Department of Public Works





Office of the Directo John E. Cribbs Director

DEPARTMENT OF PUBLIC WORKS

ORDER NO. 169,271

SUBSIDEWALK BASEMENT ABATEMENT PROCEDURE FOR CURB RAMP INSTALLATION

The Department of Public Works (DPW) installs curb ramps to provide accessibility for pedestrians with disabilities. The Codes and Regulations requiring the installation of curb ramps are California Government Code 4450, California Code of Regulations Title 24, and the Federal Americans with Disabilities Act Accessibility Guidelines (ADAAG) Title II and Title III.

The Department of Public Works has granted private property owners the right through encroachment permits to occupy public rights-of-way with subsidewalk basements. A subsidewalk basement is part of a building structure under the San Francisco Building Code 4503.

DPW Order No. 169,270 establishes a departmental policy on curb ramp installation priorities. Based on that policy, if it has been determined that a curb ramp needs to be constructed at a location and the location is over a subsidewalk basement, it is the responsibility of the private property owner to structurally alter his/her subsidewalk basement to construct a curb ramp.

This procedure establishes guidelines by which DPW and other City agencies will notify property owners to construct curb ramps over subsidewalk basements.

The procedure is outlined on the attached flowchart titled. Subsidewalk Easement Abatement Procedure for Curb Ramp Installation, Exhibit "A" dated November 15, 1995

E Cribbs

Director of Public Works

Recommended:

Appróved:

Donald Munakata, Chief

Bureau of Engineering

Robert T. Cockburn, Deputy Director for Engineering and City Engineer 151818

cc: Department Files (2)

Deputy Director & City Engineer File (1)

Bureau of Engineering File (1) Civil Engineering Division File (1) DPW Disability Access Coordinator

Approved: November 15, 1995

THE ABATEMENT PROCESS

Abatement process for sub-sidewalk basements.

The Abatement Process generally occurs when the property owner refuses to repair an unsafe condition on their property. The City makes the necessary repairs for the property owner and charges them for the work.

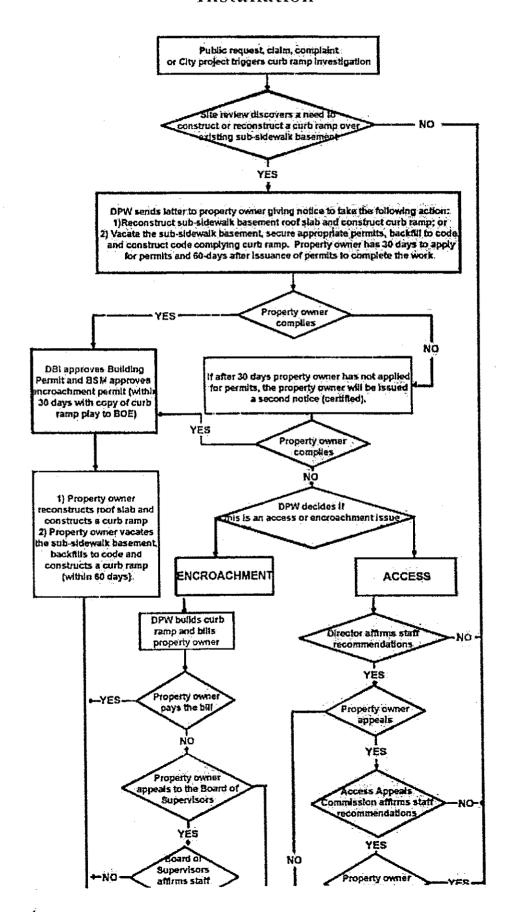
- First notice is sent out to the property owner requesting that the unsafe condition on their property be repaired.
- Property owner refuses to make the necessary repairs
- Second notice is sent out to the property owner requesting that the unsafe condition on their property be repaired.
- ~ r

- Property owner refuses to make the necessary repairs
- BSSM's Street Use Inspections is referred to for inspection after the property owner has
 not repaired the unsafe condition.
- BSSM's Street Use Inspections goes out to the site and determines what necessary repairs are required.
- If repairs are required, Street Use Inspections engages a City Contractor to perform the work.
- City Contractor makes the necessary repairs.

Properly Owner Abatement Tracking Process Required Subsidewalk Modification for Curb Ramp Installation

										÷									
Block No,	loi No.	Address	Properly Owner	first notice sent to Properly Cuner (30 cays notice)	Property Owner taxes no cason (check box)	Second notice sent to procesy Owner (60 cays notice)	Owner reitses to make necessary repairs (attect box)	She referred to BSSM Sheer (25 Inspections (3UI) for inspection	SJI determines necessary recois	Sti engages City Contractor to perform work	City Connector makes necessary repairs	Sticheds that work is done property	SJI pays Cây Contractor if work is acceptable	Sil sents bill to Property Ourse for work done	Owner retures to p.c./ 🌣 - An Intent to place Lien on property is se	Petition sent to 80ard of Supervisors to place tien on praperty	Owner performs necessary repairs (check box)	Owner pays City Confractor; Sit for work done (check box)	Completion care - Curb Ramp installed
3705	2.)	99 Fillin Stregi Fifth & Mission	lailbovel Andres c/o Northwest Lodging P.O. Box C-19167 Seattle, WA 98109	2.04	3.74	4.94									 				<u>•</u>
*370?	~ <u>`</u>	AFO Mission St. First & Mission	launingi Para Assoc. Waller Leff 450 Mission St., Sulle 501 San Francisco, CA 94105	<u>. 4:05</u>	<u>.4 <u>65</u></u>	£:02	<u>_9-65</u> 5		T & CT and Lawy 3 & 1 &	4 , pág (10 miller m) 1-12	(TV V devidency str	7-02	+9 m	÷ a. Pub vi Gangadi,	- 05-10-00-071				-6174
309	20	234 Slocklon SI. al Malden Lane	Shoji Seljo c/o Cushman Wakelleld Co. 555 Callfornia St., #2700 San Francisco, CA 94104	2.4.02	3.72	4.92	6.92	A	÷			٠	:					,	⊽. ⊽
302		218 Slaction St.	town & Country Club 218 Stockton St. Son Francisco, CA 94108	2.4.02	3.72	4-92			e							,			7.7
342	2	Golden Gale Thealre	Golden Gale Ihealte Comp.	4-03	5.93	6.03	7-93		- 				,		ļ			<u> </u>	

Sub-Sidewalk Basement Abatement Procedure For Curb Ramp Installation



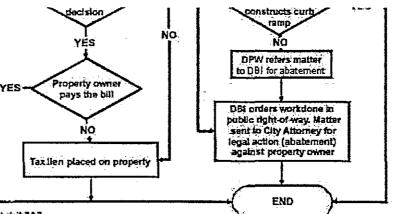


Exhibit "A"
Dated: November 15, 1995
DPW ORDER # 169 271

. DM