

San Francisco

**Shared
Spaces**

sf.gov/sharedspaces

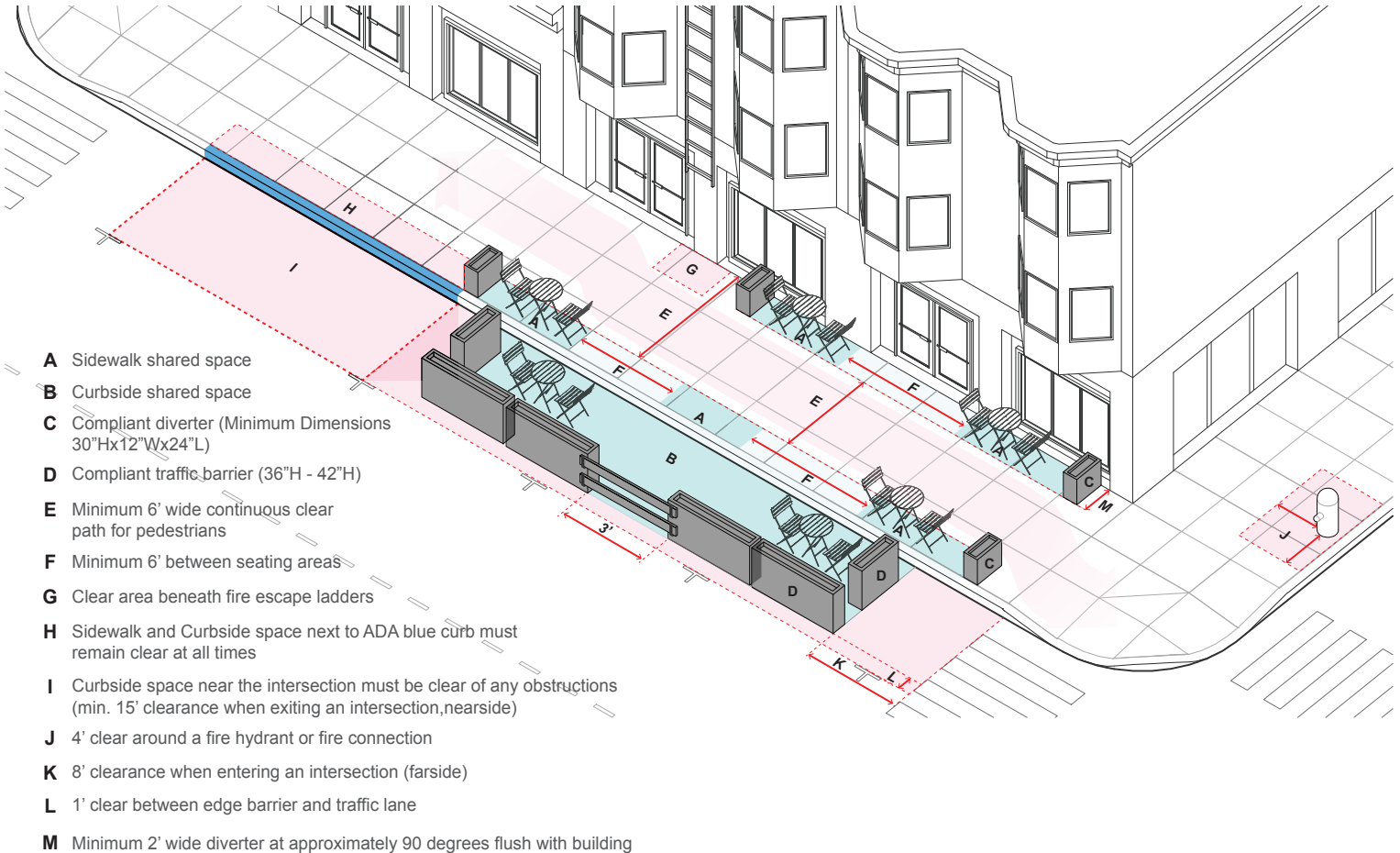
Shared Spaces Design Guidelines

Using the sidewalk or parking lane for your business

sf.gov/SharedSpaces | v. 10.1.2020

You may use the parking lane for: curbside pickup area for cars, physical distancing space for your customers to stand in line, seating or dining, personal services, retail use, and accompanying entertainment. You will need to provide compliant traffic barriers to use this space.

No structures are allowed to be built on the sidewalk, unless they can be brought inside after close of business.



Before you build a structure, consider:

- A comfortable space can be provided with compliant traffic barriers and furniture to assist your business operations. Additional structures are not necessary to implement a Shared Space.
- If you can provide equivalent accessible amenities on the sidewalk or via an accessible ramp, a structure or platform is not required to [make your Shared Space accessible](#).
- You may provide an **accessible ramp** to your parking lane Shared Space: 8.3% maximum slope (1:12), with raised side edges, ([example](#)).

Action required: If you wish to build a structure in the parking lane –or have already built one– as part of your Shared Space, you must comply with the following guidelines and sign the attestation included in the last page of this document.

Emergency Responder Access and Safety

Emergency responders utilize the most direct path to access a building from the street to assist citizens in need of medical attention or for firefighting operations. Obstructing emergency access may lead to immediate danger to health or life safety. The following safety guidelines are required:

- A **minimum 3-foot-wide emergency access gap**, with vertical and horizontal clearance, is required for every 20 feet of structure length, or from existing adjacent Shared Spaces structures, parklets, or other structures in the parking lane. (see Figure 1)
- The gap must be kept clear of any tables and chairs or other elements, as well as barricading. The barrier must be easily removable by emergency personnel (see Figure 2).

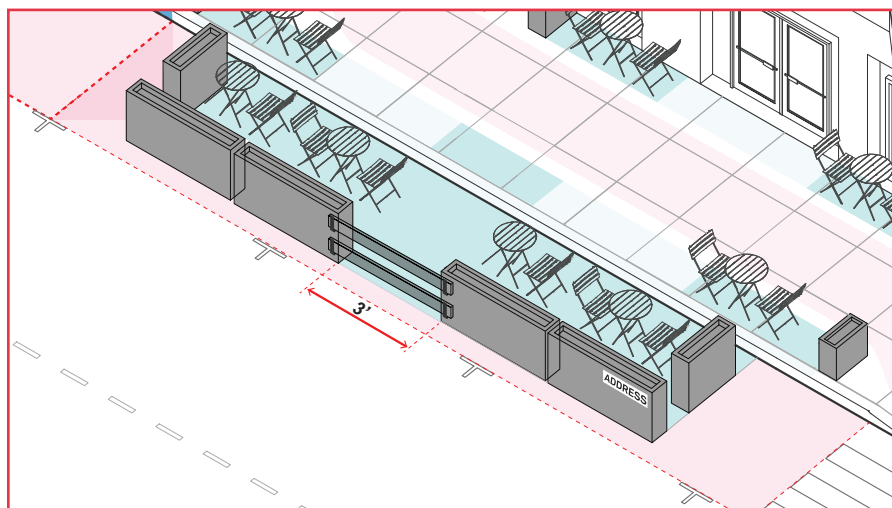


Figure 1

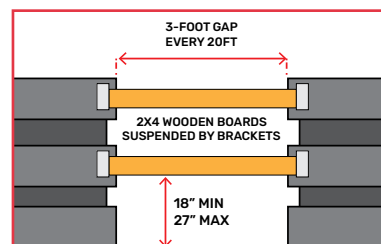


Figure 2

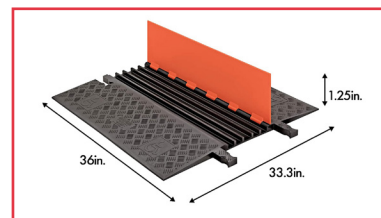


Figure 3

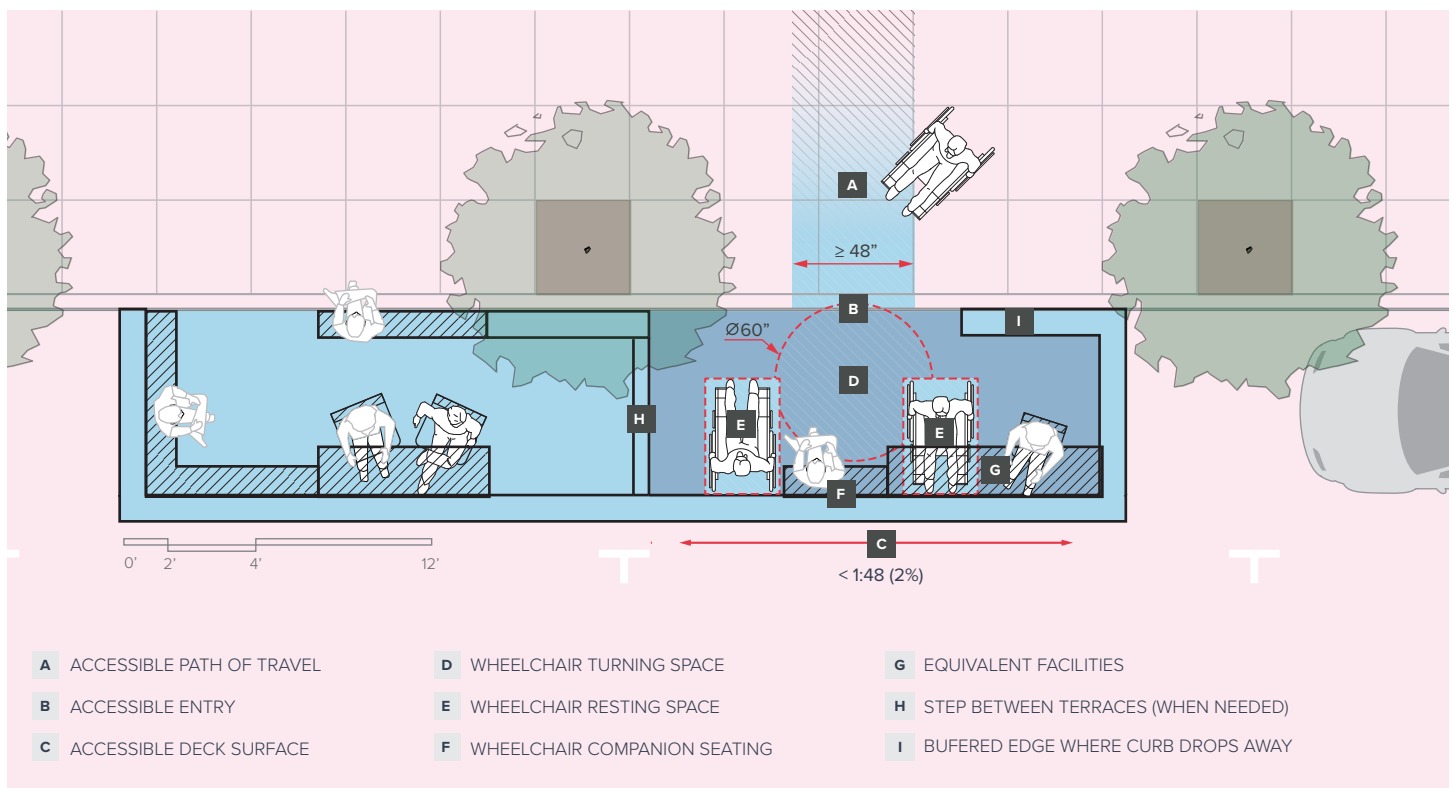
- The sidewalk space between the curb and the building and each 3-foot-wide emergency access opening **shall remain clear of fixed overhead obstructions** (string lights, canopies, decorations, heaters, wires, poles, etc.) at all times, as ladders and other emergency equipment may need to be carried through the opening to the building.
- All cables, cords, or wires used for temporary parklet lighting and speakers shall be run at ground level and completely covered with approved ADA accessible cable ramps (1:12 slope) (see Figure 3). Taping down or stringing **overhead wires are NOT permitted**.
- **No part of the structure shall exceed 10 feet in height**, (including poles, posts, canopies, wires, string lights, signs, or pergolas) while still complying with the maximum 42 inch high enclosure construction requirements above. If constructing a structure where Muni overhead lines are present, the top of the structure (including any roof) must not be taller than 9' from the road surface.
- The **address** for each storefront or building where the structure is constructed shall be displayed at a height of 36-42 inches on the street facing side of the enclosure wall/guardrail and readily visible for emergency responders. Address numbers shall be a minimum of 4 inches tall (5/8 inch wide stroke) with black numbers on a white background.
- The **temporary use of propane (LPG) heaters require a SFFD operational permit**. A site plan with the desired location of each heater is required at time of application. A final onsite SFFD permit inspection will be conducted to ensure the proper spacing of heaters from combustibles and emergency access/egress. (www.sf-fire.org or 628-652-3260 for more information)

The proposed structure shall be designed, constructed and/or conform to the applicable provisions, rules, regulations and guidelines of the: San Francisco Building Code (SFBC) and Americans with Disabilities Act 2010 Standards accessibility requirements (ADAAG). All structures must also follow our accessibility rules to use the parking lane for your business:

sf.gov/information/make-your-shared-space-accessible

See diagram for reference.

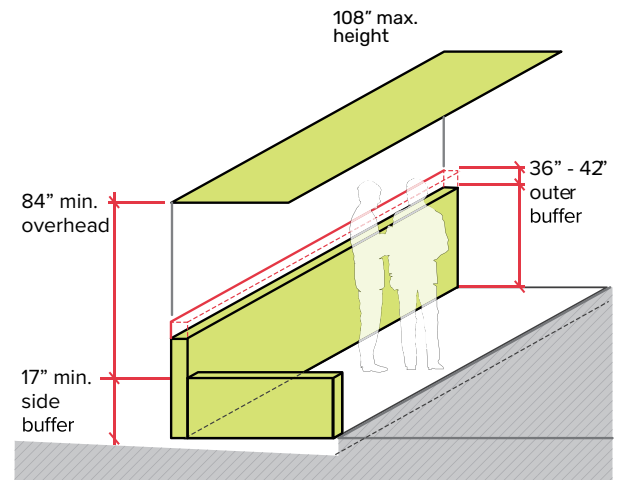
- **Accessible Deck Surface:** The portion of the parklet deck connected by the accessible path of travel to the wheelchair turning space and wheelchair resting space must be level. The accessible deck surface maximum cross slope (perpendicular to the sidewalk or curb) cannot exceed 1:48 (2%). The accessible deck surface maximum running slope (parallel to the curb) cannot exceed 1:48 (2%)
- **Accessible entry:** minimum 48 inches wide
- **Accessible path of travel:** It must connect the sidewalk to the accessible entry, deck surface, wheelchair turning space and wheelchair resting space
- **Wheelchair turning space:** Shall be 60 inches in diameter and located entirely within the platform; a 12-inch maximum overlap on the curb and sidewalk is acceptable.
- **Wheelchair landing:** A 30- by 48-inch clear floor area. It's permitted to overlap with the Wheelchair Turning Space by 24 inches maximum in any orientation
- If your business gets a Shared Space permit on a street that **exceeds a 5% grade**, you will receive additional accessibility information with your permit.
- **The slope and cross-slope of accessible areas must not exceed 2%.** In some cases, a platform or deck may assist in meeting slope and cross-slope accessibility requirements.
- **You must take the appropriate actions to be accessible and safe.**



Enclosure

Your enclosure must comply with the following requirements:

- **Stable and sturdy** enough not to fall over or be pushed over. If you're building a platform as part of your structure, all walls and enclosure structures must be secured to the platform for structural stability.
- **Height:** Enclosure should range between 36 inches and 42 inches tall for the long edge (parallel to parking lane), and 17 inches minimum for side buffer (perpendicular to parking lane).
- You may install panels taller than 42 inches to separate tables or act as wind barriers, you will have to use transparent materials like Acrylite, Plexiglass, plastic films, etcetera. Panels must be secured, stable, and sturdy.
- **Visibility:** The enclosure should not block the view of traffic, including pedestrian traffic, nor block the view of traffic control devices such as traffic signs, traffic signals, and other traffic warning devices. It should not obstruct motorists' visibility of traffic signals from 200 feet away (about half a block).
- You must mark the edges or corners of your enclosure with **high intensity retro-reflective tape or reflectors to be visible at night**.
- If the structure spans more than one parking space (20 feet), you will need to provide a 3-foot gap every 20 feet (simulating parked cars) in the enclosure for **emergency access**. The deck or platform may be continuous, but other elements must not obstruct this gap. You must use ADA barriers that are easily removable by emergency personnel (see Emergency Responder Access and Safety section).
- All enclosures must follow the [Shared Spaces accessibility rules](#).



Enclosure example

Maintain visual connection with the sidewalk while providing a safe enclosure



Image for reference only. (Image by Shared Spaces)

Do not block visibility

If you want to use partitions higher than 42 inches, use see-through, transparent materials.

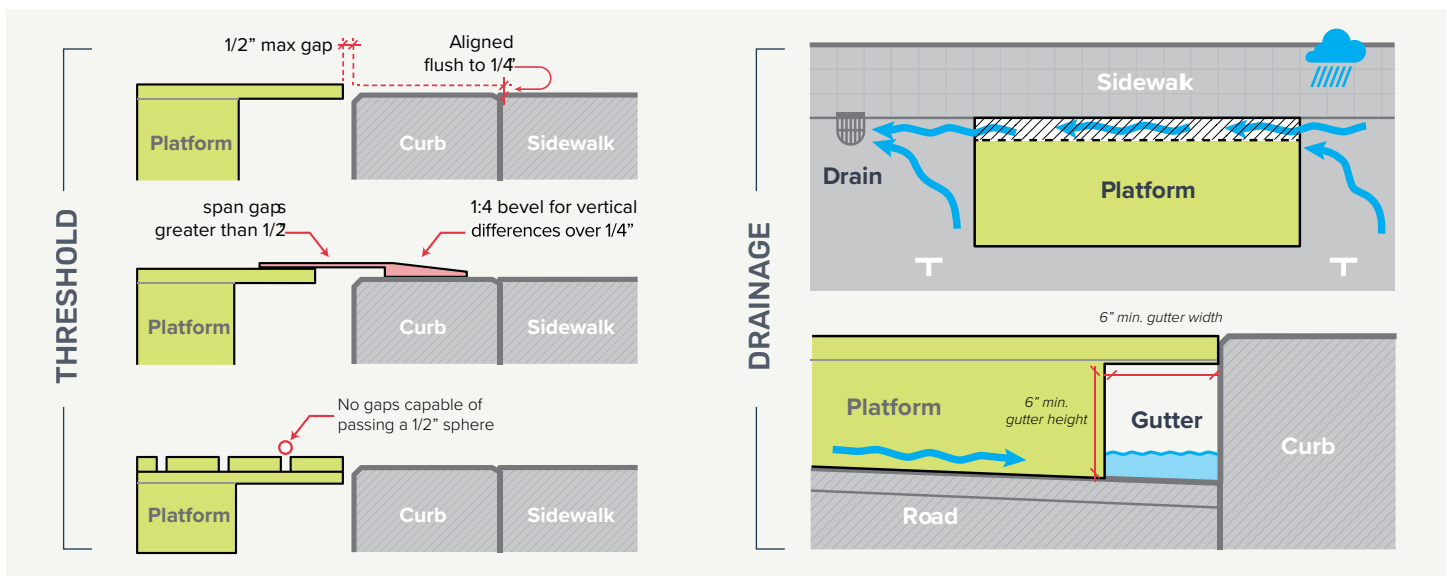


Image for reference only. Not a Shared Space. (Image by Zeitgeist)

Furniture

- Follow same guidance for Shared Spaces [seating or dining](#)
- [Follow physical distancing protocols](#)

- The structure must maintain **12 inches clearance from the adjacent travel lane**, or 12 inches clearance from the outside edge of the marked parking space
- **Durable materials** that can withstand wear and tear of elements. It's your responsibility to maintain all platform elements in **good condition**.
- All structures on parking lane must allow for **access to public utilities** for maintenance and repairs (e.g. provide access panels, removable pavers)
- **Threshold:** Deck or platform must be **flush with sidewalk** and must not leave a gap greater than 1/2 inch, nor a vertical separation greater than 1/4 inch.
- **Bolting:** At no time should fixtures be bolted or affixed in any way to the roadway or any structure (including but not limited to: buildings, fire hydrants, street trees, streetlight or traffic poles, etc.)
- **Concrete:** Pouring concrete for Shared Spaces platforms is not allowed. You may use concrete pavers on a platform structure instead.
- Surface materials must be textured or treated with a non-skid coating to **ensure a safe walking surface**. Loose particles, such as sand or loose stone, are not permitted.
- **Drainage:** Platforms should **allow for curbside drainage flow**. A 6 inch x 6 inch minimum clear gutter space must be provided along the entire length of the proposed platform.



You don't need an additional permit to build a structure, but you must comply with these guidelines. Once your structure is installed:

1. Sign and submit this form as an addendum to your Shared Spaces permit.
2. Submit six (6) photographs of the structure to certify compliance. The photographs should demonstrate the criteria listed in this document. Follow the guidance illustrated on this diagram:



Please be aware that:

- The permit holder is responsible for removing any structures when the Shared Spaces permit expires.
- Applicants understand that a Shared Spaces permit is temporary, and not equivalent to a Parklet permit.
- If you build a compliant structure, you may be eligible to apply for the [Parklet Program](#).
Email info@parklets.org for more information.

YOUR RESPONSIBILITIES:

The permit holder shall be responsible for ensuring the space occupied and services offered under the permit comply with applicable health orders and directives, as well as with all laws requiring accessibility for people with disabilities and that the space and services do not interfere with emergency responders access.

- [See Shared Spaces permit holder responsibilities](#)
- [See all safety protocols about operating an outdoor dining area](#)

If you currently have a non-compliant structure, you have 48 hours from the date you received this notice to fix all life safety issues (all Emergency Responder Access and Safety items), and 15 days for other non-compliant elements.

I have read and fully understand the requirements on this document. By signing it, I accept the conditions stated in this document, and hold harmless the City and County of San Francisco from any and all liability resulting from the use of the installation .

Signature:			Date:	
Name:		Shared Spaces Permit Number:		
Address:				

→ Sign and submit with your photographs to SharedSpacesPermit@sfdpw.org