



# Appeal Filing to the Board of Supervisors Review of Municipal Transportation Agency Decisions Appeal [Transportation Code, Section 10.1](#)

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A Final San Francisco Municipal Transportation Agency (SFMTA) Decision may be reviewed by the Board of Supervisors. These paragraphs are written to provide a summary of the process. Further details are contained in [Transportation Code, Section 10.1](#). In case of conflict between these paragraphs and the Transportation Code, the Transportation Code provisions control.

## **Who May File An Appeal:**

Any member of the public, with the concurrence of five members of the Board of Supervisors. Requests for review may be filed regarding the following:

1. Installing or removing a stop sign;
2. The creation or elimination of a preferential parking zone, pursuant to Vehicle Code, Sections 22507 or 22507.1;
3. The creation or elimination of a parking meter zone;
4. Adopting a limitation on the time period for which a vehicle may be parked;
5. Creating or eliminating a Class III bikeway or bike route;
6. Creating a pilot or temporary program involving 1 through 5 above, or continuing or substantially modifying as defined in Transportation Code, Section 10.1(a), a pilot or temporary program involving 1 through 5 above on a permanent basis;
7. Creating or substantially modifying as defined in Transportation Code, Section 10.1(a), a private transportation program that may create or eliminate a preferential parking zone, or limit the time period for which a vehicle may be parked to accommodate a private transportation service.
8. Implementation of a Bus Rapid Transit project that authorizes preferential access for any part of the street, except for commercial loading zones, to any vehicle that is not a Municipal Railway vehicle, taxi, authorized emergency vehicle, or Golden Gate transit vehicle.

[Transportation Code, Section 10.1\(a\)](#)



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**Filing Deadline:**

The completed form provided by the Office of the Clerk of the Board requesting a hearing before the Board of Supervisors shall be filed no later than 30 days after the date of the Final SFMTA Decision of the SFMTA Board of Directors, or written decision of the City Traffic Engineer, or Director of Transportation.

[Transportation Code, Section 10.1\(b\)\(2\)](#)

**What to File:**

The following shall be filed with the Clerk of the Board of Supervisors:

(1 original and 2  
hard-copies)

- 1) The required Appeal Form (signed by the Appellant/Authorized Agent and five members of the Board of Supervisors) may be obtained from the Office of the Clerk of the Board of Supervisors, (attached);
- 2) A copy of the Final SFMTA Decision;
- 3) Any documentation to be included as evidence to support your request for review;
- 4) \$250 Appeal Fee, payable to the Office of the Clerk of the Board of Supervisors.

[Transportation Code, Section 10.1\(b\)\(3\)](#)

*NOTE: Such submission may be done by electronic means. Any materials will become public records, therefore, if any private information is included, Appellant is responsible for redacting such information prior to submission.*

**Where to File:**

Clerk of the Board of Supervisors  
1 Dr. Carlton B. Goodlett Place, Room 244  
San Francisco, CA 94102

**Conditional  
Acceptance:**

Upon filing, the Clerk will accept the appeal conditioned on the determination that the appeal is filed in a timely manner and complies with the submittal requirements.

[Transportation Code, Section 10.1\(c\)\(1\)](#)

**Hearing Date:**

The Clerk will schedule an appeal hearing at a regular meeting of the full Board of Supervisors no less than 15 days after the date of filing.

[Transportation Code, Section 10.1\(c\)\(1\)](#)



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## **Hearing Notice:**

The Clerk will inform the appellant of the hearing date and time after the closure of appeal filing period.

The Clerk will send notices to any person who filed a request for review, and individuals who previously have requested such notice in writing no less than 10 days prior to the date the appeal is scheduled to be heard by the Board.

[Transportation Code, Section 10.1\(d\)](#)

## **Procedural Steps:**

The appellant may submit written materials to the Clerk of the Board no later than noon, 11 days prior to the hearing.

## **Decision:**

The Board by a majority vote of all its members may affirm or reverse the Final SFMTA Decision of the SFMTA Board of Directors, or decision in writing of the City Traffic Engineer or the Director of Transportation.

[Transportation Code, Section 10.1\(e\)](#)

If the Board fails to approve or reverse the Final SFMTA Decision within 60 days of the date of the filing of the Request for Review, the Final SFMTA Decision shall be deemed approved

[Transportation Code, Section 10.1\(e\)](#)

## **Continuances:**

Only the Board of Supervisors (not the Clerk of the Board) can continue or grant a written request for continuance of the appeal hearing.

A written request must be submitted by an appellant and the project sponsor, in advance, for the Board's consideration.

## **Contact:**

Office of the Clerk of the Board  
(415) 554-5184

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Effective - 1/7/2019  
Updated 3/2/2020

# BOARD OF SUPERVISORS CITY AND COUNTY OF SAN FRANCISCO

## Request for Review of Municipal Transportation Agency Decision

|                           |                   |
|---------------------------|-------------------|
| <b>REQUESTOR NAME:</b>    |                   |
|                           |                   |
| <b>REQUESTOR ADDRESS:</b> | <b>TELEPHONE:</b> |
|                           | (    )            |
|                           | <b>EMAIL:</b>     |
|                           |                   |

|  |
|--|
| <b>DECISION BEING REQUESTED FOR REVIEW</b> |
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|  |   |
|--|---|
| <p>Decision Authorized by:</p> <p><input type="checkbox"/> Municipal Transportation Agency Board of Directors</p> <p><input type="checkbox"/> Director of Transportation</p> <p><input type="checkbox"/> City Traffic Engineer</p> | <p>Type of Decision Being Requested for Review:</p> <p><input type="checkbox"/> Installing or Removing a Stop Sign</p> <p><input type="checkbox"/> Creating or Eliminating a Preferential Parking Zone</p> <p><input type="checkbox"/> Creating or Eliminating a parking Meter Zone</p> <p><input type="checkbox"/> Adopting a Limitation on the Time Period for Parked Vehicle</p> <p><input type="checkbox"/> Creating or Eliminating a Class III Bikeway or Bike Route</p> <p><input type="checkbox"/> Creating a Pilot/Temporary Program - for all of the above - or Continuing or Substantially Modifying a Pilot/Temporary Program on a Permanent Basis</p> <p><input type="checkbox"/> Creating or Substantially Modifying a Private Transportation Program (that may create/eliminate preferential parking zone)</p> <p><input type="checkbox"/> Implementation of a Bus Rapid Transit project that authorizes preferential access for any part of the street to any vehicle that is not a Municipal Railway, taxi, authorized emergency, or Golden Gate Transit vehicle.</p> |
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**Required for Filing a Request for Review (including this form):**

Five (5) Members of the Board of Supervisors' signatures:

|           |                 |
|-----------|-----------------|
| Signature | Supervisor Name |
| Signature | Supervisor Name |
| Signature | Supervisor Name |
| Signature | Supervisor Name |
| Signature | Supervisor Name |

- Copy of the Municipal Transportation Agency's Decision, dated (do not submit supporting MTA documents)
- Supporting Documentation on the Request for Review
- \$250 Appeal Fee (payable to the Clerk of the Board of Supervisors)
- Fee Waiver Form (if applicable)