



SAN FRANCISCO PLANNING DEPARTMENT

New Planning Code Summary:

Signage Requirements for Privately-owned Public Open Spaces

Code Changes: Sections 138, 135 , 135.3 , 603
Case Number: Board File No. 12-0220
Initiated by: Supervisor Chiu
Effective Date: December 14, 2012

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The Way It Was:

Signage for Privately-owned Public Open Spaces (POPOS) was regulated in the Planning Code regarding its content. However, the Code did not require any specific location, size, and graphics for informational plaques. As a result, many of these POPOS do not include proper signage which has created a deficiency in informing the public about the existence of open space.

The Way It Is Now:

The new Ordinance establishes specific requirements regarding location, placement, content, size, material, and design of POPOS informational plaques. The informational plaque shall include: POPOS logo designed by the Department, the right of public to use the space, hours of operation, type of open space, principal features (logos designed for features), name and contact information of the owner, location of open space where it is not visible from the public sidewalk.

In cases where the POPOS is not visible from the public sidewalk, informational plaques are required at every pedestrian entrance to the building. In addition, in such cases, directional plaques are also required to create a clear path to the space.

[Zoning Administrator Bulletin 8](#) establishes the detailed design requirements. The Department also made available a digital template of proper plaques in Illustrator format. Existing POPOS that are not in compliance with the signage requirements in place at the time of project approval are required to comply with the new requirements. A new webpage is also set up including an interactive map of existing POPOS, signage requirements and enforcement strategies: <http://popos.sfplanning.org>

Link to signed legislation:

Board File No. 12- 0220	Ord. No. 0228-12	Planning Code - Signage Requirements for Privately-Owned Public Open Spaces
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