



SAN FRANCISCO PARKLET MANUAL

Summer 2020

Brought to
you by:



CITY OF
SAN FRANCISCO

parklets.org
info@parklets.org

ABOUT THIS MANUAL

The Parklet Manual is a comprehensive overview of the goals, policies, procedures, and guidelines for creating a parklet in San Francisco. The Manual also serves as a resource for those outside of San Francisco working to establish parklet programs in their own cities.

Applicants and designers in San Francisco are strongly encouraged to read the Parklet Manual in its entirety when they are first thinking about proposing a parklet, and to refer to it often throughout the process.

San Francisco values and appreciates your willingness to devote your time, creativity, and resources to creating new public space in your neighborhood. We look forward to collaborating with you on your parklet!



CITY OF
SAN FRANCISCO

San Francisco
Planning

sf-planning.org

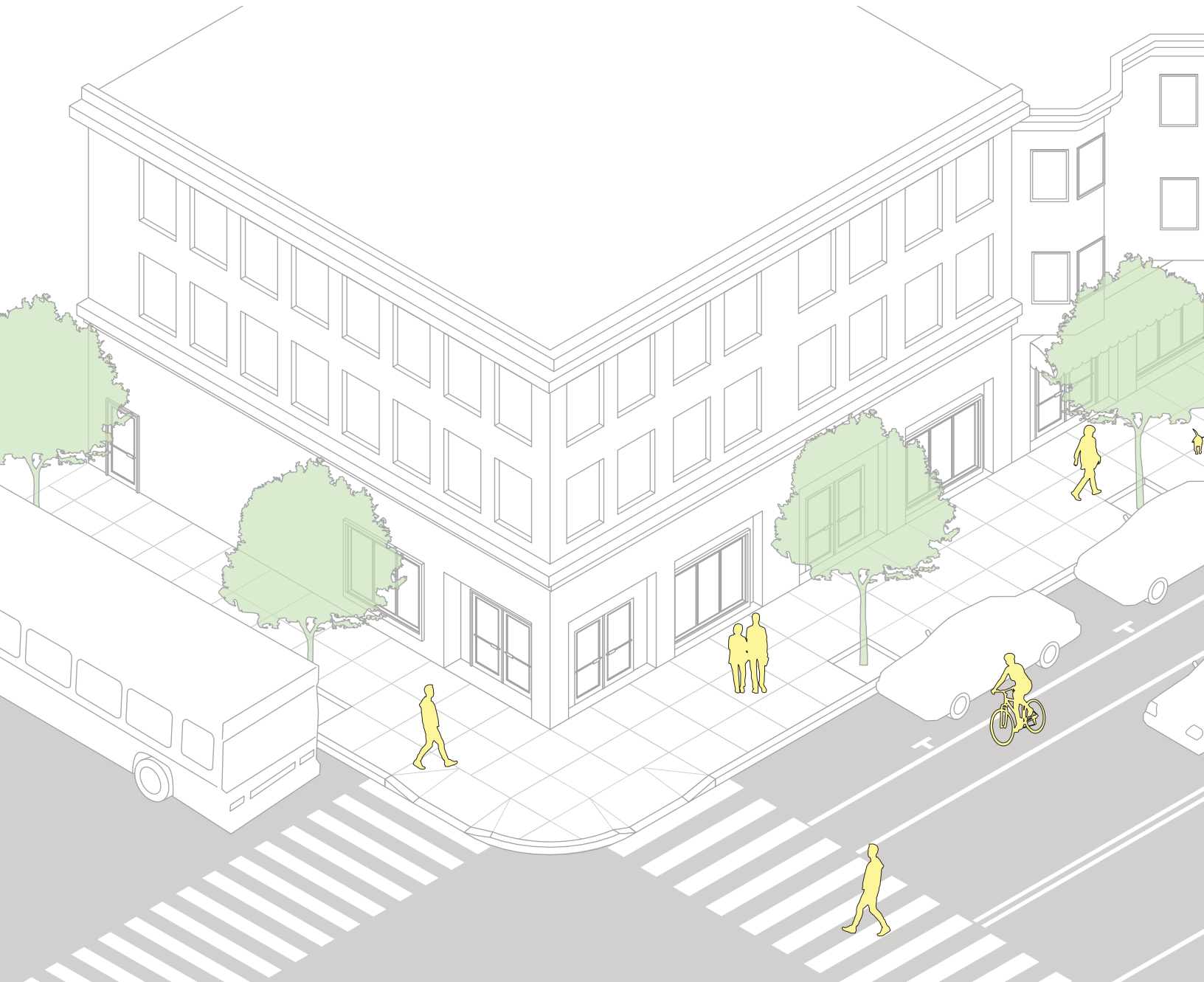


sfpublicworks.org



sfmta.com

The San Francisco Parklet Manual was created by the San Francisco Planning Department in close collaboration with San Francisco Public Works, the San Francisco Municipal Transportation Agency, and the Mayor's Office on Disability.





groundplaysf.org



SAN FRANCISCO PARKLET MANUAL Summer 2020

Groundplay Program

Nicholas Perry
María De Alva
Ilaria Salvadori

Parklet Program

María De Alva

Manual Graphics and Development

Gary Chen
María De Alva
Robin Abad

INTERAGENCY STAFF

Public Works

Bernie Tse
Gregory Slocum
Nicholas Persky

SFMTA

Ashley Kim
Alan Uy

POLICY

Places for People

Robin Abad Ocubillo

Table of Contents

PROGRAM OVERVIEW

Parklet Program Overview	04
Parklet Program Goals	05
Who's Doing What	07
Parklet Process Overview	08
Parklet-O-Matic	09

1 PREPARING A PARKLET PROPOSAL

Preparing a Parklet Proposal	14
Contact and Site Information	15
Initial Site Plan	16
Important Location Criteria	17
Photographs of Existing Site	19
Project Narrative	19
Proof of Consent	20
Neighborhood Outreach	20
Funding Strategy	21

2 DESIGN DEVELOPMENT & PERMITTING

From Proposal to Design Development	24
Design Drawings	24
Application Submittal, Fees & Permitting	24
Parklet Design Standards & Guidelines	25
Introduction	26
Parklet Platform	27
Parklet Enclosure	30
Parklet Amenities	32
Accessibility	35
Sustainable Design and Construction	38

3 FABRICATION & INSTALLATION

Required Materials	42
No Parking Signs	42
Soft Hit Posts	42
Wheel Stops	43
Public Parklet Signs	43
Inspections & Installation	44
Removal of Parking Meters, Bicycle Racks	44
Pre-Installation Site Inspection	44
Installation	45
Post-Construction Site Inspection	45

PARKLET SPONSOR RESPONSIBILITIES

Parklets Are Public	48
Upkeep & Maintenance	48
Permit Renewal & Insurance	48
Change of Ownership	49
Removal	49
Reporting for Impact Studies	50
Potential Public Hearing	50

SUPPLEMENT: ACCESSIBILITY ELEMENTS

Required Accessibility Features	52
Terraced or Multi-Level Parklets	55
Design and Construction Standards	55



PROGRAM OVERVIEW



Parklet Program Overview

Groundplay, the parent program to the Parklet Program, is part of the City of San Francisco's overall strategy for creating safe, complete streets and new open space for the public. Complete streets balance the needs of people walking, riding bicycles, taking transit, and driving cars.

Streets and sidewalks make up about twenty-five percent of the City's land area and are an integral part of our daily experience. Many sidewalks were narrowed and streets widened during the mid-twentieth century to create more space for automobiles. This has left us with sidewalks that are often crowded and uncomfortable. Additionally, some residents need to travel farther than others in order to enjoy a park, playground, or other public space, since those amenities are not evenly distributed around the City.

Groundplay provides opportunities for communities to create small but important public spaces right in their own neighborhoods. **Parklets** repurpose part of the street next to the sidewalk into a public space for people. These small parks provide amenities like seating, planting, bicycle parking, and art. While they are funded and maintained by neighboring businesses, residents, and community organizations, they are publicly accessible and open to all. Parklets reflect the diversity and creativity of the people and organizations who sponsor and design them. They also reflect the City's commitment to encouraging walking and bicycling, which strengthen our communities.

The world's first formal public parklets were conceived of and installed in San Francisco in 2010. As of publication of this Manual, more than sixty parklets have been installed by merchants, neighborhood groups, museums, schools, non-profits and other organizations throughout San Francisco; and the program is being emulated in cities around the world.

By creating a parklet in your neighborhood, you are participating in an international movement that celebrates local grass roots initiative, community building, and a safer, more comfortable public realm.

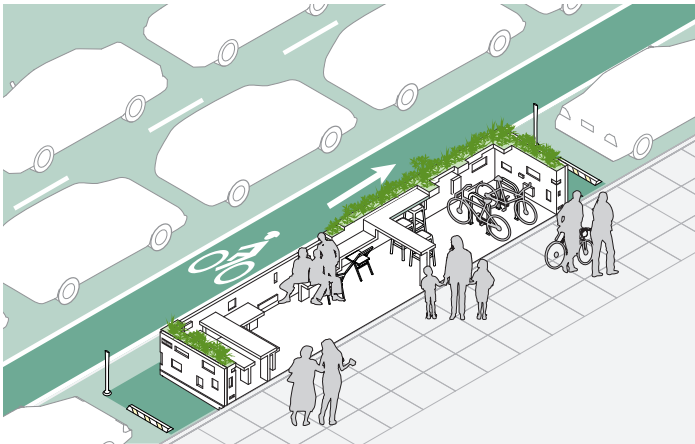
When completed, your parklet will be enjoyed by countless residents of and visitors to your neighborhood and our City. San Francisco values your willingness to devote your time, creativity, and resources to creating a parklet in your neighborhood.

We look forward to collaborating with you on your parklet!



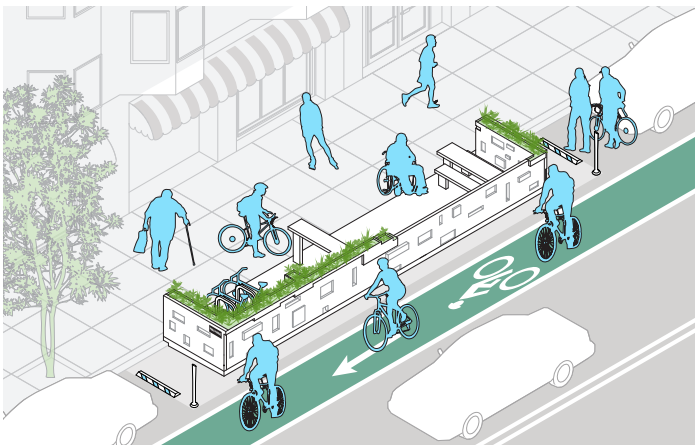
parklets.org
info@parklets.org

Parklet Program Goals



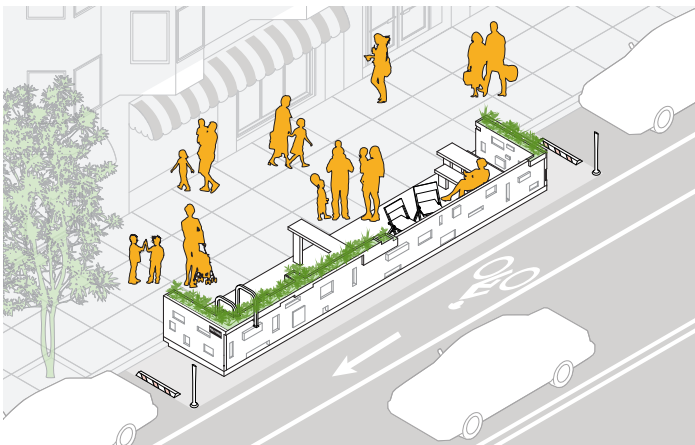
RE-IMAGINE THE POTENTIAL OF CITY STREETS

Complete streets balance the needs of people walking, riding bicycles, taking transit, and travelling by car. Parklets are a relatively low-cost, easily implementable approach to achieving better balance for all users of the street.



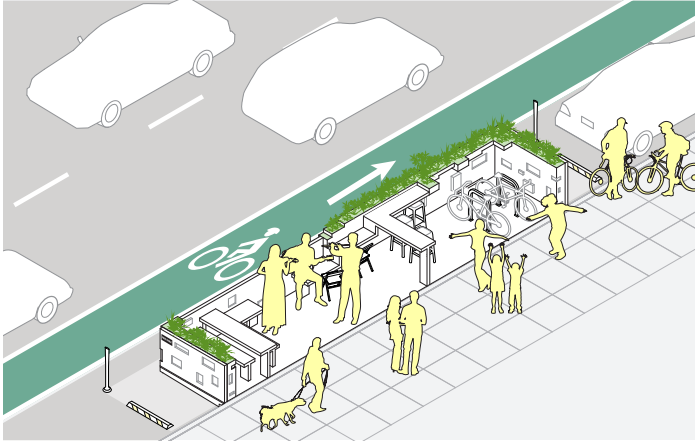
ENCOURAGE NON-MOTORIZED TRANSPORTATION

Parklets encourage walking by providing pedestrian amenities like public seating, landscaping, and public art. Parklets often provide bicycle parking which, which helps people to choose biking as a primary transportation mode.



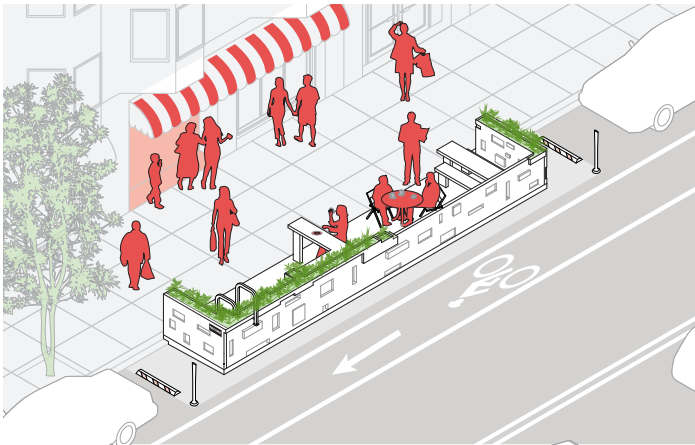
ENCOURAGE PEDESTRIAN SAFETY & ACTIVITY

Parklets provide buffer areas between traffic lanes and the sidewalk. They also provide outdoor gathering spaces, which are particularly important in areas where City parks are far away.



FOSTER NEIGHBORHOOD INTERACTION

Parklets invite pedestrians to sit and gather with friends and neighbors. In many cases, neighbors have participated in the design, financing, construction, and stewardship of parklets.



SUPPORT LOCAL BUSINESSES

Parklets enhance the pedestrian environment which can help make the street feel more safe and comfortable for people shopping, running errands, and accessing services in their own neighborhoods.

Who's Doing What?



Design, Capital Costs, Liability, and Maintenance

Parklet sponsors (i.e. the person, business, organization, or other entity seeking to install and steward a parklet) are responsible for conducting neighborhood outreach, designing, funding, and constructing the parklet. Project sponsors also assume liability for the parklet and ensure the parklet is well-maintained and kept in good repair.

Application Intake & Design Review



The **San Francisco Planning Department** (SF Planning) **SFPLN** is responsible for ensuring that parklets are well designed and are a positive addition to the public realm. SF Planning is the primary point of contact for parklet sponsors throughout the pre-design, public outreach, public notice, and design phases. SF Planning can also help resolve design issues raised by SFMTA or Public Works if necessary. SF Planning is also responsible for ensuring that parklets reflect the goals and intent of the Parklet Program and are helping to meet open space equity needs.

Transportation Review & Bicycle Coordination



The **San Francisco Municipal Transportation Agency** (SFMTA) **SFMTA** reviews parklets to ensure there are no immediate or known traffic, transit, pedestrian, bicycle, or circulation related issues. If your parklet includes bicycle parking, the SFMTA provides guidance on bicycle rack selection, placement, spacing, and the bicycle-parking approval process. If your parklet is proposed in or near a color curb zone, SFMTA provides guidance on how to relocate those zones or how to design the parklet to accommodate them.

Permitting & Inspection



San Francisco Public Works (Public Works) **SFPW** is responsible for ensuring that parklets satisfy all technical requirements of the Public Works Code and Public Works Standards. They verify that parklets are well constructed, safe, and accessible. Once your design and plans are approved by all three agencies, Public Works will issue your permit and conduct inspections before and after parklet construction. Public Works is also responsible for ensuring that built parklets meet maintenance and upkeep requirements, remain open to the public, and comply with permit regulations. If significant public concern is expressed about the installation of your parklet, Public Works will coordinate a public hearing to determine if your parklet permit should be renewed or if some other enforcement action is necessary.

Parklet Process Overview

Installing a parklet is no small task, and we want to help you carry out a smooth process so you can focus on designing and maintaining a new public parklet for the enjoyment of San Francisco's residents and visitors. Let's begin by reviewing the main tasks and the process you'll need to consider before applying for a parklet. There are three major phases in the process (briefly outlined below) which are visualized in the Parklet-O-Matic infographic on the next page and described in more detail on pages 10-12. Each step of the process is described in further detail starting in Section 1 on page 13.

1

PARKLET PROPOSAL & NOTICING

After reviewing this manual, every parklet sponsor must prepare and submit a parklet proposal by completing the online form at: **parklets.org**. Be sure to submit a complete proposal to avoid delays!



2

DESIGN DEVELOPMENT & PERMITTING

Once your proposal has been reviewed, accepted, and noticed, you will be asked to submit design drawings that meet the Americans with Disabilities Act (ADA) standards for accessibility as well as City regulations.

This is an iterative process that can take 2-6 months to complete. When your parklet design has been approved, you will be asked to submit your Final Application Package to Public Works. A permit is then issued after payment of permit fees.



3

FABRICATION, INSTALLATION & MAINTENANCE

After the parklet permit is issued, you have up to three months to begin constructing your parklet. There will be a site inspection prior to and after construction. Enjoy your parklet! Be sure to have an ongoing maintenance plan. The parklet sponsor responsibilities are further detailed in this manual.

IMPORTANT REMINDERS



Site Selection

The proposed location should: have high pedestrian volumes and support surrounding uses (usually commercial corridors). It should not restrict traffic sight lines, access to utilities, or pedestrian/bike flow.



Costs & Maintenance

The parklet sponsor is responsible for all design, construction, and permitting costs. The parklet budget should account for these costs, as well as ongoing maintenance costs, including regular cleaning, graffiti abatement, repairs, etc.

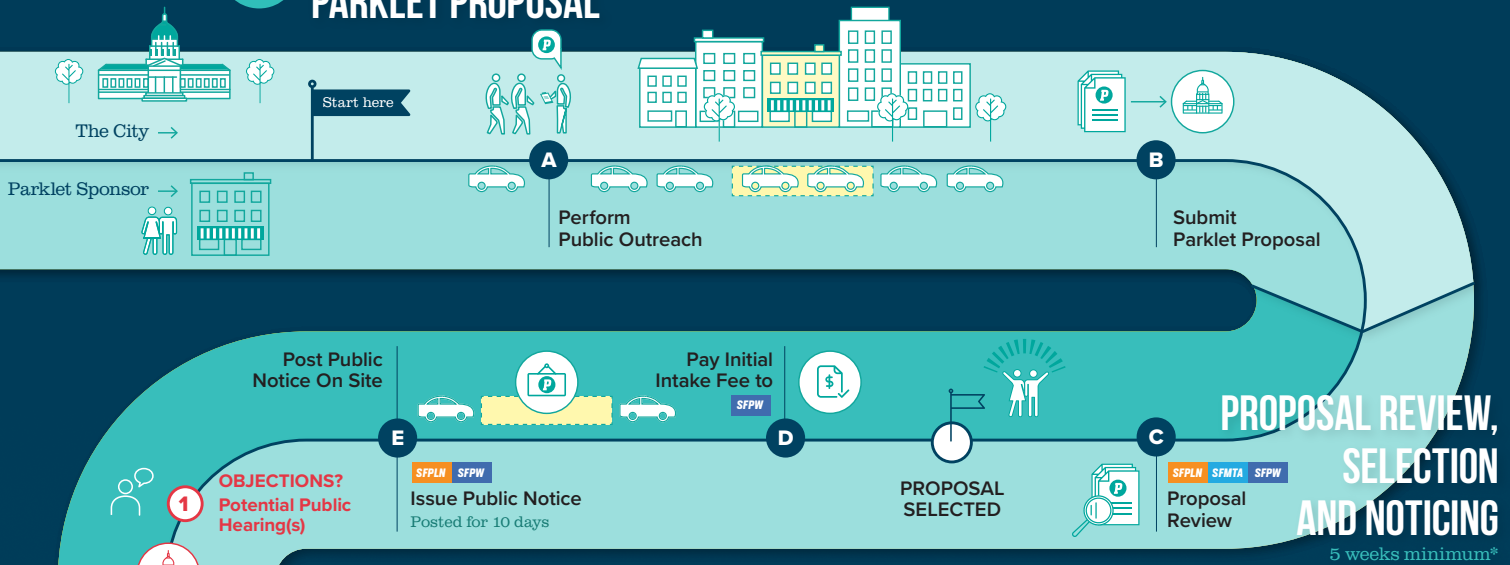


Parklets Are Public

While parklets should provide benefits to their sponsors, they are not extensions of a business or storefront. Parklets are community assets for all to enjoy.

1

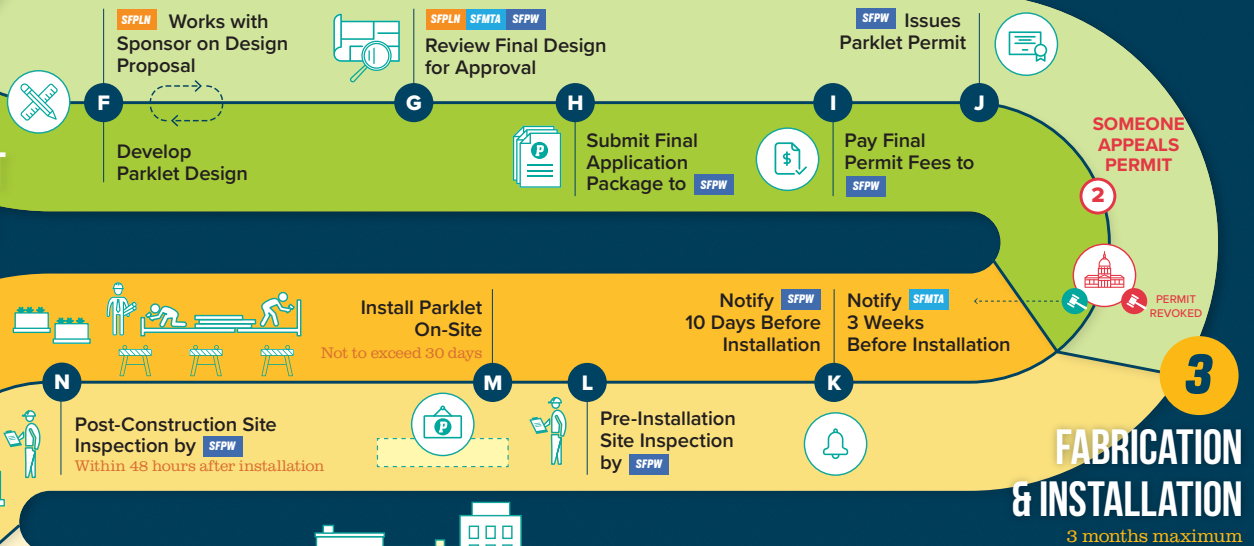
PREPARING A PARKLET PROPOSAL



2

DESIGN DEVELOPMENT & PERMITTING

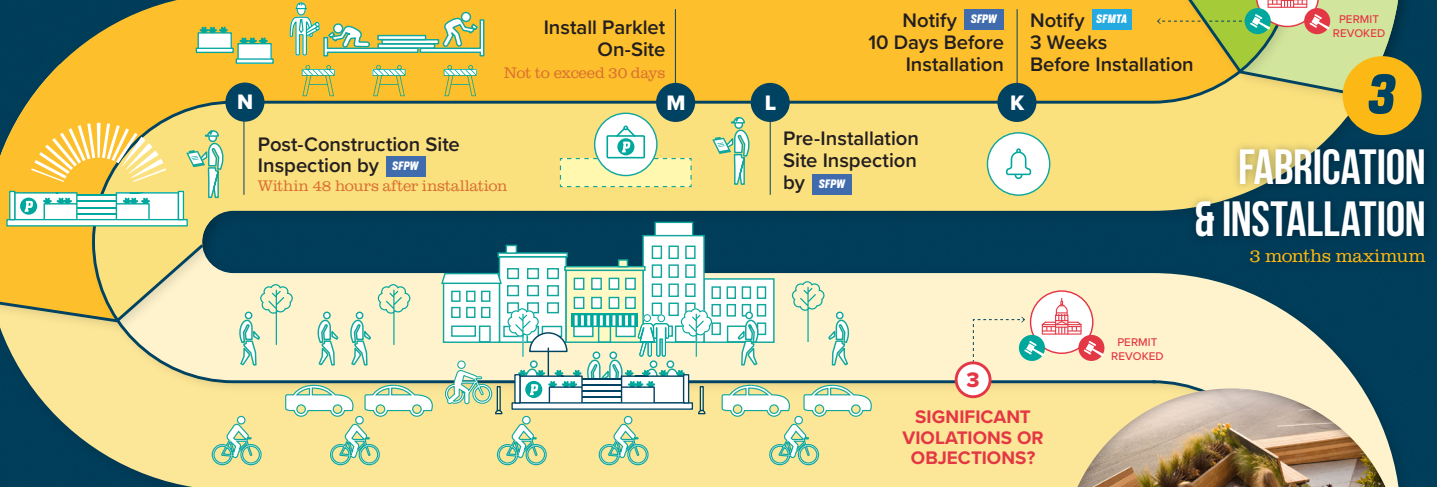
6 months maximum



3

FABRICATION & INSTALLATION

3 months maximum



ENJOY PARKLET!

Remember to keep it clean,
water the plants, and renew permit yearly.



Parklet-O-Matic

A step-by-step process of
implementing a parklet in San Francisco



CITY OF SAN FRANCISCO
PARKLET O'MATIC V. 3.0 SPRING 2018

- A Refer to the Process Overview section for more information on each step.
- 1 Cause for possible public hearings

CITY AGENCIES:

- SFPLN San Francisco Planning Department
- SFMTA San Francisco Municipal Transportation Agency
- SFPW San Francisco Public Works

*Note: Proposal review timeframes are estimates and may vary depending on volume of proposals and parklets in design review.

1

PREPARING A PARKLET PROPOSAL**(no time limit)**

Your concept Proposal is your opportunity to make a great first impression with the City parklet team—use it by submitting a complete proposal, making sure neighborhood stakeholders are notified, and clearly articulating your parklet vision!

A Perform Public Outreach

Letters of consent (or support) from your property owner, and the business owners on either side of your own business are required. You are also ***strongly encouraged*** to inform nearby property owners and businesses, merchant's associations, neighborhood organizations, and residents regarding your intention to propose a parklet. Letters of support from those other entities make for a stronger proposal package.

B Submit Parklet Proposal Package

Assemble and submit your Parklet Proposal Package when ready. SF Planning will review your initial application to ensure that you meet the eligibility requirements and that your application is complete.

See Section 1 (page 13) for detailed information on assembling materials for a Parklet Proposal Package. It contains a checklist of Proposal contents, and instructions for how to submit a Proposal Package online.

PROPOSAL REVIEW & SELECTION**(5 weeks minimum)****C Proposal Review & Selection****(4 weeks)**

An interagency team from SF Planning, SFMTA, and Public Works reviews proposals.

Please note that proposal review timeframes provided are estimates and may vary depending on volume of proposals and parklets in design review.

! PROPOSAL SELECTED!**D Pay Initial Intake Fees to Public Works**

If your proposal is selected, the City will require you to pay the Initial Intake Fee to Public Works. See the *Parklet Fee Schedule* at www.parklets.org for fee amounts.

E Public Notice Period**(10 days)**

After your Initial Intake Fee is received by Public Works, the City will provide you with a 'Notice of Application' that you will need to post at your location in order to alert the public of your parklet proposal. The public notice will be posted for 10 calendar days. If applicable, any proposed color curb changes will be addressed at this time as well. If no objection is registered, see *Section 2: Design Development & Permitting*. If an objection is registered, see below: *Potential Public Hearing*.

① Potential Public Hearing with Public Works**(up to several months)**

If the City receives objection(s) to your parklet location during the public notice period, Public Works will hold a public hearing to review the proposal. After the hearing, the Public Works Hearing Officer will recommend approval or denial of the proposal. In the event of a denial, the applicant may appeal the decision to the Board of Permit Appeals within 15 calendar days of the decision.

A hearing can add up to six months to the parklet application process. It is essential that you reach out to the larger neighborhood prior to submitting a proposal in order to minimize the chance of objections to the parklet proposal.

2

DESIGN DEVELOPMENT & PERMITTING

(up to 6 months)

You must submit your first set of design drawings within 60 days of completing the public noticing process. Within 6 months of submitting your first set of design drawings you must finish the design development, review, and permitting processes.

F Design Development with SF Planning

Your parklet application will be assigned to an SF Planning contact who will work collaboratively with you and your designer to ensure that the parklet design meets the Parklet Program's standards and guidelines.

G Interagency Review & Approval

SF Planning will forward your vetted plans to SFMTA and Public Works for their review. You may receive comments from these agencies that require additional revisions or clarifications to your design drawing set. Your SF Planning contact will facilitate initial contact between you, SFMTA, and Public Works.

H Final Permit Application Package

Once SF Planning, SFMTA, and Public Works have approved your design, you will submit the design drawings and all permit forms to Public Works. Public Works will send you the Package checklist and blank permit forms to complete.

I Final Permit Fees to Public Works

Once Public Works receives and accepts your Final Permit Application Package, Public Works will issue you an invoice for payment of permit fees. Final permit fees will vary depending on your parklet size and the proposed changes to parking meters or color curb zones. You may also be responsible for additional fees associated with permits for parklet elements which occupy the sidewalk or for sidewalk landscaping. A bond may also be required if you propose bolting to the curb. See the *Parklet Fee Schedule* at: www.parklets.org

J Permit Issuance by Public Works

Once Public Works receives your final permit fees, Public Works will issue your permit. You may not undertake any on-site installation until you receive a Public Works Parklet Permit. Occupying the public right-of-way or completing work without a permit can lead to fines of up to \$1,000 per day. All permits issued by Public Works are revocable at the will of the Director of the Public Works. All permits issued are subject to inspection and shall be constructed per approved plans and to City specifications. All encroachments and constructions shall be maintained by the permittee.

② Board of Appeals

Any interested person may appeal the approval of the permit decision by the Public Works Director to the Board of Appeals within fifteen (15) days of the Director's decision.

3

FABRICATION & INSTALLATION**(up to 3 months)**

You have up to three months after the date Public Works issues your permit to begin constructing your parklet, although once construction has commenced, it must be completed within 30 days (see “Parklet Installation” below). You may request an extension of the three month deadline, however, you will need to comply with any new design controls or program requirements. This may require revisions to your approved design drawings.

K Notify SFMTA

If your parklet requires the removal of any parking meters or bicycle racks or a color curb change, you or your contractor must notify SFMTA at least 3 weeks before commencement of any site work. SFMTA will complete removal or color curb changes upon your notification.

K Notify Public Works

You or your contractor are required to notify Public Works at least 10 days before beginning any site work to schedule a pre-installation inspection.

L Pre-Construction Site Inspection by Public Works

You or your contractor are required to meet with a Public Works inspector for a pre-construction site inspection to verify existing site conditions. Be sure to have your approved parklet drawings on-hand to review with the inspector.

M Parklet Installation**(up to 30 days)**

Failure to finish constructing your parklet within the 30-day window may result in punitive action by the City, such as fines, the revocation of your permit, or the City may require the removal of the parklet.

N Post-Construction Site Inspection by Public Works

You or your contractor are required to notify Public Works and SF Planning within 48 hours of the completion of parklet construction to schedule a post-construction site inspection. Be sure to have your approved parklet drawings on-hand to review with the inspector or verification that your parklet was built to the approved specifications.

3 After Construction

SF Planning and Public Works will continue to monitor your parklet for compliance with public access requirements and the Parklet Maintenance Agreement. Failure to comply may result in a revocation of your parklet permit. Once granted, parklet permits are reviewed annually for renewal.

The City may request your participation in assessments and studies of the Parklet Program.

1

PREPARING A PARKLET PROPOSAL



Preparing a Parklet Proposal

Once you have completed your neighborhood outreach, the first step in applying for a parklet is to complete the **Parklet Proposal Package** online at parklets.org. You will need to assemble various materials in advance, which are summarized below. Detailed information on each requirement can be found on pages 15-21.

All of the following materials need to be submitted directly within the online proposal form or as attachments to it. If you do not have internet access, please contact us to make alternative arrangements.

1. Contact & Site Information



Use the Contact & Site Information Worksheet on the following page to help you assemble the information needed for the online proposal form. See page 15 for details.

2. Initial Site Plan



Submit a measured, to-scale drawing that shows the footprint of the proposed parklet. This initial site plan can be hand-drawn; a designer is not needed at this stage. See page 16 for details.

3. Photographs of Existing Site



Submit photos of the location where you would like to install the parklet, including the parking spaces, the sidewalk, and building facade in front of the proposed location. See page 19 for details.

4. Project Narrative



Submit a brief summary explaining your project goals and the vision for your parklet, including a general maintenance plan. See page 19 for details.

5. Proof of Consent



Documentation of consent or support from your building or property owner as well as from any businesses directly adjacent is required for all Parklet Proposals. See page 20 for details.

6. Neighborhood Outreach



It's important that you involve your community in the development of your proposal. Please submit documentation of community outreach. For example:

- Notification of or letters of support from local neighborhood groups, merchant's association, BID or CBD.
- Notification of or letters of support from local institutions, other adjacent organizations, residents, and business owners.
- Signed petitions.
- Documentation of community meeting(s) held to discuss the Parklet proposal.

See page 21 for illustrated examples.

7. Maintenance Plan

Consistent upkeep and maintenance of your parklet is an essential responsibility of being a parklet sponsor. Submit a brief narrative explaining your plans to keep your parklet clean and safe. See page 22 for details.

8. Funding Strategy & Estimated Budget



Submit a brief description explaining your strategy for financing parklet design, permitting, construction, and ongoing maintenance along with an estimated project budget. (E.g. If relying on grant or crowd-sourced support, when do you anticipate meeting your fundraising goal?) See page 22 for details.

SUBMIT YOUR PARKLET
PROPOSAL AT:

parklets.org

Once you have read the Parklet Manual and have assembled all the documents listed above, submit them online at www.parklets.org





1. CONTACT & SITE INFORMATION

Use this checklist to prepare the required information before you submit a parklet proposal online.

You can use propertymap.sfplanning.org to find specific information about the proposed location.

Proposed Parklet Location

Street Address	<input type="checkbox"/>
Cross Street(s)	<input type="checkbox"/>
Block & Lot #'s (find using propertymap.sfplanning.org)	<input type="checkbox"/>
Supervisory District # (find using propertymap.sfplanning.org)	<input type="checkbox"/>
Neighborhood (find using propertymap.sfplanning.org)	<input type="checkbox"/>

Sponsoring Business / Organization / Person

Business/Organization Name(s)	<input type="checkbox"/>
Mailing Address	<input type="checkbox"/>
Contact Name(s)	<input type="checkbox"/>
Contact Title(s)	<input type="checkbox"/>
Contact Phone Number(s)	<input type="checkbox"/>
Contact Email(s)	<input type="checkbox"/>
Business Certificate or Driver's License Number	<input type="checkbox"/>

Fronting Property Owner (if different from Sponsor)

Name/Organization/Business	<input type="checkbox"/>
Mailing Address	<input type="checkbox"/>
Contact Name(s)	<input type="checkbox"/>
Contact Title(s)	<input type="checkbox"/>
Contact Phone Number(s)	<input type="checkbox"/>
Contact Email(s)	<input type="checkbox"/>

Parklet Designer (if known)

Name of Designer	<input type="checkbox"/>
Name of Design Firm/Organization	<input type="checkbox"/>
Phone Number	<input type="checkbox"/>
Email	<input type="checkbox"/>

Parking Information

Number of parking spaces parklet will occupy	<input type="checkbox"/>
Are the parking spaces parallel, perpendicular, or angular?	<input type="checkbox"/>
Parking Meter Numbers, if applicable (associated with the parking space(s) that the parklet will occupy)	<input type="checkbox"/>
Color of curb (red, yellow, blue, white or green), if applicable, and length of color curb.	<input type="checkbox"/>
Bike lane adjacent to proposed parklet?	<input type="checkbox"/>



2. INITIAL SITE PLAN

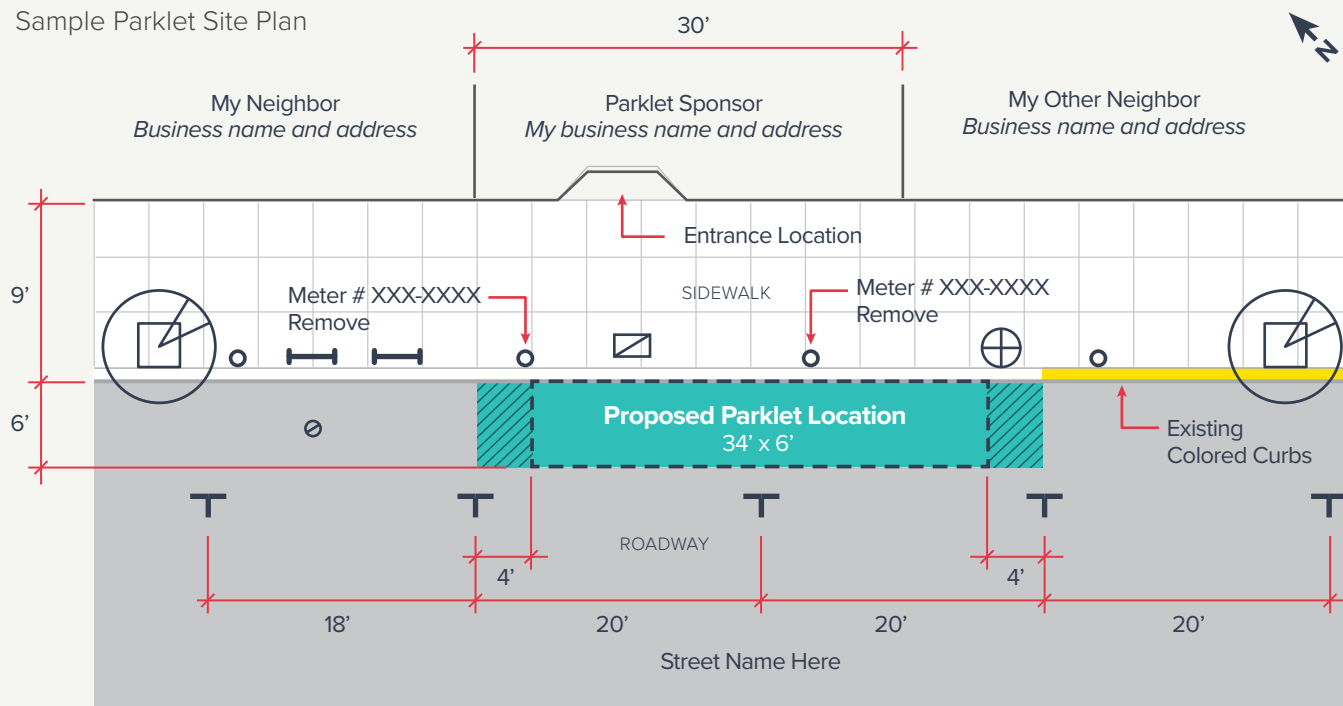
An initial site plan showing the existing street and sidewalk environment is required with all proposals. The site plan does not need to show the proposed parklet design, but should show the footprint of the proposed parklet and all street and sidewalk elements at least 20 feet on either side of the proposed location. Site plans must be drawn to scale. The initial site plan may be hand drawn, as long as it is legible and includes all the elements listed below.





Site Plan Checklist


Your building and adjacent properties (include addresses) and their building entrances	<input type="checkbox"/>
Existing sidewalk width(s)	<input type="checkbox"/>
Existing curb cuts and driveways	<input type="checkbox"/>




Adjacent bicycle lane or auto traffic lane	<input type="checkbox"/>
Existing parking spaces with dimensions	<input type="checkbox"/>
Existing parking meters, with numbers of all meters to be removed (these numbers are generally posted on the meter facing the street, and are formatted as follows: ###-####)	<input type="checkbox"/>
Other existing sidewalk features near the proposed parklet area (e.g. fire hydrants, streetlights, planters, bicycle racks, etc.)	<input type="checkbox"/>
Existing utility valves and panels in the street and on the sidewalk	<input type="checkbox"/>
All color curb zones (red, yellow, green, white, blue)	<input type="checkbox"/>
Existing street trees and tree pits	<input type="checkbox"/>
Proposed parklet footprint and dimensions	<input type="checkbox"/>
Parklet setback dimensions (4 feet from adjacent parking spaces and 1 foot from adjacent bicycle lane or auto traffic lane)	<input type="checkbox"/>

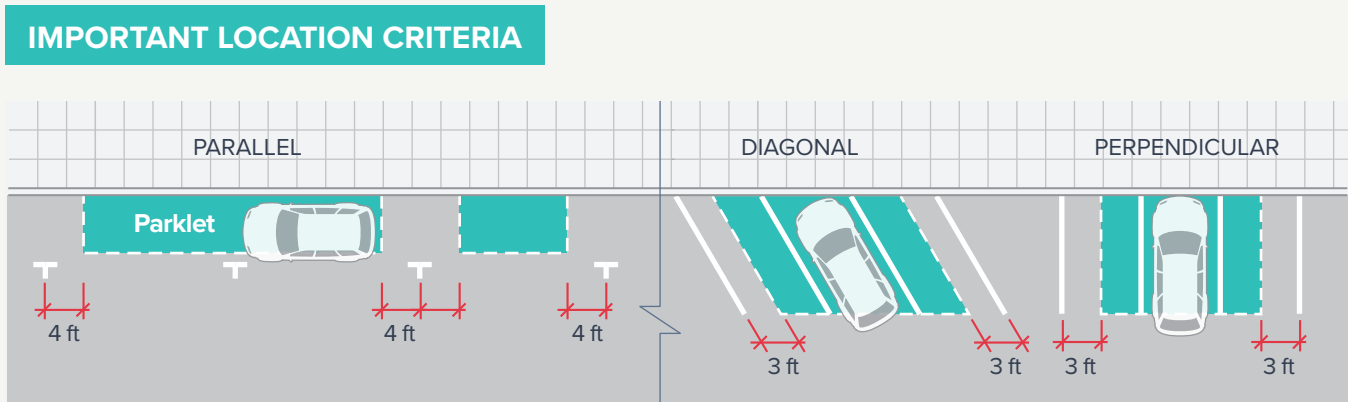
Sample Parklet Site Plan



-  EXISTING PARKINGMETER
-  EXISTING BIKE RACK
-   EXISTING UTILITY (in sidewalk and in street)

-  EXISTING PARKING SPACE MARKING
-  4 FT REQUIRED PARKLET SETBACK (not to be included in parklet size)

-  EXISTING STREET TREE
-  EXISTING STREET LIGHT
-  NORTH ARROW

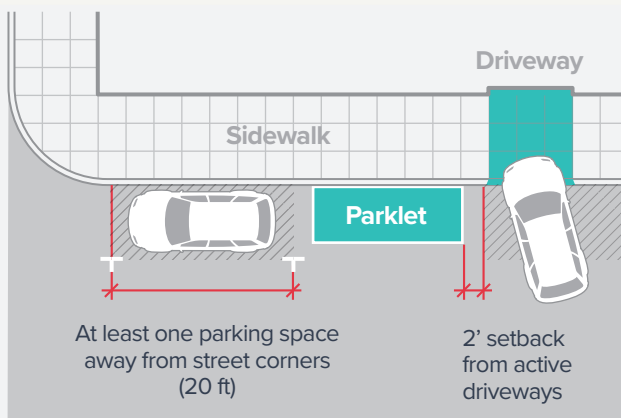


Parklet footprint. Parklets are sited along the curbside on streets where on-street parking spaces exist. They can be considered in any location where there are or would be space(s) for on-street parallel, angled, or perpendicular parking, including spaces with metered or unmetered parking.

Parallel parking. Most parklets are the length of one or two parking spaces, although the City will consider larger parklets depending on neighborhood and site conditions. A 4 ft inner buffer is required when adjacent to another parallel parking space (2 ft when adjacent to a driveway, motorcycle/scooter parking, or a bicycle corral).

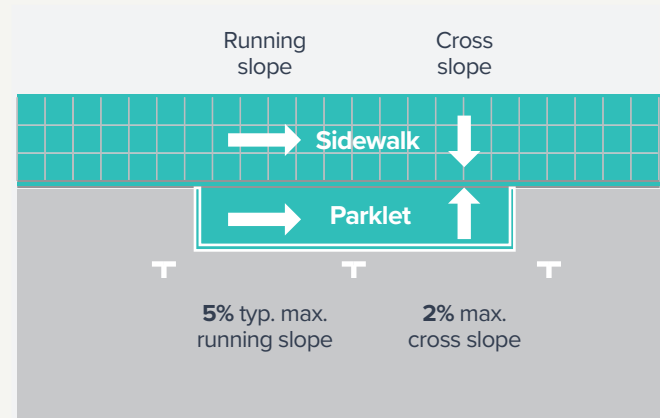
Perpendicular and diagonal parking. Parklets located in perpendicular or diagonal parking spaces are typically designed to be the size of three or more combined parking spaces to maximize habitable space within the parklet. The edge of the parklet must be set back 3 ft from the adjacent parking space on either side.

Areas without marked parking spaces. In areas where parking spaces are not marked on the pavement, the proposed parklet shall not leave an “orphaned” space that is too small to use as a full parking space.



Corner locations. Parklets should be located at least one parking space (20 ft) away from an intersection or street corner. Parklets closer to the corner may be considered on a case by case basis.

Fronting driveways. Parklets may be installed in front of a driveway if the applicant owns the property served by the driveway, or obtains written permission from the property owner. If the driveway has been abandoned or no longer provides access to off-street parking, the driveway may be levelled as part of the parklet project.



Street slope. Parklets are generally permitted on streets with a running slope (grade) of five percent or less.

Parklets may be permitted on streets with a running slope (grade) over five percent if the parklet is designed to provide safe access for wheelchair users. For these parklet proposals, you should anticipate a longer and more robust review process. See *Section 2: Design Development & Permitting - Design Standards & Guidelines: Accessibility*.

! Parklets may not be constructed over utility access panels or storm drains.

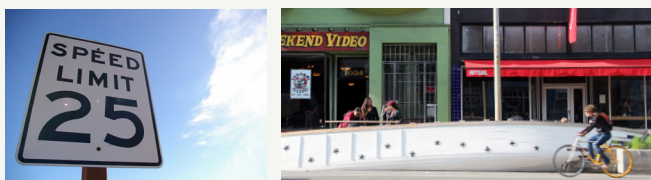


Utilities. Parklets may not be constructed over utility access panels, manhole covers, storm drains, or fire hydrant shut-off valves. Be sure to take a thorough inventory of utility access covers in your proposed parklet area by checking under parked cars.

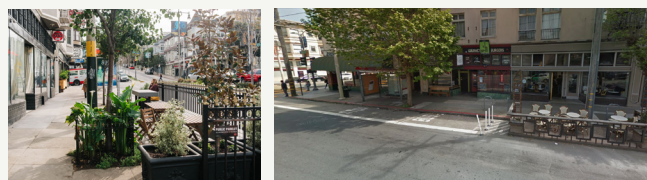
Parklet sponsors must provide for access to any City or public utility company that may have underground conduits beneath the constructed parklet. Access to utilities may require that a parklet

sponsor temporarily remove all or a portion of the constructed parklet. See Section 4 *Parklet Sponsor Responsibilities: Removal* on page 49.

It's possible to design a parklet around utility panels by following the Asset Protection Standards provided by the San Francisco Public Utilities Commission (you can request further information from the Parklet Program staff).



Speed limit. Parklets are permitted on streets with speed limits of 25 mph or less. Parklets on streets with speed limits over 25 mph may be considered on a case-by-case basis.



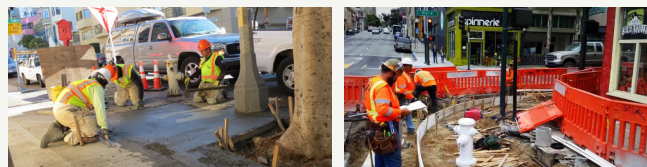
Transit. Parklets are not permitted in bus zones but may be located adjacent to them.



Color curb zones. Parklets may replace yellow, white, or green zones or motorcycle parking if there is 1) support/consent from surrounding businesses for their removal or relocation, and 2) appropriate alternative locations to restore those zones.

Parklets are not allowed to replace blue zones designated for disabled parking. In most instances parklets are not permitted in red zones. City staff will consider these requests on a case-by-case basis.

Applicants are responsible for any costs associated with removing and relocating a color curb zone. Moving or removing colored curb zones or motorcycle parking requires legislative action by the SFMTA Board, which may add extra time to the approval process.



Long-term City projects / future City-sponsored streetscape improvements. As part of the initial screening process, the City reviews proposed parklet locations for potential conflicts with future programmed streetscape improvements and repaving projects.*

The City may reject parklet proposals that conflict with upcoming streetscape improvements and potential sponsors can reapply after the improvements are constructed. Parklets installed on streets scheduled for future improvements will likely need to be removed prior to the improvements being constructed.

*For a map of City upcoming projects, you can consult maps.sfmta.com/tppd/citywide/full/Index.html. Please note that this resource may not capture all planned work.

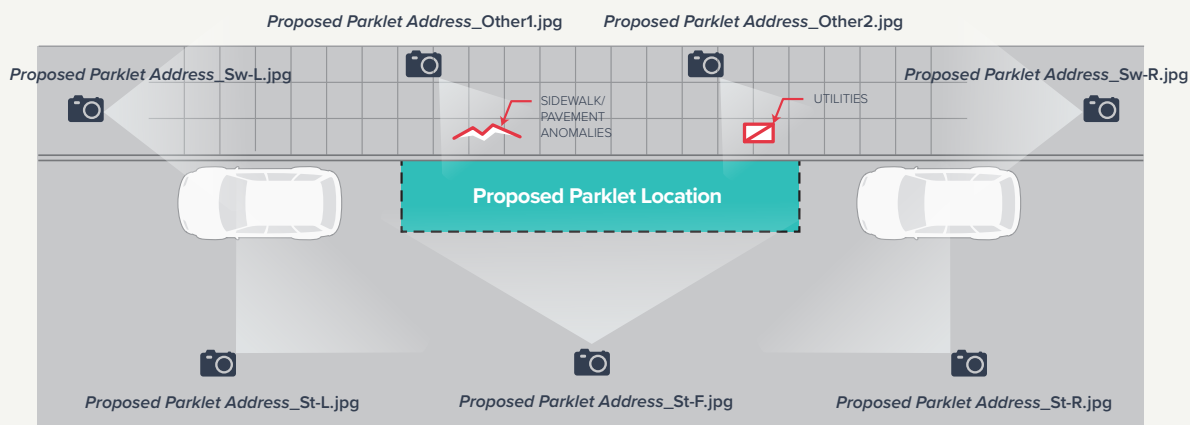


3. PHOTOGRAPHS OF EXISTING SITE

Your submittal package must include photos taken from specific angles around the proposed parklet site, as shown below. Please name image files using the conventions established in the graphic below. Include additional photos of all utilities, sidewalk, and pavement anomalies.



Site Photos



4. PROJECT NARRATIVE

The project narrative is a short project description (maximum 500 words) explaining the vision for your parklet. You are encouraged to emphasize:

- How your proposal responds to the Parklet Program goals.
- How the immediate neighborhood will benefit from the parklet.
- Ideas about how the community can participate in the creation and / or stewardship of the parklet.
- Ideas for activation and programming of the parklet.
- Your plan for ongoing parklet maintenance.
- If known, include information about who will design the parklet.

ILLUSTRATIVE DESIGN CONCEPTS (OPTIONAL)

In addition to your project narrative; you may also submit design drawings, sketches, or other documents. These optional supplemental materials may help clarify your parklet vision to the City team.





5. PROOF OF CONSENT (REQUIRED OUTREACH)

Property owners. Parklet proposals are *required* to include a letter of consent or support from the property owner(s) from whom the parklet sponsor leases its space and whose property fronts the proposed parklet. If you own the property, indicate that in your outreach package.

Adjacent businesses. Parklet proposals are *required* to include a letter of consent or support from any businesses immediately adjacent to the proposed parklet address. See *Sample Letter of Support* on the following page.



It is important to demonstrate that you have communicated with your neighbors regarding your parklet proposal and to include documented support for the parklet from nearby businesses, residents, property owners, and others. Proposal submissions that do not include documentation of community outreach will not be considered.

Past cases have shown that parklet proposals with a robust outreach effort and demonstrated widespread support are more likely to move through the process successfully and proceed to the design development phase.

If the City receives objections to your parklet location during the public notice period, the quality of your public outreach will be considered at a Public Works Hearing where the Hearing Officer will either recommend approval or denial of the proposal.



6. NEIGHBORHOOD OUTREACH

Parklet sponsors are highly encouraged to acquire additional letters from neighboring stakeholders expressing support. Letters should highlight the benefits of the proposed parklet for the local community, the number of parking spaces the parklet will occupy, and any potential changes to colored curb zones. It should also include contact information for the person signing the letter.

Full consensus in support of your parklet is not required for the proposal to be considered. If you are unable to obtain a letter of support from stakeholders listed below, please submit a copy of the correspondence which demonstrates that you notified them of your Parklet Proposal.

- **District Supervisor:** some Supervisors have provided partial funding for parklets also.

- **Other businesses in the neighborhood:** including businesses on your block and nearby.
- **Merchant's and Neighborhood Associations:** including your local CBD, BID, Merchants' or Neighborhood Association.
- **Petitions for nearby residents and customers.** Some parklet applicants have posted a petition which customers and nearby residents may sign in support of the parklet proposal. If you chose to do this, the petition should include 1) information on the number of parking spaces the parklet will occupy and any potential changes to colored curb zones, 2) check boxes where signers can indicate if they live on the block where the parklet will be installed, or in the nearby neighborhood, and 3) an opportunity for customers to leave their contact information, including their address, so you can ask them to attend a public hearing and speak in favor of your project if needed. See *Sample Petition of Support* on the following page.

Sample Letter of Consent

GP Properties
1234 Parklet Street
San Francisco, CA

[Date]

To Whom It May Concern,

My company owns the building at [Proposed Parklet Address]. I am writing to express my support for the Parklet to be constructed in front of [name of fronting Business or Organization]. I understand the parklet would take #N parking spots.

This parklet will be a great asset to the neighborhood.

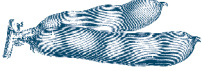
Sincerely,

Signature [Property Owner]

Name (printed)

Contact phone number or email

Sample Petition of Support



The Blue Legume
1234 Parklet Street, San Francisco

I support a parklet in front of The Blue Legume...!

Thank you for helping improve public space on Parklet Street.

SIGNATURE	NAME	ADDRESS	PHONE #	EMAIL	I LIVE WITHIN 5 BLOCKS OF THE BLUE LEGUME

Sample Letter of Support



**Easy Street
Merchants Association**

To whom it may concern,

I'm writing to express my support for a parklet to be constructed in front of *The Blue Legume* located at 1234 Easy Street. I understand that the parklet would take the space of 2 parking spots. This parklet will be a great asset to the neighborhood in addition to being a space for patrons of Easy Street businesses to congregate without blocking the sidewalks or venturing into the street.

Sincerely,

(Signature)

Date

Name (printed)

Contact phone number or email

Address



7. MAINTENANCE PLAN

The safety and comfort of your parklet users as well as your relationships with your neighbors rely on establishing and implementing a robust maintenance plan. Parklets typically require daily attention, so it’s a best practice for parklet sponsors to designate a person/persons to manage parklet maintenance tasks. All maintenance plans require the baseline tasks listed in the accompanying table; note, however, that additional maintenance activities may be required depending on the parklet location and/or design. In your maintenance plan narrative (maximum 300 words), please indicate your plans to staff parklet maintenance as well as any anticipated special maintenance needs.

Baseline Maintenance Tasks	Frequency
Litter/debris removal and general tidying on and adjacent to parklet	Daily
Litter/debris removal from under the parklet platform, including the gutter	Weekly or as needed
Surface cleaning (e.g. sweeping, power washing/hosing)	Weekly or as needed
Plant watering and maintenance	Weekly or as needed
Graffiti removal	As needed
Parklet structural maintenance	As needed
Maintenance of parklet surface materials (e.g. painting, staining, etc.)	As needed



8. FUNDING STRATEGY

Parklet sponsors are responsible for all design, construction, permitting, and maintenance costs. Parklet proposals must include a brief description (maximum 300 words) explaining your strategy for financing parklet design, permitting, construction, and ongoing maintenance as well as an estimated budget worksheet. It is important to have a clear and realistic budget and funding source for all periods in the parklet life cycle in order to avoid delays in getting your parklet installed and to keep your parklet well-maintained once on the ground.

If fundraising from outside sources is part of your financing strategy (e.g. crowd-source, grants, etc.), please summarize the progress toward your budget goal and provide an estimated timeline for meeting it. Submittal of a budget worksheet is required whether your parklet is self-financed or supported from outside sources.

Sample Budget Worksheet

Soft Costs Design, engineering, permitting, insurance, labor, maintenance, etc.		
Item:	Funding Source:	Amount: \$
Designer/Architect		
Structural engineer		
Parklet permit		
Liability insurance		
Contractor labor		
Regular cleaning and graffiti abatement		
Ongoing maintenance and repairs		
TOTAL:		

Hard Costs Materials, supplies, equipment, hardware, etc.		
Item:	Funding Source:	Amount: \$
Construction materials		
Parklet hardware (soft hit posts, wheel stops, signs)		
TOTAL:		



2

DESIGN DEVELOPMENT & PERMITTING



FROM PROPOSAL TO DESIGN DEVELOPMENT

Once Parklet Program staff has reviewed and approved your parklet proposal and your proposed location clears the public notification process, you will develop your parklet design. You will have 60 days to submit your first set of design drawings once invited to do so.

We recommend that you work with a professional designer or architect to help refine your vision for the parklet and facilitate navigation of the City's permitting process, as well as design and construction challenges. During this phase of the project, much of the communication will likely happen between SF Planning staff and your designer.

Designing a parklet is an iterative and collaborative process. City staff will work with you to ensure that your parklet is designed to a high standard that meets the intent of the Parklet Design Standards and Guidelines and is safely constructed and accessible to all.

DESIGN DRAWINGS

At the end of the design process, you will need to submit a complete design drawing set. This is a collection of drawings that explain how your parklet will look, how its design addresses all applicable standards and guidelines, what materials it will be made of, and how it will be assembled. All drawings must include detailed dimensions and be submitted in *PDF* tabloid (17 x 11 inch) format. Below is an overview of the drawings you will need to submit; the City will send you a detailed list once your Parklet Proposal is accepted into the Program. If you would like to see examples of design drawing sets that were successfully approved, please contact SF Planning.

1. Parklet Location and Context Plan. Shows the proposed parklet footprint in relation to the surrounding streetscape context, including the adjacent building(s), sidewalk width, curb cuts or driveways, traffic lane, surface utilities, etc. See *Sample Site Plan* on page 16 for an example.

2. Accessibility Plan: Shows how your parklet meets the required ADA Accessibility standards. See sample accessibility plan on page 36.

3. Detailed Site Plan. Shows the furnishings, planting, bike racks, lighting, or other amenities included on the proposed parklet.

4. Elevations from all sides. Horizontal orthographic projections of the proposed parklet.

5. Sections. These are “cut-through” drawings of your parklet design that articulate complex design elements such as how accessibility is provided, how drainage is achieved at the gutter, or how the parklet is assembled.

6. Construction Details. These drawings show how your parklet will be assembled or constructed. A proposed materials palette should be included.

7. Renderings and Perspectives. Illustrative renderings and perspectives are optional but recommended.

The City expects the parklet to be constructed with the materials and forms depicted in the final design drawing set. Substitute materials must be of equal quality to the original material proposed. If you are unsure if a replacement material meets this threshold, contact SF Planning.

APPLICATION SUBMITTAL, FEES & PERMITTING

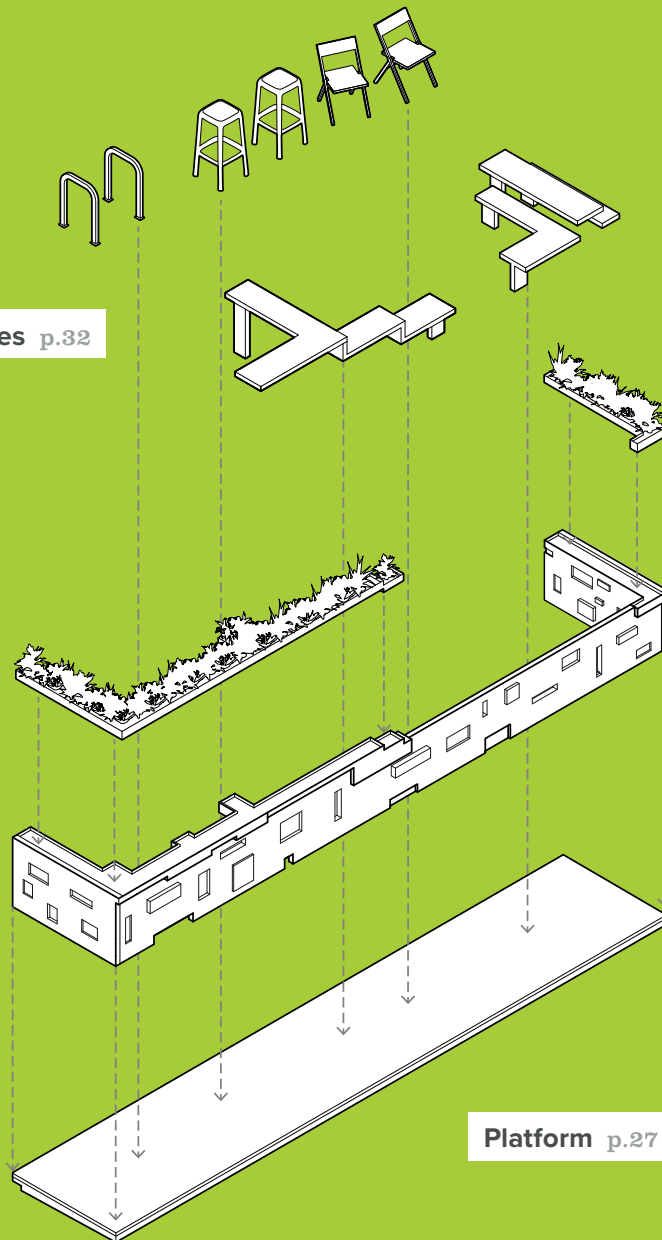
After your design has been approved by all three City agencies with jurisdiction over the Parklet Program, you will be invited to submit your Parklet Permit Application and pay the permit fees to Public Works. Once your complete application and fees are received, your parklet permit will be issued. For more details on this process, see the *Parklet Process Overview* on page 8.

PARKLET DESIGN STANDARDS & GUIDELINES

Amenities p.32

Enclosure p.30

Platform p.27

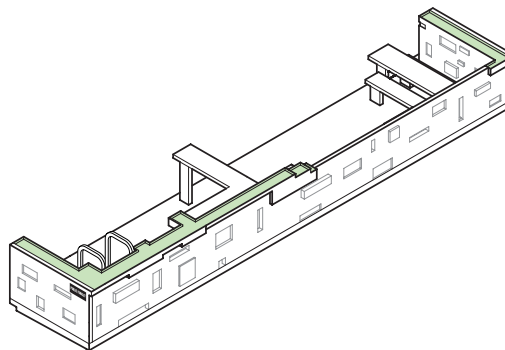


INTRODUCTION

This section of the Parklet Manual describes the elements necessary to incorporate into your parklet design and include in your parklet design drawings. The requirements fall into two categories: standards and guidelines:

- **Standards** are objective and typically quantifiable specifications and requirements. Standards are denoted by the following marker **S.1**
- **Guidelines** are also requirements but are inherently more subjective and therefore require discretionary interpretation by Parklet Program staff. Guidelines are denoted by the following marker **G.8**

Throughout the design development process, Program staff will work closely with you and your designer to make sure your parklet includes all required design elements.



THINGS TO REMEMBER

PARKLETS ARE PUBLIC

They are public spaces and should be open and welcoming to passersby, whether or not they patronize your business. The Parklet Program encourages providing amenities that will be accessible to the public, even outside of business hours.

NO ADVERTISING

Logos, advertising, or other branding is prohibited. A small unobtrusive plaque recognizing project sponsors and material donors may be acceptable.

SMART DESIGN

Parklets may sit atop buried infrastructure and utilities such as gas lines, sewer and water mains. Parklets should be designed for easy removal and storage in case of emergency or required roadwork. No parklet component may weigh more than 200 pounds per sq. foot.

INDEMNIFICATION OF THE CITY

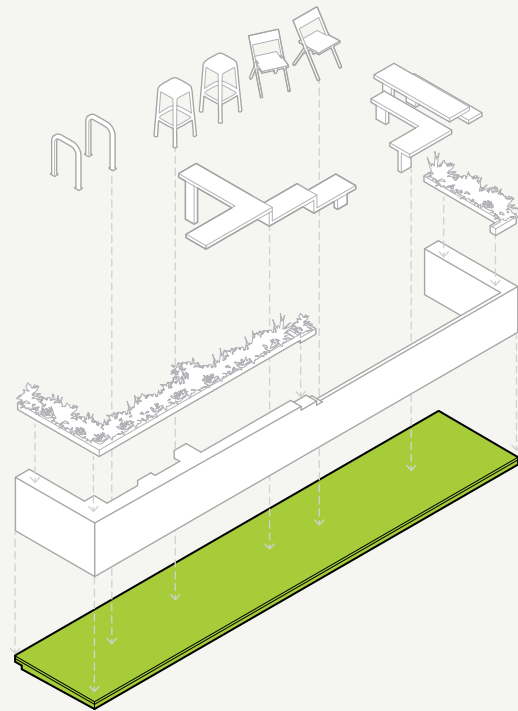
Disclaimer: These are guidelines and may not be required in all cases. Similarly, there may be instances where City staff requires additional design interventions not covered in these guidelines. Your parklet approval is ultimately subject to the discretion of the City and County of San Francisco.

Parklet Platform

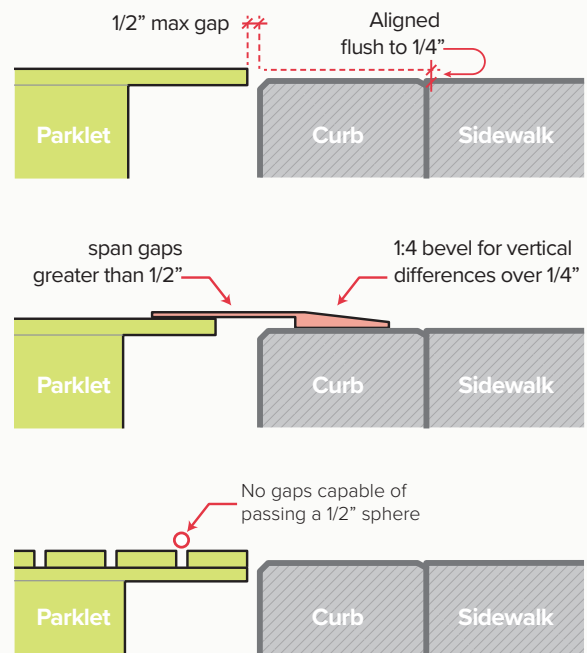
The parklet platform serves at the foundation for your parklet, and as such, must be thoughtfully designed to handle the wear and tear of the elements, to be accessible, and to respond to the local environment. The following standards should guide your design.

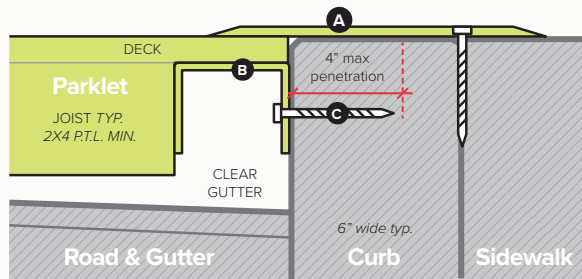
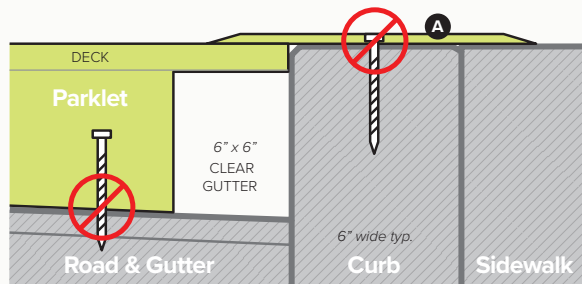
S.1 Platform threshold. The deck of the parklet platform shall be flush with the sidewalk without a horizontal or vertical separation greater than 1/2 inch. Vertical separations between 1/4 inch and 1/2 inch high shall be beveled with a slope not steeper than 1:4 (25%). Where the parklet fronts existing driveways or curb ramps, the driveway area or curb ramp shall be temporarily levelled for the duration of the Parklet's installation.


In the case of a sloping street, staff will work with the designer to address issues of access. See *Design for Accessibility* later in this section.



S.1 Platform Threshold



S.2 Bolting

- A** THRESHOLD BY INSTALLER.
(typ. plate edge ground to 1:4 or fill material btw curb and parklet deck)
- B** STEEL ANGLE / CONNECTOR HARDWARE BY INSTALLER.
- C** TAPCON SCREW.
Max. diameter 3/8". Min. spacing btw screws 24" on center. Max. curb penetration 4".
-  UNACCEPTABLE PENETRATIONS

S.2 Bolting. Bolting into the street or penetrating the surface of the road in any way is strongly discouraged. Parklets may be bolted to the existing curb, but only with a restoration plan and performance bond posted by the parklet sponsor.

S.3 Concrete. In general, poured concrete platforms are discouraged as they impede water flow on the street during heavy rain events; they will be considered on a case-by-case basis. If poured concrete is used, the concrete cannot be poured directly onto the road surface. A plastic slip-sheet or similar must be used to prevent the concrete from binding to the roadbed below. To facilitate easy removal of the parklet, the concrete floor should not include structural rebar and must weigh less than 200 pounds per square foot.

Platforms consisting of concrete pavers mounted on a metal frame are a recommended alternative to poured concrete as they are durable, easy to de-install, and permit water flow under the parklet.

S.4 Surface materials. Loose particles, such as sand or loose stone, are not permitted on the parklet. Platform surface materials must be textured or treated with a non-skid coating to ensure a safe walking surface.

S.3 Concrete**S.4 Surface Materials**

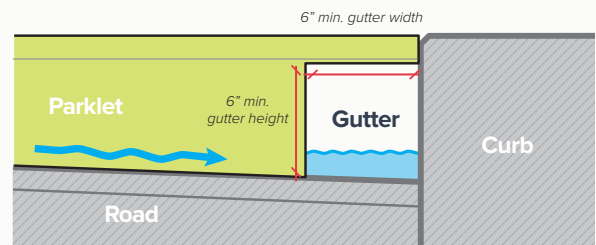
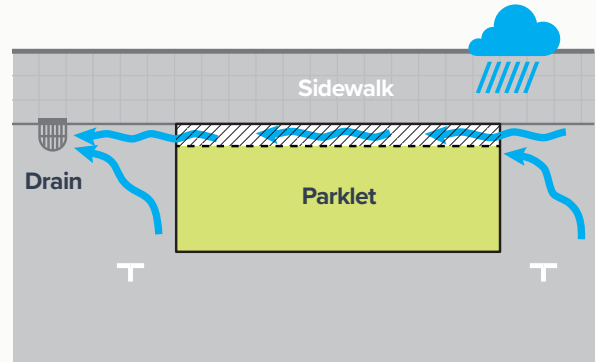
S.5 Drainage. Parklets cannot impede the flow of curbside drainage. A 6 inch by 6 inch minimum clear gutter space must be provided along the entire length of the parklet adjacent to the curb. Openings at either end of the parklet may be covered with screens to prevent debris buildup beneath the deck and in the gutter.

S.6 Maintenance access. Parklets must be designed to provide access under the platform to allow for maintenance (i.e. repairs or clearing debris). If the platform base is not a solid mass, access can be provided through access panels, removable pavers, or other means.

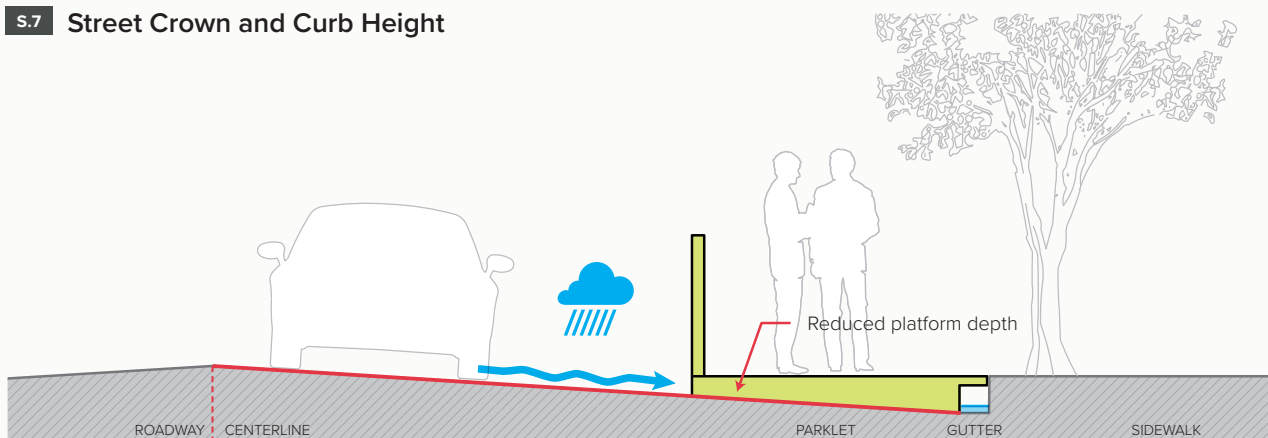
All parklets must provide access through the parklet platform or threshold to the gutter adjacent to the curb.

S.7 Street crown and curb height. Most San Francisco streets slope upward from the gutter towards the centerline of the street. The gutters are typically edged with a six-inch-high curb. This ensures that stormwater flows towards the curb and gutter during a rainstorm. The curb is intended to prevent water from jumping the curb and flooding adjacent buildings. Applicants and designers are strongly advised to take field measurements before beginning design to ensure the proposed platform solution will fit within the allotted space and satisfy all slope and accessibility requirements for the finished deck.

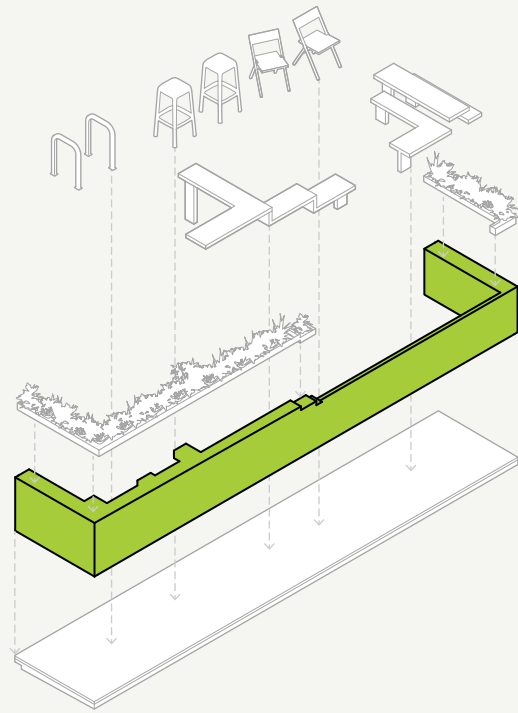
S.5 Drainage



S.7 Street Crown and Curb Height



Parklet Enclosure



The parklet enclosure marks the boundary between the parklet and the street or sidewalk. It should serve as a safe edge while also being visually appealing, permeable, and inviting. The following standards and guidelines should inform your design.

G.8 Edge buffers. Depending on the location, the parklet should have an edge as a buffer from the street. This can take the form of planters, railing, cabling, or some other appropriate enclosure. The height and scale of the buffer required will vary depending on local context. For example, on some low-traffic streets, a continuous edge may not be required. If cable railing is used, spacing between cables cannot exceed 5 inches. For more information see *Accessibility* later in this section.

S.9 Overhead structures. The minimum vertical clearance for an overhead structure within the parklet's footprint (e.g. a pergola) is 84 inches above platform grade. A structural engineer may be required to stamp your drawings if your proposal includes an overhead structure. When located near intersections (including STOP controlled intersections), overhead structures are required to meet SFMTA's visibility

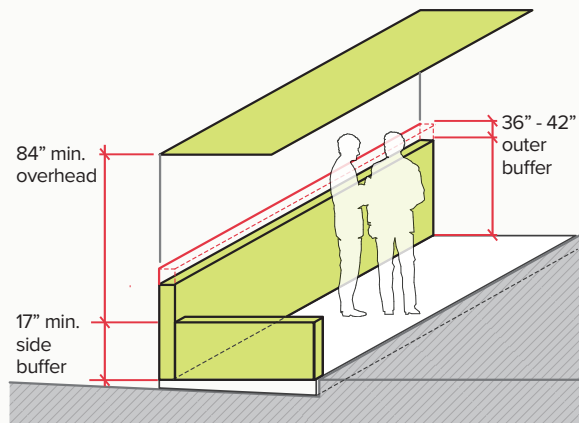
standards. A parklet shall not obstruct motorists' visibility of at least two traffic signals (traffic lights) from 200 feet away from a signalized intersection. Overhead elements that span the sidewalk and connect the parklet to the adjacent building façade are generally not permitted but may be considered on a case-by-case basis.

G.10 Maintain a visual connection to the street. Designs should allow pedestrians on either side of the street to see into the parklet. Continuous opaque walls above 42 inches that block views into the parklet from the surrounding streetscape are highly discouraged.

G.11 Extend the sidewalk. Parklets should be designed as an extension of the sidewalk, with multiple points of entry along the curbside edge.

G.12 Consider the back of the parklet. While not visible from the sidewalk, the outside of the parklet enclosure is highly visible from across the street. Large blank walls can be an invitation for tagging. This can be mitigated by adding visual interest like pattern, color, modulation and planting.

G.8 S.9 Edge buffers and overhead structures



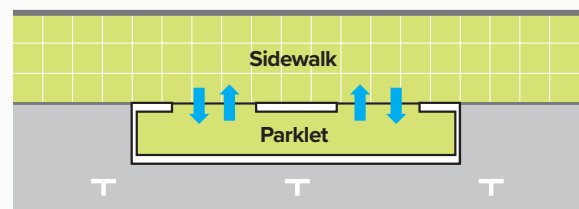
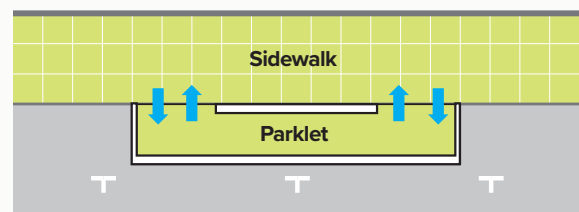
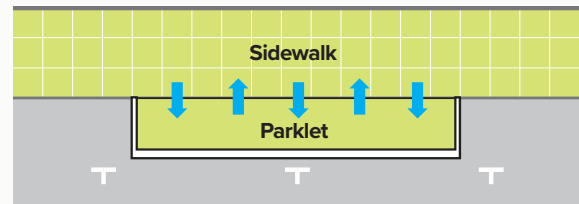
G.10 Maintain a visual connection to the street



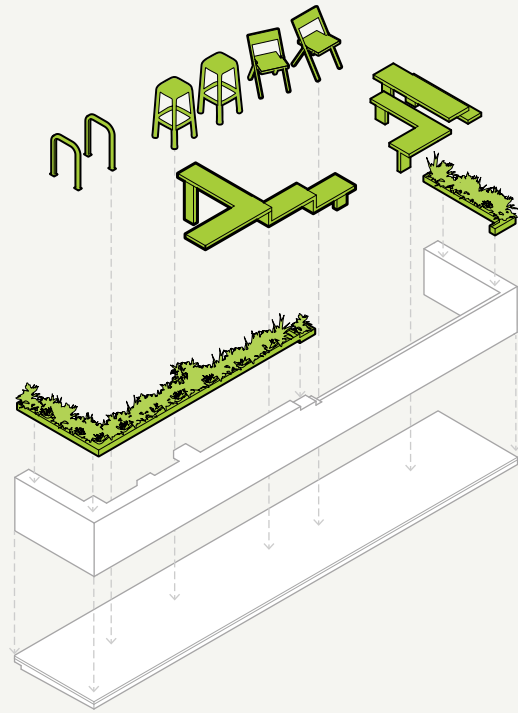
G.12 Consider the back of the parklet



G.11 Extend the sidewalk



Parklet Amenities



Parklet amenities include seating, planting, bike racks, lighting, and other elements that invite passers-by to gather, linger, and help activate our streets. The following guidelines should inform your design.

G.13 Integrate amenities into the parklet structure.

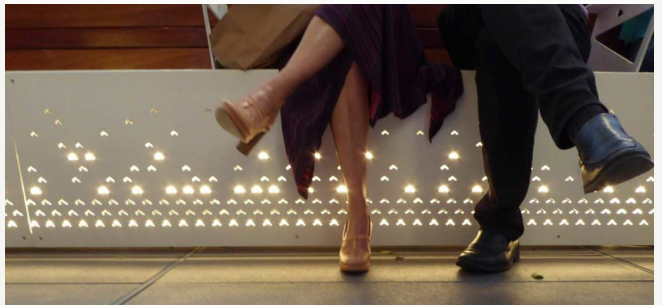
Parklets should include some permanent seating integrated into the parklet structure. This ensures that the parklet still feels welcoming after moveable furniture like tables and chairs are put away outside of business hours.

G.14 Diversity of form leads to diversity of use. A diversity of form helps to ensure that your parklet design will be accessible and comfortable for a wide variety of users. The creative integration of seating and tabletop elements into a parklet structure can take many forms including traditional seating, railings designed for leaning, narrow benches, single-seat benches, and seating steps.

G.15 Movable elements. If you choose to use movable tables, chairs and benches, they must be different from the furniture that you may currently use 1) inside your business and/or 2) on the sidewalk as part of your Café Tables and Chairs Permit.

G.16 Integrated planting is strongly encouraged. Native plants, plants that provide habitat, and drought-tolerant plants are encouraged. You can see a list of recommended species for your proposed location at sfplantfinder.org.

G.17 Lighting. Lighting elements are strongly encouraged, but electrical connections to buildings will require a separate electrical permit and are generally discouraged. Applicants interested in lighting are encouraged to utilize solar-powered lighting to avoid the time and expense involved in running electricity from an adjacent building.

G.13 Integrate amenities into parklet structure**G.16** Integrated planting**G.14** Diversity of form**G.17** Lighting**G.15** Movable tables and chairs

G.18 Bicycle parking integrated into the parklet structure



G.18 Bicycle parking on the parklet platform



G.18 Bicycle parking adjacent to parklet



G.18 Incorporated bicycle parking. Integrated bicycle parking is strongly encouraged. Bicycle parking can be incorporated into the parklet proposal in the following ways:

- Custom bicycle racks integral to the parklet structure.
- On the parklet platform. Applicants may wish to install bicycle racks on top of the parklet platform.
- On-street (adjacent to the parklet). The SFMTA can design and install the bicycle corral adjacent to a parklet under a separate application process. If you plan on incorporating an SFMTA bicycle corral into your parklet design, you should leave a minimum of 15 feet of roadway space adjacent to the parklet for the bicycle corral.

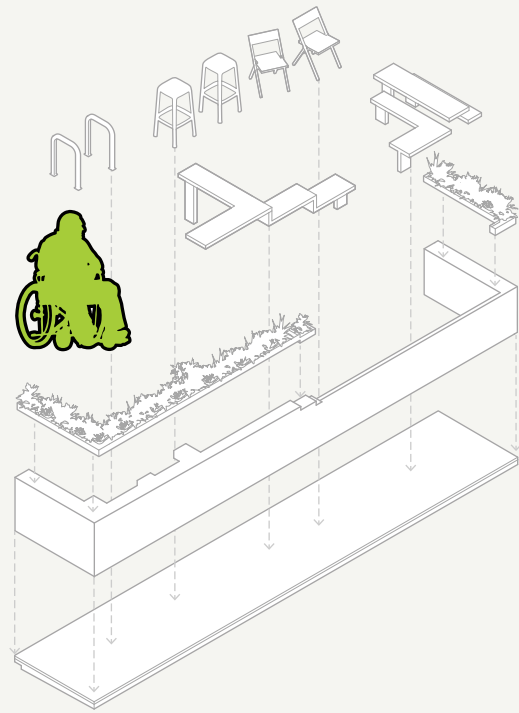
Please refer to SFMTA's Bicycle Parking: Standards, Guidelines, Recommendations at www.sfmta.com/reports/bicycle-parking-standards-guidelines-recommendations

Accessibility

The Parklet Program seeks to make all parklets accessible to and usable by individuals with disabilities. All accessibility elements of the proposed Parklet shall be designed, constructed and/or conform to the applicable provisions, rules, regulations and guidelines of the: San Francisco Building Code (SFBC), Americans with Disabilities Act 2010 Standards accessibility requirements (ADAAG), and other design criteria included in Public Works Order No. 183,392 for Temporary Sidewalk Extensions (Parklets). For more details, see the *Supplement: Accessibility Elements for Parklets* on page 51.

S.20 Accessible Path of Travel. An accessible path of travel must connect the sidewalk to the accessible entry, deck surface, wheelchair turning space and wheelchair resting space. See the Figure on page 36.

The accessible path must be a minimum of 48 inches wide on the sidewalk and not pass over tree wells. Once on the parklet's deck surface, the parklet path must be a minimum of 36 inches wide.



S.21 Accessible Entry. The accessible entry is where the accessible path crosses the threshold from the sidewalk to the deck surface. An ideal parklet entry should be located in an unobstructed area where there is the least amount of running slope along the sidewalk and curb.

ACCESSIBILITY SUPPLEMENT

Additional details on accessibility requirements are included in the **Supplement: Accessibility Elements for Parklets** on page 51. Be sure to review the supplement, particularly if your parklet has unique site conditions or design elements.

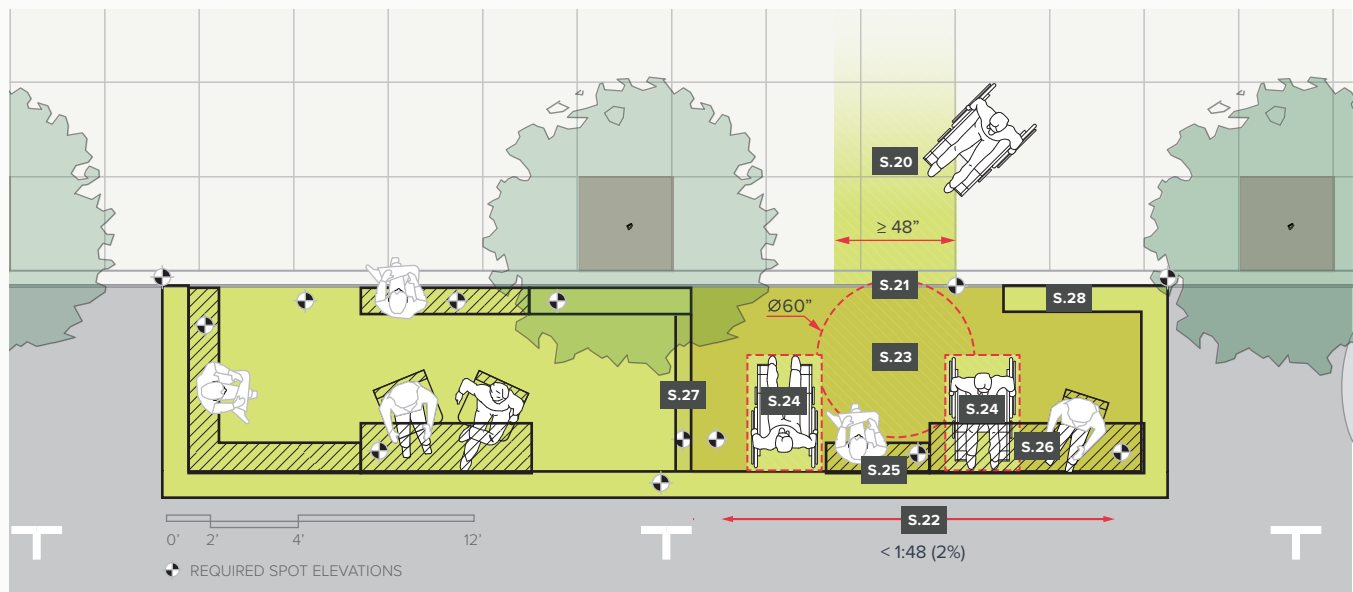
S.22 Accessible Deck Surface. The portion of the parklet deck connected by the accessible path of travel to the wheelchair turning space and wheelchair resting space must be level. The accessible deck surface maximum cross slope (perpendicular to the sidewalk or curb) cannot exceed 1:48 (2%). The accessible deck surface maximum running slope (parallel to the curb) cannot exceed 1:48 (2%)

For other deck surfaces, the running slope may not exceed 1:20 (5%). The deck surface shall all be on one level unless the change in level is served by a ramp, additional parklet entries, or otherwise permitted on a case by case basis. When stairs or ramps are permitted, they must meet all building code requirements for rise, run, width, handrails, and contrasting stair striping for the visually impaired.

S.23 Wheelchair Turning Space. A Wheelchair Turning Space allows for wheelchair users to make a 360 degree turn. This clear area shall be 60" in diameter and located entirely within the Parklet; a 12-inch maximum overlap on the curb and sidewalk is acceptable.

S.24 Wheelchair Resting Space. A Wheelchair Resting Space has a 30- by 48-inch clear floor area. The Wheelchair Resting Space is permitted to overlap the Wheelchair Turning Space by 24 inches maximum in any orientation.

S.25 Wheelchair User Companion Seating. If fixed seating is part of your parklet design, it shall be configured to accommodate companion seating for a wheelchair user. The Wheelchair Resting Space shall permit shoulder-to-shoulder alignment adjacent to one side of the fixed seat.



S.26 Equivalent Facilities. Where tables, counters, or drink rails are provided, at least one of each feature should be wheelchair accessible.

The top surface height of wheelchair accessible tables, counters and or drink rails should be 28 inches to 34 inches above the Deck Surface. Wheelchair accessible tables and counters shall be approachable from the front and provide an unobstructed knee clearance that is at least 27 inches high, 30 inches wide and 19 inches deep. When movable tables are provided in lieu of fixed, at least one of the movable tables must also be accessible.

Where drink rails are provided, a 60 inch long portion of a drink rail shall have 36 inch wide and level space adjacent to it for a side-approach by a wheelchair user.

S.28 Terraced or Multi-Level Parklets. For parklets proposed on streets with grades that exceed 5%, a terraced parklet with two or more habitable decks is acceptable. At least one of these terraces must be wheelchair accessible and provide equivalent seating, tables, and countertop facilities to those found in other habitable terraces.

The accessible terrace will require a wheelchair accessible entry from the sidewalk. The wheelchair accessible entry may be achieved with a structure on the sidewalk within the sidewalk furnishing zone that provides transition between the sidewalk and parklet deck.

Passage between terrace levels may be achieved with a ramp with a running slope not to exceed (1:20) 5%; steps or stairs. Any step or stair will require a warning strip at the nose of the step and handrails per California Building Code.

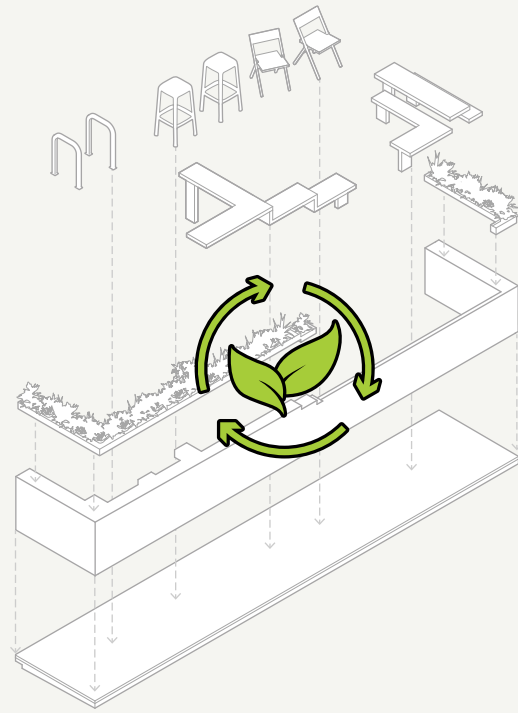
S.21 Accessible Entry



S.28 Terraced/multi-level parklet on a slope



Sustainable Design and Construction



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, beautiful, sustainable, and healthy.

G.29 Locally sourced materials. Sourcing locally produced materials for your parklet supports our local economy and reduces the imbedded carbon footprint of the final structure by reducing transportation costs.

G.30 Recycled and reclaimed materials. Choosing recycled and reclaimed materials for your parklet can reduce construction costs and keeps materials out of landfills.

G.31 Low emission materials. Choosing paints, stains, glues, and other materials that emit zero or low levels of volatile organic compounds (VOCs) helps improve air quality as well as the health of the people who are constructing your parklet.

G.32 Avoid plastic. Plastic of any kind, including plexiglass, is strongly discouraged.

G.33 Materials that are easy to maintain. Have a strategy for removing graffiti, and replacing or repairing damaged parklet features such as plants, railings, or other elements. Whereas some materials may cost more initially, they may ultimately save money in maintenance costs. For example, aluminum costs roughly three times as much as steel but when tagged, it can simply be cleaned with acetone. Project sponsors are ultimately responsible for making sure that their parklet is kept clean and in good repair.

S.34 Sustainable timber products. By City and County of San Francisco Code, parklets may not use tropical hardwood or virgin redwood. This includes FSC-certified wood products.

S.35 No pressure treated wood or plywood. Pressure treated lumber or plywood wood are not allowed in places where they will be visible.



CONSIDER THE RAINFORESTS!

No tropical hardwood in the construction of your parklet.





3

FABRICATION AND INSTALLATION





Required Materials

You will need to purchase all the following materials before you begin construction.

NO PARKING SIGNS

Clear the area for installation by placing temporary **NO STOPPING** signs at the parking spaces that your parklet will occupy a minimum 72 hours before installation. You will need to register for the **NO STOPPING** signs on the Public Works website. After registering, you will be prompted to download the template and print the **NO STOPPING** signs. As the permittee, you are responsible for maintenance, upkeep, and replacement of the signs should they get removed.

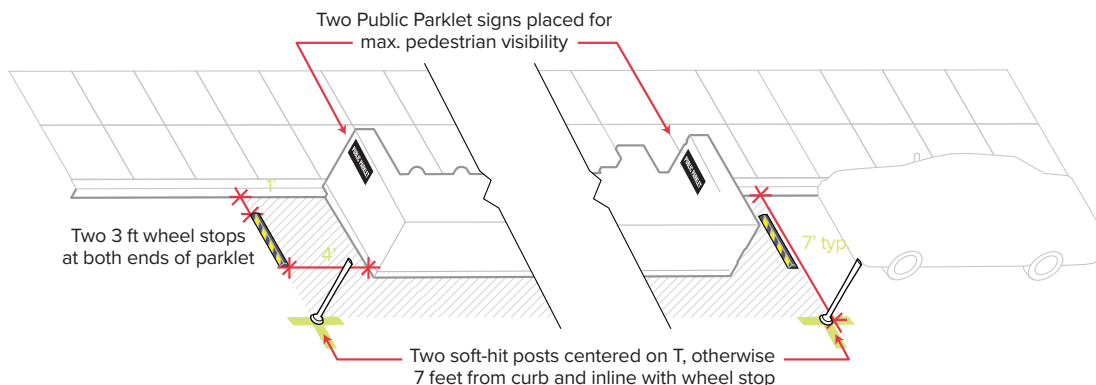
To register for a temporary **NO STOPPING** sign please visit:
<https://sfpublicworks.org/services/permits/temporary-occupancy>



SOFT-HIT POSTS

Purchase two standardized safe-hit posts, one for each end of the parklet. You may purchase the posts from any vendor, but they must meet these specifications:

- Safe Hit Type 2 Guide Post
- 36 inches tall, White
- Surface Mount Pin Lock Base.
- Butyl Adhesive Pad or 10 oz. Epoxy Kit



WHEEL STOPS

You may purchase the stops from any vendor, but they must meet these specifications:

- 3 feet long
- Black rubber with yellow stripes
- Mounted with bolts
- Installed four feet from outside ends of Parklet which occupies parallel parking spaces. The City will advise you on placement for parklets in diagonal or perpendicular parking spaces
- Installed 12 inches from the curb



PUBLIC PARKLET SIGNS

The applicant is required to have two “Public Parklet” signs fabricated and to install them on the parklet. You may purchase signs from any vendor, but you must use the design, format, and material specified by the City. SF Planning will send you the file for printing the sign. Final placement of the signs will be reviewed by a Public Works Inspector to ensure optimum visibility.

Parklet signs are available in English, Spanish, Cantonese, and Tagalog; at least one required parklet sign must be in English, but it is recommended that parklets in or adjacent to neighborhoods with a significant population of residents who are not English speakers also install appropriate non-English signage.



0.125" ANODIZED ALUM WRAPPED WITH LAMINATED DIGITAL PRINT.
APPLIED WHITE COPY - REFLECTIVE



Inspections & Installation



REMOVAL OF PARKING METERS & BICYCLE RACKS

You or your contractor are required to notify SFMTA and Planning 3 weeks before beginning any site work if your parklet requires removal of any parking meters or bicycle racks on the sidewalk. SFMTA will remove the parking meters and bicycle racks.

Schedule Removals

SFMTA

Email SFMTA staff to schedule parking meter and/or bicycle rack removal. Failure to schedule ahead of time may delay parklet installation. SFMTA can be reached at:

sustainable.streets@sfmta.com



PRE-INSTALLATION SITE INSPECTION

You or your contractor are required to notify Public Works and SF Planning at least 10 days before beginning any site work to schedule a pre-installation site inspection. The Public Works inspector will need to review your permit documents before she or he can authorize you to begin construction, so be sure to bring a copy of the permit and final design drawings to the meeting. The purpose of this meeting is to post signage if required, confirm permit requirements, establish time frames for additional inspections, and review sidewalk and roadway conditions to ensure safety in the parklet area.



INSTALLATION

Once you've received your permit, completed your pre-installation site inspection meeting, and assembled all of your materials, you may begin constructing and installing your parklet. On-site construction and installation should be completed within 30 days. Remember to keep your work site clean and make sure the sidewalk adjacent your parklet installation remains unobstructed and accessible to all pedestrians.

Schedule Inspections

SFPW

Email Public Works to schedule site inspections. Failure to schedule either Pre-Installation and Post-Construction Inspections may lead to fines. Public Works can be reached at:

parklets@sfdpw.org



POST-CONSTRUCTION SITE INSPECTION

You or your contractor are required to notify Public Works and SF Planning within 2 days of the end of parklet construction to schedule a Post-Construction Site Inspection. This inspection will verify that the parklet was built to reflect the features, dimensions, and materials specified in your final Design Drawings. Be sure to bring a copy of the permit and final design drawings to the meeting to review with the inspector.



PARKLET SPONSOR RESPONSIBILITIES





Host Responsibilities



PARKLETS ARE PUBLIC

Parklets are free and open to all members of the public to use, regardless of whether or not they patronize your business. For example, a restaurant employee is not allowed to ask someone to leave a parklet to make space for customers who wish to sit there. Table service is prohibited at parklets, as are place settings and the placement of condiments or napkins. If your business is a restaurant or café, your customers will need to pick up their food and beverages inside at the counter rather than have your wait-staff serve them in the parklet. You are allowed to bus tables in the parklet to ensure it remains clean and well maintained.

UPKEEP & MAINTENANCE

You are required to keep your parklet well maintained and in good repair under the conditions of approval of your permit. Parklet sponsors are required to develop and submit a maintenance plan for keeping the parklet safe, free of debris, grime, and graffiti, and to keep all plants in good health.

Parklet sponsors are required to sweep the area surrounding the parklet and keep it litter-free as City street sweepers are unable to reach the curb-line immediately adjacent to your parklet.



You must rinse out and clean debris from the area under the parklet at least once a week. The Department of Public Health may require you to provide pest abatement beneath the parklet platform.

Parklets that have been installed for several years will likely require renovations from time to time due to wear and tear from daily use and prolonged exposure to the elements.

PERMIT RENEWAL & INSURANCE

The fee to renew a parklet permit is set in the Public Works Code, and may be adjusted annually to account for inflation. Public Works renews parklet permits every February (Public Works will prorate your permit fee for the first year, and bill you for the full fee each year after that). See the *Parklet Fee Schedule* for the most updated fee amounts. Remember to make sure your insurance is up to date when you renew your permit.

If significant public concern is expressed about the installation or stewardship of your parklet, Public Works may conduct a public hearing before a Public Works Hearing Officer to determine if your parklet permit should be renewed.



CHANGE OF OWNERSHIP

If your business changes ownership, you will either need to remove your parklet or transfer the permit to the new owner. To transfer the permit, you must submit to Public Works a letter signed by both you and the new parklet sponsor agreeing to the transfer. Additionally, the new parklet sponsor must submit:

- A signed Parklet Host Agreement Form
- A copy of their business certificate
- A copy of their certificate of Insurance for general liability
- Completed Parklet Permit Application and the associated fee

You retain full responsibility for the parklet until such time that the new sponsor's permit is officially approved by Public Works. For more details on permit transfers, contact Public Works.

REMOVAL

Self-initiated removal. If for some reason you decide you no longer want to keep your parklet, you are responsible for notifying Public Works and removing it at your own expense. Removal requires an additional permit from Public Works.



Streetscape improvements. As long as your parklet is kept in good repair and remains open to the public, you can renew your parklet permit indefinitely. However, in some instances such as street repaving, utility work, or streetscape redesign, the City may require you to remove your parklet. The City will strive to notify you as early as possible in such instances. Circumstances permitting, you may be able to re-install your parklet after the street improvement has been completed. In such cases, you may need to store your parklet off-site during streetscape construction. You are responsible for the costs of removing, storing, and re-installing the parklet.

Public safety emergencies. Because parklets may sit atop buried utilities, there may be instances where your parklet will need to be removed with little notice. In the unlikely event of a utility failure such as a gas leak that threatens public safety, the City may remove your parklet with little or no notice. You are responsible for the cost of re-installing and restoring any damage to the parklet.

Failure to maintain. Parklet sponsors who fail to properly and sufficiently maintain the cleanliness, safety, and accessibility of their parklet may be subject to violations and fines. If maintenance issues are not resolved, parklet sponsors may be required by Public Works to remove the parklet at their own expense.



REPORTING FOR IMPACT STUDIES

With demand for parklets growing in San Francisco and elsewhere, more street space is being converted to public space. The program has inspired cities across the world to undertake similar initiatives.

The City is interested in better understanding and documenting the social and economic effects that parklets may have on our streets, businesses, and commercial districts. You may be asked to respond to City-issued surveys which report information that will assist with assessments and studies of the Parklet Program. Your participation in these efforts is greatly appreciated, and will help to inform others about the effects of these one-of-a-kind installations.

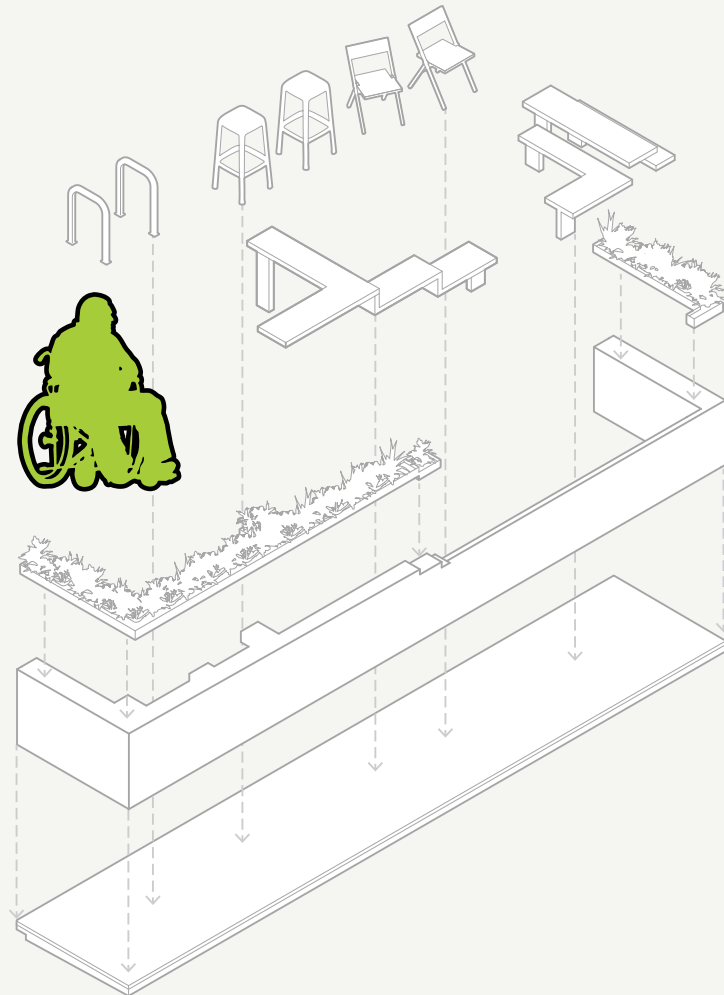


POTENTIAL PUBLIC HEARING

Remember to keep your parklet and surroundings clean and to operate within the guidelines set by the City. If you don't meet basic operating requirements, neighbors may have grounds to file complaints with the City. Unabated issues could result in significant fines and/or a Public Hearing with the Board of Permit Appeals regarding your parklet. Depending on the nature and volume of unabated complaints, the Board of Permit Appeals may decide to revoke your parklet permit.



SUPPLEMENT: ACCESSIBILITY ELEMENTS FOR PARKLETS



Accessibility Elements for Parklets

The City and County of San Francisco seeks to make its public realm accessible to and usable by individuals with disabilities. This goal extends to Parklets, which become an extension of public sidewalks and pedestrian open space. All accessibility elements of the proposed Parklet shall be designed, constructed and/or conform to the applicable provisions, rules, regulations and guidelines of the: San Francisco Building Code (SFBC), Americans with Disabilities Act 2010 Standard's accessibility requirements (ADAAG), and other design criteria included in Public Works Order No. 183,392 for Temporary Sidewalk Extensions (Parklets). The required standards and guidelines on the following pages are intended to supplement and expand upon the accessibility requirements in *Section 2: Accessibility* on pages 35-37.

A. REQUIRED ACCESSIBILITY FEATURES

Sidewalk Condition and Maintenance. The sidewalk abutting the Parklet shall be in a state of good repair and maintenance, with a grade of no more than 5% running slope at the Parklet Entry. Sidewalk flags or cracks shall not exceed ½ inches in vertical change of elevation or in horizontal separation. Vertical changes between ¼" and ½" high shall be beveled. Tree well areas shall be filled level to the sidewalk surface.

S.20 Parklet Path. A Parklet Path is an accessible route that connects the sidewalk to the Parklet Entry, Deck Surface, Wheelchair Turning Space and Wheelchair Resting Space.

The Parklet Path shall be 48 inches wide minimum on the sidewalk and not pass over tree wells. Once on the parklet's Deck Surface, the Parklet Path shall be 36 inches wide minimum.

The cross slope along any portion of the Path shall not exceed 1:48 (2%).

S.21 Parklet Entry and Deck Surface. The Parklet Entry is where the Parklet Path joins the parklet's Deck Surface. An ideal Parklet Entry should be located in an unobstructed area where there is the least amount of running slope along the sidewalk and curb.

Any openings between the sidewalk and the Deck Surface shall be flush, without a horizontal or vertical separation that would allow the passage of a 1/2 inch sphere.

Where the curb or a portion of the curb is damaged, has settled lower than the deck surface, or has a separation greater than 1/2 inches, a continuous threshold unit shall span from the deck to the sidewalk surface over the curb. Changes in level from the top surface of the threshold material and the deck or the sidewalk shall not exceed 1/2 inches maximum. Vertical changes in level of 1/2 inches high maximum are permitted, and changes in level between 1/4 inches and 1/2 inches shall be beveled with a slope not steeper than 1:4 (25%).

Where the Deck Surface edge abuts existing driveways or curb ramps, the driveway area or curb ramp shall be temporarily filled-in for the duration of the Parklet's installation.

Changes in level of 1/2 inches high maximum may be vertical. Changes in level 1/4 inches to 1/2 inches high maximum shall be beveled with a slope not steeper than 1:4 (25%).

S.22 Deck Surface. The Parklet's Deck Surface shall be firm, stable, and slip resistant.

The Deck Surface's maximum cross slope shall be no greater than 1:48 (2%) measured perpendicular to the sidewalk or curb.

The Deck Surface's maximum running slope (parallel to the curb) is 1:48 (2%) for the Wheelchair Turning Space, the Wheelchair Resting Space and the routes that connect them. For other Deck Surfaces, the running slope may not exceed 1:20 (5%) unless otherwise permitted through one of the Exceptions discussed in a *Public Works Request for Determination of Technical Infeasibility*. The Deck Surface materials shall be installed with no gaps larger than would permit the passage of a 1/2 inch sphere. Elongated openings shall be placed so that the long dimensions are perpendicular to the dominant direction of travel.

The Deck Surface shall be one single level unless the change in level is served by a ramp, additional Parklet Entries, or otherwise permitted on a case by case basis. When stairs or ramps are permitted, they must meet all building code requirements for rise, run, width, handrails, and contrasting stair striping for the visually impaired.

S.23 Wheelchair Turning Space. A Wheelchair Turning Space is a circular area 60" minimum in diameter for use by a person with mobility aid to make a 360 degree turn. This space shall be located entirely within the Parklet, unless otherwise approved. The maximum encroachment shall be 12 inches over the curb and sidewalk unless otherwise permitted on a case by case basis. Within this space there shall be no cross slope in any direction that is greater than

1:48 (2%). Alternatively a "T" shaped Turning Space is permitted.

S.24 Wheelchair Resting Space. A Wheelchair Resting Space has a 30 inch wide by 48 inch deep clear floor area. The space shall be located entirely on the Parklet deck. Within this space, there shall be no cross slope in any direction that is greater than 1:48 (2%). The Wheelchair Resting Space is permitted to overlap the Wheelchair Turning Space by 24 inch maximum in any orientation to one another. With the exception of knee clearance at tables and counters (see A.9), horizontal protrusions are not permitted at Wheelchair Resting Spaces.

Head Height Clearance. An 84 inch minimum head height clearance is required for the Parklet Path, Parklet Entry, and Wheelchair Turning Space.

Parklet's Positive Edge at Perimeter of Deck Surface. Parklets need a Positive Edge along the open sides the Deck Surface that is parallel to the vehicular traffic lane, to inhibit people who, while lingering, may inadvertently wander into vehicular traffic. Positive Edges serve to reduce potential tripping hazards at drop-offs along open sides of the Deck Surface.

- a. A Positive Edge along vehicular traffic lanes may be achieved by providing a railing 36 to 42 inches in height with openings of no more than 4 inches, or by other means as described in the next paragraph. All railings must be able to withstand a 250 lb. force anywhere and in any direction along the top of the rail from within the parklet. When using a horizontal cable rail or similar flexible design, the barrier shall have a solid cap rail at the top of the barrier, and a solid curb or barrier that is a minimum of 5 inch high at the bottom of the barrier to provide warning to the visually impaired. Top rail assemblies shall be designed to resist a load of 50 plf (0.73kN/m) applied in any direction at the top and to transfer this load through the supports to the structure.
- b. Other means for achieving this Positive Edge can include raised planters no less than 17 inches high and 12 inches deep, built-in seating or other

built-in furnishings no less than 17 inches high and no less than 12 inches deep, dense plantings that visually enclose the space and discourage pass through, bicycle parking arrangements that act to provide a Positive Edge, or some other such similar means. In some instances, such as residential streets, alleys, shared public ways or other non-arterial streets, other barriers may be considered on a case-by-case basis.

- c. Other means for achieving the Positive Edge may be considered on a case-by-case basis. This may include a tactile warning strip at the deck edge, level with the deck. The warning strip must provide sufficient color contrast with the adjacent decking material and roadbed material. Materials and profiles for the tactile warning strip will be considered on a case-by-case basis.
- d. At other areas, for example where the edge is perpendicular to the vehicle traffic lane, where any portion of the Deck Surface's perimeter is 1/2 inch or more above the street, curb, or sidewalk level, the edge shall be positively marked by a vertical element or barrier that is 17 inches minimum in height. These vertical elements shall have visual contrast with the Deck Surface material: either light on dark or dark on light.
- e. On streets of 30 mph or greater, streets with four or more auto lanes, or when parklets are installed along a city truck route, or the MUNI Rapid Network, the parklet edge of deck may necessitate a design intervention that exceeds the minimal thresholds cited above.
- f. In instances where a parklet houses bicycle-racks, gardens, or other such spaces where people are unlikely to linger, the elements described may not be needed. This and other unique conditions will be determined on a case by case basis.

S.26 Tables, Counters and Drink Rails and Benches.

Where tables, counters, drink rails, or benches are provided, at least one of each feature shall be accessible.

- a. The top surface height of wheelchair accessible tables, counters and or drink rails shall be 28 inches to 34 inches above the Deck Surface or ground. A Wheelchair Resting Area shall be provided adjacent to the accessible tables, counters and drink rails, and the Wheelchair Resting Area shall be accessible by a Parklet Path and a Wheelchair Turning Space.
- b. Wheelchair accessible tables, counters, or drink rails shall be approachable from the front and provide an unobstructed knee clearance that is at least 27 inches high, 19 inches deep, and 30 inches wide. When movable tables, chairs, counters or drink rails are provided in lieu of fixed, at least one of the movable fixtures must also be accessible.
- c. A minimum of 36 inches clearance shall be provided between the edge of a table and another vertical obstruction, so that a wheelchair user can maneuver into the knee space.
- d. Where fixed counters are provided, a 60 inches long portion of a fixed counter shall provide the unobstructed knee clearance as listed in Paragraph 9b.
- e. Where drink rails are provided, a 60 inches long portion of a drink rail shall have 36 inches wide and level space adjacent to it for a side-approach by a wheelchair user.
- f. At fixed benches, a Wheelchair Resting Space shall be provided for a shoulder alignment adjacent to one side of the bench.

B. TERRACED OR MULTI-LEVEL PARKLETS

For parklets proposed on streets with grades that exceed 5%, a terraced parklet with two or more habitable decks may be acceptable.

S.26 Equivalent Facilities. At least one of these terraces must be wheelchair accessible and provide equivalent facilities to those found in other habitable terraces. Equivalent facilities can include integral seating (companion seating opportunities), tabletop and countertop features.

S.21 Wheelchair Accessible Entry. The accessible terrace will require and wheelchair accessible entry from the sidewalk. The wheelchair accessible entry may be achieved with a structure on the sidewalk within the sidewalk furnishing zone that provides transition between the sidewalk and parklet deck.

S.28 Ramps, Steps, and Stairs. Communication between terrace levels or between habitable terrace levels and the sidewalk may be achieved with steps or stairs. Per California Building Code, Steps are defined as a change in grade between 4" and 7". Any transition greater than 7" is considered an Edge and will require a Positive Edge (as with the Parklet Perimeter, see section A8).

Warning Strip. Any step or stair will require a warning strip at the nose of the step, pursuant to California Building Code.

Handrails. Any step or stair will require handrails, pursuant to California Building Code.

C. DESIGN & CONSTRUCTION STANDARDS

The Parklet shall meet current construction standards of both the SFBC and ADAAG. The pedestrian route to the Parklet shall meet the Alterations standard of the SFBC (Section 1127B.1 Exterior Route of Travel and 1133B.7.1.3 Walks and Sidewalks, Surface Cross Slopes) and ADAAG (Section 202 Existing buildings and Facilities).

Per Public Works Order No: 183,392 all elements of the above mentioned Parklet shall be constructed and /or installed to conform to the applicable provisions, rules, regulations and guidelines of the:

- a. San Francisco Building Code (SFBC), specifically Chapter 11B SFBC is available for inspection at the San Francisco Main Library or the Department of Building Inspection. <https://sfdbi.org/codes>
- b. The Americans with Disabilities Act (ADA) http://www.ada.gov/regs2010/titleII_2010/titleII_2010_withbold.htm and,
- c. The Americans with Disabilities Act Accessibility Guidelines, 2010 Standard (ADAAG). http://www.ada.gov/2010ADAstandards_index.htm.

PHOTO INDEX

[iv](#) Hosted by Cumaica. Design-build by Anzfer-Farms. Photo by Samuel Heller.

[2 - 4](#) Hosted by Other Avenues Food Cooperative and Seabreeze Café. Designed by Interstice Architects. Photo by Samuel Heller.

[13](#) Hosted by Simple Pleasures Café. Design by Step 3 Studio. Photo by SF Planning.

[18 left](#) Hosted by Ritual Coffee. Design-Build by Boor Bridges Architects. Photo by SF Planning.

[18 right-1](#) Hosted by Repose Coffee Bar and Gallery. Designed by Rod Rossi.

[18 right-2](#) Hosted by B. Patisserie. Designed by RG-Architecture. Photos by SF Planning.

[24 - 25](#) Hosted by Martha Brothers. Design-Build by RG-Architecture. Photo by SF Planning.

[30 left](#) Hosted by Blue Fig. Designed by RG-Architecture. Photo by SF Planning.

[30 right](#) Hosted by Ocean Avenue Community Benefit District. Designed by High School Students through the Youth Art Exchange (YAX), Instructor: Craig Hollow. Photo by Samuel Heller.

[33 top block, clockwise-1](#) Hosted by Ocean Avenue Community Benefit District. Designed by High School Students through the Youth Art Exchange (YAX), Instructor: Craig Hollow. Photo by Samuel Heller.

[33 top block, clockwise-2](#) Hosted by Dandelion Chocolate. Design by Oblio Jenkins. Photo by Dandelion Chocolate.

[33 top block, clockwise-3](#) Hosted by Pizzeria Delfina. Designed by Kevin Hackett and Jessica Wiegley, Siol Design Studios. Photo by SF Planning.

[33 top block, clockwise-4](#) Hosted by Trouble Coffee (Bayview). Designed by Ben Frombgen, Architect. Photo by Ben Frombgen.

[33 mid-page](#) Hosted by Revolution Café, Lolo Resturant, Escape from New York Pizza. Design-build by REBAR. Photo by REBAR.

[33 bottom](#) Hosted by Cinderella Russian Bakery and Cafe. Design by REBAR. Build by LMNOP. Photo by SF Planning.

[35 top left](#) Hosted by Pizzeria Delfina. Designed by Kevin Hackett and Jessica Wiegley, Siol Design Studios. Photo by SF Planning.

[35 mid-page left](#) Hosted by Swissnex. Design by Gehl Studio. Photo by SF Planning.

[35 bottom left](#) Hosted by Just For Fun. Design by RG-Architects. Photo by SF Great Streets.

[35 right block, clockwise-1](#) Hosted by Devil's Teeth Baking Company. Designed by Matrozzi-Pelsinger Builders. Photo by SF Planning.

[35 right block, clockwise-2](#) Hosted by Amandeep Jawa and Kimberly Conley. Designed by Jane Martin. Photo by SF Planning.

[35 right block, clockwise-3](#) Hosted by Cinderella Russian Bakery and Cafe. Design by REBAR. Build by LMNOP. Photo by SF Planning.

[35 mid-page right](#) Hosted by the Museum of Craft and Design. Design by Bionic Landscape. Photo by Bionic.

[35 bottom right](#) Hosted by Dandelion Chocolate. Design by Oblio Jenkins. Photo by Dandelion Chocolate.

[36 top](#) Hosted by Four Barrel Coffee. Designed by Seth Boor, Boor Bridges Architecture. Photo by SF Planning.

[36 mid-page](#) Hosted by Revolution Café, Lolo Resturant, Escape from New York Pizza. Design-build by REBAR. Photo by REBAR.

[36 bottom](#) Hosted by Farm Table. Design by Ogrydziak/Prillinger Architects. Photo by SF Planning.

[39 top](#) Hosted by Ocean Avenue Community Benefit District. Designed by High School Students through the Youth Art Exchange (YAX), Instructor: Craig Hollow. Photo by Samuel Heller.

[39 mid-page & bottom](#) Hosted by Reveille Coffee Co. Design by Piechota Architecture. Photo by Samuel Heller.

[41 clockwise-1](#) Hosted by Trouble Coffee (Sunset). Build by Ajax Oakford. Photo by SF Planning.

[41 clockwise-2](#) Hosted by Cumaica. Design-build by Anzfer-Farms. Photo by Samuel Heller.

[41 clockwise-3](#) Hosted by Café Abir. Designed by Ron Stanford. Photo by SF Great Streets / San Francisco Bicycle Coalition.

[41 clockwise-4](#) Hosted by Four Barrel Coffee. Designed by Seth Boor, Boor Bridges Architecture. Photo by SF Planning.

[41 clockwise-5](#) Hosted by O'Connell High School. Designed by High School Students through the Youth Art Exchange (YAX), Instructor: Kali Gordon. Photo by YAX.

[42-43 spread](#) Hosted by Farm Table. Designed by OGRYDZIAK PRILLINGER ARCHITECTS. Photo by Thomas Benson.

[46 left](#) Hosted by Dandelion Chocolate. Design by Oblio Jenkins. Photo by SF Planning.

[46 right](#) Hosted by Mojo Bicycle Shop & Café. Designed by Riyad Ghannam, RG-Architecture. Photo by SF Planning.

[47 left](#) Hosted by Devil's Teeth Baking Company. Designed by Matrozzi-Pelsinger Builders.

[47 right](#) Hosted by Four Barrel Coffee. Designed by Seth Boor, Boor Bridges Architecture.

[48-49 spread](#) Hosted by Devil's Teeth Baking Company. Designed by Matrozzi-Pelsinger Builders.

[50 left](#) Hosted by Arizmendi Bakery. Designed by Verdon Architects. Photo by Verdon Architects.

[50 right](#) Hosted by Cumaica. Design-build by Anzfer-Farms. Photo by Samuel Heller.

[51 left](#) Hosted by Blue Fig. Designed by RG-Architecture. Photos by SF Planning.

[51 right](#) Hosted by Café Greco. Design-build by Rebar. Photo by Rebar.

[52 left](#) Hosted by Cafe Roma. Design-build by Rebar. Photo by Rebar.

[Front Cover Illustration](#) - María De Alva, SF Planning.

[Diagramatic Illustrations](#) - Robin Abad and Gary Chen, SF Planning.

[Back Cover Photo](#) - Hosted by Devil's Teeth Baking Company. Designed by Matrozzi-Pelsinger Builders.

ACKNOWLEDGEMENTS

Over the years, countless individuals from the City and community have contributed their expertise, talent, and passion for cities to make the San Francisco Parklet Program possible. We thank them all for their dedication and service!

Thanks especially to the parklet sponsors, stewards, and members of the public who help make the Program a success.

PUBLIC COMMONS MEETS CREATIVE COMMONS

The policies within this document are public domain. You are free to share and adapt. Please credit the San Francisco Planning Department.





When
Imagination
goes
public

PUBLIC PARKLET
ALL SEATING IS OPEN TO THE PUBLIC

For more info:

PARKLETS.ORG

Connect with Groundplay:



@groundplaysf



/GroundplaySF