



Port of San Francisco

TEMPORARY SIGN APPLICATION

On Street Parking Division - *parking stalls for construction*

INSTRUCTIONS TO THE APPLICANT: This form should be used to dedicate street parking stalls for construction. Fill out this application completely. For general questions and fees, see reverse or visit www.sfport.com under Street Parking. Submit this application electronically to: nostopping@sfport.com. Please deliver your check or money order and photos to address on reverse. Applications, payment, and supporting material must be submitted 15 Calendar days before project start date. Late applications may be rejected.

Section 1: Applicant Information	
Today's date	Lead person
Business name	Email
Mailing address	Telephone
City, State, Zip	<i>Please allow 10 business days to process requests.</i>
Section 2: Temporary Sign Request Information - <i>Must be actual location</i>	
Project name	Specific use of stall
Start date	End date
List days of week	Begin time/End time
Street address	City
Closest pier	Cross streets
Estimated length in feet	Zone type
Section 3: Parking Meter Information	
Pay station number and stall number - or - Single space parking meter number <i>Example for multi space: 830-12345 + stall 12</i> <i>Example for single space: 830-54321</i>	
Section 4: PORT OFFICIAL USE ONLY	
Customer No	Portfolio
SFMTA staff	Maritime authorization
Receipt date	PM authorization
Posting date	On Street Parking authorization
Type of Sign	Payment amount \$
Meter number verification	Port authorization #

FEE SCHEDULE FOR TEMPORARY SIGN SERVICE

Payment for services is due 15 Calendar days prior to first day of event.
 Money order, cashier checks, and company checks should be made payable to:
The Port of San Francisco, Street Parking Division - PMET

Deliver checks to:
ATTN: Collections
 The Port of San Francisco
 Pier 1, The Embarcadero
 San Francisco CA 94111

(1) Set up fee				
	Code	# of Parking Stalls	Fee	
	A	<6	\$ 182.00	
	B	14	\$ 243.00	
	C	23	\$ 304.00	
	D	32	\$ 365.00	
	E	42	\$ 424.00	
	F	53	\$ 486.00	
	G	65	\$ 547.00	
	H	77	\$ 608.00	+\$12 Per add. 20Ft

(2) Use fee - Port meters operate 7 days a week								
Exact # of Stalls	X	Daily Fees per Stall	=	Daily Use Fees	X	# of Days Used	=	Total Use Fees
		\$ 24.00						

Payment Due to Port of San Francisco	
Set up fees (1)	
Plus Total Use Fees (2)	
Pay this Amount	

The daily use fee applies every day the project is approved, including weekends.
 Credit cards are not accepted. We will gladly provide a W-9; however we cannot waive your responsibility to submit your application 15 days prior to start date of your event.
 Example: If a project is approved Monday through Friday, use fees shall apply to 5 days during the week. If a project is approved Monday through Sunday, use fees apply 7 days during the week.
 To ensure public safety and the movement of traffic, this request is approved under Traffic Code Section 33(b) and the Port Harbor Code.
 Authorization to cite and tow any unauthorized vehicle within posted zone per Traffic Code Section 33(c) and the Port Harbor Code.
 To tow unauthorized vehicles from a posted zone, call SFMTA Enforcement: 415-553-1200. Identify the applicant's business name.