

APPLICATION FOR PARKLET PERMIT (REVOCABLE SIDEWALK EXTENSION)



BSM PERMIT # _____

APPLICANT & SITE INFORMATION

Site Address: _____ Block: _____ Lot: _____

Sponsoring Business Name: _____

Owner / Manager Name: _____

Phone: _____ E-Mail: _____

SF Business Certificate: _____ Driver's License: _____

OCCUPANCY INFORMATION

Street Segment(s) Occupied: _____

Between: _____

Total LF of Sidewalk Occupied : _____ LF Total SF of Sidewalk Occupied : _____ SF

Effective Dates : Start Date: _____ Expiration Date: _____ (max. 1 year)

ATTACHMENTS

- Applicant statement how proposed parklet complies with location and design guidelines
- Preliminary site plan (Dimensioned footprint of parklet, property lines, sidewalk width, existing parking alignment, existing sidewalk furniture (e.g. utility poles, fire hydrants, parking meters, etc).
- Elements of occupancy (e.g. tables, chairs, benches, planters/landscaping, bicycle parking):
- Written support from adjacent business/property owners/neighborhood or Merchant Associations, Community Benefit Districts
- Completed DPH Application (parklet installation and maintenance requirements)
- Evidence of Liability Insurance for one (1) year (\$1,000,000)
- Check/Money Order/Visa/MasterCard for non-refundable application fee (see fee schedule)

Applicant understands and agrees to comply with all conditions noted on the reverse side of this application, Article 5.2 of the Public Works Code, DPW Order No. 166,458 and other Local, State and Federal laws governing accessibility as they may apply to this permit.

Signature of Applicant/Authorized Agent

Date

Edwin M. Lee
Mayor

Mohammed Nuru
Director

Jerry Sanguinetti
Manager

Street Use and Mapping
1155 Market St., 3rd floor
San Francisco, CA 94103
tel 415-554-5810

sfpublicworks.org
facebook.com/sfpublicworks
twitter.com/sfpublicworks

Complete and submit application (on reverse side) to:

San Francisco Public Works

Bureau of Street Use & Mapping

1155 Market Street, 3rd Floor

San Francisco, CA 94103

parklets@sfdpw.org

- Application must be accompanied by a non-refundable check, money order, or credit card (VISA or Master Card), payable to San Francisco Public Works.
- An additional fee pursuant to Section 2.1.3 of the Public Works Code, based on costs incurred by the City in review of the proposal shall be due at time of permit issuance.
- Applicant is required to post a copy of the "**Notice of Intent to Approve Parklet**" (provided by San Francisco Public Works) in a readily and clearly visible place on the frontage of the establishment for a minimum of 10 calendar days. If no objection is received within the posting period, a final detailed site plan and maintenance details shall be submitted for additional review.
- A Certificate of Insurance for general liability insurance coverage of not less than \$1 million, **endorsing** the City and County of San Francisco, Bureau of Street Use & Mapping, as an additional insured with the Bureau's address as the certificate holder is required at time of permit issuance.

I _____ hereby affirm that:

(name)

1. **I am not prohibited by any lease or rental agreement from installing a Parklet in front of my place of business/residence and, I agree to abide by the conditions and restrictions of DPW Order No. 178,939.**
2. **There shall be no liability on the City or upon any of its officers, agents or employees for any damage by the Permittee from any cause arising out of permitted activities. Furthermore, I agree to indemnify, defend and hold harmless the City and County of San Francisco and its officers and employees from any liability arising out of permitted activities.**

Signature of Applicant

Date