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Sidewalk Landscaping Permit Information Sheet

Green spaces are vital to San Francisco's quality of life as they provide a range of environmental benefits and bring beauty to our neighborhoods and commercial districts. A permit is required to ensure that landscaping in sidewalk areas is properly constructed and maintained in order to maximize environmental benefits, protect public safety, and limit conflicts with infrastructure.

Permit Application Materials

Submit the following materials by mail to: **City and County of San Francisco, P.O. Box 7461, San Francisco, CA 94120-7461**

- Completed application form signed by the property Owner or Owner's agent.
- A plan drawing of the proposed sidewalk plantings. *See the Sidewalk-Landscaping Permit Application Form and Sample Drawing for requirements.*
- \$215 non-refundable fee per property if submitted individually; \$185 if submitted jointly with 2 – 4 neighboring properties; \$160 if submitted jointly with 5 or more neighboring properties (Neighboring properties must be within the same block or intersection.)

Check shall be payable to: **CCSF-DPW- BUF**

Permitting and Construction Process

1. Submit the Application Materials as noted above.
2. Call 415-641-2676 to schedule the required pre-construction site inspection to evaluate the proposed landscape plans in relation to existing infrastructure, Americans with Disabilities Act (ADA) Accessibility Guidelines, California Building Code Title 24 and other regulatory codes and guidelines. **Schedule an inspection at least two (2) weeks before the anticipated start of construction.** Attend the scheduled pre-construction site inspection.
3. Issuance of permit is **subject to staff approval**. Applicant will be notified of any required changes or receipt of permit at the conclusion of the onsite inspection.
4. **Call Underground Service Alert at 800-227-2600 at least two (2) days prior to digging** to check for the location of your underground utilities. There is no charge for this service. See www.USAnorth.org for further details.
5. Proceed with demolition and installation. It is recommended to use a licensed and insured contractor. Work may be conducted by Owner as general contractor.
6. Call 415-641-2676 at least (1) one week in advance to schedule a final inspection to be conducted once work is completed. Attend the scheduled post-construction site inspection.
7. DPW staff will sign-off on the project or inform the applicant of any changes required to comply with the plans as permitted. If changes are necessary, an additional post-construction site inspection will be required.

KEEP THESE INSTRUCTIONS FOR YOUR REFERENCE

SEE SIDEWALK-LANDSCAPE GUIDELINES

For more information call DPW's Urban Forestry Permits and Policy at **641-2676**



SIDEWALK LANDSCAPING GUIDELINES FOR PERMIT APPLICATION:

For additional information refer to Department of Public Work's (SFDPW) website on Sidewalk Landscaping Permits (<http://www.sfdpw.org/index.aspx?page=652>). Different regulations apply specifically to tree planting. See DPW Director Order No. 169,946 for Regulating the Planting, Maintenance, or Removal of Trees on Public Sidewalk Areas for more detailed information. Refer to San Francisco's Better Streets Plan: Policies and Guideline for the Pedestrian Realm.

Planting Bed Layout and Grading:

(Refer to Sidewalk Landscaping Reference Drawings on DPW's Sidewalk Landscaping Permit website)

1. Minimum Unobstructed Path Width: A 72 inch wide minimum unobstructed path in the throughway zone is required for most sidewalks. Narrow residential and alleyway sidewalks may be an exception. In no case shall new landscaping result in an unobstructed sidewalk width of less than 48 inches or increase the cross-slope of the portion of the sidewalk designated as an access path-of-travel for ADA purposes. The path of travel along the sidewalk shall be straight and continuous, without jogs or offsets. The paved sidewalk should provide adequate and comfortable pedestrian space in response to the pedestrian activity level of location.

2. Courtesy Strip: A courtesy strip is located in the Sidewalk Edge Zone between planting bed and curb. The courtesy strip is only required for sidewalks with curbside parking to provide a clear area for passengers to step out on to sidewalk. This strip measured from the face of curb shall remain accessible and clear of landscape planting. The strip width requirements vary with parking layout:

- a) 24 inch wide courtesy strip is required for sidewalks adjacent to parallel parking
- b) 32 inch wide courtesy strip is required for sidewalks adjacent to diagonal parking
- c) 48 inch wide courtesy strip is required for sidewalks adjacent to perpendicular parking.
- d) Sidewalks without curbside parking do not require the courtesy strip.

3. 4 Foot Accessible Path: For each curbside parking space (approximately 15-20 feet of curb length), a minimum 48 inch wide access path is required to pass perpendicularly from the curb to the sidewalk path-of-travel. This path shall be located at the approximate centerline of each curbside parking stall. The path must be made of accessible material, such as concrete or pavers set on a firm base, and not exceed a 2% cross slope where technically feasible. The path layout within a block varies based on parking layout:

- a) For parallel parking, space a 4 foot path a maximum of every 18-20 feet
- b) For perpendicular and diagonal parking, space a 4 foot path a maximum of every 12 feet
- c) Areas without curbside parking do not require this additional path.

4. Planting Restrictions at Intersections: Landscape material shall not obscure traffic or parking signs/signals or vehicular sightlines. Landscape material, other than trees, may be planted up to the projected property line (typically crosswalk edge) on sidewalks and medians provided that it does not exceed 42 inches in height measured from the street (36 inches above sidewalk typically). This restriction pertains to the following areas:

- a) Within 25 feet in front of a **traffic sign or signal**.
- b) Within 25 feet measured from the corner building property line towards the direction of oncoming street traffic's **approach to an intersection** and measured 5 feet off the property line on the street traffic's **exit from an intersection**, if property is within 25 feet of a street intersection.

These guidelines are subject to change by the DPW Director.

5. Sidewalk Landscape Plantings are Not Permitted in the following cases:

- a) If the existing sidewalk is less than 7 feet wide and has curbside parking.
- b) Adjacent to existing Bus Zones where the sidewalk is less than 12 feet.
- c) Adjacent to an existing designated Blue (Accessible) Parking Zone, designated White (Accessible) Passenger Loading Zone (maintain 8 FT clearance perpendicular from face of curb and 2% max cross slope) and designated Green Parking Zone.
- d) Within curb return (the curved portion of the sidewalk at intersections). (Note: Consult with DPW UFPP concerning potential planting in areas with wider sidewalk "bulb-outs" outside the projected property lines.)
- e) If impacting existing or potential curb ramp locations.
- f) Within 5 feet of a fire hydrant.
- g) In front of mailboxes, newspaper racks, police and fire call stations, payphones and parking meter boxes. Guidelines 'A-E' may not pertain to planting opportunities that may exist along building front.

These guidelines are subject to change by the DPW Director.

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6. Grading and Drainage of Planting Beds: The grade of the planted area shall be 1 inch maximum lower than the grade of the sidewalk. Planted areas on steep sidewalks (greater than 10% slope) shall be terraced to avoid soil erosion and spillage onto the sidewalk and street. Select heavier mulch to avoid spillage in steep or windy areas. Landscaping and edging treatments shall allow water to drain from the sidewalk into the landscaped area. In areas with a known high-water table and other subsoil issues, the San Francisco Public Utilities Commission may review sites as to their appropriateness for permeable landscaping.

Plant Materials:

(Refer to 'Sidewalk Landscaping Recommended Drought Tolerant Plant List' and 'Links to Related Sources of Information' on DPW's Sidewalk Landscaping Permit website)

7. Street Tree Planting: Street tree plantings are also strongly encouraged for both their environmental benefits and aesthetic qualities. A separate permit is required for street trees and may be submitted together with the sidewalk landscaping permit. *For information on planting a street tree, call SFDPW's Urban Forestry Permits and Policy at (415) 641-2676 or refer to the website <http://www.sfdpw.org>.*

8. Plant Requirements: Plant species and layout are subject to SFDPW BUF's staff approval. Plants shall not pose a hazard to public health (avoid plants with spines, thorns or irritants). To conserve water, plant species requiring minimal irrigation and adapted to local site and climate conditions are recommended. Planting within 3 feet of the trunk of trees less than 3 years old or near the root crown of established trees is not advisable.

9. Maintenance: The permit holder is responsible for maintaining the sidewalk landscaping in a condition that is safe to pedestrians and vehicular traffic, free of litter and unsightly weeds. Plant health must be maintained with appropriate pruning, watering, and other care as needed. Trees in sidewalk shall be pruned to maintain 80" minimum clearance above sidewalk. Permit holder must ensure that planting does not encroach into the accessible path, throughway zone and into courtesy strip.

Paving Materials and Landscape Elements:

(Refer to 'Links to Related Sources of Information' on DPW's Sidewalk Landscaping Permit website)

10. In-Ground versus Above Ground Planters: Above ground planters are not recommended because they do not collect storm water runoff from the sidewalk, may obstruct the sidewalk and may allow undesirable opportunities for vandalism and graffiti. In locations where in-ground plantings are not possible, (i.e. areas with sub-sidewalk basements), raised planters that are not permanently affixed to the pavement may be permitted. Planters that are permanently affixed to the pavement must obtain a Minor Sidewalk Encroachment Permit from Bureau of Street Use and Mapping (BSM).

11. Paving Material Options: Surface materials within sidewalk landscaping access path at curbside parking may be made of materials such as concrete or stone pavers, bricks, permeable concrete, concrete or other firm, stable and slip resistant material, and must be set on a firm base and clear of tripping hazards. The courtesy strip may be made of any of above mentioned materials in addition to unit pavers or compacted crushed stone over aggregate base (slopes must be less than or equal to 5% for crushed stone to be used). Materials are subject to SFDPW Urban Forestry Permits and Policy staff review.

12. Raised Edge Treatment: A raised edge treatment is recommended, but not required unless sidewalk slope exceeds 10%, or hazards exist in the adjacent sidewalk landscape area, such as overhanging or protruding tree limbs or the sidewalk has sudden changes in slope, including warping. All edging treatments must be 4 inches minimum high measured from the sidewalk with a minimum 2 inch solid base. The maximum height for edge treatments adjacent parallel parking is 6 inches. Edge treatments may be a maximum of 15" high adjacent to 'no parking' zones or courtesy strips 30" or wider. Edging must be continuous and wrap entire planting bed. The edging must have weep holes, slots, gaps, or be set back on side facing property to allow runoff to flow into the landscape. Edging may be made of wood (pressure treated wood products must be free of arsenic and known carcinogens), stone, decorative metal or other sturdy material, subject to SFDPW Urban Forestry Permits and Policy staff review.

13. Additional Landscape Elements may Require Permit: Other raised structures, decorative and/or protective fencing may require a Minor Sidewalk Encroachment Permit from Bureau of Street Use and Mapping (BSM).

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Utilities:

14. Protect Utilities: The property owner shall check for the presence of underground utilities in the area of proposed plantings and shall be solely responsible in avoiding interference with or damage to electric or telephone conduits, sewers and other utilities. Call Underground Utility Alert at 1-800-227-2600 at least 2 days prior to any demolition work to identify and locate all underground utilities.

15. Utilities in Planters: Any parking signs, meters, and many other above-ground infrastructures must remain set within concrete for adequate anchoring. Street lights and Utility poles have adequate footings and therefore surrounding surface sidewalk concrete can be removed to expand planting bed.

16. Maintain Access to Above Ground Utilities and Sidewalk Fixtures: Street lights, utility poles, mailboxes, fire/police call boxes, pedestrian push buttons, trash receptacles, bike racks, and other street fixtures, with the exception of parking meters and parking signs, must remain accessible by a 48 inch wide clear path perpendicular to the curb, as measured from the centerline of the fixture. The accessible path to mailboxes, trash receptacles, bike racks and other such street fixtures is required from the sidewalk. The accessible path to utility poles and street lights is required from the edge of curb.

17. Maintain Access to Below Ground Utilities: Points of access to underground utilities must remain unobstructed. Plantings adjacent to such points of access shall be kept a minimum of 6 inches clear from all sides. Utility lids and boxes can lie within the planting bed and the portion of concrete sidewalk surrounding the utility box can be removed. Within the 6 inch clear area, install pavers or stone mulch around utility to keep plants from covering the lid.

KEEP THESE GUIDELINES FOR YOUR REFERENCE

PERMEABLE SIDEWALK-LANDSCAPING PERMIT APPLICATION FORM

Make check payable to: CCSF - DPW - BUF

Mail to: City and County of San Francisco, P.O. Box 7461, San Francisco, CA 94120-7461

415-641-2676 (Ph)

415-695-2147 (Fax)

For Bureau use only	Approved by _____	Date _____	PERMIT # _____
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Submit completed application via mail to address shown above. **Incomplete applications will be returned.**
 Application is hereby made under provision of Article 16 of the Public Works Code for permission to install landscaping in or on the sidewalk adjacent to the premises located at:

LOCATION

Street Number & Name _____ (St., Ave., Blvd., Ct., etc.) (Apt. #)

Zip Code _____ - _____

Cross Street _____

DESCRIPTION

Provide a brief text description of the project below. Describe the proposed landscaping including any structures or materials other than plants such as pavers, rocks, fences, etc. Make note of any proposed trees and/or other landscape features.

PROPOSED PLAN

Provide a to scale site plan drawing indicating the proposed changes to the sidewalk area under consideration. Indicate sidewalk dimension, property boundary, curb and location of existing street trees, utilities, light poles, street signs and any other

PLANT LIST

Quantity	Species (Attach additional list as needed)
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

OWNER INFO

Mr. Ms.

Last Name _____

First Name _____

Street # and Name _____ (St., Ave., Blvd., Ct., etc.) (Apt. #)

City _____

State _____ Zip: _____ - _____

Phone Number _____ - _____ - _____

Fax Number _____ - _____ - _____

Email Address _____

CONTACT PERSON

Check here if same as above

Last Name _____

First Name _____

Company/Agency/Organization _____

Phone Number _____ - _____ - _____

Fax Number _____ - _____ - _____

Email Address _____

SIGNATURE

I agree to hold harmless the City and County of San Francisco, its agents, officers and employees from any damage or injury caused by reason of planting, placement, maintenance, or removal of the planter or plants. The owner or owners of the respective property shall be solely liable for any damages. The City has the right to make changes in parking restrictions, such as designating new bus stops or blue zoned parking areas. If parking restrictions change adjacent to your sidewalk landscaping, your sidewalk landscaping permit may be rescinded and you will be required to remove the landscaping and reinstall concrete sidewalk paving. Any proposed changes in parking restrictions will require public notice and require a public hearing prior to implementation.

 Signature (check one) Property Owner Owner's Agent _____ Date