



SCHOOL AND CHILD CARE DROP-OFF & PICK-UP MANAGEMENT PLAN

INFORMATIONAL AND SUPPLEMENTAL APPLICATION PACKET

ATTENTION: A Project Application must be completed and/or attached prior to submitting this Supplemental Application. See the [Project Application](#) for instructions.

For questions, call 415.558.6377, email pic@sfgov.org or visit the Planning Information Center (PIC) at 1660 Mission Street, San Francisco, where planners are available to assist you.

Español: Si desea ayuda sobre cómo llenar esta solicitud en español, por favor llame al 415.575.9010. Tenga en cuenta que el Departamento de Planificación requerirá al menos un día hábil para responder

中文: 如果您希望獲得使用中文填寫這份申請表的幫助，請致電415.575.9010。請注意，規劃部門需要至少一個工作日來回應。

Tagalog: Kung gusto mo ng tulong sa pagkumpleto ng application na ito sa Filipino, paki tawagan ang 415.575.9120. Paki tandaan na mangangailangan ang Planning Department ng hindi kukulangin sa isang araw na pantrabaho para makasagot.

WHAT IS A SCHOOL AND CHILD CARE DROP-OFF & PICK-UP MANAGEMENT PLAN?

The School and Child Care Drop-Off & Pick-Up Management Plan provides information regarding the circulation of proposed school or child care projects.

WHEN IS A SCHOOL AND CHILD CARE DROP-OFF & PICK-UP MANAGEMENT PLAN NECESSARY?

If the project involves a new or expanded school or child care facility, the project sponsor may be asked to submit a School and Child Care Drop-Off & Pick-Up Management Plan with the Project Application, prior to project approval.

HOW DOES THE PROCESS WORK?

If required, the School and Child Care Drop-Off & Pick-Up Management Plan is required for environmental review. The School and Child Care Drop-Off & Pick-Up Management Plan should be submitted with a Project Application. Environmental Planning may also require the property owner to hire a transportation consultant to prepare a transportation study.

ADDITIONAL STUDIES THAT MAY BE NEEDED

The project sponsor may be required by Planning Department staff to provide supplemental data or studies to determine if there are any potential transportation-related impacts resulting from the proposed project.



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SUPPLEMENTAL APPLICATION

Property Information

Project Address:

Block/Lot(s):

Project Description

PROJECT FEATURES	EXISTING	PROPOSED MAXIMUM AT BUILD OUT	PROJECT TOTALS:
Number of Students			
Number of Staff			
Number and Linear Feet of Off- and On- Street Loading Spaces			
Number and Linear Feet of On-Street Passenger Loading Zones			

School Drop-Off & Pick-Up Management Information

1. Would the project be implemented in phases? Yes No

If yes, please describe the number of phases and duration of each implementation phase.

Would the school be in operation during any proposed construction phase?

2. Provide documentation of coordination with the SFMTA (e.g., color curb program application).

See attachment

3. Describe morning drop off operations and activities, including to the extent applicable: number and age of students dropped off by time window (e.g., 8:00-8:15 a.m.), persons available to assist with pick-up (e.g., staff, parents, students), and any associated building-operated vehicles (e.g., vans, buses).

4. Describe afternoon pick up operations and activities, including to the extent applicable: number and age of students picked up by time window (e.g., 3:00-3:15 p.m.), persons available to assist with pick-up (e.g., staff, parents, students), and any associated building-operated vehicles (e.g., vans, buses).

5. What other transportation-related measures would the school or child care facility take for efficient and safe travel for children, families, and staff during drop off and pick up?
Please check ALL boxes that apply.

Notification to Parents of School Drop-Off & Pick-Up Management
Cross guards. Describe locations:

Enforcement Program by School or Child Care staff of School or Child Care Drop-Off & Pick-Up Management
Inventory Log of Transportation-Related Complaints
Distribution of Monitoring Reports of the School Drop-Off & Pick-Up Management
Distribution of Multimodal Access Guide to the School
Distribution of Travel Safety Fact Sheets
Transportation Education Workshops. Describe below (e.g., bicycle safety, Step up Muni Program, etc.)

Coordinated Walking or Biking Program (e.g., Walking School Bus Program)
Volunteer Carpooling Program
Shared Parking Agreements with Nearby Parking Facilities
Commuter Benefit Program for Staff
Other

Please describe below additional transportation-related measures that the school would take to encourage the use of transportation modes other than the automobile that are not included above.

APPLICANT'S AFFIDAVIT

Under penalty of perjury the following declarations are made:

- a) The undersigned is the owner or authorized agent of the owner of this property.
- b) The information presented is true and correct to the best of my knowledge.
- c) Other information or applications may be required.

Signature

Name (Printed)

Relationship to Project
(i.e. Owner, Architect, etc.)

Phone

Email

APPLICANT'S SITE VISIT CONSENT FORM

I herby authorize City and County of San Francisco Planning staff to conduct a site visit of this property, making all portions of the interior and exterior accessible.

Signature

Name (Printed)

Date

For Department Use Only

Application received by Planning Department:

By: _____

Date: _____