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## Parklet Application Packet

**This packet contains the following forms/documents:**

1. TRT 00885P Parklet Application Packet (Cover Page)
2. TRT 00885 Parklet Application
3. TRT 00886 Parklet Location Petition
4. TRT 00890 Parklet Location Map Sample



Site Address(es): \_\_\_\_\_ Date: \_\_\_\_\_

Parklet Design will provide  PUBLIC outdoor seating  PRIVATE outdoor seating

Total Project Length and Width: \_\_\_\_\_ Length of Storefront: \_\_\_\_\_

Is the Parklet intended to span more than one Storefront?\*  Yes  No

*\*If yes, owner or owner's agent for both properties must sign application*

Are there parking meters at the site?  Yes  No

Are there any parking signs or regulations that will affect the proposed location?  Yes  No

**Contact Information:** Check one:  Owner  Contractor  Tenant \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**Contractor Business Name\*:** \_\_\_\_\_

*\*licensed contractor is required to construct a Parklet*

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

State License Class and Number (ROC): \_\_\_\_\_ State Tax #: \_\_\_\_\_

Local Business License (Phoenix PLT) #: \_\_\_\_\_

I am the owner (or an authorized agent acting on behalf of the owner) of the property at the following address:

Address: \_\_\_\_\_

**Applicant Signature:** \_\_\_\_\_ **Print Name:** \_\_\_\_\_

Applicant Phone: \_\_\_\_\_ Email: \_\_\_\_\_

I am the owner (or an authorized agent acting on behalf of the owner) of the property at the following address:

Address: \_\_\_\_\_

**Applicant Signature:** \_\_\_\_\_ **Print Name:** \_\_\_\_\_

Applicant Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## **Required Community Support and Outreach Documentation**

The Parklet Application requires documented support by the local neighborhood. This Application must include a petition with signatures of support from any immediate adjacent property owner(s) on the same side of the street and 51% of the remaining property owners on the block. View [Parklet Location Petition](#).

## **General Design Guidelines**

Design for easy removal. The parklet will sit on top of the existing street surface. Because the parklet may cover critical infrastructure and utilities such as gas lines, sewer and water mains, they need to be designed for easy removal in case of an emergency. Parklets cannot block storm drains or catch basins.

No advertising is allowed on the surface or walls of the parklet. If the parklet is designed for PRIVATE use, the name of the sponsoring establishment may be placed on one wall or other feature of the parklet as approved on the construction plans.

Be creative. Think outside the standard tables and chairs on a platform. Include artistic and shade elements to enliven the streetscape.

See website for required design elements like safety features and structural load capacity. View [Parklet Program Policy](#).

## **Design Document Requirements**

Minimum 11 X 17 scaled and dimensioned drawings. Site plan must show dimensioned Parklet with right-of-way lines, dimensions to monument lines, property lines, and other physical references, such as sidewalks or curbs. Lettering size must be a minimum of 11point font.

## **Liability Insurance Requirements**

Encroachments permitted in the right-of-way must be covered by liability insurance. A certificate must accompany this application and thereafter be posted with the City each time the policy renews, is replaced, dropped, or on the date indicated on the certificate for renewal. The applicant is responsible for maintaining a current policy and submitting the updated policy on an annual basis to the City. Liability insurance in the amount of \$300,000 for residential and \$2,000,000 for commercial applicants is required and the City of Phoenix is to be named as an additional insured on applicant's insurance policy. The applicant will be required to hold harmless the City of Phoenix.

## **Maintenance Requirements**

The parklet will be owned and maintained by the applicant. The applicant is responsible for all costs associated with the design development, construction, installation, maintenance, and removal of the parklet. Applicant is required to sign an encroachment permit that outlines their responsibilities, including the requirement to keep the parklet free of debris, grime, and graffiti, and to keep all plants in good health. The permit obligates the applicant to ensure the parklet is swept daily and debris is removed from under and around the parklet a minimum of once per week.

## **All Required Submissions for Parklet Application**

For more information visit our website [Parklet Program](#).

- Site plan showing Parklet footprint in relation to surrounding streetscape context
- Dimensioned Parklet plan with construction details
- Design elevations with dimensions
- Community Support Petition with Signatures
- Certificate of Insurance
- Written document describing hours of operation and proposed furniture, fixtures, and storage plans for parklet

**Initial Parklet Construction Fees**

Base fee for all Parklet permits\* ----- \$500

*\*includes plan review, construction permit, revocable permit*

Annual rental fee for Private Parklet----- \$10/square foot

Parking meter removal fee----- \$300 per meter

Additional costs\* (if applicable) ----- \$150 to \$500

*\*any sign changes, striping, loading zone, landscape, etc. that must be done to accommodate Parklet*

Cash bond for emergency removal of Parklet----- \$500

**Ongoing Annual Fees**

Annual revocable permit fee ----- \$380

Annual rental fee for private parklet ----- \$10/square foot

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**Staff Use Only**

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Staff Initials \_\_\_\_\_

Permit Type: \_\_\_\_\_ Permit Number: **T** \_\_\_\_\_ Project #: \_\_\_\_\_ SDEV/SPAD: \_\_\_\_\_

Permit Name: \_\_\_\_\_ C of C  Yes  No \_

Census: \_\_\_\_\_ Council District: \_\_\_\_\_ Quarter Section: \_\_\_\_\_

Scope Code: **Parklet**

Check Box – **Parklet** \_\_\_\_\_ Parklet Square Footage: \_\_\_\_\_

**Valuation Code:** \_\_\_\_\_

Checklist:  Bldg. Plans  Specification  Calculations  Soils Report  Special Inspection Certificate

**Structural:** \_\_\_\_\_ **Civil:** \_\_\_\_\_

Fee Code: \_\_\_\_\_ Review/Permit Fee: \$500

Project is a revision to an approved plan:  Yes  No If yes, specify the revision number: \_\_\_\_\_

Parklet  Self-Certification

**No Zoning Approval Required**

**Notes:** \_\_\_\_\_  
\_\_\_\_\_  
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A completed Parklet Location Petition must be submitted with every Parklet Application.

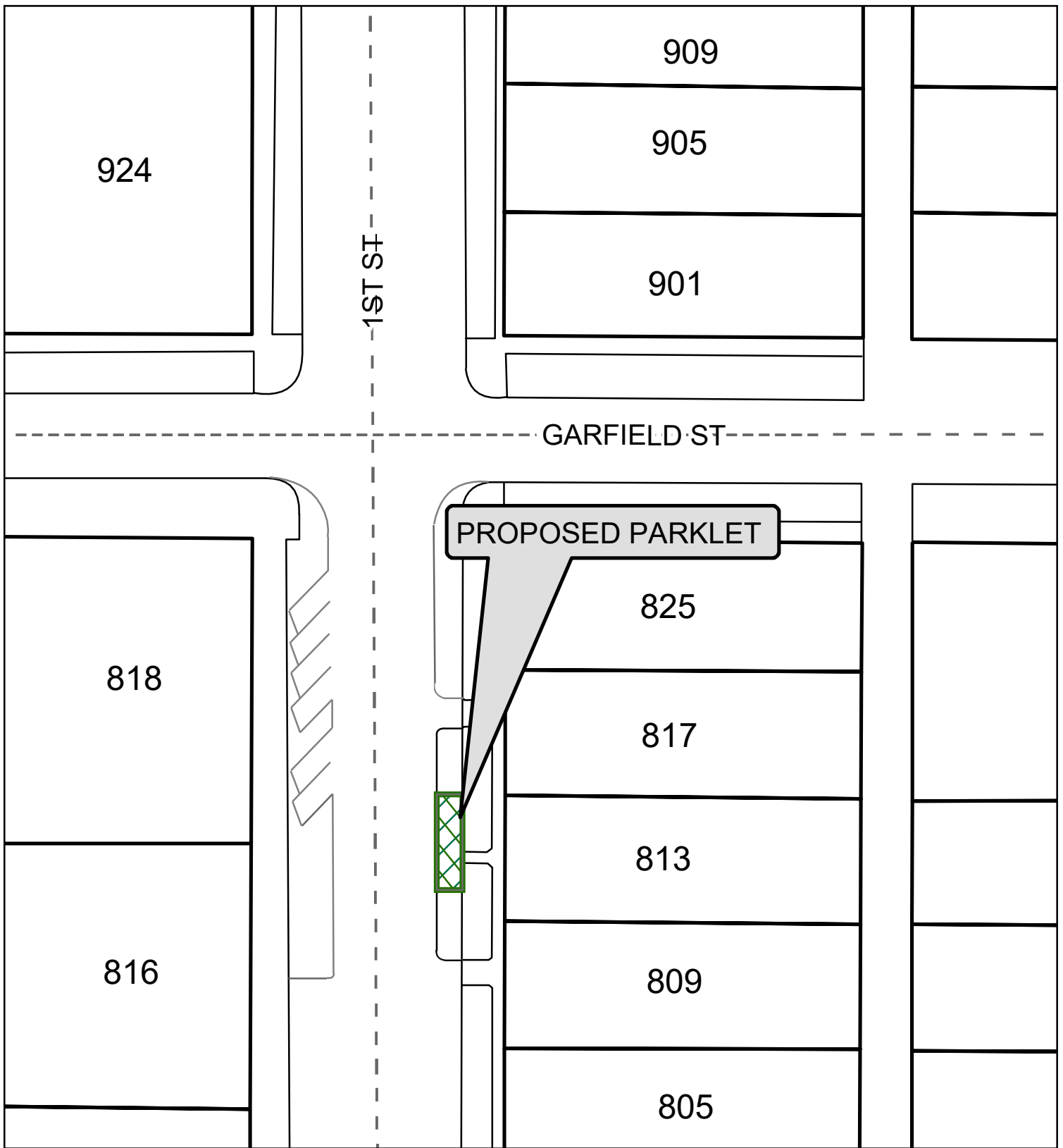
Parklet Applicants are required to obtain support from all adjacent property owners and other property owners on the block. Applicant must circulate a petition and obtain signatures of support from any owner(s) of property which Parklet will front, any immediate adjacent property owners on the same side of the street, and 51% of the remaining property owners on the block.

Proposed Parklet Location: \_\_\_\_\_

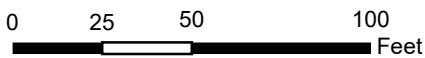
Attach map showing entire block with all property addresses and indicate supportive property owners (for examples, see: [https://www.phoenix.gov/pddsit/Docs/Docs/TRT/dsd\\_trt\\_pdf\\_00890.pdf](https://www.phoenix.gov/pddsit/Docs/Docs/TRT/dsd_trt_pdf_00890.pdf)).

ADDRESS	PRINT NAME	SIGNATURE

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.



## Parklet Location Map Sample



P:\TRT Private\Parklet Location Map Sample 00890



**City of Phoenix**  
PLANNING AND DEVELOPMENT DEPARTMENT