



City and County of San Francisco

# HOLIDAY MORATORIUM BUSINESS BLOCK SURVEY



Submit **ONE** sheet per block **Requests must be emailed to [trafficpermits@sfmta.com](mailto:trafficpermits@sfmta.com)**  
This form must be complete and legible

**Use this form to**    **A. Request a “Conditional Approval” to work** (on or in blocks outside the map area and under 75% business frontage)  
**OR if “Conditional Approval to Work” is denied then follow steps B and C:**

- B. Determine if a block is a ‘business block’**
- C. Request a SFMTA waiver of the moratorium restrictions (you MUST also apply for a Special Traffic Permit)**

*Special Traffic Permit Required to work on blocks that are 50% or more business frontage in addition to conditional approvals and/or waivers*

1. Contact Person: \_\_\_\_\_ Email: \_\_\_\_\_  
Name of Company: \_\_\_\_\_ Phone (site): \_\_\_\_\_

2. Streets (Main St, From St, To Street, no minor streets or alleys)  
Main Street: \_\_\_\_\_  
From Cross Street A: \_\_\_\_\_ To Cross Street B: \_\_\_\_\_

3. Moratorium Map: Sketches **MUST** include the following (incomplete submittals may be rejected):
- a. **Property Lines:** Show **all** property lines on **both sides** of the street for the entire block (between major cross streets (alleys do not define the end of any block for this purpose)
  - b. **Street Names:** Indicate street names for the major streets (draw alleys in the middle of the block and label).
  - c. **Name of Business:** Show the name of each street level business or entity for each property on the diagram.
  - d. **Type of Business:** Indicate the type of business for each property (i.e. retail / hotel / restaurant / bar /service / residential / vacant / construction site / etc.).
  - e. **Hours and Days of Operation (or hours OPEN)** for each business (property).
  - f. **Dimensions:** Show the linear dimension for each property as measured along the street.

4. Work date (s): \_\_\_\_\_  Everyday  Mon-Fri  Other    Work Hours: \_\_\_\_\_ to \_\_\_\_\_  
5. Attach a completed Special Traffic Permit application and drawing(s) that best represent the work expected

### The Holiday Moratorium

The Holiday Moratorium restricts work in the streets and sidewalks in the City of San Francisco from the day after Thanksgiving through January 1 between the hours of 7AM and 10 PM. No work is allowed in the streets or sidewalks 1) in the area outlined in the “Holiday Season Restrictions” map in the Regulations for Working in San Francisco Streets (“blue book”); or 2) on any business block. A “business block” is defined as a block in which at least 50% of the linear frontage is devoted to business and applies to blocks outside the map area. *(Alleys are not included in the moratorium restriction unless they can be defined as a business block).* Establishments in this protected category are retail stores, bars, restaurants, service type businesses, non-residence type hotels, or others as determined by the Director of Streets Division, for which the building includes a public entry on the subject street. Applicants may apply for “**Conditional Approval**” to work on any street that has up to 75% business and is not in the map area without filling out a survey. If granted, applicant may work as long as no public objection is received at SFMTA. Following any objection, Conditional Approval will be revoked and work will cease until the applicant gains standard approval to work using items B and C above.

#### **For SFMTA Use Only:**

Applicant is granted Conditional Approval to work on this block:  Yes  No; Date: \_\_\_\_\_ Engineer: \_\_\_\_\_

Conditional Approval REVOKED (objection received): Date: \_\_\_\_\_ Engineer: \_\_\_\_\_

This block is under Moratorium (defined by survey): \_\_\_\_\_% Business;  Yes  No; Date: \_\_\_\_\_ Engineer: \_\_\_\_\_

Applicant is granted a WAIVER to work on this block:  Yes  No; Date: \_\_\_\_\_ Engineer: \_\_\_\_\_

Comment(s): \_\_\_\_\_