



# DOWNTOWN SIDEWALK USE PERMIT PARKLET REQUIREMENTS

As per your sidewalk use permit, conditions may be added during its term to address bona fide concerns that arise after issuance. The limited lease for a parklet is seasonal and terminates on October 15. The annual fee for a limited lease is \$35.

## **REQUIRED SUBMISSIONS (PLEASE ATTACH):**

1. Downtown Sidewalk Use Permit Application
2. Signed Pub Requirements document (if applicable)
3. Crowd Management Plan (if applicable)
4. Proof of required Insurance
5. Written consent of all property owners and/or tenants whose property abuts the business requesting a parklet permit.
6. Site Plan
  - a. On 8.5" by 11" paper or electronic document
  - b. Drawn to scale. A survey is not necessarily required, but the site plan must be created using a scale, and the scale used should be identified on the site plan (examples can be provided upon request).
  - c. North arrow
  - d. Dimensions of the existing area to be utilized as a parklet.
  - e. Dimensions of adjacent private property (or properties)
  - f. Proposed location of the parklet
  - g. Size and number of tables, chairs, steps, planters, and umbrellas
  - h. Location of doorways, trees, existing parking meters, sidewalk benches, trash receptacles, light poles, and any other sidewalk obstructions either existing or proposed within the pedestrian area.
  - i. Setbacks from driveways, adjacent parking spaces, drive lanes, and intersections
  - j. Location and dimension of barriers, such as planters or railings, used to protect patrons.

## **THE PARKLET MUST MEET THE FOLLOWING CRITERIA:**

1. A parklet permit may only be issued in the central business district in which the adjacent street or roadway has a posted speed limit of not more than 20 miles per hour.
2. A parklet may not be located within parking spaces designated for the physically disabled or handicapped persons.
3. The installation must be removable.
4. Parklet furniture must be of commercial grade, designed durably, and comply with applicable design standards.
5. Parklets need to be constructed out of durable and stable materials.
6. Parklet materials and furniture must be stored inside after the October 15 expiration date.
7. Parklets must include vertical elements that alert vehicles to their presence and include materials that create enclosure around the perimeter.
8. Must be located at least 20 feet away from the nearest intersection and shall have a five-foot setback from any driveway.
9. Cannot occupy more than two parking spaces.
10. Cannot be located in diagonal parking spaces.
11. Cannot be located within 40 feet of a bus stop.
12. Have reflective vertical elements that make them visible to traffic, such as flexible posts or bollards.
13. Have a minimum of a two-foot buffer space from adjacent parallel parking spaces.
14. Have a minimum of a two-foot buffer space from the drive lane.
15. Have a flush transition at the curb to allow easy access for wheelchairs or others with mobility issues and to avoid any tripping hazards.
16. Utilize barriers such as planters or railings to protect the patrons.
17. Remain clear, unobstructed sightlines to and from the street.
18. Provide sidewalk-facing edges that are open to pedestrians.
19. The parklet must not significantly impede curbside storm drainage.
20. Meets all applicable requirements contained within the City's code of ordinances.
21. Any other criteria deemed necessary by the City.

The parklet must be constructed out of durable and stable materials. It must include vertical elements that alert vehicles to the presence of the parklet and include materials that create an enclosure around the perimeter. Please describe the materials to be used and your plan for achieving a vertical design. Photographs may be attached.

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The parklet must have a flush transition at the curb, but it may not impede curbside storm drainage. Please describe how this will be achieved.

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Please note, more information may be required to determine if the proposed parklet design complies with the requirements.

I understand and agree to comply with the conditions described in this document and all City ordinances relevant to the proposed parklet.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date