



## Contractor Parking Plan

Document #:	
Version #:	3
Effective Date:	7/1/2016
Status:	Approved

### Purpose:

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

### Scope:

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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:

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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:

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### Responsibilities:

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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, PDR 1-G and Neighborhood Commercial Districts 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 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:

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BSM: Bureau of Street Use and Mapping

### Procedures:

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

	<b>Department of Public Works:</b> <b>Bureau of Streets and Mapping</b>	<h1>Contractor Parking Plan</h1>	<b>Document #:</b>	
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**SFGOV** City and County of San Francisco  
**Department of Public Works**

Welcome, [redacted] [User Manual](#)

Select Day: 06/07/2016 (Tuesday)

Permit Number	Duration	Activity	Notes
15EXC-7773	0 hrs 0 mins	>>> Please Choose <<<	

Hours Spent on Permit: 10.5. Your Total on this Permit: 0. Your Daily Total: 0.

[This Weeks Report](#) [Last Weeks Report](#) [Change Status](#)

Search -->15EXC-7773 -->Current Page

Application | Street Information | Diagram | **Review** | Permit Fees | Plan Checker | Inspection | Special Conditions | Administration

## Parking Plan Required!

[Parking Plan Entry](#)

- 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”.



City and County of San Francisco  
**Department of Public Works**

Enter your project address and Parking Plan # to find your parking plan and fill out or make changes.

Address: 875 stevenson st

Parking Plan # 83

[Lookup](#)

### 3) PART A: GENERAL INFORMATION

- Confirm auto-populated “Excavation Permit” OR “Street Space Permit” number is accurate
- Confirm auto-populated “Number of Parking Spaces” is accurate
- Confirm auto-populated “Start” and “End” dates are accurate
  - \*Project Name: Enter the Project Name (this can be the project address)
  - Confirm auto-populated “Applicant” is accurate
  - Confirm auto-populated “Project Description” is accurate
  - \*Project Location: Enter site address OR binding street segment limits of the project (e.g. 14<sup>th</sup> Street from Mission to Guerrero)
    - Confirm auto-populated “Block/Lot” is accurate (not necessary for excavation permits)
    - 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/>
    - Confirm auto-populated “Street Segment(s)” is accurate



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**Please fill out every field here to complete the form**  
**PART A: GENERAL INFORMATION**

<input type="checkbox"/> Excavation Permit	<input checked="" type="checkbox"/> Street Space Permit M22222	<input type="text" value="15"/> *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 upgrade renovation for office space, restrooms and kitchen		
*4. Project Location 875 STEVENSON ST		
*BlockLot 3508039	*City Zoning District C-3-G	
*Street Segment(s) JESSIE ST		

#### 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 Impacted (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 Each Type and Amount of Equipment Placed on Street**

8 spaces for 6 Work vehicle for forman/superintendent  
 2 space for 2 debris boxes  
 2 spaces for 2 dump trucks  
 2 spaces for 1 storage container  
 1 space for reach fork lift

**\*d. Alternative Solutions - Provide alternative solutions in lieu of stockpiling equipment and material on side streets**

majority of material and supplies will be stocked inside of work area if feasible.

**\*e. Justification for current proposal of street space occupancy:**

No parking or staging along Market St frontage, Street space need on Jessie for loading and unloading of material; parking; debris box and storage staging.

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

**2. Parking Impacted on Side Street Proposed for Staging and other construction purposes** (if not applicable, skip to 3)

a. Number of Spaces	0	0
b. Total Linear Feet	0	0

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).

**\*3. Average number of employees anticipated each day at work site (more than 0):**

20

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'

**\*4. Would the project be implemented in a single phase?**

Single Phase

If multiple phases, how many?  
4

Phase Data - Duration, Number of spaces impacted and Total linear feet

Start Date(MM/DD/YYYY)	End Date(MM/DD/YYYY)	Number Spaces	Reason
9/16/2016	10/9/2016	10	appliance/fixtures/lighting/paining - partial crew

[Add Phase](#)

Start Date	End Date	Spaces	Reason
7/5/2016	7/22/2016	10	sit set up - partial crew
7/23/2016	8/31/2016	15	demolition/framing/electrical/plumbing - full crew
9/1/2016	9/15/2016	15	drywall/installation/flooring - full crew
9/16/2016	10/9/2016	10	appliance/fixtures/lighting/paining - partial crew

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

**\*5. Proposal to provide Public Works with updates to change project status (in writing, by phone, or in-person, provide same information in writing to Public Works within 2 business days):**

When scope of work changes, I will update and re-submit the park plan application.

6. \*Provide any additional information about available parking opportunities in the vicinity of the project: Enter applicable information.
- 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'.
  - 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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**\*6. Provide any additional information about available parking opportunities in the vicinity of the project:**  
 Will inquiry about parking sold or rented separately from project vicinity & 300-foot radius-rich City Parking, City Park, and California Parking Inc.

a. List all available public and private parking garages and/or other parking opportunities within a 300-foot radius of project limits:

Name   Car Pool

Garage Name	Car Pool
Goodwill Public Parking Garage	False <input type="checkbox"/>
California Parking	False <input type="checkbox"/>
Parking Panda	False <input type="checkbox"/>

b. List of contacted off-street parking opportunities

Metered spaces along 8th Street and Mission Street - metered

Contacted off street parking opportunities opportunities

Business	Contact	Phone/Email	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Goodwill	John Doe	415-123-4567	6/1/2016
California Parking	Jane Doe	415-234-4567	6/1/2016
Parking Panda	John Smith	415-345-4567	6/1/2016

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.

**\*7. Proposal of reducing parking demand in the vicinity of project, such as off site, car-pooling, van-pooling or transit of the project site, such as off site parking**  
 Off-site parking arrangements  Car Pooling  Van Transportation  Transit   
 Describe the reduced parking demand, or add other reduced parking opportunities  
 in the set up and final phases, we will relinquish 5 available parking spaces

8. \*Proposal to make on-street parking available to the general public
- If no work is scheduled: Enter the applicable proposal
  - If no equipment or material storage is required (or portion): Enter the applicable proposal
  - After 4:00 pm, if project work is completed for the day: Enter the applicable proposal
  - 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 as 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*



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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*

**\*8. Proposal to make on-street parking available to the general public**

a. If no Work is Scheduled:  
Tow-Away signs will be taken down when no work is scheduled and replaced within 72 hours of start-up when work is re-scheduled. Parking will be available on Major Holidays and Sundays. Will pass out letterhead flyers to general public for parking availability and redefine time restrictions.

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b. If no Equipment or material storage is required (or portion):  
Parking may be limited to deliveries.]

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c. After 4:00 pm, if project work is completed for the day:  
Parking will be available to general public from tow-away sign information.

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d. Courtesy notice to property owners (see Section 2.4.20(d)):  Public Notification: Provide a courtesy notice mailed within 5 business days from the start of each phase, providing 24-7 contact information, number of affected parking spaces and duration for the phase.

9. Other information Public Works or other affected City departments may need to understand the impact of on-street parking: Enter applicable information.

9. Other information Public Works or other affected City departments may need to understand the impact of on street parking: treet parking:

N/A

5) **\*ENTER APPLICANT CONTACT EMAIL ADDRESS**

**\*Enter Applicant Contact Email Address**

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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Department of Public Works



### Parking Plan Confirmation - Parking Plan done

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.

City and County of San Francisco  
Department of Public Works



### Parking Plan Confirmation - Parking Plan done

Thank you for submitting your parking plan.

[Open Parking Plan Printable Form](#)

[Edit Parking 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