



**APPLICATION AND INSTRUCTIONS FOR  
MINOR SIDEWALK  
ENCROACHMENT PERMIT**

**LOCATION:** \_\_\_\_\_  
Address
Zip
Block No.
Lot No.

**PROPERTY OWNER(S) OF RECORD-FULL NAME(S), AS RECORDED:**

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_

**APPLICANT, OTHER THAN OWNER:**    Agent of Owner ☐    Lessee ☐

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_    Fax: \_\_\_\_\_

☐ SF Business Certificate \_\_\_\_\_    ☐ Driver's License \_\_\_\_\_

**LIST EACH ENCROACHMENT AND PURPOSE:**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**ARCHITECT/ENGINEER OR CONTRACTOR:**

Name: \_\_\_\_\_    Phone: \_\_\_\_\_

\_\_\_\_\_  
 Signature(s) of Owner(s) of Record or  
 Authorized Agent of Owner(s) of Record

Date: \_\_\_\_\_

☐ State License \_\_\_\_\_

**(See Instructions - OVER)**

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## **INTRODUCTION**

The Director of Public Works may grant permission, revocable at his will, to an owner of property abutting any court, alley or street to install and maintain minor encroachments such as fences, retaining walls, steps or stairways and other minor structures in the sidewalk fronting such property where such encroachments are desirable or convenient in conjunction with the owner's use and enjoyment of his property, or required for the safety, convenience and comfort of the public using the sidewalk.

Such encroachments shall not occupy more than 10 percent of the area of the sidewalk fronting the property nor more than 25 percent of the width of the sidewalk, unless the director of Public Works determines that such restrictions are not applicable due to the nature of the encroachment. The Director may require further restrictions or modifications and he/she may stipulate such conditions as he/she deems necessary. No advertisement shall be permitted on the encroachments.

## **INSTRUCTIONS FOR MINOR SIDEWALK ENCROACHMENT PERMIT**

Submit four (4) sets of completely dimensioned and noted plans to show ONLY the extent and location of the proposed encroachment(s) in the sidewalk area. **DO NOT SENT BUILDING PLANS!**

For warped driveway ramps, level landings at entries, and all other severe sidewalk warping designs, a minimum of three (3) profiles and three (3) cross-sections are required

F - F at Curb Line

E - E at Beginning of Warped Driveway Ramp or outer edge of level landing

D - D at Property Line

A - A at Right Edge of Driveway or entry area

B - B at Left Edge of Driveway or entry area

C - C at Center of Driveway or entry area

Cross-sections should note and indicate existing and proposed grades.

Planter boxes or guard rails are required at a minimum height of 2'6" at all warped driveways.

Note all elevations of grade breaks and percent slope between grade breaks. Indicate by dashed lines and notes any guard-rails, planter boxes, retaining walls, steps, ramps or walks in front of or behind cross-section.

Enclose non-refundable fee(s) of:

**(See Fee Schedule)** Payment by cash, check or VISA/MC only to DPW for processing, inspection and annual assessment fee based on the square footage of the encroachment in the right-of-way.

Applicant shall submit all necessary fees for **notarization and recordation** of approved permit.  
(Notary Public Services and Recorder's Office are located at City Hall, Room 109.)

Applicant shall also submit a 150-foot radius map, a list of current property owners fronting and adjacent to the subject property, and mailing labels and postage. Envelopes will be provided at the address below. Also, provide pictures of the neighborhood encroachment pattern on either side of the subject property.

**NOTE:** For those encroachments that result from filing **MAPPING ACTIONS** (condominium map, parcel map, etc.) and that have been part of the existing structure(s) for an extended period of time; i.e., since building/structure was constructed, D.P.W. may implement a streamlined process for this Minor Encroachment, as follows:

1. Waive requirement for 150-foot radius Property Owner Notification.
2. One (1) Site Plan or Survey rather than "Three (3) Sets of completely dimensioned and noted plans."
3. A fee of **(See Fee Schedule)**, payable to Department of Public Works.
4. Notary and recording fees.

Please be advised that all other requirements noted on this application shall apply.

**Submit all of the above with this application to:**

Department of Public Works - Bureau of Street Use and Mapping  
1155 Market Street, 3<sup>rd</sup> Floor  
San Francisco, CA 94103  
For more information call (415) 554-5810.

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