



This is a no fee application to obtain conceptual approval of a proposed Parklet. City staff will review the application to determine if the location is appropriate. This is not an application for a construction permit. Once the location has been approved, a full Parklet Application Package must be submitted to obtain a construction permit. Please refer to our website for the application package: <https://www.phoenix.gov/pddsite/Pages/Parklet-Program.aspx>

The Parklet Design will provide PUBLIC outdoor seating PRIVATE outdoor seating

Site Address _____

Cross-Streets: _____

Applicant Contact Information: Check one: Owner Contractor Tenant _____

Contact Person: _____

Owner/Business Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Fax: _____ Email: _____

Site Information:

Proposed length of Parklet: _____ Length of establishment's storefront: _____

Are there metered spaces at the site? Yes No

If yes, applicant will be responsible for meter removal fee (\$300 per meter)

Is the Parklet intended to span more than one storefront? Yes No

If yes, Parklet Application Package must be signed by each sponsoring business

Are there any parking signs and regulations that will affect the proposed location (i.e., Loading Zone, two-hour parking, accessible parking)? Yes No

Required Submittal Documents:

11 X 17 dimensioned drawing showing the Parklet footprint in relation to the surrounding streetscape context. Show all signs, parking meters, utilities, sidewalks, driveways, manholes, ramps, scuppers or catch basins, landscape, and bus stops.

Design elevations, plan views, sketches, or detailed description of proposed Parklet design.

For more information or for a copy of this publication in an alternate format, contact Planning & Development at 602-262-7811 voice or TTY use 7-1-1.

-----Staff Use Only-----

No fee for this fact finding, route application to Office of Customer Advocacy; 200 W Washington St, Phoenix, Arizona 85003 2nd floor or call 602-534-7344 to schedule an appointment.

Conceptual Parklet Approval? Yes Yes, with Stipulations No

Stipulations for Final Parklet Design:

Reasons for Denial:

Staff Signature: _____

Print Staff Name: _____

Date: _____

Conceptual approval is valid for 180 Days from date approved.

If your Parklet has been conceptually approved, you may proceed with design and submittal of Parklet application, construction plans, and supporting documents to obtain a permit. Please refer to our website at this link for more information: http://insidephx/depts/pdd/TRTDocuments/dsd_trt_pdf_00885p.pdf