

A. SIDEWALK LEGISLATION PROCESS OVERVIEW

What is Sidewalk Legislation and when is it required?

On May 11, 1910 the Board of Supervisors passed Ordinance No. 1061, entitled “Regulating the Width of Sidewalks.” This Ordinance assigned the Department of Public Works (DPW) to track and regulate sidewalk widths by creating legislation when changes to the official sidewalk are approved. An application for sidewalk legislation must be submitted any time that designs call for a change in the width of the sidewalk. In order to construct the newly legislated sidewalk, a Street Improvement Permit from the BSM Permits Section will be required. Sidewalk Legislation Applications and additional forms are available at our website and at the Department of Public Works, Bureau of Street Use and Mapping, 1155 Market Street, 3rd Floor, San Francisco, CA 94103.

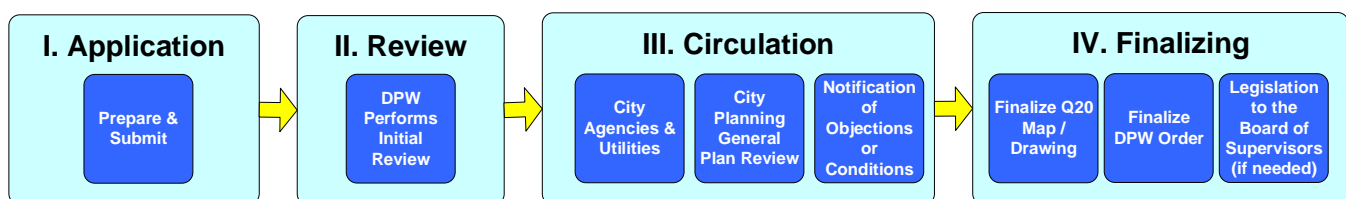
Applications for Sidewalk Legislation fall into the two general categories:

1. Streamlined Procedure – On February 21, 2012, Ordinance No. 1061 was modified to give the Department of Public Works (DPW) the authority to legislate certain sidewalk changes via a DPW Order. This category does not have to be approved by the Board of Supervisors. Sidewalk changes that are eligible to be legislated via the streamlined procedure are as follows:
 - a. Sidewalk bulb-outs
 - b. Corner bulb-outs
 - c. Sidewalk widening **not** in excess of one linear block
2. Standard Procedure – Any sidewalk changes not mentioned in 1(a)-1(c) above must be legislated and approved by the Board of Supervisors. Examples of these changes include but are not limited to:
 - a. Establishing a new sidewalk
 - b. Bulb-ins and passenger drop-off / pick-up areas
 - c. Reduction in the official sidewalk width
 - d. Sidewalk widening in excess of one linear block

NOTE:

With the exception of Board of Supervisors approval, both of the procedures mentioned above are processed and circulated in the same manner.

Key Activities in the Sidewalk Legislation Process



I. Application (see Key Activities)

A. Prepare and Submit Application

Complete the application and all of the relevant forms provided. Be sure to follow the application instructions described in the Guidelines. Use the Application Checklist to ensure the appropriate forms, number of copies, and submittal order is correct.

DPW's review and processing fee for sidewalk legislation starts at \$2580.00 per block. DPW may require additional fees to cover the additional costs of processing complex or unusual changes.

NOTE:

Fees are nonrefundable and do not include the Planning Department's Fees.

II. Review (see Key Activities page 3)

A. DPW Performs Initial Review

After DPW receives the application and determines it is complete, an initial review will be performed. This is a technical review of the design, to verify that all required information has been provided, and to verify that sufficient information is available to determine the location where the official sidewalk width change will take place. If there are any issues, the person listed as the contact will be contacted for corrections. Corrections must be received prior to any further processing.

III. Circulation

A. City Agencies & Private Utility Companies

DPW will circulate plans and information to various City Agencies and private utility companies. They will have 30 days to provide comments, object to the changes, or request additional time for review. Any changes from the original plans must be identified to DPW in writing. Certain changes may require re-referral to City Agencies. DPW may charge additional processing fees if substantial changes are made from the original plans. If any City Agency has conditionally approved the plans the conditions must be satisfied, and the issuing agency must provide an approval letter to Department of Public Works, prior to the sidewalk changes being approved.

Depending on the proposed change(s) for your project, some agencies must refer the sidewalk change to a public hearing or committee. This will extend the review time of your project.

B. City Planning General Plan Review

The Sidewalk Legislation package requires a completed General Plan Referral application for the Planning Department. The Planning Department review ensures that the proposed sidewalk changes comply with the California Environmental Quality Act (CEQA) and is consistent with the General Plan, Planning Code Section 101.1 (Proposition M), and other provisions of the Planning Code. Prior to DPW forwarding the General Plan Referral to the Planning Department, the application will be reviewed to verify that the information being sent to the Planning Department is consistent with what has been submitted to DPW. If consistent, a DPW employee will sign Part 1, Section D of the General Plan Referral and forward it to the Planning Department for review.

C. Notifications of Objections or Conditions

DPW will notify the applicant if any City Agency or private utility company has conditions or objections to the project. It is the responsibility of the applicant to reach out to the agency or utility company with the conditions and work out a plan to satisfy such conditions. Once satisfied, the issuing agency must provide an approval letter to Department of Public Works, prior to the sidewalk changes being approved.

IV. Finalizing

A. Finalize Q-20 Map / Drawing

The Q-20 drawing shows in detail what areas of the sidewalk will be changed and is a part of the legislation. DPW will verify that there are no objections from utility companies or City Agencies, that the Planning Department has approved, and, if an application for a street-improvement permit has been submitted, that our design details match those that are in the street-improvement plans. Once all items have been verified, the Q-20 drawing will be finalized and signed by the City and County Surveyor.

B. Finalize DPW Order

Upon completion of the Q-20 drawing DPW will prepare a DPW Order that shall be signed by the City and County Surveyor and the Director of Public Works. If your project falls under the Streamlined Procedure, the change in the sidewalk will be made official via this DPW Order.

C. Legislation to the Board of Supervisors (if needed)

If your project is processed in the Standard Procedure, legislation will have to be approved by the Board of Supervisors. The Q-20 drawing, DPW Order, and legislation will be sent by DPW to the Board of Supervisors. The legislation will be assigned to a committee and then sent to the full Board for approval.

B. GUIDELINES TO COMPLETE APPLICATION

One of the primary reasons for delays in the Sidewalk Legislation review process is that applicants fail to submit a complete application. These guidelines are designed to help applicants provide DPW with all the necessary information to conduct a thorough and timely review.

Before Filling Out an Application

1. Read the full application.
2. Determine if the project qualifies for the Streamlined Procedure or the Standard Procedure. The Planning Department fees are different for each of the procedure types.
3. Determine if your proposal will change on-street parking or change the curb color. These issues may require that the Municipal Transportation Agency (MTA) conduct public hearings and pass MTA Board legislation. Contact MTA as soon as possible to start this process as this will extend review time. Contact Muni Transit Service Planning at 415-701-4500.

Detailed Instructions for Filling Out the Application

A complete Sidewalk Legislation application consists of:

1. A cover letter
2. A one page application form
3. An application checklist
4. Inclusion of required attachments listed in the application checklist

Required Items of the Sidewalk Legislation Checklist (page 11 of application):

The Sidewalk Legislation Application Checklist identifies all the items necessary to complete the Sidewalk Legislation application.

The order of the items on the checklist should be used for collating and organizing all materials before submission. DPW is responsible for referring the submitted application packets to other City Agencies.

1. Four (4) Sets of Plans (a CD with files in PDF or DWG format may be submitted)

A Licensed Land Surveyor or Registered Civil Engineer shall prepare the plans showing the proposed sidewalk changes. Submit four (4) sets on 11"x17" sheets. Use a scale in which all details are legible. It is recommended that you submit PDF or 2010, 2012 DWG images.

2. DPW Sidewalk Legislation Fee (\$2,580.00)

Submit a check or money order payable to the Department of Public Works (DPW) for the appropriate fee identified in the current Fee Schedule. Date the checks no more than 15 days from the day of application submittal.

3. City Planning Fee

Please see page 3 of this application to determine whether the category of your Sidewalk Legislation application falls into the Streamlined Procedure or the Standard Procedure. Please submit a check or money order, made out to the SF-Planning Department, in the proper amount.

- a) Go to www.sf-planning.org
- b) On the center of the page place your mouse over "Permits & Zoning" and click on "Permit Forms".
- c) On the new page click on the letter "F"
- d) Under the "F" Category click on "Fee Schedule for Applications"

4. Project Information (Attachment 1)

Provide requested information on Attachment 1. You may add additional sheets if space is needed. This information will help expedite your application when it is circulated by DPW to other City Agencies.

5. General Plan Review Application (Attachment 2)

All sidewalk changes must satisfy the General Plan. Please submit two (2) copies of this application with your package. On occasion a project may have General Plan approval prior to the submittal of sidewalk legislation. If this is your situation, you may submit a copy of the General Plan Review approval letter. The approval letter must specify that the sidewalk changes were reviewed and approved.

Finalizing the Application

1. Complete and sign the cover letter
2. Complete and sign the application form
3. Ensure that all required items are:
 - Included
 - Completed per instructions
 - Signed, where applicable
 - Copied per instructions
 - Collated per the application checklist

Tip: Use the first columns of the application checklist to verify that all required items are complete and meet above specifications.

4. Collate and organize all the copies of the required items in the order listed in the checklist. **It is the applicant's responsibility to submit a complete and organized application packet.** DPW will not make extra copies of any requested and submitted document and will deem the application incomplete until the applicant submits all of the required materials.

INCOMPLETE SUBMITTALS WILL BE CHARGED AN ADDITIONAL \$250.00 PROCESSING FEE!

FEES ARE NON-REFUNDABLE.

5. Submit a completed and collated application packet to DPW, Bureau of Street Use and Mapping located at 1155 Market Street, 3rd Floor, San Francisco, CA 94103.

After Submitting Application to DPW

1. DPW will notify you of any additional information that may be needed.
2. Respond promptly to additional requests for information from DPW or other agencies.

F. ITEMS REQUIRED ON PLANS

- (a) Existing conditions with the sidewalk and street widths labeled. Existing radii, deltas, and arc lengths **do not** have to be labeled.
- (b) Proposed changes. All widths, radii, deltas, and arc lengths **must** be labeled.
- (c) Existing and proposed spot elevations at the top of the curb and the corresponding flow line at 25 foot intervals.
- (d) Existing and proposed catch basins.
- (e) Existing and proposed sewer laterals that connect the building(s) fronting the proposed change(s).
- (f) Fire hydrants (existing and/or proposed). Indicate whether the hydrant is low pressure or high pressure.
- (g) Hydrant shut off valves.
- (h) Cistern access locations.
- (i) Any fixed structures existing or proposed within a five (5) foot radius of a fire hydrant.
- (j) Existing and proposed parking spaces and any parking controls. Note whether existing parking is removed or new spaces will be added.
- (k) Existing and proposed traffic lanes. Include direction of traffic flow.
- (l) Refer to www.sfmta.com for the system map of MUNI routes. (<http://sfmta.com/maps/muni-system-map>) For intersections with bus turns submit plan view demonstrating sufficient clearance for buses without encroaching onto on coming lanes. Contact Muni Transit Service Planning at 415-701-4500 to obtain bus dimensions.
- (m) At intersections: provide plan view of the turning track of a fire aerial truck (D.O.T. WB-40 vehicle) and a fire engine (D.O.T. SU-30 vehicle) that demonstrates that there is enough clearance for fire department vehicles to turn onto streets without having to go onto oncoming traffic lanes.
- (n) The locations and widths of railroad right-of-way, sewer and other easements, alleys and other important features, both existing and proposed, within the area(s) of the sidewalk change(s).
- (o) Location and dimensions of existing sewers, water mains, culverts, within 10 feet of the proposed sidewalk change. Include the direction of flow of sewers.
- (p) Location of all existing utility facilities which are fronting or within 10 feet of the proposed sidewalk change limits. This can be based on record information. *Include: water valves, fire hydrants, gas valves, electrical and telephone vaults, utility poles, muni poles, street lights, traffic lights, and any other surface utilities.*

The above requirements are to be shown on an 11" x 17" paper size. PDF submittals are accepted.