



APPLICATION PACKET FOR School Drop-Off & Pick-Up Management Plan

Planning Department
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WHAT IS A SCHOOL DROP-OFF & PICK-UP MANAGEMENT PLAN?

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

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

Projects subject to CEQA are those actions that require a discretionary decision by one or more public agencies, have the potential to result in a direct or reasonably foreseeable indirect physical change in the environment, and fall within the definition of a “project” as defined by the CEQA Guidelines Section 15378. If the project involves a new or expanded school or daycare facility, the project sponsor may be asked to submit a School Drop-Off & Pick-Up Management Plan with an Environmental Evaluation Application prior to project approval.

HOW DOES THE PROCESS WORK?

The project sponsor should consult with their assigned Current Planner or Environmental Planning’s Intake Planner Jeanie Poling to determine if a School Drop-Off & Pick-Up Management Plan is required for environmental review. The School Drop-Off & Pick-Up Management Plan should be submitted with an Environmental Evaluation Application.

WHAT TO INCLUDE ON THE PROJECT DRAWINGS

Project drawing submitted with the School Drop-Off & Pick-Up Management Plan must be in 11x17 format and include all information requested in the Environmental Evaluation Application, with additional information relevant to school circulation, such as driveways, off-street parking, bicycle parking, and loading; vehicular, bicycle, and pedestrian access to the site; bus stops near the site (within 150 feet); sidewalk widths; and curbside loading (white zones) where queuing would occur. Plans should highlight existing conditions and proposed project-related changes to or near the site.

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.

HOW TO SUBMIT THE APPLICATION

A completed School Drop-Off & Pick-Up Management Plan should be submitted with the Environmental Evaluation Application to the attention of Jeanie Poling.

Jeanie Poling
(415) 575-9072
jeanie.poling@sfgov.org

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APPLICATION FOR School Drop-Off & Pick-Up Management Plan

1. Project Summary Table

If you are not sure of the eventual size of the project, provide the maximum estimates.

PROJECT FEATURES	EXISTING	PROPOSED MAXIMUM AT BUILD OUT	PROJECT TOTALS:
Number of Students			
Number of Staff			
Number of Off-Street Parking Spaces on the Project Site			
Number/Length of Off-Street Loading Spaces on the Project Site			
Number of Bicycle Parking Spaces on the Project Site			
Number/Length of On-Street Passenger Loading Zones Adjacent to the Project Site			

2. School Drop-Off & Pick-Up Management Project 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. Number of students to be dropped off in the a.m.

3. When would students get dropped off in the a.m.?

4. Would there be a staggered a.m. drop-off?

YES NO

If yes, please describe how this would work. Would there be windows, for example: 8:00-8:15 a.m.? What grades or age groups would be served during each window? How many cars or children during each window?

5. Number of students to be picked up in the p.m.

6. When would the students get picked up in the p.m.?

7. Would there be a staggered p.m. pick-up?

YES NO

If yes, please describe how this would work. Are there windows, for example: 3:00 - 3:15 p.m.? What grades or age groups would be served during each window? How many cars or children during each window?

8. Would there be after school activities and programs?

YES NO

If yes, please describe these activities and programs and the pick-up times.

9. Would there be assigned staff, parents, or others (e.g. students) to help with drop-off and pick-up?

YES NO

If yes, please describe how many assigned staff, parents, or others and how this would work.

10. Describe any existing and proposed new curb white zones (including lengths) where queueing would occur. Include documentation of coordination with SFMTA and show white zones on plans.

11. When would freight/delivery activities occur? Please describe.

12. Would there be staff and/or visitor parking?

YES NO

If yes, please describe how many spaces for staff and visitors and where the parking would be located. (Show parking on plans).

13. What other transportation-related measures would the school take to ensure the safety of children, families, and staff to the site? For example, a crossing-guard at adjacent crosswalks, or distribution of a pedestrian and bicycle safety fact sheet to parents and children? Please describe.

**14. What transportation-related measures would the school take?
Please check ALL boxes that apply.**

- Notification to Parents of School Drop-Off & Pick-Up Management
- Enforcement Program by School Staff of School 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
- Bike Racks and Bike Storage
- Coordinated Walking or Biking Program (Example: 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: _____

Date: _____

Print name, and indicate whether owner, or authorized agent:

Owner / Authorized Agent (circle one)

For Department Use Only

Application received by Planning Department:

By: _____

Date: _____



**SAN FRANCISCO
PLANNING
DEPARTMENT**

**FOR MORE INFORMATION:
Call or visit the San Francisco Planning Department**

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*Planning staff are available by phone and at the PIC counter.
No appointment is necessary.*