



## APPLICATION GUIDELINES FOR A STREET IMPROVEMENT PERMIT

The Department of Public Works may find it necessary to request additional information after initial review of the application.

### Submittal Requirements:

Street Improvement Permit Application Form. **[Please fill out the form completely]**

- A fee payable by cash, check or VISA/MC only to DPW. (See Fee Schedule)
- A ground floor architectural site plan and elevation drawings of each street-facing frontage showing any encroachments or public right-of-way grade changes.
- Street Improvement Plans: (minimum size of drawings = 11" x 17")*
  - (1) One printed set of plans for major projects occupying most of the block face or more
  - (1) One electronic copy (PDF) sent to [BSMpermitdivision@sfdpw.org](mailto:BSMpermitdivision@sfdpw.org)

### Street Improvement Plans Checklist:

- Each sheet should have the designer(s) name, address, phone number, email and wet signature for final approved set. (Stamp is REQUIRED for structural drawings)
- List the address of project, including BLOCK and LOT number on each sheet
- Provide property lines showing where the sidewalk is and all encroachments.
- Show existing entire lot plus adjacent lots and front and side property lines
- Show and dimension the sidewalk width (measure the distance from the curb to the property line) and the width of the property.
- Show both existing (**E**) and proposed (**N**) ground floor spot elevations denoted as (**FF**) at each entrance threshold and garage.
- Show both existing (**E**) and proposed (**N**) spot elevations at the back of sidewalk for every 25 feet denoted as (**BW**) for the entire width of the property and 15 feet into the adjacent properties.
- Show both existing (**E**) and proposed (**N**) elevations at the corresponding top of curb for every 25 feet denoted as (**TC**).
- Show both existing (**E**) and new (**N**) elevations at the flow line for every 25 feet denoted as (**FL**). Label and identify whether street gutter is a concrete gutter, concrete parking strip or a normal curb.
- Dimension existing (**E**) encroachments, FDC, planter boxes, steps, warps or ramps in the sidewalk. (**See Minor Encroachment Permit**)
- Show (**N**) trees, (**N**) landscaping or removal
- Dimension existing and/or proposed curb cut(s). Anything over 30-feet total, an Overwide Driveway Permit is needed.
- Show existing and proposed curb ramps (If applicable). For all corner lots, (2) two curb ramps are required per American Disability Act standards. *See reverse side for further details.*
- Show new/upgraded/existing locations of all utility facilities (above ground and below ground) including Sewer, Water, PG&E, Phone, AWSS, box lids, poles and lines.
- Provide a minimum of three photos of the sidewalk to show the existing conditions and/or encroachments, please see samples below.

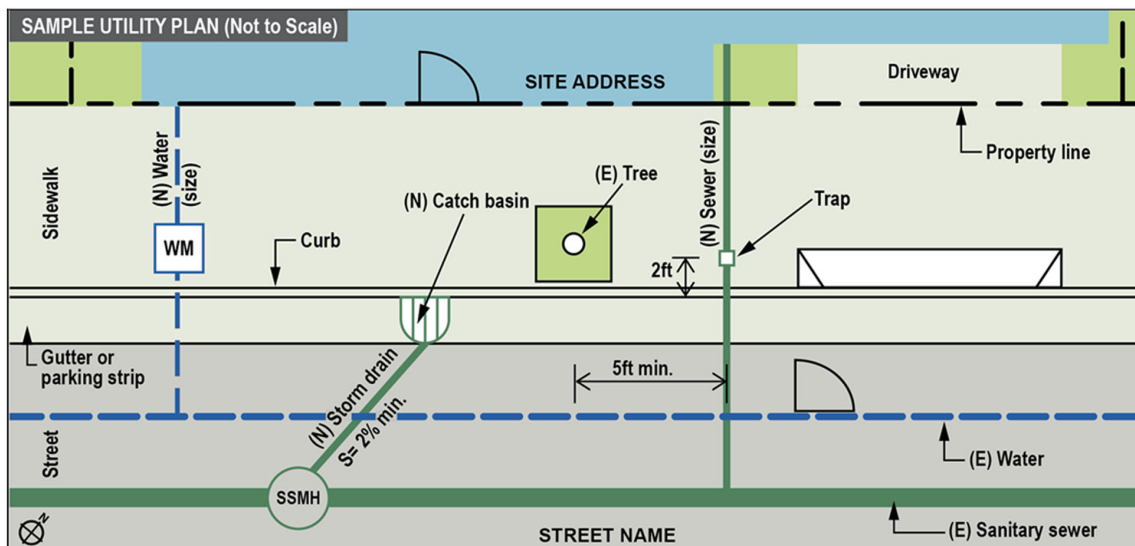
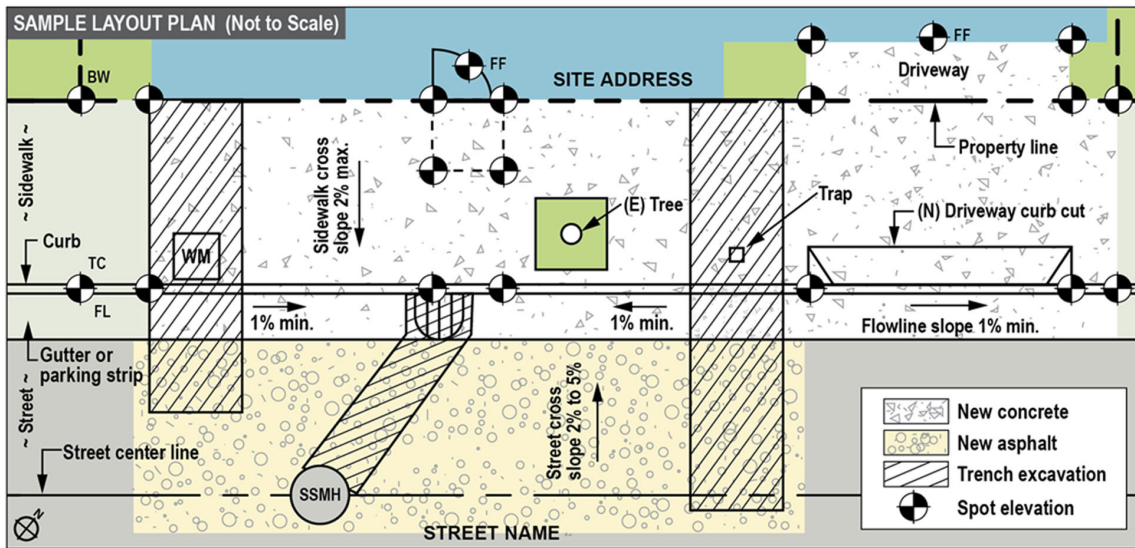
Street-Use and Mapping  
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**City Standard Specifications:** <http://www.sfpublishworks.org/services/standards-specifications-and-plans>

- Section 204.04 Slope – Unless otherwise specified, the finished surface of the walk shall rise 1/5 inch per foot from curb to the property line.
- Section 202.01 Concrete Curb – Unless otherwise specified, the nominal specified height of curb measured from gutter to top of curb shall be 6 inches.
- Standard Residential curb cut – (10') feet long by (3') feet wide including (18") inches for the wings. If longer than (10') feet, the Planning Department must approve non-City Standard curb cut size.
- Standard ADA curb ramp – **Ramping:** Transitions from ramps to walks, gutters, or streets shall be flush and free of abrupt changes. Maximum slopes of adjoining gutters, road surface immediately adjacent to the curb ramp, or accessible route shall not exceed 1:12 (8.33%). Truncated domes shall be provided and oriented such that the rows are parallel with the direction of the ramp. **Wings:** If a curb ramp is located where pedestrians must walk across the ramp, it shall have flared sides; the maximum slope of the flare shall be 1:10 (10%). A curb ramp shall have a detectable warning band of 12" inches. The detectable warning shall extend the full width and depth of the curb ramp. Unless otherwise specified, (2) two curb ramps shall be installed at the corner complying with ADA Section 4.7.1 shall be provided wherever an accessible route crosses a curb. **(See City Standard Curb Plans and General Notes)**

Street improvement plans must be designed to clearly illustrate to the contractor and City inspector the complete scope of work within the public right of way.





Picture looking down the street from behind the property line thru the property.



Picture looking from the front of the property.



Picture looking down the length of sidewalk looking thru the property.