



# SAN FRANCISCO PLANNING DEPARTMENT

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## REQUEST FOR PROPOSALS FOR TEMPORARY SIDEWALK EXTENSIONS "PARKLETS"

Date RFP Issued: November 7, 2011

**Date Initial Responses Due: December 5, 2011, 5:00PM**

1650 Mission St.  
Suite 400  
San Francisco,  
CA 94103-2479

Reception:  
**415.558.6378**

Fax:  
**415.558.6409**

Planning  
Information:  
**415.558.6377**

### BACKGROUND

Parklets provide an economical solution to the desire for wider sidewalks. Parklets are intended to provide space for people to sit, relax and enjoy the city around them, especially where narrow sidewalks would otherwise preclude such activities. They are intended to be seen as pieces of street furniture, providing aesthetic enhancements to the overall streetscape. Parklets secure this space by repurposing on-street parking spots. In the place of car parking, a platform is built to bring the grade of the sidewalk out into the street. Once the platform is installed, benches, tables, chairs, landscaping, and bike parking can all be placed on top in order to provide a welcoming public space along the street. **While Parklets are sponsored by a private partner, all seating on a Parklet must remain free and open for any member of the public to use.** Any movable furniture used on the Parklet must be different from any existing sidewalk furniture and table service, including placement of condiments, is not permitted.

### ELIGIBLE APPLICANTS

1. Community Benefit Districts (CBDs)
2. Storefront business owners\*
3. Non-profit institutions and community organizations
4. Other applicants may be considered on a case by case basis. Please contact [sfpavementtoparks@sfgov.org](mailto:sfpavementtoparks@sfgov.org) before submitting an application.

\*Restaurant use:

If the applicant is a restaurant or cafe that currently has table service, please contact us (email at the end of this RFP) before you submit your application. We will work with you to develop an agreement that details the specifics of the no table service provision.

### APPROPRIATE LOCATION AND DESIGN PARAMETERS

Please see the attached handout for specific design parameters. Generally, the Parklet must be located away from a corner and along a street with a speed limit of 25mph or less. The width of the Parklet must not extend beyond six feet from the curb line in places where there is parallel parking. In locations where parking is angled or perpendicular, please email [sfpavementtoparks@sfgov.org](mailto:sfpavementtoparks@sfgov.org) before applying.

Safe hit posts and wheel stops will be required. Please see the attached diagram showing the placement of these materials. Depending on the location, you will also be required to provide an edge to the Parklet, such as planters, railing, or cabling. Any edge should be visually permeable. If cable railing is used, the vertical spacing between cables cannot exceed 6". Parklets are not permitted in red zones. They may replace yellow or blue zones or motorcycle parking if there are appropriate adjacent locations for these zones to be relocated and the applicant is willing to pay additional fees to

relocate these zones. They may be allowed in white and green zones if the entity that originally requested the white or green zone agrees to repurpose that curb area. Lastly, Parklets are not permitted in front of a fire hydrant or in a way that restricts access to any public utility company or City utility covers, valves, etc. If you have any questions about your particular location, please email [sfpavementtoparks@sfgov.org](mailto:sfpavementtoparks@sfgov.org)

Parklets are intended to be aesthetic improvements to the streetscape. We ask that you design them with this in mind, ensuring that the materials you use are high quality, durable, and beautiful. Greening is an important aspect of this beautification. Access panels in order to maintain the gutter and area underneath the Parklet must be included and the design must allow drainage along the gutter to pass underneath the Parklet. By City and County of San Francisco code, Parklets may not use tropical hardwood or virgin redwood.

**Lastly, we strongly encourage benches and small permanent seats. If you choose to use tables and chairs, the furniture you use must be different than the furniture that you may currently use on the sidewalk as part of your Café Tables & Chairs Permit or inside your business, if applicable. You will also be required to include some sort of permanent furniture on your Parklet, such as, but not limited to, benching or bike racks. This will be a condition of your permit. As mentioned above, all seating must be publicly accessible at all times. A standard sign posted on the Parklet will stipulate this.**

## REVIEW PROCESS

### 1. INITIAL APPLICATION: MONTH / DAY / YEAR

Submit your **Initial Application (see below)** by the response date listed on the first page of this document.

### 2. PLANNING DEPARTMENT INITIAL REVIEW

The Planning Department will review your initial application to ensure that you meet the program requirements and that you've documented your support (see below). A staff committee from various City agencies will review the initial set of applications and will rank projects based on the following goals:

- a. Enhancing the aesthetic quality of the streetscape and thoughtful preliminary design
- b. Good location – proposed Parklet is likely to be well used and active
- c. Demonstrated community support
- d. Likely to be well-maintained

We anticipate selecting approximately 25 applications within 2 weeks of submission. Those applicants not selected as part of this initial ranking will be informed.

### **3. PUBLIC NOTICE PERIOD (10 days)**

If selected, the City will post a public notice at your location documenting your application for a Parklet permit. The public notice must be posted for 10 calendar days. (Start of notice period within 4 weeks of submission) The purpose of the notice is to alert the public of your application for a Parklet permit and to provide the opportunity for the public to express its support for or opposition to your application. If no objection is registered, skip to step 4. If an objection is registered, see below:

#### **a. OBJECTIONS RAISED DURING PUBLIC NOTICE PERIOD**

If we receive objections from the public for your location, a Public Hearing will be scheduled. Recommended approval or denial of the application is determined at the Public Hearing. In the event of a denial, the applicant may appeal to the Board of Permit Appeals within 15 calendar days of the decision.

If the DPW hearing officer recommends issuance of a permit, proceed to step 4. If the hearing officer agrees with the objector and recommends not issuing a permit, you may appeal that decision to the Board of Permit Appeals.

### **4. FINAL PLANS SUBMITTED AND PLANNING DEPT. APPROVAL (1 month)**

For those locations where no protest was registered, or after public objection is overridden, we will invite you to submit a fully detailed site plan, cross sections, and elevations. With this invitation, we will provide you with guidance as to what level of detail we will require. You will have one month to develop these drawings. Planning staff will work with your designer in a collaborative fashion during this period to ensure that the parklet design is appropriate and that the final drawings produced are sufficient.

### **5. SFMTA & SFDPW APPROVAL (about 2 weeks)**

The Planning Department will forward your final plans to the Municipal Transportation Agency (SFMTA) and the Department of Public Works (SFDPW) for their sign off. You may receive additional comments from these agencies.

### **6. DPW ISSUES PERMIT**

The Department of Public Works will collect payment and issue your permit.

### **7. CONSTRUCT PARKLET**

With your permit in hand, you must then inform the Department of Public Works no less than 10 days before beginning any site work. **Once you've completed installing your Parklet, you must notify DPW and email [sfpavementtoparks@sfplanning.org](mailto:sfpavementtoparks@sfplanning.org)**

## WHAT MUST BE INCLUDED IN YOUR INITIAL APPLICATION

1. **Application Form.** The application form is included at the end of this RFP. Please fill it out completely.
2. **Initial site plan.** Please provide a plan (see flyer for an example) that shows the footprint of the proposed Parklet, including enough detailed information to understand what is happening on either end of the proposed Parklet. Please show property lines, sidewalk width, Parklet length and width, existing parking stalls, and all surface obstructions within 15 feet of the occupied area (e.g. fire hydrants, streetlights, parking meters, street trees, etc) on the plan. **Accurate measurements are required.** The number(s) on all parking meters that are to be removed must also be included in all drawings. These numbers are generally posted on the meter facing the street. We encourage as much detail as possible to help us review your application.
2. **Parklet programming.** Please demonstrate what type of elements you are proposing on the Parklet (e.g. tables and chairs, benches, landscaping, bike parking, etc.)
3. **Support.** We encourage you to adequately and robustly outreach to your neighbors, tenants of the subject property, and any existing merchant or neighborhood groups, if applicable. It is important that you involve your community in the development of the proposal. Please provide documentation of your support. Support can take the form of a letter, a petition, an email, etc.

## COSTS

1. Only after being informed that the City will issue you a permit will you be responsible for the following fees which are based on cost recovery for time and materials only:
  - \$791 base fee for all applications; and
  - \$650 for up to two parking meter removals (required only if meters currently exist); and
  - \$191.50 to pay for inspection of your site before and after installation; and
  - Only if your Parklet proposes the use of **three** parking stalls or more:
    - \$285 Additional base fee for each parking stall used beyond the first two
    - \$325 Additional fee for each additional meter removal beyond the first two (required only if meters currently exist)
2. All yearly renewals will be charged **\$221.00**

**A single check should be addressed and made payable to the San Francisco Department of Public Works. Please do not submit a check until you are invited to do so.**

You will also be responsible for all costs associated with designing and installing the Parklet.

## RESPONSIBILITIES OF THE PERMIT HOLDER

If your application is selected, you will be required to enter into a permit with the City and satisfy the following requirements:

1. **Insurance.** You will be required to provide evidence of at least \$1M in liability insurance (the same requirement as sidewalk café tables and chairs), naming the City and County of San Francisco as additional insured.
2. **Maintenance.** You will be required to sign a maintenance agreement to keep all plants in good health and the Parklet free of debris and grime. You must maintain the surface of the Parklet daily and rinse out the area beneath the Parklet at least once a week. The Department of Public Health may require you to provide pest abatement beneath the Parklet platform.
3. **Tables and Chairs.** Any movable items, such as tables and chairs, must either be locked down at night or taken inside. Unsecured furniture is not permitted after business hours.

#### FINAL NOTE

The City reserves the right to amend this RFP and all terms contained within it up until the point that a final permit is issued. Applicants may withdraw their application if they do not agree with any of the amended terms.

#### QUESTIONS

For any questions regarding this RFP, please email [sfpavementtoparks@sfgov.org](mailto:sfpavementtoparks@sfgov.org)

#### SUBMITTING YOUR INITIAL APPLICATION

In order to gauge interest, we ask that you notify us as soon as possible via email, [sfpavementtoparks@sfgov.org](mailto:sfpavementtoparks@sfgov.org), if you intend on applying.

Otherwise, all initial applications are due by December 5, 2011, 5:00PM at the address listed below:

Andres Power  
SF Planning Department  
1650 Mission Street, Suite 400  
San Francisco, CA 94103



# SAN FRANCISCO PLANNING DEPARTMENT

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APPLICATION FOR  
REVOCABLE TEMPORARY SIDEWALK EXTENSION  
(PARKLET) PERMIT

1650 Mission St.  
Suite 400  
San Francisco,  
CA 94103-2479

Reception:  
**415.558.6378**

Fax:  
**415.558.6409**

Planning  
Information:  
**415.558.6377**

### APPLICANT INFORMATION

Location: \_\_\_\_\_

Block#: \_\_\_\_\_

Lot# \_\_\_\_\_

Sponsoring Business/Organization Name: \_\_\_\_\_

24/7 Contact Name: \_\_\_\_\_

Mailing Address (if different than above location): \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

SF BUSINESS CERTIFICATE \_\_\_\_\_ OR:

DRIVER'S LICENSE \_\_\_\_\_



**WHAT ARE PARKLETS?**

Parklets are intended to provide space for people to sit and relax and enjoy the city around them, especially where narrow sidewalks would otherwise preclude such activities. They are intended to be seen as a piece of street furniture, providing aesthetic enhancement to the overall streetscape. While we ask that the permit holder sponsor the Parklet (more information on back), Parklets are public space and must be publicly accessible. Table service is not permitted.

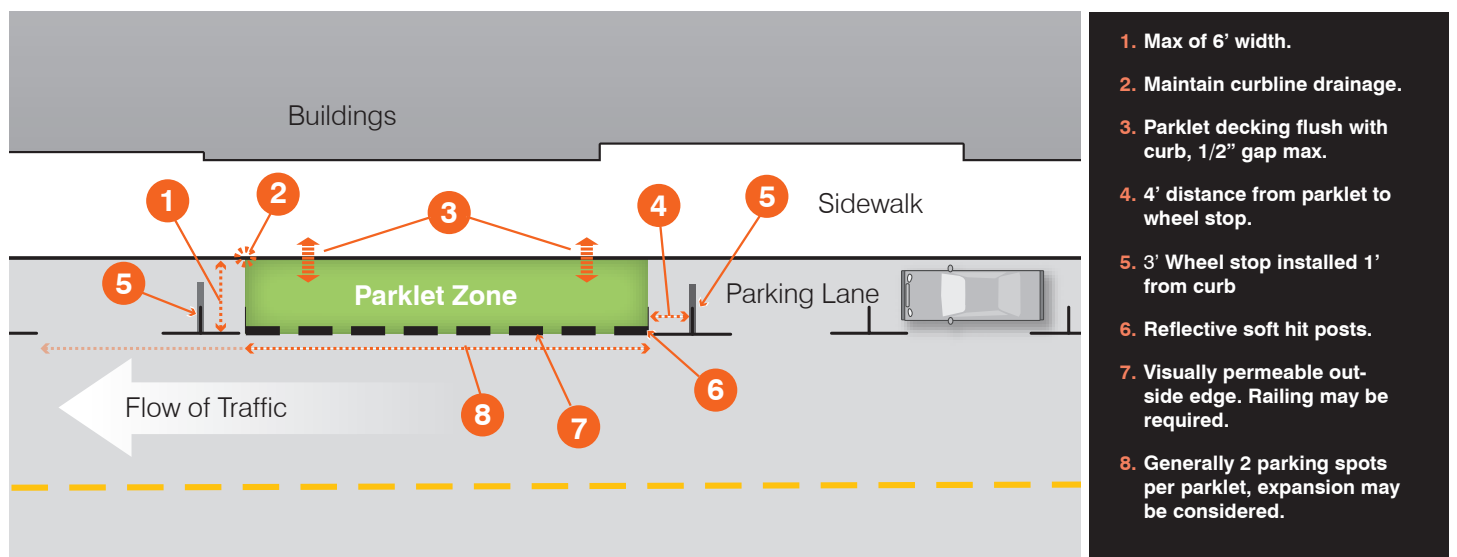
**WHAT CAN BE PUT ON A PARKLET?**

Parklets can feature:

- ▶ Tables and chairs for public use (*must be different design than what you may already be using as part of your business*)
- ▶ Benches
- ▶ Planters and landscaping features
- ▶ Bicycle parking

While other uses are possible on a Parklet, please remember that the goal of these spaces is to provide room for people to sit and relax. For images of existing Parklets, please see the Pavement to Parks website,

**DESIGN AND PLACEMENT GUIDELINES**



1. Max of 6' width.
2. Maintain curbline drainage.
3. Parklet decking flush with curb, 1/2" gap max.
4. 4' distance from parklet to wheel stop.
5. 3' Wheel stop installed 1' from curb
6. Reflective soft hit posts.
7. Visually permeable outside edge. Railing may be required.
8. Generally 2 parking spots per parklet, expansion may be considered.

## HOW CAN I OBTAIN PERMISSION TO INSTALL A PARKLET?



Retail businesses, cafés, restaurants, and community benefit districts (CBD's) may apply for a permit to install a Parklet. Other applicants may be considered, but please talk to the program manager before you apply. The City will be periodically issuing requests for proposals (RFP's) and we ask that you submit your proposal during one of these open requests; see <http://pavementtoparks.sfplanning.org> to download the RFP. We strongly recommend that you work with a designer to propose a project reflecting the design guidelines.

Please read the RFP for more information regarding the level of detail required for your initial application. Please note that submitting a proposal is not a guarantee that you will be issued a Parklet permit.

## HOW WILL THE CITY EVALUATE YOUR PROPOSAL?

### 1. Suitable Location

- ▶ Parklet site is at least one parking spot in from a corner.
- ▶ Proposed location has a posted speed limit of 25mph or less.
- ▶ The proposed street has parking lanes.
- ▶ The proposed street has minimal slope.

### 2. Community Support

- ▶ At a minimum, we ask that you demonstrate support from your immediate neighbors and any relevant merchant group(s).
- ▶ We encourage partnerships. Larger Parklets reflecting the support of two or three merchants or two Parklets along a corridor will be viewed favorably. We ask that the design be similar for multiple proposals along a single street.

### 3. Clear and Well-Thought Out Design

- ▶ Parklet contributes to the beauty and character of the neighborhood.
- ▶ Material can easily be maintained, installed, and removed if necessary.
- ▶ Design meets requirements of all guidelines, including those on this flyer and any specific requirements contained in the RFP.

## THE FINE PRINT...

### Maintenance

If your project is selected, you will be required to provide daily maintenance of the Parklet. This maintenance includes watering any landscaping, hosing down the surface, and removing any graffiti. You will also be required to hose down the area underneath the Parklet at least once a week. The Department of Public Health may require pest abatement.

### Liability

Applicants must provide evidence of liability insurance for a minimum coverage of \$1,000,000, naming the City and County of San Francisco as additional insured. The insurance coverage must be in force for the duration of the permit. Most businesses already carry this insurance. Please check in with your provider.

