



**Meeting Date:** 1/6/2023

**To:** Public Works Commission  
Lauren Post, Chair  
Fady Zoubi, Vice Chair  
Lynne Newhouse Segal  
Paul Woolford

**Through:** Carla Short, Interim Public Works Director  
Albert Ko, City Engineer, and Deputy Director for Infrastructure

**From:** Nicolas Huff, Bureau Manager  
Bureau of Street-Use and Mapping

**Subject:** Overview of the Infrastructure Design and Construction Division's  
Bureau of Street-Use and Mapping

**Director's Recommendation:** Information item only. Receive and discuss.

**Executive Summary:** San Francisco Public Works, Infrastructure Design and Construction is comprised of four bureaus among which is the Bureau of Street-Use & Mapping (BSM). BSM is responsible for managing the public right of way (PROW) throughout the entire City. The PROW includes both the street and its sidewalks but can also include alleyways and some public staircases. BSM is comprised of three sections: Permits, Inspections & Enforcement, and Subdivision & Mapping.

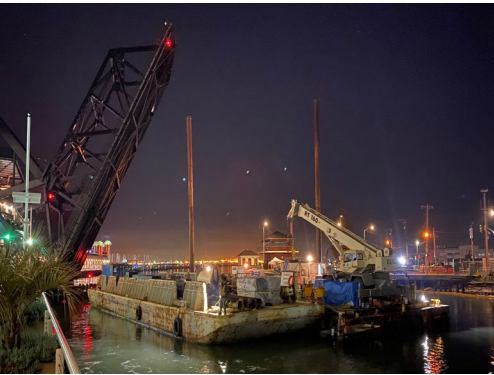
The BSM Permit section issues about 35,000 permits per year, which can be grouped into two different categories: Construction (or Engineering-related) and Commercial. The one notable permit type BSM does not issue is traffic permits, which are within the sole purview of the SFMTA.

The BSM Inspection & Enforcement section is SF Public Works' "boots on the ground"; not just because it enforces BSM's permits, but also because it does general code enforcement across the City. Many complaints submitted via 311 get routed through BSM to either determine which agency has purview, or for BSM to coordinate a response because they are interagency related issues.

The BSM Subdivision & Mapping group is led by our County Surveyor and is composed of two different groups: Land Surveying and Subdivision & Mapping. The land surveying group handles surveys for almost all capital projects performed by SF Public Works, but also for the SFPUC, SFMTA, the Port of SF, and several other City agencies. In contrast, the Subdivision & Mapping group performs no surveying. Among its responsibilities is reviewing and approving subdivision maps, condo conversions, lot mergers, plats, and even street vacations and street renaming.

**Attachments:**

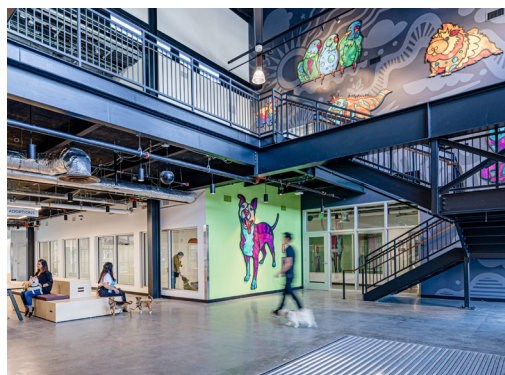
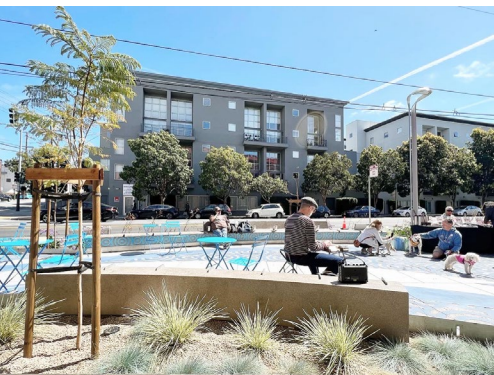
- Attachment 1: PowerPoint Presentation



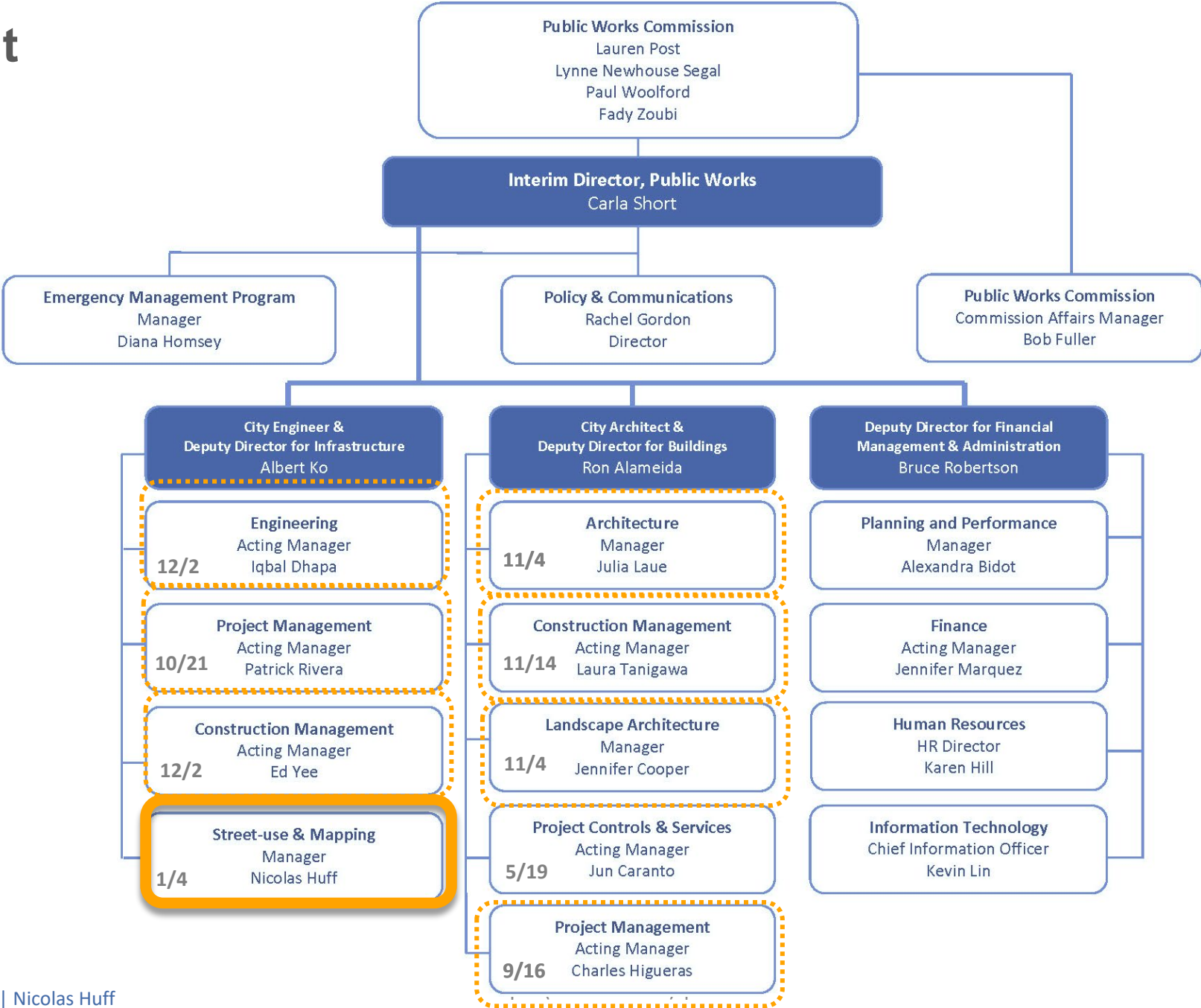
January 6th, 2023  
Infrastructure Design & Construction (IDC)

# Bureau of Street-use and Mapping

Nicolas Huff, Bureau Manager



# Where We Fit



# Bureau of Street-use and Mapping: What We Do

Three main divisions...



Permits



Inspections & Enforcement

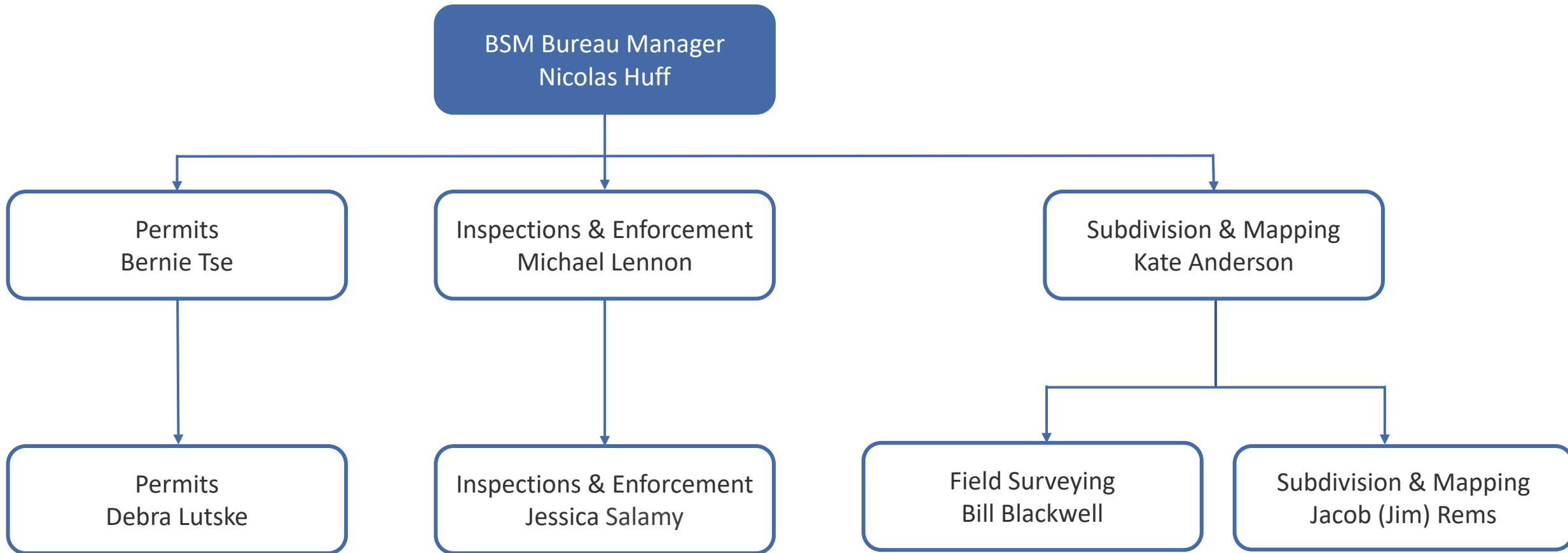


Subdivision & Mapping

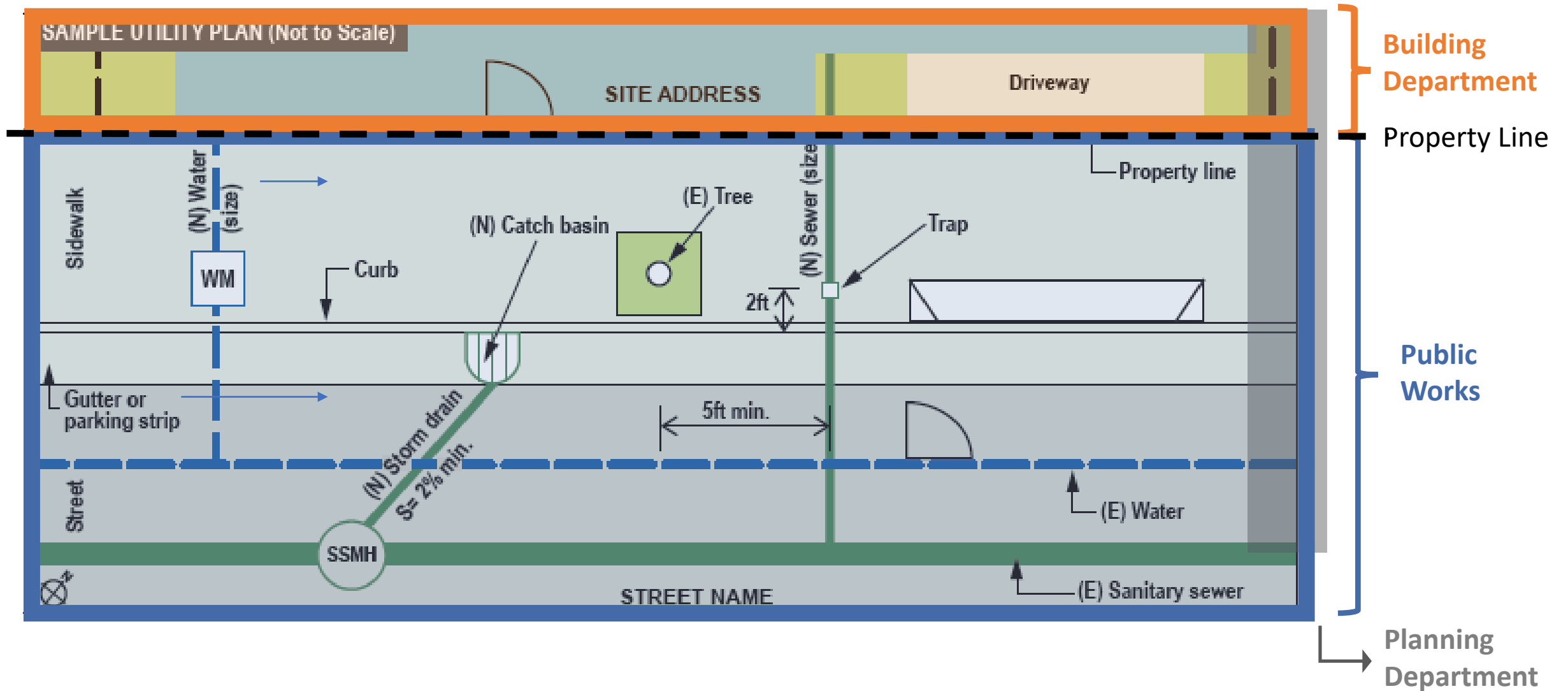
... with four functions:

- Permitting
- Inspections and enforcement
- Subdivision and mapping
- Field surveying

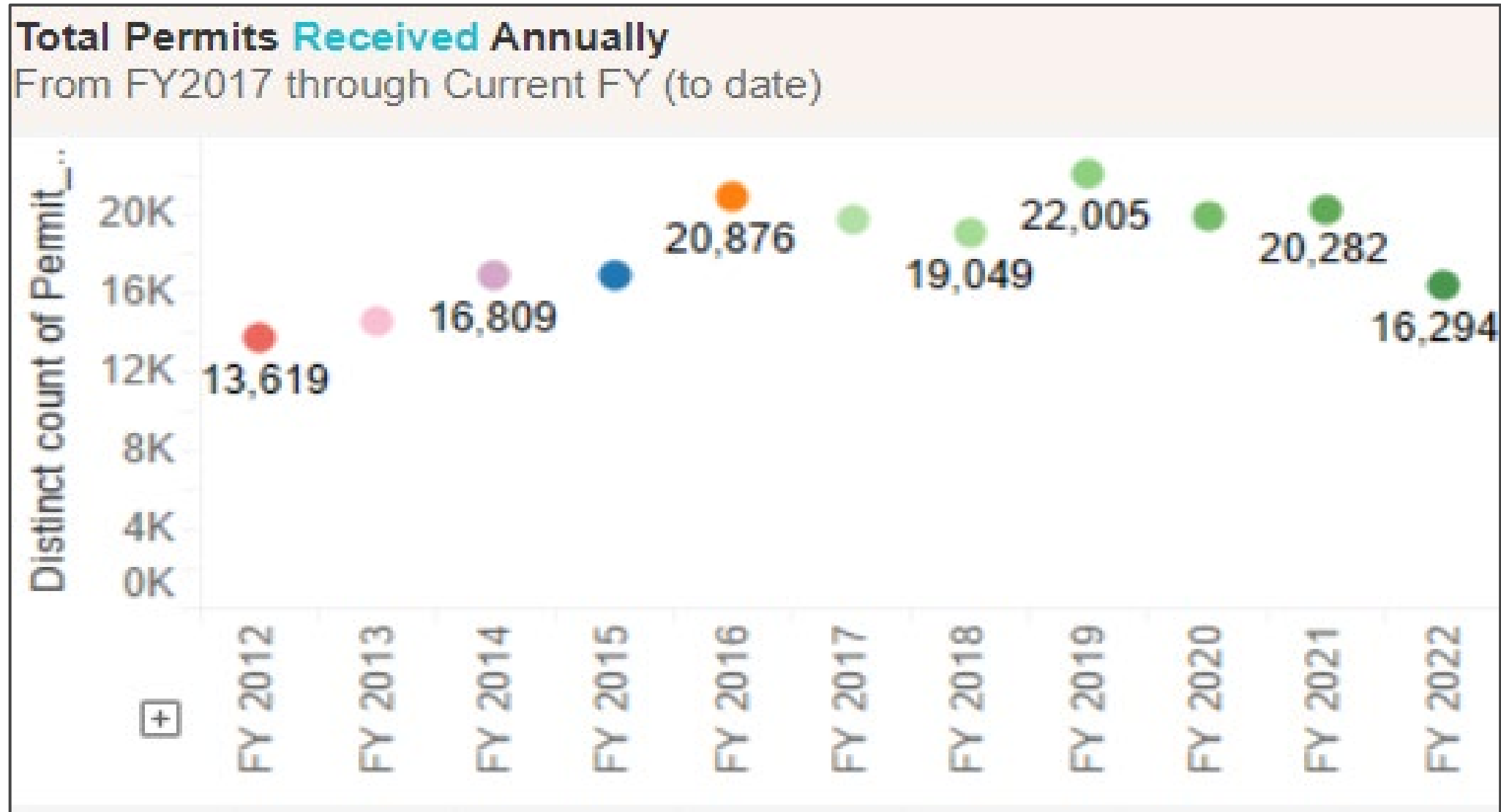
# Bureau of Street-use and Mapping: Leadership



# Bureau of Street-use and Mapping: Jurisdiction



# Bureau of Street-use and Mapping: Permits By The Numbers



\* Chart does not include BSM permits issued at the Permit Center (e.g.: Street Space or building permit review for compliance)

# Bureau of Street-use and Mapping: Construction Permits

## Active Construction

- Boring and Monitoring Well
- General Excavation
- Major Encroachment (MEP)
- Minor Encroachment (MSE)
- Night Noise
- Side Sewer
- Sidewalk Repair
- Street Improvement (SIP)
- Tank Removal
- Utility Excavation
- Vaults

## Occupancy

- Additional Street Space
- Debris Box
- Inspection Conformity
- Storage Container
- Street Space
- Sub-Sidewalk Basement
- Surface Mounted Facility
- Temporary Occupancy



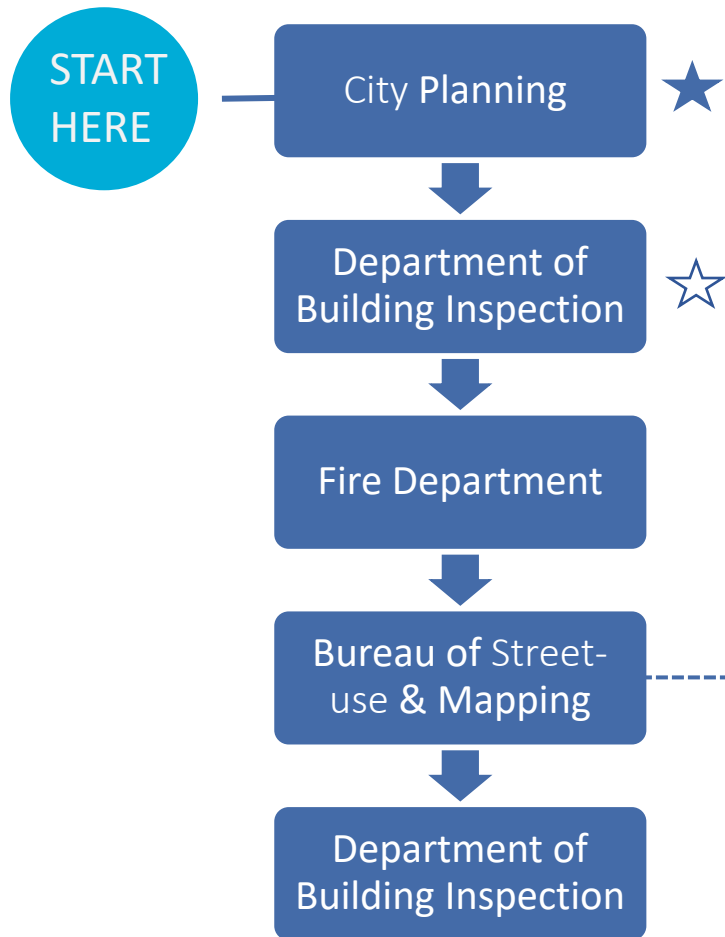
# Bureau of Street-use and Mapping: Commercial Permits

- Autonomous Delivery Devices
- Banners
- Café Tables and Chairs
- Display Merchandise
- Free Sample Merchandise
- Mobile Food Facilities
- Parklets
- Sidewalk Vending (new)
- Shared Spaces (new, Formerly Places for People)

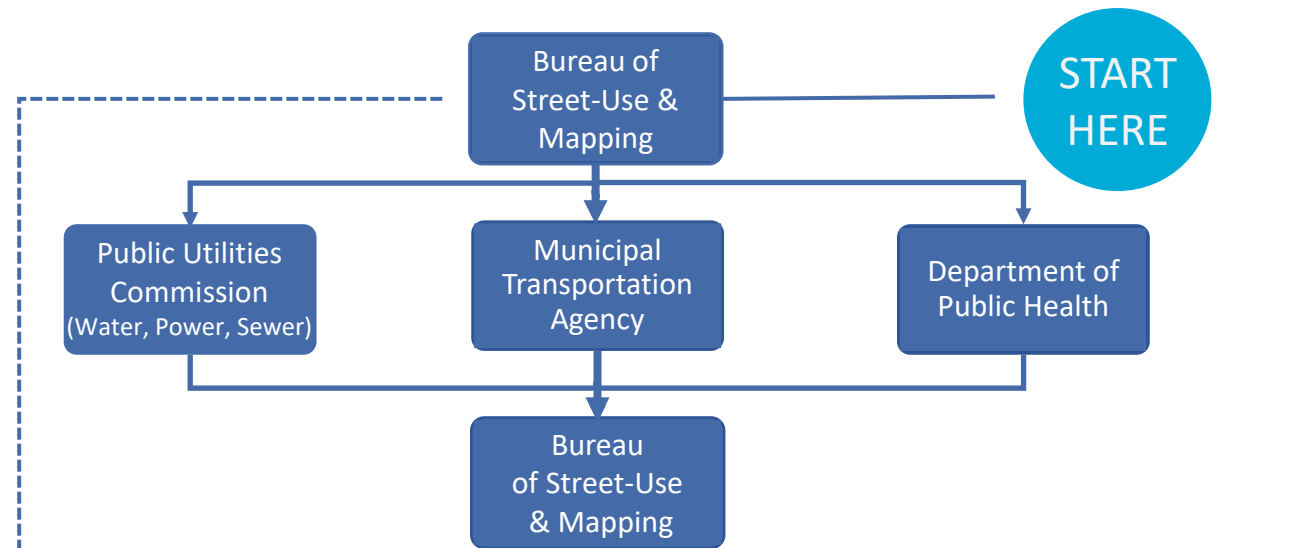


# Bureau of Street-use and Mapping: Permit Life Cycle

## Building Permit Process



## Public Works Permit Process



- California Environmental Quality Act (CEQA)
- Design Review/Street Design Advisory Team
- Planning Commission



- Building Permit
- Department of Building Inspection Referral

# Bureau of Street-use and Mapping: Excavation



# Bureau of Street-use and Mapping: Street Space & Temp Occupancy



# Bureau of Street-use and Mapping: Shared Spaces



# Bureau of Street-use and Mapping: Inspections and Enforcement



District Sidewalk  
and Commercial Inspection

Accelerated Sidewalk  
Abatement Program

Sidewalk Inspection  
and Repair Program

Utility & Street Improvement Inspection

Illegal Sidewalk Vending

Shared Spaces Inspection and Enforcement

# Bureau of Street-use and Mapping: Street and Sidewalk Obstructions



No clear/safe path of travel



# Bureau of Street-use and Mapping: Café Tables and Chairs



Improper placement / exceeding scope of permit



Cleanliness / diverter violations



# Bureau of Street-use and Mapping: Display Merchandise Violations



Refuse on sidewalk



Improper display stand, exceeding scope and refuse on sidewalk

# Bureau of Street-use and Mapping: Role of the County Surveyor

## Reviews and approves:

**A & Q Maps**

**Amending Maps**

**Certificates of Correction**

**Commercial Conversions**

**Corner Records**

**Final Maps**

**Legal Descriptions**

**Lot Subdivisions**

**Lot Mergers**

**Lot-line Adjustments**

**New Condominiums**

**Official Maps**

**Parcel Maps**

**Plats (plots of land)**

**Records of Survey**

**Residential Condo Conversion**

**Survey Maps**

**Tentative Maps**

**Vertical Subdivisions**

**Vesting Tentative Maps**

**Street & Easement Vacations**

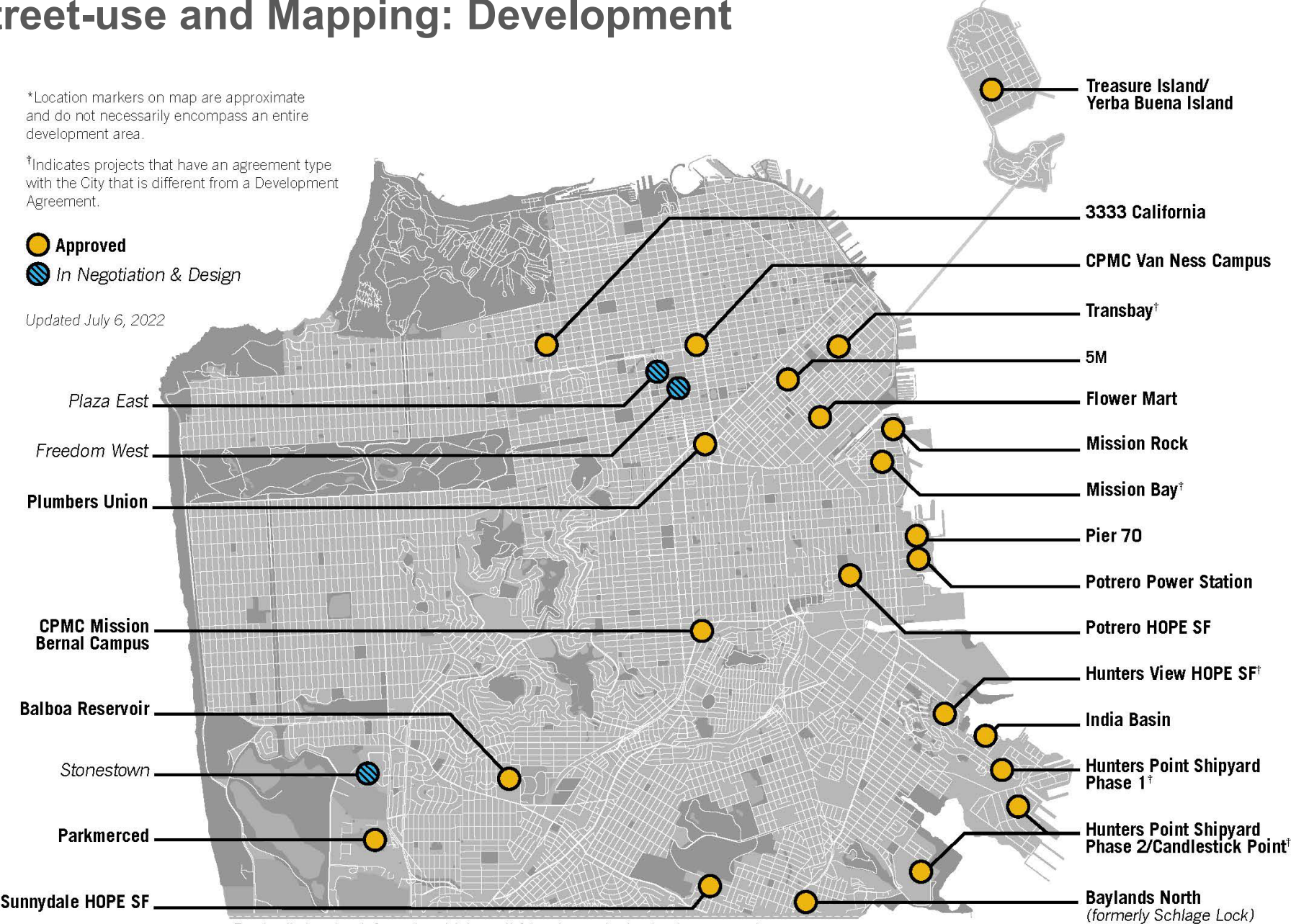
# Bureau of Street-use and Mapping: Development Projects

\*Location markers on map are approximate and do not necessarily encompass an entire development area.

†Indicates projects that have an agreement type with the City that is different from a Development Agreement.

- **Approved**
- ▨ **In Negotiation & Design**

Updated July 6, 2022

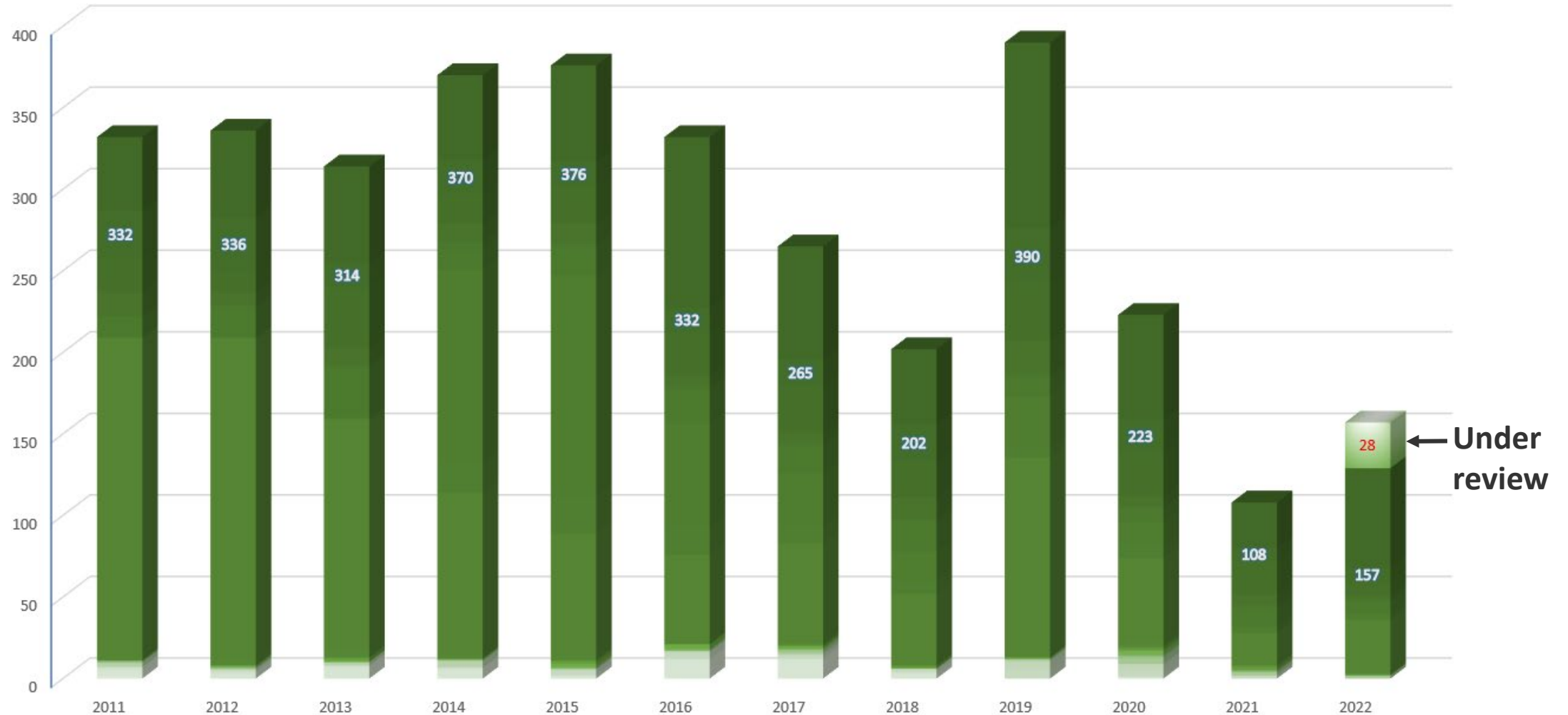


For detailed project information visit <https://sfplanning.org/major-development-projects>

# Maps by the Numbers

4,845 map applications (since 2011) | 3,433 maps recorded (since 2011)

Annual Count of Maps Recorded (2022 PROJECTED FLAT TOTAL)





# QUESTIONS