

APPLICATION REQUIREMENTS



1. APPLICATION FEE

Mail or drop off check or money order, payable to SFMTA, during business hours:

SFMTA
Attn: Temporary Street Closures
One South Van Ness Ave, 7th Fl
San Francisco, CA 94103-5417

Current fee schedule available at sfmta.com



2. EVENT WRITE-UP

a. Description of event

Describe event purpose, activities, and estimated number of attendees and a timeline of your set-up, event hours, and break-down plans.

b. Neighborhood outreach

Explain how you will notify neighboring businesses and residents of the planned closure in advance of the ISCOTT hearing. Please work with neighbors and businesses to address any concerns regarding the street closure impacts.

It is recommended to gather signatures in support of the event from impacted businesses and residents and to distribute a flyer that includes:

- Event information
- The event's ISCOTT hearing date
- Event producer's contact information
- SFMTA Temporary Street Closure staff contact information

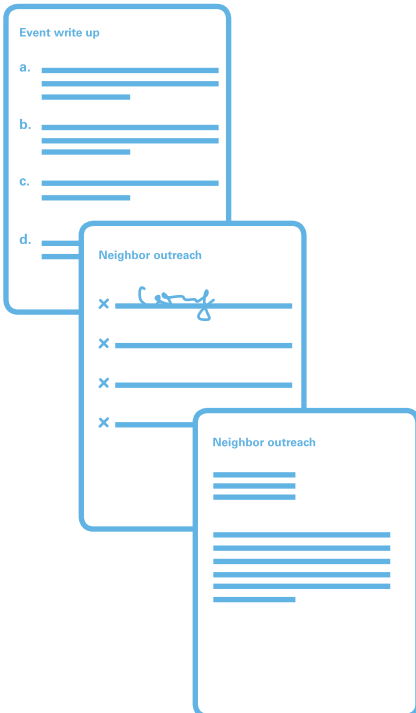
c. Waste management

Explain how you will manage trash, recycling, compost and street clean-up for the event. Please see [SF Environment's Zero Waste Resources for Event Producers](#) for more detailed information. You may hire SF Public Works to clean the street post-event, or you may clean it with your own event staff or hired contractor.

d. Safety and security

Describe what your plans are to keep the event safe and secure. State who will be responsible for monitoring barricades. If applicable, list security personnel that will be present, and where they will be located. If necessary, describe how you will manage pedestrian and/or traffic flow.

Contact the local [SFPD District Station](#) to discuss your event security and to inquire if hiring off-duty (10-B) Police Officers, Parking Control Officers, or private security is recommended or required. Our staff can assist with contact information.



APPLICATION REQUIREMENTS CONTINUED



3. EVENT SITE MAP(S)

Please hand draw or create a digital map(s) of the street(s) you'd like to close.

If your closure contains multiple blocks, please break up the map into sections, so that all street closure segments are legible.

The map(s) must show:

- Sidewalk & street (curb to curb) widths
- Streets to be closed
- Intersections
- Barricades locations
- 14' wide emergency vehicle access lane
- Locations of standpipes and fire escapes
- Locations of event activities and objects in the right-of-way. Examples include but are not limited to:
 - Portable restrooms
 - Stages (note sizes)
 - Tents (note sizes)
 - Food/beverage/vendor booths (note sizes)
 - Tables
 - Food trucks
 - Trash/recycling/compost bins
 - Water stations

If applicable, show:

- Muni routes, bus stops, bus shelters
- GoBike bikeshare stations
- On-street carshare locations
- Monitored bicycle parking (required for 2,000+ attendees)
- EMT and medical resources (required for 2,500+ attendees or athletic events)

Parking Removal Outside the Street Closure Footprint: If you are planning remove parking outside of the street closure area to place items or make temporary zones, please show it on the same or on a separate map.

Common examples include, but are not limited to:

- Taxi zone
- Passenger loading zone
- Event loading zone
- Blue zone relocation
- Dumpster(s)
- Portable restrooms

Private Shuttle Transportation: If you are planning private shuttle transportation for the event, please include the following on your maps or include supplemental shuttle-specific maps:

- Shuttle loading zones
- Number of shuttle buses and routes
- Shuttle route maps

Know the Facts

Are there stages?

A [Public Works Temporary Occupancy Permit](#) is required for stages. Stages must have a ramp with a maximum slope of 1:12, or an ADA approved portable lift.

Do you have the right number of restrooms?

The number required is typically 1/8 of 1% of attendees or a minimum of 4 restrooms, whichever is greater. *Example: 10,000 attendees divided by 8=1,250. 1% of 1250=12. You'll need at least 12 toilets.*

10% of restrooms must be accessible to persons with disabilities.

Know the Facts: Athletic Events

For athletic events, please present the following maps:

- Full course map
- Start and finish line map: include registration tables, bathrooms, water stations, structures, stages, food vendors or any other amenities provided for the athletes and/or spectators
- Traffic maps: show monitors, SFPD/SFMTA enforcement, traffic valves
- Shared roadway maps: show lane configurations for any locations where vehicles & runners share the roadway

All maps must have legends and date of production so we are able to track various versions.

Pro Tip: Downloadable PDF roadway drawings are available for most streets on [SFMTA's Striping Drawing website](#).

Pro Tip: You can measure distances in Google Maps Satellite view by right-clicking & choosing "measure distance."

STREET CLOSURE REQUIREMENTS

1. BARRICADES & BARRICADE MONITORS

The event organizer is responsible for arranging for barricades through a private vendor or through San Francisco Public Works for a fee.

Barricades

- Type I or II A-frame barricades sufficient for closure with flashing lights if used after dark
- Post signs indicating the closure times and contact information for the event organizer

Placement

- At each end of street closure(s) and not obstructing the crosswalk or curb ramps
- Placed so that there is no gap large enough for a vehicle to pass through

Adult Monitor

- Adult monitor(s) per end of closure, wearing reflective vest with flashlight after dark
- Capable of moving barricades to allow access for emergency vehicles

Additional barricades may be required for some closures.

Barricade Types



Type I Barricade with flashing light



Type II Barricade

2. EMERGENCY ACCESS

Keep the 14' emergency access lane clear of any event fixtures during the event. People and activities can occupy the lane, but no objects can be placed in the lane. All intersections must be free of stages, booths, and other objects.

3. PARKING REMOVAL

To request "tow-away no-parking signs," email your event parking removal signage needs along with a copy of your Temporary Street Closure permit to temporarsign@sfmta.com or make your request by calling 311 **at least 14 days before the start of the tow-away times.**

Be prepared to show all parking removal locations on a map. Our Temporary Signage staff will produce and post all "tow-away no-parking signs" 24 hours in advance of the start of tow-away times for meters and or 72 hours in advance of the start of tow-away times for non-metered locations to ensure the signs are enforceable by SFPD or SFMTA Enforcement during your event.

Posting parking removal signage can be \$400+ for both sides of a block. Please see the [SFMTA Temporary Signage website](#) for more information and for current rates.

Know the Facts

Signage is required at each event entrance that shows path of travel, restrooms, all accessible features, International Symbol of No Smoking, drinking fountains and the name of a contact person responsible for dealing with any problems which may arise during the street closure.

4. OTHER CITY PERMITS MAY BE REQUIRED

It's the event organizer's responsibility to make sure they obtain all required permits to accommodate their event's activities. Each agency listed below has their own permit application. **Applications are due at least 14 days in advance of the event.**

- [SF Fire Department](#): permits for generators, open-flame cooking, food trucks, tents larger than 10' by 10', fire art, venue capacity, etc.
- [SF Department of Public Health](#): permits for food and beverages.
- [Entertainment Commission](#): permits for any outdoor amplified sound. Even small speakers may require such a permit. The permit fee is high. Waivers are available for nonprofit organizations, neighborhood associations or similar community-based groups.
- [SF Public Works Temporary Occupancy Permit](#): permits for stages, large tents, carnival rides, large media equipment, partial sidewalk obstruction, etc.

Know the Facts

There are costs associated with obtaining supplemental City permits. Start your discussions with the relevant agencies before the ISCOTT hearing to ensure you are able to perform all the activities you have planned.

Feel free to ask our staff questions. We can assist with advice on necessary permits and contact information.

STREET CLOSURE REQUIREMENTS CONTINUED

5. CITY POLICIES

Emergency Medical Plan

For events with 2,500+ attendees, for athletic events, and for events with EMT services onsite, you will be required to submit a medical services plan online at www.sfeventmedicalplans.com at least 30 days prior to the event date.

Bottled Water Ban

Per City ordinance, containers of water cannot be sold or distributed at most City permitted events. If you plan on serving water, we recommend using tap water in dispensable containers and providing reusable or compostable cups. For further information on alternative options, please see www.sfwater.org/eventwater

Monitored Bicycle Parking

Events with 2,000+ attendees are required to provide monitored bike parking. You can hire the [SF Bicycle Coalition](#) for this service.

Blue Zone Substitution

A substitute blue zone must be created for every blue zone displaced, or one substitute blue zone for every block closed, whichever is greater. Temporary Blue Zones should be requested from the [SFMTA Temporary Signage Program](#). If you are already requesting parking removal, please include blue zone(s) with your request.

Taxi Zones

Events with over 2,000+ attendees require a taxi zone. Temporary Taxi Zones should be requested from the [SFMTA Temporary Signage Program](#). If you are already requesting parking removal, please include taxi zone(s) with your request.

Smoke-Free Events

Smoking at outdoor events that require approval for the temporary use or occupancy of a public street by ISCOTT is prohibited, this includes e-cigarettes. There shall be no tobacco advertising of any kind permitted. Each outdoor event shall have at least one "No Smoking" sign at each entrance and exit.

6. INSURANCE REQUIREMENTS

Special Events are required to have General Liability and may be required to have Automobile Liability Insurance. Please see our [insurance requirements](#) for more information.

Insurance is due via email or mail to the Special Event Temporary Street Closure Program at least 30 days prior to the event date.

