

5. Other City Permits May be Required

We'll try to identify any concerns or necessary permits for you event. But it's your responsibility to make sure you follow all relevant laws and regulations, including the ADA. And you will need to make sure you get any necessary permits your block party might need.

If you have questions about any permits or activities, you can attend the public hearing. Staff from all the relevant agencies will be there and can answer your questions. The offices that issue most of these permits are all located in the [Permit Center](#) at 49 South Van Ness.

- **Food Trucks:** must have current permits from both Fire and Public Health. 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 enough, but Fire and/or Public Health may want to see copies of their permits
- **SF Fire Department:** Most neighborhood block parties do not need any of permits from Fire. You may need to meet some requirements if you have a BBQ or grill. It's simpler if you keep those on private property
- **SF Department of Public Health:** permits for any food or beverage that is available to the public. You must submit permit applications to DPH at least 14 days before the event. If the event is for neighbors and friends, it will not need such permits, but church, community and school events may need them in some instances.
- **Entertainment Commission:** permits for any amplified sound or entertainment. You must submit permit applications to the Entertainment Commission at least 14 days before the event. Even speakers for iPhones may need such a permit, and there is a fee. Waivers are available for nonprofit organizations, neighborhood associations or similar community-based groups.