

Document #:	
Version #:	3
Effective Date:	7/1/2016
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Purpose:

The purpose of this document is to provide instructions for applicants submitting a Contractor Parking Plan.

Scope:

This document will provide step-by-step instructions on how to correctly submit a Contractor Parking Plan Form. The form shown in this document is to illustrate concepts and not for reproduction and not intended to be used as your Contractor Parking Plan.

Prerequisites:

A Major excavation application that is thirty (30) or more consecutive calendar days OR a Street Space application in any Residential, Urban Mixed Use, PDR 1-D, PDR 1-G, and each named Neighborhood Commercial district, as defined in the Planning Code, that requests more than one (1) on-street parking space and a permit duration of three (3) months or longer.

References:

Responsibilities:

The Applicant: Each time the applicant files an application for a major excavation application that is thirty (30) or more consecutive calendar days OR a Street Space application in any Residential, Urban Mixed Use, PDR 1-D, PDR1-G and Neighborhood Commercial Districts as defined in the Planning Code that requests more than one (1) onstreet parking space and a permit duration of three (3) months or longer shall submit a Contract Parking Plan at least five (5) business days prior to approval or request for street space verification.

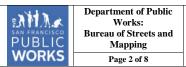
San Francisco Public Works Bureau of Street Use and Mapping (BSM): A representative of SF Public Works BSM shall review and approve or deny the submitted Parking Plan Form within three (3) business days of receipt of the form.

Definitions:

BSM: Bureau of Street Use and Mapping

Procedures:

1) For online Excavation permits: Under the "REVIEW" tab, click on "Parking Plan Entry".



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Select Day	06/07/2016 (Tuesday)		
ermit Iumber	Duration Activity	Notes	
15EXC-7773	0 V hrs 0 V mins >>> Please Choose <<<	V	
	on Permit: 10.5. Your Total on this Permit: 0. Your Daily Total: 0. Report Last Weeks Report Change Status EXC-7773> Current Page		
<u>earch</u> > <u>15</u>	EAC-1113>Cultelli Fage		

2) For DBI Street Space: Retrieve electronic Contractor Parking Plan email link from BSM counter plan checker or go to http://bsm.sfdpw.org/streetspace/ParkingPlanLookup.aspx and enter the site address location with street suffix, and the contractor parking plan number that was provided to you by the plan checker. Click on "Lookup".



3) PART A: GENERAL INFORMATION

- A. Confirm auto-populated "Excavation Permit" OR "Street Space Permit" number is accurate
- B. Confirm auto-populated "Number of Parking Spaces" is accurate
- C. Confirm auto-populated "Start" and "End" dates are accurate
 - 1. *Project Name: Enter the Project Name (this can be the project address)
 - 2. Confirm auto-populated "Applicant" is accurate
 - 3. Confirm auto-populated "Project Description" is accurate
 - 4. *Project Location: Enter site address OR binding street segment limits of the project (e.g. 14th Street from Mission to Guerrero)
 - i. Confirm auto-populated "Block/Lot" is accurate (not necessary for excavation permits)
 - ii. Confirm auto-populated "City Zoning District" is accurate (not necessary for excavation permits) use the following Planning Department link to identify city zoning: http://propertymap.sfplanning.org/
 - iii. Confirm auto-populated "Street Segment(s)" is accurate



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Please fill out every field here to comp PART A: GENERAL INFORMATION	lete the form	
Excavation Permit	Street Space Permit ☑ M22222	*Number of Parking Spaces
*Duration Start 7/5/2016 - End 10/9/2016		
*1. Project Name remodeling 875 stevenson		
*2. Applicant Bureau of Street Use and Mapping		
*3. Project Description Tenant Improvement for 3rd Floor; ADA upgr	ade renovation for office space, restr	cooms and kitchen
*4. Project Location 875 STEVENSON ST		Ŷ
*BlockLot 3508039	*City Zoning District C-3-G	
*Street Segment(s) JESSIE ST		Ŷ

4) PART B: PROPOSAL AND PLAN

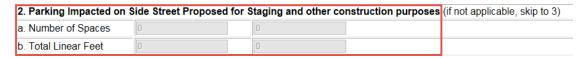
- 1. *Project Limits Total On-street Parking Space Impacted:
 - a. Number of Spaces
 - i. Existing Condition Enter the number of spaces existing based on 20 linear feet
 - ii. Impacted Condition: Confirm auto-populated "Impacted Condition" is accurate
 - b. Total Linear Feet
 - i. Existing Condition: Enter existing total linear feet
 - ii. Impacted Condition: Confirm auto-populated "Impacted Condition" is accurate
 - c. *Work Scope List Each Type and Amount of Equipment Placed on-street: Enter the type and amount of equipment used for the project
 - d. *Alternative Solutions Provide alternative solution in lieu of stockpiling equipment and material on side streets: Enter the proposal to minimize impacted street areas
 - e. *Justification for current proposal of street space occupancy: Enter the reason for requesting street space



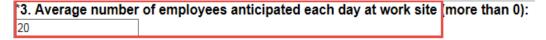
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PART B: PROPOSAL	AND PLAN		
*1. Project Limits - Total	On-Street Parking Imp	acted (When done skip to "C")	
	Existing Condition	Impacted Condition	
a. Number of Spaces	15	15	
b. Total Linear Feet	305	305	
*c. Work Scope - List Eacl	h Type and Amount of E	quipment Placed on Street	
8 spaces for 6 Work veh. 2 space for 2 debris bo: 2 spaces for 2 dump tru 2 spaces for 1 storage 1 space for reach fork: f d. Alternative Solutions -	xes cks container lift		oment and material on side streets
		cked inside of work area if	
e. Justification for current	proposal of street space	e occupancy:	
No parking or staging a material; parking; debr			ie for loading and unloading of
			V

- 2. Parking Impacted On-Side Street Proposed for Staging and other construction purposes (typically for Excavation Permit)
 - a. Number of Spaces: Enter the number of existing spaces and the number of impacted spaces based on 20 linear feet
 - b. Total Linear Feet: Enter the numbers of total linear feet existing and the total linear feet impacted



3. *Average number of Employees anticipated each day at the work site: Enter the average number of employees expected at work each day (number must be greater than zero).

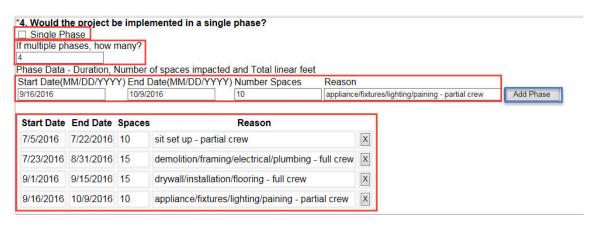


- 4. Would the project be implemented in a single phase: check box if project will be completed in a single phase?
 - If multiple phases, how many?: Enter the number of phases in your project
 - Phase Data Duration, Number of spaces impacted and Reason: For each Phase, enter the Start
 and End Date, the number of spaces impacted, and an explanation of how phasing the project will
 impact parking spaces



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Click on 'Add Phase'



5. *Proposal to provide Public Works with updates to change project status (in writing, by phone, or inperson, provide same information in writing to Public Works with 2 business days): Enter how permittee will provide Public Works with project changes



- 6. *Provide any additional information about available parking opportunities in the vicinity of the project: Enter applicable information.
 - a. List all available public and private parking garages and/or other parking opportunities within a 300-foot radius of project limits: Enter the names of garages/parking opportunities and check "Car Pool" if carpooling is available. Click on 'Add Garage'.
 - b. List of contacted off-street parking opportunities: Enter the names of off-street parking opportunities, contact name, phone/email information and the date you contacted them. Click on "Add Contact".



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Will inquiry about Parking, City Park	parking sol	ld or rente ornia Parki vate parking	d sej ng I: j gara	parately :	from	project vicin	es in the vicinity of the project: ity & 300-foot radius-rich City ortunities within a 300-foot radius of project limit
Garage N		Car Pool	ige				
Goodwill Public Pa	rking Garage	e False	X				
California Parking		False	X				
Parking Panda		False	X				
b. List of contacted (Metered spaces alo	ng 8th Stree	et and Miss	ion :	Street - 1	meter	ed	0
Contacted off street Business	parking oppo			ınities e/Email		Date	
Dusiness	Contact		ПОП	e/Liliali		Date	Add Contact
Business	Contact	Info		Date			
Goodwill	John Doe	415-123-4	567	6/1/2016	X		
California Parking	Jane Doe	415-234-4	567	6/1/2016	X		
Parking Panda	John Smith	415-345-4	567	6/1/2016	X		

7. *Proposal of reducing parking demand in the vicinity of project: Enter proposal of reducing parking demand and check all (car-pooling, van transportation, or transit) that applies with your proposal.



- 8. *Proposal to make on-street parking available to the general public
 - a. If no work is scheduled: Enter the applicable proposal
 - b. If no equipment or material storage is required (or portion): Enter the applicable proposal
 - c. After 4:00 pm, if project work is completed for the day: Enter the applicable proposal
 - d. Courtesy notice to property owners (see Section 2.4.20(d)): Check if applicable

Section 2.4.20(d): The permittee shall mail a courtesy notice within five business days from the start of each phase to all impacted fronting property owners. Said notice shall include information about the number and linear feet of parking spaces that will be impacted and/or removed as well at a 24-hour, 7-day per week contact for the project, including name and telephone number. For purposes of this Subsection, "fronting property owner" shall mean a property owner that owns property along the frontage where on-street parking will be impact



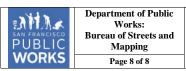
Contractor Parking Plan

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and/or removed. If the fronting property owner is a condominium project, the permittee need only mail the notice to the condominium association and the building manager, if one exists, not each individual unit owner

a. If no Work is Scheduled:			
work is re-scheduled. Parki	n down when no work is scheduled on will be available on Major Hol. rparking availability and redefi	days and Sundays. Will pass	
b. If no Equipment or material	storage is required (or portion):		
Parking may be limited to d	eliveries.		
c. After 4:00 pm, if project wor	s is completed for the day:		
Parking will be available t	general public from tow-away si	n information.	
	owners (see Section 2.4.20(d)): F		
	owners (see Section 2.4.20(d)): Feach phase, providing 24-7 contact		
business days from the start o for the phase.	each phase, providing 24-7 contact Vorks or other affected City de	information, number of affected	d parking spaces and d
business days from the start of for the phase. Other information Public Von-street parking: Enter a	each phase, providing 24-7 contact Vorks or other affected City de	information, number of affected partments may need to un	d parking spaces and d
business days from the start of for the phase. Other information Public Von-street parking: Enter a	each phase, providing 24-7 contact Vorks or other affected City deplicable information.	information, number of affected partments may need to un	d parking spaces and d
business days from the start of for the phase. Other information Public Von-street parking: Enter a	each phase, providing 24-7 contact Vorks or other affected City deplicable information.	information, number of affected partments may need to un	d parking spaces and d
business days from the start of for the phase. Other information Public Von-street parking: Enter application Public Works (N/A)	each phase, providing 24-7 contact Vorks or other affected City deplicable information.	information, number of affected partments may need to un	d parking spaces and d
business days from the start of for the phase. Other information Public Von-street parking: Enter application Public Works (N/A)	Vorks or other affected City depolicable information. or other affected City departments may not be affected City department may not be affected City de	information, number of affected partments may need to un	d parking spaces and d

- 6) REVIEW YOUR CONTRACTOR PARKING PLAN FOR COMPLETENESS
- 7) CLICK ON "SUBMIT". By clicking this button, you will submit the form to San Francisco Public Works to review.
 - If all required fields are completed, then you will receive confirmation that the contractor parking plan on the applicant side is done
 - Please note "Your Parking Plan #"



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Thank you for submitting your parking plan.

Open Parking Plan Printable Form

Edit Parking Plan

Your Parking Plan # is 83

8) THE "OPEN PARKING PLAN PRINTABLE FORM" WILL ALLOW YOU TO PRINT THE FORM AND THE "EDIT PARKING PLAN" WILL ALLOW YOU TO MAKE ANY MODIFICATION OR UPDATES TO YOUR PLAN.



Your Parking Plan # is 83

- 9) REVIEW OF THE CONTRACTOR PARKING PLAN FROM BUREAU OF STREET USE AND MAPPING WILL TYPICALLY TAKE 2-3 BUSINESS DAYS.
 - Excavation application: If the form is accepted along with other required documents and submittals, the excavation permit may be approved
 - Street Space application: If the form is accepted, the applicant will receive an email notification, after which they may proceed with requesting a site meeting
 - If the form is incomplete, the applicant must provide additional information and re-submit the form until it is accepted