Public Works Code Article 16, Section 810B and Public Works Order 183,392 regulate the placement of sidewalk extensions (parklets) for use by the general public at appropriate locations within the public right-of-way, in accordance with design standards developed by the Planning Department, Municipal Transportation Agency and San Francisco Public Works.
1. WHAT IS A PARKLET?

Parklets provide an economical solution to the desire and need for wider sidewalks and are intended to provide space for the general public to sit and enjoy the space that narrow sidewalks cannot accommodate. Parklets are viewed by the City as extended sidewalk areas and street furniture, improving the overall streetscape.

Public Works Code Article 16, Section 810B governs the installation of sidewalk landscaping. Public Works Order 183,392 provides detailed implementation guidelines for approval and installation consistent with the sidewalk landscaping program.

San Francisco's streets and public rights of way make up 25 percent of the City's land area, more space than all the park area combined. Many of our streets are excessively wide and contain large swaths of underutilized space, especially at intersections. San Francisco's "Groundplay" program seeks to temporarily reclaim these unused areas and quickly and inexpensively turn them into new public spaces.

Groundplay projects are intended to be a public laboratory in a condition that is safe for pedestrians and vehicles and free of litter and unsightly weeds. The residents, business owners and property owners of the fronting property are responsible for maintaining the sidewalk landscaping containers which allow for planting areas rather than other types of materials, providing aesthetic and stormwater benefits.

3. WHICH AGENCIES ARE INVOLVED?

City Planning sends out a Request for Proposal (RFP) to all interested parties that have expressed interest in developing a parklet.

City Planning then reviews and evaluates the incoming applications and submits a finalized list to both the San Francisco Municipal Transportation Agency (SFMTA) and San Francisco Public Works to determine whether the application is in general compliance with the approved Public Works guidelines. After SFMTA and Public Works have completed their review, a public notice is posted. If no objections are received, the applicant can then submit the parklet application to Public Works for final approval.

4. SUBMITTAL CHECKLIST

1. Completed Public Works application
2. Request for parklet letter
3. An application fee payable to San Francisco Public Works (See fee schedule for amount)
4. Site plan: Three sets of plans, to scale
5. Letters of support from adjacent property and business owners
6. 24-hour contact if there is an emergency and the parklet needs to be removed within two hours for access by the City or public utility companies.
7. Fill out a street improvement permit application for the installation and inspection. The parklet permit grants permission for the use of the public right of way.

5. GREENING PARKLETS

As part of the City's efforts to green and beautify the City's streetscape, residents, business owners and property owners can consider adding greening elements such as containers, planters, landscaping and/or trees to their fronting property.

With a parklet, most applicants choose to include temporary landscaping containers which allow for planting areas rather than other types of materials, providing aesthetic and stormwater benefits.

One solution to incorporate greening to your parklet is to grow plants in sidewalk landscaping containers that are less than 36 inches in height and width. Such containers are prohibited from using plants that are considered poisonous and recognized as having thorns or sharp points. When incorporating landscape containers, the sidewalk slope must be no more than 8.33% and must also be in accordance with all landscape guidelines as stated in Public Works Order 179,231. For samples of parklets that have included greening, please see the other side of this brochure or visit: www.sfpublicworks.org/services/permits/parklets. Additional permits are not required for greening.

The residents, business owners and property owners of the fronting property are responsible for maintaining the sidewalk in a condition that is safe for pedestrians and vehicles and free of litter and unsightly weeds.