

March 2017

The Pavement to Parks program is pleased to announce that it has merged with Groundplay.

Groundplay now serves as the catalyst and communication hub for all temporary public-space projects in San Francisco that are citizen-powered and city-sanctioned.

Best practices found in this document are still applicable to Groundplay projects.

For more information, visit groundplaysf.org.



SAN FRANCISCO PLAZA PROPOSAL PACKAGE



VERSION
03.31.2016

BROUGHT TO
YOU BY:



CITY OF
SAN FRANCISCO

INSTRUCTIONS

1. **Initial Application Form.** Use these instructions and worksheets to help you prepare for the online application form.
2. **Context plan.** A plan extending three blocks' radius around the proposed site. On the plan, note existing open spaces, parks, and vacant and surface parking lots. Parcel and building footprints are ideal, but not required. For each street segment within the extents of the plan, use arrows to depict the number and direction of traffic lanes. Indicate the extents of the proposed closure. Please submit as a *pdf* file.
3. **Site plan.** A measured drawing of the proposed closed roadway, extending from property line-to-property line on either side of the street. Please submit as a *pdf* file. Make sure to show:
 - » Locations of building entrances and driveways
 - » Locations of color curbs, parking areas, and curb cuts.
 - » Locations of any above-ground fixtures such as treewells, poles, fire hydrants, trash bins and bike racks.
 - » At-grade access points such as utility access panels, stormdrains, manhole covers, valves and other elements.
4. **Photos of existing site.** Include elevations which include the curbside lane and sidewalk, of all the fronting properties. Photograph special conditions or fixtures unique to the site. Please submit as individual *.jpg* files.
5. **Initial Concept Description.** A brief summary explaining your project goals and the vision for the plaza. Why have you chosen this location? What activities would you like to promote? How do you anticipate the community will be involved in the creation and use of the new public space? Submit this narrative using the online application form.
6. **Programming & Activation Calendar.** A sample three-month schedule for activation programming in the plaza; beginning at the start of the upcoming quarter. Note events that happen routinely (weekly, biweekly, monthly, etc) as well as seasonal or one-time event possibilities. When possible, identify the entities who might be involved with each event. You may also include images which communicate ideas of the desired activities.
7. **Maintenance Plan.** A schedule of maintenance activities broken down into daily, weekly, bi-weekly, monthly, and quarterly tasks.
8. **Proof of notification.** Documentation of notification to all fronting property owners is required for all Plaza Proposals.
9. **Neighborhood outreach.** It is important that you involve your community in the development of the project. Please submit documentation of community outreach. For example:
 - » Notification or letters of support from local BID or CBD. If no BID or CBD is present, letters from adjacent businesses on the block.
 - » Notification or letters of support from local institutions, residents or other adjacent organizations.
 - » Documentation about community meeting(s) held to discuss the proposal.

(see page 6 for examples)



SUBMIT YOUR APPLICATION & MATERIALS ONLINE

Gather all the information and materials in this packet, then submit materials on our website at:

pavementtoparks.org

HAVE QUESTIONS?



For any questions regarding this intake form or the Pavement to Parks program, please e-mail sfpavementtoparks@sfgov.org. Please include "Plaza Proposal" in the subject line.

PART 1. STAKEHOLDERS

CITY OF SAN FRANCISCO - PAVEMENT TO PARKS PROGRAM

 APPLY ONLINE AT: PAVEMENTTOPARKS.ORG
Applicant Information

Name of Sponsoring Organization:

Mailing Address:

City / State:

Zip Code:

Is the Sponsoring Organization a nonprofit 501(c)3?

 YES NO

If not, do you have a nonprofit fiscal sponsor?

 YES NO

Contact Name 1:

Title:

Phone:

Email:

Contact Name 2:

Title:

Phone:

Email:

Other Stakeholders

Name of Stakeholder or Stakeholder Entity:

Relationship to Proposed Project:

Contact Name:

Phone:

Title:

Email:

Name of Stakeholder or Stakeholder Entity:

Relationship to Proposed Project:

Contact Name:

Phone:

Title:

Email:

Name of Stakeholder or Stakeholder Entity:

Relationship to Proposed Project:

Contact Name:

Phone:

Title:

Email:

PART 2. ORGANIZATIONAL CAPACITY



CITY OF SAN FRANCISCO - PAVEMENT TO PARKS PROGRAM

APPLY ONLINE AT: PAVEMENTTOPARKS.ORG

Organizational Capacity

Name of Sponsoring Organization: _____

Members on Full Staff: _____ Number Full-time: _____ Number Part-time: _____

Below, indicate the number of people (or FTE equivalent) principally dedicated to the following:

Economic Development: _____ Environmental: _____ Urban Planning: _____

Workforce Development: _____ Social Services: _____ Art/Cultural: _____

Maintenance of Streetscapes/Neighborhood Beautification: _____ Public Safety: _____

Other: _____ (describe: _____)

Relevant Committee(s): _____ No. of members: _____

Meeting Schedule: Monthly Bi-Monthly Quarterly Bi-Annually Other: _____

Income	Current FY		Next FY	
Governmental Support:	\$	%	\$	%
Non-Governmental Support:	\$	%	\$	%
Earned Income:	\$	%	\$	%
Membership:	\$	%	\$	%
Other:	\$	%	\$	%
Other:	\$	%	\$	%
TOTAL INCOME:	\$	%	\$	%

Expenses	Current FY		Next FY	
Program Services/Costs:	\$	%	\$	%
Administrative Costs:	\$	%	\$	%
Other:	\$	%	\$	%
Other:	\$	%	\$	%
TOTAL EXPENSES:	\$	%	\$	%

PART 3. SITE DETAILS



CITY OF SAN FRANCISCO - PAVEMENT TO PARKS PROGRAM

APPLY ONLINE AT: PAVEMENTTOPARKS.ORG

Proposed Site

Site or Project Working Name:

Street for proposed Closure: Zip Code:

Cross Street 1: Cross Street 2:

District #: District Supervisor:

Police Precinct: NEED HELP? Supervisor district and precinct information can be found on: <http://propertymap.sfplanning.org/?name=sffind>

Name Stakeholder Group Number parcels directly fronting proposed Closure:

Number of Privately Held Parcels: Number Publicly Held Parcels:

Ground floor uses directly fronting proposed closure (by parcel):

Retail:	<input type="text"/>	Office:	<input type="text"/>	Restaurant/Food:	<input type="text"/>
Residential:	<input type="text"/>	Industrial:	<input type="text"/>	Institutional:	<input type="text"/>
Open Space:	<input type="text"/>	Vacant:	<input type="text"/>	Transportation:	<input type="text"/>
Other:	<input type="text"/>				

Existing Area, Community, Neighborhood Plans or Initiatives related to the site or its context:

Sidewalk Information

Is there a colored curb(s) around the proposed site? YES NO

	Red ■	Yellow ■	Blue ■	White <input type="text"/>	Green ■
Length of curb:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Are there driveways around the proposed site? YES NO

Addresses for properties with driveways:	Driveway length:
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Are there any fire hydrants around the proposed site? YES NO

PART 4. PROJECT DETAILS



CITY OF SAN FRANCISCO - PAVEMENT TO PARKS PROGRAM

APPLY ONLINE AT: PAVEMENTTOPARKS.ORG

Proposed Project

Site or Project Working Name:

Funding for Project

Source:		Amount: \$	
Source:		Amount: \$	
Source:		Amount: \$	
Source:		Amount: \$	
Source:		Amount: \$	
		TOTAL: \$	

Days and Hours of Proposed Closure

Sunday:		to	
Monday:		to	
Tuesday:		to	
Wednesday:		to	
Thursday:		to	
Friday:		to	
Saturday:		to	

General Implementation Timeline

(if any)

Date:			
Date:			
Date:			
Date:			
Date:			
Date:			
Date:			

PART 5. MAINTENANCE PLAN



CITY OF SAN FRANCISCO - PAVEMENT TO PARKS PROGRAM

APPLY ONLINE AT: PAVEMENTTOPARKS.ORG

Responsible Entity	LABOR		MATERIALS	\$ Total
	(Hrs / Cycle)	Labor \$ / FY	Items	
Clean and empty any trash receptacles. DAILY				
Clean movable furniture & equipment. DAILY				
Deploy/store movable furniture & equipment. DAILY				
Sweep ground surfaces & gutters. DAILY				
Irrigate plants and trees. DAILY				
Inspect ground surfaces for degradation & damage. Report as needed. WEEKLY				
Inspect for degradation of/erosion of planing areas and mulch. Restore areas as needed. WEEKLY				
Inspect plants and trees for damage and health. Report as needed. WEEKLY				
Power wash ground surfaces. WEEKLY				
Repair or replace movable furniture and equipment as needed. AS NEEDED				
Abate graffiti. AS NEEDED				
Communications and outreach. AS NEEDED				
Totals:				

