



Special Event Street Closures

Guidelines for Site Plans

As a part of your application, you must submit a drawing or site plan of the block(s) you want to close. This site plan must be adequate for City agency review and include any objects like tables or booths that you want to put out. This helps us evaluate the closure and helps you think through your event and its layout, so you are ready to go once the application is approved.

When A Site Plan Might Not Be Needed

- For very simple events, it may be enough to say in your application that there will be no objects in the street except the required barricades. For instance, you may just want to close a street to create a safe space for kids to run around and play. This is often the case for things like “trick or treat” closures. If you want to have anything in the public right of way (street or sidewalk), we will need a site plan, though. You can make an event simple by putting all the stuff - the grill and potluck table and so on – on private property, such as a yard or inside an open garage.

Tips for Creating a Site Plan

- Be accurate, complete and to scale as much as possible. Give measurements for the street width and for all the stuff you want to put in the street, such as tents, stages, bouncy houses, fencing; etc. If you don't want to close the whole block, also show the precise area, with the length given, that you want to close.
- Your drawing does *not* need to be a professional architectural or engineering drawing or anything like that. But it should be accurate and to scale enough for us to assess and include all objects and activities within the closure area.
- For many streets, you can find measurements on the SFMTA striping drawings at <https://www.sfmta.com/Striping>. But the format of these drawings means that in most instances you will *not* be able to produce a decent site plan by using images from them or drawing on them, by hand or computer.
- You can use Google Maps to get measurements of the street and sidewalk, and of features like bulb-outs (places where the sidewalk bulges out into the street – most commonly found at corners), which may be accurate enough if done carefully. You should also use [Google Street View](#) to check for things like driveways and hydrants. Again, in most instances you won't be able to produce a good enough site plan by drawing on a screen shot from Google. But for simpler setups and with enough more work, it may be possible. Also, keep in mind that Google Street View may not be current, and in particular may not reflect recent added parklets, which you need to show.
- Show the block you want to close accurately. Include stuff sidewalk bulb-outs, parklets, bike share stations, driveways/curb cuts, and hydrants (which cannot be obstructed). You can omit stuff on the sidewalk (other than hydrants) such as trees, light poles, and parking meters. You don't need to worry about white, yellow or green [curb zones](#), but

should show any blue or red zones. Making a site plan should give you a good sense of how much space is really available for your event. And it will help you to think about the best and most creative ways to use this space.

- Crosswalks may not be obstructed. Intersections must be left completely clear, even if the streets meeting at the intersection are all closed.

Site Plan Guidelines

- Most events will require that the objects such as tents, booths, etc. be set back at least 20' from the corners/intersection. It is simplest if you can feature this with your initial submission. Otherwise, additional review and revision of your site plan may be necessary.
- Show an emergency access lane of not less than 14 feet width (in some cases, wider may be required), running straight through the closure. Generally, an emergency lane running down the center of the street works best. It is the simplest for us to approve, as well as the cheapest and easiest for you to implement. If an access lane running along the curb is desired, additional review may be necessary. Also, you will have to pay to have the street posted as "no parking," – and may end up needing to have someone's car towed. People can be in the emergency lane, for instance for walking between booths – or dancing, or hula-hooping – just no objects.
- Show all booths and tents, including 10x10 pop-ups. 10x10 pop-ups are small booths that have a ceiling only, no walls. Please indicate if your booths have walls or not, on the site plan or in the accompanying event write-up. Continuous runs of booths are generally restricted to a maximum of seven in a row, with a break of at least 12 feet then being required. Larger areas of booths may require additional permitting. Clearly indicate which booths, if any, will be serving food or beverages, and which will involve cooking or food warming. Booths with cooking or food warming
- Show the objects to be placed on the street. For stuff like tables and chairs, you can just mark off the area(s) in which you want to set them up, rather than showing each item individually. If you want to have any built structures, bouncy houses, fencing, stages or tents, you have to show these in their proposed location. Everything should be show to scale and with dimensions (including height). For fencing, indicate what type (e.g., cyclone fencing, bicycle rack style metal crowd control barriers, etc.). For barricades, please say what type. This is especially important if you are thinking of anything more robust than simple street closure barricades. More robust barricades include concrete or water-filled [jersey barrier](#) type units (sometimes referred to as k-rail) and things like [Archer anti-vehicle barriers](#). You can refer to our [barricade guidelines](#) for information on standard requirements.
- Please give the height of the stage, and also the maximum height of the stage and the activities or objects that will be placed on it. Stages over 30" tall will need railings and may require permitting.

- Show where you intend to place barricades to close the street. We will advise you on the precise barricades and signage needed.
- Show any driveways or garages along the street you want to close. You will need to maintain access to these during the closure so their entrances cannot be blocked.
- If you want to place stuff on the sidewalk, you will need to show that as well. Besides the stuff you want on the sidewalk, you will also need to show fire department connections (FDC) and [standpipes](#), fire escapes and building exits. And you should show all the “street furniture” – such as meters, trees and so on – that will affect the layout of your stuff.
- If your event is not a simple residential block party, you may need to provide portable toilets, depending on the nature of the event. If you will be having food or drink, you should plan on having at least 2 or 3 toilets, with one being ADA accessible. If you can guarantee free and open access to toilets in adjacent facilities and buildings, you may not need portable toilets. We will let you know whether you need toilets and how many after our initial review.
- Check for Muni power lines (overhead lines) on the block(s) you want to close. There will be strict limits on the height and positioning of tents, stages, etc. under these lines.
- Events over 2000 people will require that you provide monitored bicycle parking, and this should be shown on your site plan. We can help you estimate how many bicycles you might want to accommodate. About 10 bikes will fit in the area of one normal car parking space.

Passenger Drop-Off and Deliveries

- You might want to convert parking spaces next to your closure to “delivery zones.” These could be for rideshare/passenger drop offs and/or deliveries/takeout for businesses on the closed block(s). Rideshare and food delivery vehicles cannot be allowed onto the closed street. This may impact businesses on the blocks you want to close, as well as residents. If you think you will want to create delivery or passenger zones, please show those spaces on your site plan.

As a reminder, a permit for a street closure does not allow for sidewalks to be obstructed. Even with a separate permit to place objects on the sidewalk, you will still have to allow normal pedestrian use to continue. If you would like to place objects on the sidewalk, this may have to be reviewed by Public Works. A Temporary Occupancy permit from Public Works may be required for sidewalk use or for any stage or other large/heavy object to be placed on the street. See <https://sfpublicworks.org/services/permits/temporary-occupancy>. We may be able to okay simple setups on sidewalks as part of the street closure review process.