ABOUT THIS MANUAL

The San Francisco Street Parks Manual is an overview of the goals, processes, procedures, and guidelines for creating a Street Park in San Francisco. This manual is designed to be a resource for anyone interested in creating a Street Park. Individuals are strongly encouraged to read the Street Parks Manual in its entirety when they first start thinking about developing a Street Park, and to refer to it often throughout the process. Understanding the Street Parks Program overall and the roles of the San Francisco Parks Alliance and San Francisco Public Works and what each organization can and cannot provide will assist you in being efficient as you develop your Street Park. Parks Alliance and Public Works appreciate your dedication to improving your neighborhood, and we look forward to working with you on your Street Park!

PROJECT TEAM
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Program Overview

The Street Parks Program is a partnership between Public Works, Parks Alliance, and the residents of San Francisco, with the common goal of creating community-managed spaces on City-owned land. The Street Parks Program transforms underutilized parcels of land—owned by Public Works—into beautiful gardens and parks stewarded by individuals in the community. Since its inception in 2004, more than 100 Street Parks have been developed and many more are in progress.

Each Street Park is unique because it is created to meet the needs of the community that develops it. Street Parks function as ornamental gardens, places of recreation, community meeting spaces, wildlife habitat, and other uses. Larger Street Parks may be multi-functional, with separate areas of the parcel designed for different activities.

Street Parks exist throughout the city of San Francisco and include areas such as sidewalks, stairways, median strips, and traffic circles. The Street Parks Program provides a process for local residents to adopt and steward City-owned land in their neighborhoods.

Hidden parks, stairs, gardens, and play spaces are sprouting up all over San Francisco. In a dense city where open space is precious and each square inch is loved, passionate residents have transformed dozens of underutilized parcels into Street Parks with their creative energy.

Stewards Emily Gogol, Matt Petty, and Annie Shaw at Pennsylvania Garden
**PROGRAM BENEFITS**

- Beautifies neighborhoods and improves quality of life
- Provides an opportunity for community groups to envision and create a customized park that addresses their specific neighborhood needs
- Increases biodiversity and enhances habitat
- Builds community and healthy residents
- Activates underutilized spaces and creates opportunities for recreation
- Decreases incidences of blight and unwanted behaviors, such as illegal dumping, and increases safety in neighborhoods
- Enhances the value of adjacent properties

**PROGRAM STAKEHOLDERS**

**Public Works** (City department)
Public Works is committed to making our city beautiful, livable and sustainable. Public Works is responsible for confirming parcels are Public Works owned and appropriate for community stewardship under the Street Parks Program. Public Works considers factors such as site slope, safety, and visibility to nearby traffic in their assessment for community stewardship. Public Works reviews all Street Park site and maintenance plans, and assures that site plans satisfy all technical requirements of the Public Works Code and Public Works Standards. Public Works provides material support such as tool loans for site workdays, and services such as green waste pick-up.

**Parks Alliance** (Non-profit organization)
The mission of the Parks Alliance is to inspire and promote civic engagement and philanthropy to protect, sustain, and enrich San Francisco parks, recreation and green open spaces. Parks Alliance provides information on in-kind materials that are available to Street Park groups, funding and grant opportunities, and other guidance on resources available to groups as they develop their site. Parks Alliance distributes Streetwise, an e-newsletter, and co-presents free practical workshops with Public Works for Street Park groups. Parks Alliance serves as the fiscal sponsor to Street Parks groups that pursue major grant funding.

**Note:** While Street Parks is a Public Works program, Parks Alliance also assists community groups aiming to create new park spaces on public parcels under the jurisdiction of other entities, such as Caltrans, San Francisco Public Utilities Commission (SFPUC), San Francisco Municipal Transportation Agency (SFMTA), Caltrain, and San Francisco Recreation and Parks (SFRPD).

**Street Park Stewards and Neighbors** (Community members)
Street Park stewards are the leaders who organize their neighbors around the development of a Street Park project. Street Parks stewards are responsible for project leadership including conducting neighborhood outreach, designing, funding, developing, and maintaining their Street Park project. Street Park stewards must live within three blocks of the project site. Street Park stewards agree to maintaining the parcel for a minimum of three years, and are responsible for keeping the site watered, weeded, and free of litter and graffiti.
Most San Franciscans are not aware that property owners adjacent to an unaccepted street are responsible for keeping the parcel free of debris and rubbish.

The San Francisco Charter, SF Public Works Code, Article 9 states:

SEC. 400.1. OWNERS OF FRONTAGE RESPONSIBLE FOR REMOVAL OF RUBBISH OR DEBRIS FROM UNACCEPTED STREETS THAT ARE UNEPAVED.

It shall be the duty of the owners of lots or portions of lots immediately adjacent to any portion of the roadway of any unpaved street, avenue, lane, alley, court or place, or any portion of any sidewalk thereof, in the City and County of San Francisco, none of which has been accepted by the Supervisors as by law or as in the Charter of said City and County provided, to maintain said roadways or sidewalks adjacent to their property free and clear of rubbish or debris.

So, regardless of whether the unaccepted street is developed into a Street Park by neighbors, adjacent property owners have this responsibility.

To access this section of the City Charter, visit:
http://www.amlegal.com/nxt/gateway.dll/California/publicworks/publicworkscodew?f=templates$fn=default.htm$3.0$vid=amlegal:sanfranciscoca$sync=1
**Fundraising:** Street Park groups are responsible for all fundraising for their project. The Street Parks program does not provide funding to Street Parks groups.

**Your Group:** Since the Street Parks Program’s founding in 2004, experience has shown that projects need a core group of at least 8-12 dedicated volunteers to be successful and sustainable. Having a group this size or larger assures that site stewardship continues on track, even if a neighbor or two moves away and is no longer involved.

**Neighborhood Outreach:** Because Street Parks are located on public, City-owned land, it is crucial that all surrounding neighbors have an opportunity to provide input on the site’s development and to be involved with the ongoing site maintenance. Street Parks do require working with the community surrounding your site. If you prefer to work and garden alone, this program is not for you.

**Water Management:** Deciding whether your site will require installation of an irrigation system is a major consideration and has implications related to plant selection and long-term site costs. Given the recent drought and unpredictability of weather due to global warming, selection of hearty, drought-tolerant plants is highly recommended and strongly encouraged.

**Irrigation Installation:** (If you decide your site requires an irrigation system) Street Park groups are responsible for all costs to install irrigation for their project. Installation of a water meter can run anywhere from $14,000–$20,000, depending on the pre-existing infrastructure and complexity of water meter installation. After installation of a water meter, Public Works will cover the water bill for the first three years. Three years after the water meter is installed, the responsibility of covering water costs shifts from Public Works to the Street Park group.

**Project Timeframe:** Street Parks take anywhere from one to six years from concept to completion, depending on the community group’s drive, level of organization, fundraising abilities and complexity of their site plan.
**SNAPSHOT: The Street Parks Process**

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Project steward identifies parcel for potential Street Park project</td>
</tr>
<tr>
<td>2</td>
<td>Project steward contacts Parks Alliance and Public Works. Public Works verifies parcel is appropriate for community stewardship</td>
</tr>
<tr>
<td>3</td>
<td>If parcel is appropriate for community stewardship, project steward submits Street Parks application to Parks Alliance, copies Public Works</td>
</tr>
<tr>
<td>4</td>
<td>Representatives of Parks Alliance and Public Works conduct site visit with Street Park steward at parcel</td>
</tr>
<tr>
<td>5</td>
<td>Street Park steward conducts neighborhood outreach, and engages neighbors in minimum of three meetings to vision what they want for site</td>
</tr>
<tr>
<td>6</td>
<td>Neighbors engage in community design process, come to agreement on plan, and draft initial site plan</td>
</tr>
<tr>
<td>7</td>
<td>Street Park steward submits initial site plan to Public Works, copies Parks Alliance</td>
</tr>
<tr>
<td>8</td>
<td>Public Works reviews plan and provides feedback (4-6 weeks)</td>
</tr>
</tbody>
</table>
Street Park steward and neighborhood group conduct another meeting to incorporate Public Works feedback

Street Park steward submits final site plan and Street Parks Agreement. Site plan includes diagram of site, showing placement of elements, and information on water management, planting plan, project budget, maintenance plan, and list of potential contractors

Public Works reviews and approves final plan

Street Park steward and neighborhood group fund-raise and acquire funding for project

Construction phase begins

Construction is completed, and Street Park steward and neighborhood group host grand opening party

Ongoing maintenance begins, with monthly neighborhood cleanups/gardening days scheduled

Community members use and enjoy the new Street Park!
MAP OF STREET PARKS PROFILED IN THIS MANUAL

1. **HIDDEN GARDEN STEPS**: 16th Avenue and Kirkham Street
2. **MORAGA STEPS**: Moraga Street and 16th Avenue
3. **BENGAL ALLEY**: 150 Lansdale Avenue
4. **TARA STREET**: Deadend of Tara Street, near 112 Tara Street
5. **DIAMOND HEIGHTS BOULEVARD MEDIAN**: Diamond Heights Boulevard, between Gold Mine Drive and Duncan Street
6. **ALEMANY MEDIAN**: Alemany Boulevard and Lyell Street
7. **ATHENS AVALON GREENSPACE**: Athens Street and Avalon Avenue
8. **GATES & POWHATTAN STREET PARK**: Gates Street and Powhattan Avenue
9. **PENNSYLVANIA GARDEN**: Pennsylvania Avenue and 18th Street
10. **PENNSYLVANIA RAILROAD GARDEN**: Along Pennsylvania Avenue, between Mariposa Street and 17th Street
THE APPLICATION PHASE

Every Street Park project begins with a neglected parcel of land and a motivated resident interested in fixing it up. To get your project started follow these steps:

1. Contact the Parks Alliance and Public Works with the parcel location of potential Street Parks project.

2. Public Works staff will verify that the proposed location is under Public Works jurisdiction. Public Works staff will also evaluate the site to make sure it is appropriate for community stewardship. This evaluation process takes 3-4 weeks.

3. Once the parcel is confirmed appropriate for community stewardship, submit your Street Park Application and written project description to Parks Alliance.

4. After submission of materials, Public Works and Parks Alliance staff will schedule a site visit with the Street Park steward. At your site visit, Public Works and Parks Alliance staff will discuss the Street Parks process, and what materials and services Public Works and Parks Alliance can provide to assist the Street Park steward and neighbors in the development of their parcel.

5. Once Public Works and Parks Alliance staff have approved the initial application, site stewards can begin the process of community outreach and engagement to develop a detailed plan for the Street Park site.

APPLICATION MATERIALS CHECKLIST

What needs to be submitted with your application?

- Completed Street Parks Application (Appendix 1, page 30)*

- One page written project description that includes existing conditions, and your initial ideas/vision for the site. If possible, please also include photographs showing current condition of site, map(s), and any supplemental documents that help define the project boundary.

Send your completed application materials via email to: julia@sfparksalliance.org and copy jerad.weiner@sfdpw.org.

*The Street Park Application is also available to download at: sfparksalliance.org/streetparkapplication
RESOURCES

The following resources will provide additional information about your project site and adjacent properties.

**SF Planning Department, San Francisco Property Information Map:** This website provides public access to useful information about property ownership and provides links to various archived drawings, maps, and surveys related to specific properties. http://propertymap.sfplanning.org/

**SF Public Works, Bureau of Street Use and Mapping:** The Bureau can be very helpful in providing maps and information about the right of way. Many potential Street Park sites are located within an undeveloped right of way as opposed to traditional land lots and plots. Bureau of Street Use and Mapping, 1155 Market Street, 3rd Floor, San Francisco, CA 94103, Phone: (415) 554-5827

**SF Public Works, Bureau of Urban Forestry:** The Bureau can be very helpful in providing information about street trees and their proper care. Private property owners are responsible for most street trees in San Francisco, though Public Works does maintain trees on some streets. To see street locations where Public Works maintains trees: http://sfdpw.org/index.aspx?page=650

**San Francisco Public Utilities Commission:** The San Francisco Public Utilities Commission (SFPUC) has maps and information related to water infrastructure at potential Street Park sites. The PUC approves and handles new water meter installations. SF Public Utilities Commission, New Installations Unit, 525 Golden Gate Avenue, 2nd Floor, San Francisco, CA 94102, (415) 551-2900.
STREET PARKS PROFILE: Athens Avalon GreenSpace

Before

During

After
COMMUNITY OUTREACH AND ENGAGEMENT

Engaging your neighbors and surrounding community is an essential step of the Street Parks process. Conducting outreach and communicating with neighbors about plans to beautify a site is a way to begin to gather support for the project and to build a solid group of volunteers. A successful Street Park is run with community effort and usually involves a core group of 8–12 neighbors or more. Without the support and approval of neighbors directly adjacent to the parcel, a Street Park project cannot be approved for construction by Parks Alliance and Public Works.

The Street Park steward should hold at least three community meetings with neighbors to gather input about what they would like to see developed at the site. Parks Alliance recommends producing a printed flyer to announce community meetings, distributing it to neighbors on all blocks surrounding the parcel. There should be a mechanism for neighbors to provide input, even if they can’t attend the meeting, such as an email address or phone number to respond to. Online social networks such as Nextdoor (https://nextdoor.com/) also may be utilized to publicize meetings. If you have an active neighborhood association or another already active community group, engaging them is a good idea for building support.

All community meetings should be documented, with sign-in sheets for attendees, photographs taken, and meeting minutes written. It’s important to keep documentation of this public outreach phase of your project.

1. **The Informative Meeting:** The first meeting should be held to acquaint neighbors with each other, to inform neighbors of the project idea, and to garner community interest in the project. If desired, Parks Alliance and Public Works staff can attend the initial meeting to explain the Street Parks program and field questions.

2. **The Design Meeting(s):** At the second and later meetings, neighborhood group members brainstorm and formulate ideas for site design. After the group comes to agreement on what elements they’d like in their site design, they create a site plan and budget. Preliminary site plans should be submitted to Jerad Weiner at Public Works, jerad.weiner@sfdpw.org, and copied to Julia Brashares at Parks Alliance, julia@sfparksalliance.org. Public Works will review the preliminary site plan and provide feedback. This review takes 4–6 weeks.

3. **Feedback Meeting:** Once the group hears back from Public Works, stewards meet to discuss feedback from Public Works and incorporate their comments—including any necessary changes—to the site plan before it is finalized.

For more information and tips on forming your Street Park group and gathering support for your project, visit: www.sfparksalliance.org/our-work/park-partners/start-park-group
While three is the minimum, meeting more often is usually necessary to foster stronger community engagement and develop a clear plan for your site. Conducting multiple meetings to share information, design, and gather feedback is encouraged to ensure maximum participation of the surrounding community. Your core organizing group should plan to meet regularly to keep the project moving forward. The number of meetings necessary will depend on the complexity of your specific project. Just as every community is unique, every Street Park is unique.

### Broaden Your Scope

Keeping the larger community updated and aware of your Street Park is also important to promote the project and will help in volunteer recruitment as well. There are several different avenues for online community engagement:

- **Website**: Sites such as WordPress allow you to create a simple blog that also functions as a website.
- **Social media**: Create a Facebook page, Twitter account or Tumblr blog for the project. Be sure to post regularly and have a designated social media person.
- **Email listserv**: Google Group or Yahoo group
- **Online project management**: Yammer

Having a social media presence will be useful for fundraising. (See Fundraising section.)
The simplest technique to plan your site is to use paper and pen to sketch out the layout of the existing conditions and planned improvements. Aerial photography and maps are readily available online to serve as a base for your drawings.

Engaging a design professional such as a landscape architect can be immensely helpful in creating your design and evaluating feasibility. Many communities have design professionals who are willing to donate their services to help their neighborhood—look for them as you do your outreach and also ask Parks Alliance staff for referrals if needed.

For those who are a more technically advanced, SketchUp is a free program that allows individuals to create 3D technical models of specific elements of a project or even the layout of an entire site.

New Street Park stewards are encouraged to visit other sites in the city for ideas and to get an understanding of what is possible through the program. The Street Parks program holds two workshops a year where new stewards can learn from existing projects, network, and share best practices.

Creating a budget helps to define the scope of your project. Budgets determine the scope of the project’s fundraising efforts and set expectations for the final product. There are many local vendors that can assist you in pricing out the material cost of your projects’ proposed improvements.

**THINGS TO CONSIDER WHEN PLANNING YOUR STREET PARK**

- Think about ways to reduce your water usage
- Permanent structures are not allowed
- Removal of existing trees can be difficult, costly, and must follow City ordinances
- Retaining walls measuring 18 inches or higher require a permit from Public Works Bureau of Street Use and Mapping.
- Removing vegetation will require other means to stabilize slopes and mitigate runoff.
- What are the maintenance implications of what you are proposing? How can you make your site easier to care for?
STREET PARKS PROFILE: Bengal Alley

Before

Booka Alon, Jay Rosenberg, and friend enjoy opening day festivities

After
IT’S IMPORTANT TO REMEMBER

- Designing a site is an iterative and ongoing process. It will require numerous revisions and adjustments.
- Be absolutely sure your neighborhood group agrees early in the process on a vision for the site, as this vision will guide the process as changes and tweaks are made to the initial design.

PROJECT CHECKLIST

- **Project Timeline:** should identify each phase of the project. Within each phase, major project steps should be defined and assigned to individuals responsible.
- **Project Budget:** should include material cost, labor cost, estimate of grant awards, and estimates of volunteer in-kind hours expended. It’s recommended to include a 10% reserve (based on the total budget) to be used for ongoing maintenance.
- **Proposed Site Map:** a visual depicting site after project improvements are implemented.
- **Street Parks Agreement:** signed
- **Copies of plans:** from any involved contractors/landscape designers.
- **Account balance sheet:** to demonstrate your group has secured necessary funding.
- **Any other supplemental documents** supporting the project.

SUBMITTING YOUR PROJECT PLAN AND SITE DESIGN

It is required that your project plan and site design be submitted to Public Works for review—and approval granted—before any physical changes are made to the site.

The project plan must include the following:

1. Evidence of community outreach and support, including dates and locations of community meetings, with number of community members attending.

2. Your maintenance plan: How will the site be maintained? Will the group hold regular community workdays, or hire a gardener to maintain site? Has the group allotted a portion of its budget to cover ongoing maintenance costs? (Parks Alliance recommends 10% of total project budget.)

The site design must include the following:

1. Drawings of the site, including:
   - Measurements of site boundaries and notations.
   - Prominent features of the site, including pathways, signage, and benches.
   - Irrigation infrastructure (if applicable), showing location of water meter and irrigation system.
   - Location of plants.

2. Written list detailing the site elements, including plants (quantity, species), pathways, and other features, such as signage, community boards, benches, etc.
Submit project plan and site design via email to Jerad Weiner at jerad.weiner@sfdpw.org and copy Julia Brashares at julia@sfparksalliance.org. Once site design and project plan are submitted, it takes four to six weeks for Public Works staff to review materials. Public Works staff will contact the site stewards during the review process if there are any questions about the site design and project plan. In some cases Public Works staff may suggest changes to the design if they feel aspects of the plan are not viable or need improvement.

Public Works will notify the site stewards via email that the site design and project plan are approved. Once stewards receive approval from Public Works, they may begin making physical changes to the site.

**RESOURCES: SUPPLIES, INFORMATION, EXTRA HELP & WORKSHOPS**

**Gardening tools and materials:** Street Parks groups can request gardening tools for volunteer workdays, such as shovels, rakes, wheelbarrows, gloves, hoses, and trash and compost bags (for garden clippings) from Public Works. To request tools, groups should contact Jerad Weiner at Public Works (jerad.weiner@sfdpw.org) at least two weeks in advance of planned gardening day. Public Works is not permitted to loan any power tools.

**Green debris removal:** Public Works also provides courtesy green debris removal from Street Park sites. By green debris we mean items such as weeds, leaves, plant clippings, small branches—basically, organic material removed during a gardening day.

**To request green debris pick up:** Call 311 during your gardening work day. The 311 staff person will request the following: Your name and phone number, quantity of green debris, and exact location where debris is placed. Be sure to get the job request number from the 311 staff person, so you have the number for reference in case there are any issues or delays with your green debris pickup.

If you are planning a volunteer workday and anticipate you will be clearing large quantities of green debris (a pickup truck load or more), contact Jerad Weiner at Public Works (jerad.weiner@sfdpw.org) at least two weeks in advance of your gardening day to discuss how to best arrange for green debris pickup.

**Workers to help with gardening tasks:** Mission Neighborhood Centers, Inc. (MNC) runs the Clean & Green Crew, a job training program that employs young adults in their 20s. This program enables individuals who have had barriers to employment the opportunity to learn job skills, develop a work history, and make a positive contribution of the City of San Francisco. The Clean & Green Crew can provide labor at Street Park sites, which may include but is not limited to: weeding, planting, trimming vegetation, spreading wood chips, sweeping, and trash pickup. To request the Clean & Green Crew to help with gardening tasks at your Street Park, contact Julia Brashares at Parks Alliance (julia@sfparksalliance.org). The crew is in demand, and typically scheduled one to two months out, so it’s best to make your request for the crew at least two months in advance of the date you’d like them to
work at your site. The crew works at Street Parks on Saturdays only, from 9 AM – 2 PM, with a lunch break and two 15 minute breaks within that time.

**Practical workshops:** Parks Alliance and Public Works host bi-annual Street Parks Workshops, free to all stewards and their neighborhood groups. The Street Parks Workshop in January of each year focuses on site planning and fundraising, and the workshop in July focuses on environmental/sustainable design and maintenance of sites. Workshops also include tours of innovative Street Park sites.

**Urban Agriculture Program:** San Francisco has an Urban Agriculture Coordinator whose job is to coordinate the various urban greening efforts across the City. Contact Hannah Shulman at hannah.shulman@sfgov.org, (415) 575-5604 to connect with other gardening projects outside of the Street Parks program and to access free sources of gardening materials. Information: [http://sfrecpark.org/park-improvements/urban-agriculture-program-citywide/](http://sfrecpark.org/park-improvements/urban-agriculture-program-citywide/)

**Street Wise E-news:** A monthly e-newsletter on all things Street Parks. The newsletter highlights Street Parks stewards and their projects, and also includes information on resources, upcoming grants and other relevant information.
STREET PARKS PROFILE: Pennsylvania Railroad Garden

Before

After

STREET PARKS PROFILE: Pennsylvania Garden

Before

After
PARKS ALLIANCE PARK PARTNER PROGRAM

Street Parks groups may apply to be fiscally managed by the Parks Alliance.

The Park Partner program offers benefits beyond the usual fiscal sponsorship accounting and insurance services.

These services include:

- Fundraising consultation with development staff, and grant draft reviews
- Donor acknowledgement and online donation pages
- Assistance with establishing and sustaining relationships with City departments and elected officials
- Mentorship from more seasoned groups
- Executing contracts between contractors hired by groups, including landscape architects, muralists and general contractors
- Instruction in community engagement tactics
- Parks Alliance staff testifying at Commission and Board of Supervisors hearings in support of projects
- Accessing in-kind and pro bono services, such as landscape architecture services
- Access to Parks Alliance’s office for group meetings.

For more information about Parks Alliance’s Park Partner program, see: http://www.sfparksalliance.org/our-work/park-partners

RECURRING GRANT OPPORTUNITIES

Community Challenge Grant (CCG) is administered by the City Administrators Office to provide matching grants for neighborhood beautification projects, such as creating green spaces and gathering places. http://sfgsa.org/index.aspx?page=4264

Action Grants are awarded by Parks Alliance to community groups focusing on volunteer engagement and encouraging the use of San Francisco parks. Action Grants applications are typically available in the early spring with deadlines by late spring and awards going out in the early summer. http://www.sfparksalliance.org/our-work/philanthropy/sfpa-action-grants

CROWDFUNDING

You also can start a crowdfunding campaign to fund a specific part of your project, an event or for general fundraising.

Online Crowdfunding Platforms:

- Indiegogo: www.indiegogo.com
- Razoo: www.razoo.com
- Kickstarter: www.kickstarter.com

For the San Francisco Parks Alliance Fundraising Manual visit: sfparksalliance.org/fundraisingmanual
STREET PARKS PROFILE: Tara Street

Before

After
**VOLUNTEER WORKDAYS**

Scheduling regular volunteer workdays will help keep the community engaged in the project and move the project along in an efficient manner. See Resources and Supplies section for resources for workdays.

Street Parks sites can utilize volunteers during all three major steps of the process:

1. Planning phase to prepare the site for planting or construction. If the site is in immediate need of trash pickup and weeding, site stewards should start utilizing volunteers as soon as possible.
2. During construction and planting.

**VOLUNTEER RECRUITMENT**

Your neighbors are the most reliable and engaged volunteer pool. Inform them of workdays by flyering and posting volunteer days on park kiosks, local businesses, libraries and community centers, social media channels, project websites or through listerv.

To reach a larger pool of volunteers, post workday notices on such sites as Idealist, Volunteer Match, and Nextdoor.

Parks Alliance also can help connect volunteers to your site. Notify us of your workdays and we can post them on the Parks Alliance website and on our internal referral calendar.

**SKILL BASED VOLUNTEERS**

Skill-based volunteers also can be a valuable source for assistance with website design, social media, landscaping the Street Park site and other needs for the site that cannot be addressed by the Street Park group.

You also can post these opportunities on Idealist or Volunteer Match.

The Volunteer Centers website (http://www.thevolunteercenter.net/) is also a valuable resource for managing your volunteers.

**VOLUNTEER RECOGNITION**

Letting volunteers know that they are appreciated will help with retention and volunteer productivity. Happy volunteers are good volunteers! Ideas for volunteer recognition:

- Handwritten, individualized thank you notes
- Volunteer awards
- Recognition of volunteers on your website or social media
- Give volunteers small tokens of appreciation
STREET PARKS PROFILE: Moraga Steps
• Maintain site for at least three years
• Design improvements at site
• Conduct outreach and neighborhood involvement
• Raise funds and secure resources for site improvements
• Obtain site plan approval from Public Works and Street Parks staff
• Keep site watered, weeded, free of litter and graffiti
• After three years, Street Park stewards are responsible for paying for water at site
8 Appendix

- Street Parks Application
- Street Parks Agreement
- Community Outreach Flyer Sample
- Budget Form

Truck load of plants to go in at Diamond Heights Blvd. Median
**Street Parks Application**

Submit this application to request that your greening project be included in the Street Parks program. Through the Street Parks program, you are eligible to receive benefits and services for the improvement of your green open space. By joining the Street Parks program, you agree to work with Public Works, the San Francisco Parks Alliance, and your community to create and maintain your green open space. (Please note: the Street Parks program does not provide funding.)

After your application is received, the Parks Alliance will contact you to schedule a meeting at your site to discuss your plans, and to explore if there are ways we can work together to improve your site.

**Please tell us about yourself:**

I am an:
- [ ] Adjacent property owner
- [ ] Adjacent property tenant
- [ ] Neighbor
- [ ] Local business owner

How many blocks from your home or business to the parcel? __________

Name: ____________________________________________________________________________

Group or Organization name (if any): _______________________________________________________________________

Home Address: _______________________________________________________________________

Primary Telephone: (   )________________________ Secondary Telephone: (   )________________________ Fax: (   )________________________

E-mail: __________________________________________________________________________

**Please tell us about your site:**

Site name (if any): __________________________________________________________________________

Site location (nearest address or cross streets): _______________________________________________________________________

Site type is (please select one below):

- [ ] Sidewalk
- [ ] Steps
- [ ] Traffic Bulge
- [ ] Triangle/ Traffic Circle
- [ ] Street Median
- [ ] Unimproved right-of-way
- [X] Other, Please describe: __________________________________________________________________________

**Safety:**

Please be aware that gardening in or near the street requires a high level of safety awareness. Extreme care should be taken at all times to make yourself visible to traffic.

**Disclaimer:** The Street Parks applicant releases the City of San Francisco and San Francisco Parks Alliance, their officers, servants and agents from and agrees to indemnify and hold harmless the City, the Parks Alliance, their officers, servants and agents from all liability relating to or arising from the use and occupation of the property or any breach, violation, non-performance or non-observance by the garden sponsor of any condition, covenant, term or proviso set out herewith.

☐ Yes, I have read the disclaimer above. I understand and accept the potential risks involved with gardening in or near the street.

Printed Name __________________________ Signature __________________________ Date __________

Please e-mail, fax, or mail this application to:

San Francisco Parks Alliance
Attention: Street Parks Program
1663 Mission St., Suite 320
San Francisco, CA  94103

Email:  Julia@sfparksalliance.org
Fax: 415-703-0889
Phone: 415-621-3260, ext. 105
Street Parks Agreement

I agree that any proposed improvements to the site must be submitted in writing to the Street Parks staff and any work at the site in regards to proposed improvements must be approved by Public Works staff.

I understand that as a Street Park steward, my primary role is to care for the Street Park noted below. I agree to care for the site for a minimum of three years. If I plan to move away from the area, or for any other reason will not be able to fulfill this obligation, I will notify Street Parks staff.

I understand that I must notify the Street Parks staff if primary stewardship is going to be transferred to another individual. I agree to provide Street Parks staff with the name and contact information for the new steward.

I understand that the Street Parks program doesn’t imply transfer of ownership or liability in regards to what is defined in the San Francisco Municipal Code. Street Park stewards are allowed use of site on a temporary basis and any official City use at the site will take priority regardless of improvements or Street Park project status.

Maintenance and Water

I agree to keep my site well maintained and in good condition. I will remove weeds, litter, and graffiti on site. I understand that I have responsibility to water and maintain landscaping at the site. I understand that Public Works will pay for water at the site for the first three years (from the time the water meter is installed). After the first three years, the Street Parks group is responsible for raising funds to pay for water at the rates determined by SFPUC.

Communications and Marketing

When creating promotional materials (printed and online) and signage related to the site, you agree to include the credit line below and the logos of Public Works and Parks Alliance. (Print-ready logos will be provided to you by Parks Alliance.)

**Credit Line:**

Street Parks is a land stewardship program co-managed by Public Works and Parks Alliance that works with community members to convert City-owned parcels into green open space, verdant gardens, wildlife habitat, neighborhood gathering spaces, and more.

By signing below, I acknowledge I have read and agree to the terms outlined above.

Printed name
Signature
Date

Street Park Site Name

Street Park Location (address or cross streets)

Please email, fax, or mail this agreement to:

San Francisco Parks Alliance
Attention: Street Parks Program
1663 Mission Street, Suite 320
San Francisco, CA 94103
Email: julia@sfparksalliance.org
Fax: 415-703-0889
Phone: 415-621-3260, ext. 105
Community Meeting

Join your neighbors to discuss possible improvements to X parcel

Event Location

Event Time  10 am – 11 am
(include ending time)

Details about your event such as what is planned, why neighbors should attend.

Contact information (email address) for neighbors to respond or RSVP. This is necessary so neighbors can voice opinions, even if they can’t attend event.

Street Parks is a land stewardship program co-sponsored by San Francisco Parks Alliance and Public Works that converts public land into green open space, resulting in new pocket parks, gardens, neighborhood gathering spaces, and wildlife habitat.
## STREET PARKS BUDGET FORM

<table>
<thead>
<tr>
<th>Expense</th>
<th>Cost</th>
<th>Quantity</th>
<th>$ Total</th>
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</thead>
<tbody>
<tr>
<td><strong>Design</strong></td>
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<tr>
<td>Landscape Architect</td>
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<tr>
<td><strong>Site Work / Demo / Ground Moving</strong></td>
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<tr>
<td>Trenching</td>
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<td>Turf removal</td>
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<tr>
<td><strong>Irrigation</strong></td>
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<tr>
<td>Irrigation infrastructure (water meter, backflow, etc)</td>
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<tr>
<td>Drip irrigation parts (couplers, drip line, etc)</td>
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<tr>
<td><strong>Landscaping/ Planting</strong></td>
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<tr>
<td>Plants/Seeds</td>
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<tr>
<td>Soil Amendments/Compost</td>
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<td>Weed cloth</td>
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<td>Bark Mulch</td>
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<td>Waddles / irrigation control</td>
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<tr>
<td><strong>Site Furnishings/ Hardscaping</strong></td>
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<tr>
<td>Decomposed Granite</td>
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<td>Permeable Pavers</td>
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<td>Boulders</td>
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<td>Stumps</td>
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<td>Signage</td>
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<tr>
<td><strong>Misc.</strong></td>
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<tr>
<td>Website/ Tech./Communications</td>
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<td>Office/General Supplies</td>
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<tr>
<td>Long Term Site Maintenance</td>
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<tr>
<td>(10% of budget recommended)</td>
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<tr>
<td>Fiscal Sponsor Admin Fee</td>
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<tr>
<td><strong>Revenue</strong></td>
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<td>Fundraising Event</td>
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<td>Foundation Support</td>
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<td>Individual Donors</td>
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<td>Corporate Donors</td>
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<td>City Grants</td>
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<tr>
<th>REVENUE TOTAL</th>
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### Revenue

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