



## Permits

T. 628.271.2000 | 49 South Van Ness Ave. 3rd Floor, San Francisco, CA 94103

# GUIDELINES FOR MAJOR ENCROACHMENT PERMIT

## DEFINITION

A surface or subsurface encroachment in the sidewalk or street area of any public right-of-way, not otherwise permitted in the San Francisco Building code, Administrative Code, Public Works Code or Police Code, is authorized only a revocable encroachment permit granted by a Resolution of the Board of Supervisors.

## APPLICATION

Request for the encroachment permit must be submitted in writing to the Director of Public Works, 49 South Van Ness Avenue, Suite 300, San Francisco, CA 94103 and accompanied by a minimum of two (2) sets of plans showing the design, location, nature of the encroachment and other pertinent information sufficient to enable the various City agencies to evaluate the effect of the encroachment(s) as it relates to their appropriate rules and regulations. The applicant shall also submit a 300-foot radius map, a list of property owners within 300 feet of the proposed encroachment(s), and two (2) sets of mailing labels and postage to be used for notifying property owners of San Francisco Public Works and Board of Supervisors public hearings.

## CONDITIONS/REQUIREMENTS

Such permission, if granted, is contingent upon the applicant complying with the following conditions:

- A non-refundable fee payment (See Fee Schedule) to cover the cost of investigating and processing the permit application.
- Submit three (3) copies of a Street Encroachment Agreement holding the City and County of S.F. harmless from claims, liability, etc. and agreeing to the conditions there of (copy attached).
- Provide and maintain, for the life of the encroachment, a \$2,000,000 insurance policy to protect the City and County of San Francisco from claims, liability and loss resulting from the installation or maintenance of the encroachment.
- Payment of a non-refundable inspection fee (7.5% of the construction cost of said encroachment) for the issuance of a construction permit, pursuant to approved Board of Supervisors Resolution.
- Fees to cover the cost of recording the Resolution and Street Encroachment Agreement in the office of the County Recorder.

## PROCESS

The Department of Public Works shall make referrals to the Transportation Advisory Staff Committee (TASC), the Planning Department for Master Plan Referral (see attached page), and depending on the nature of the encroachment, the San Francisco Art Commission, and other City agencies that the Department may deem necessary. The applicant shall be responsible for submitting any fees, documents, reports, and other information that the various City agencies may require to recommend the proposed encroachment for approval.

SITE ADDRESS: \_\_\_\_\_

The Department of Public Works shall hold a public hearing(s) to consider the reports of the various City agencies and to hear any comments and concerns from the general public. Within thirty-(30) days, after the close of the hearing, the Department shall forward to the Board of Supervisors the Resolution with the Department's recommendation for approval, disapproval or modification of the proposed encroachment(s). The applicant and/or his/her authorized representative must attend all hearings conducted by the Department of Public Works, the appropriate Committee of the Board of Supervisors, and the full Board of Supervisors, in order to explain the proposed encroachment(s) or to discuss possible modifications thereto.

## CONCLUSION

The Resolution granted by the Board of Supervisors only constitutes a variance (i.e. a Major Encroachment) and does not allow the applicant or his/her contractor to perform the work unless prior arrangements have been made with the Department of Public Works. In order to construct/install the proposed encroachment, the applicant shall submit a bond and inspection fee to the Department based on the total cost estimate of the work to be performed. The San Francisco Public Works will then issue a construction permit, pursuant to approved Resolution.

For further information regarding revocable major encroachment permits, please contact:

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49 South Van Ness Avenue, Suite 300, San Francisco, CA 94103

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