



# PARKLET APPLICATION

*Enhancing the pedestrian experience downtown by providing places for activities on the commercial streets of the city.*

Interested persons in designated areas may submit an application for the installation of parklets for review and consideration by the City of Montpelier. A parklet is the temporary use of space in the dedicated public right-of-way (primarily parking spaces) for public and private use, primarily as additional seating areas for retail patrons, citizens, and visitors. Parklets are privately constructed and maintained for customers or the general public.

**INSTRUCTIONS:** Complete the application in full and submit to the City Manager's Office with an application fee of \$50.00 and required materials. Payment of applicable fees is due at the time of submission. Incomplete applications will be returned.

APPLICANT NAME:	MAILING ADDRESS:
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PHONE:	E-MAIL:
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ORGANIZATION/BUSINESS NAME:
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PROPERTY OWNER NAME:	MAILING ADDRESS:
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PHONE:	E-MAIL:
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PROPOSED LOCATION: <i>[Nearest street address]</i>
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DESCRIPTION OF PROPOSED PARKLET: <i>[Include architectural renderings]</i>
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**APPLICANT & PROPERTY OWNER'S AFFIRMATION**

*I hereby do affirm that I am the owner or a duly authorized representative of the corporation owning the above reference property. I have been made aware of the Applicant's intent to install a parklet in the location identified on this application and have no objections.*

APPLICANT SIGNATURE: \_\_\_\_\_ DATE \_\_\_\_\_

PROPERTY OWNER SIGNATURE: \_\_\_\_\_ DATE \_\_\_\_\_

*The applicant must secure any City and State permits that may be required, including but not limited to floodplain approval under the City's river hazard area regulations and water/wastewater approval from the State.*

# EXISTING CONDITIONS SITE PLAN

The Applicant must submit an **Existing Conditions Site Plan** with the application. The plan may be hand-drawn as long as all of the required elements are included and the drawing is legible.

The **Existing Conditions Site Plan** must show the following:

- Proposed site
- 20 feet on either side of the proposed site
- Proposed Parklet footprint with dimensions

The **Existing Conditions Site Plan** must also include the following existing elements:

- Parking stalls with dimensions
- Adjacent vehicular lane with dimensions
- Location of existing utilities
- Location of storm drains
- Driveways and alleyways
- Sidewalk dimensions
- Street trees and tree wells
- Permanent above the ground street fixtures (such as utility poles, street lights, parking meters, electrical boxes, signs, fire hydrants, etc.)
- Movable above the ground street fixtures (such as trash bins, planters, benches etc.)
- Property lines
- Building entrances

For more information please review the attached Montpelier Design and Placement Guidelines .



# EXISTING CONDITIONS PHOTOS

The Applicant must submit **Existing Conditions Photos** like those shown below with the application.



**BUILDING ELEVATION:** Take a photo of the proposed site from across the street. Center the proposed site within the frame, including the sidewalk, fronting, and adjacent buildings.



**UPSTREET SIDEWALK APPROACH:** Take a photo of the parklet site from the sidewalk.



**DOWNSTREET SIDEWALK APPROACH:** Take a photo of the parklet site from the sidewalk.



**UTILITIES, GUTTER, & DRAINS:** Take photos of the curb, gutters, where the parklet structure will connect with the sidewalk. Include photos of storm drains and utilities within 20 feet to either side of the proposed parklet site.



**ABOVE GROUND FIXTURES:** Take photos of existing above ground-fixtures within 20 feet to either side of the proposed parklet site. Include utility poles, parking meters, street trees, benches, etc.

# **PARKLET PROVISIONS**

## **WHERE ARE THEY PERMITTED?**

The City Council designates the location and boundaries of space within one or more dedicated street or highway as areas in which parklets may be established and maintained. Such designation will take into consideration impediment to public use of streets and highways, vehicular and pedestrian safety, congestion, noise, litter and public health.

## **WHEN ARE THEY PERMITTED?**

Parklets are permitted from May 1<sup>st</sup> through November 8<sup>th</sup>. Parklets not removed after November 8<sup>th</sup> may be removed by the City at the owner's expense.

## **WHAT CAN BE PUT ON A PARKLET?**

Parklets may feature:

- ❖ Tables and chairs
- ❖ Benches
- ❖ Planters and landscaping features
- ❖ Art Work
- ❖ Bike Racks

While other features may be acceptable, the goal of these spaces is to enhance the pedestrian experience downtown by providing places for activities on the commercial streets of the city. Parklets may be restricted to use by patrons of a particular establishment or group of cooperating businesses, or may be open to the general public for their enjoyment. Parklets may be used as an accessory space for a nearby business but they may not be used as a stand-alone place of business.

## **WHO CAN INSTALL A PARKLET?**

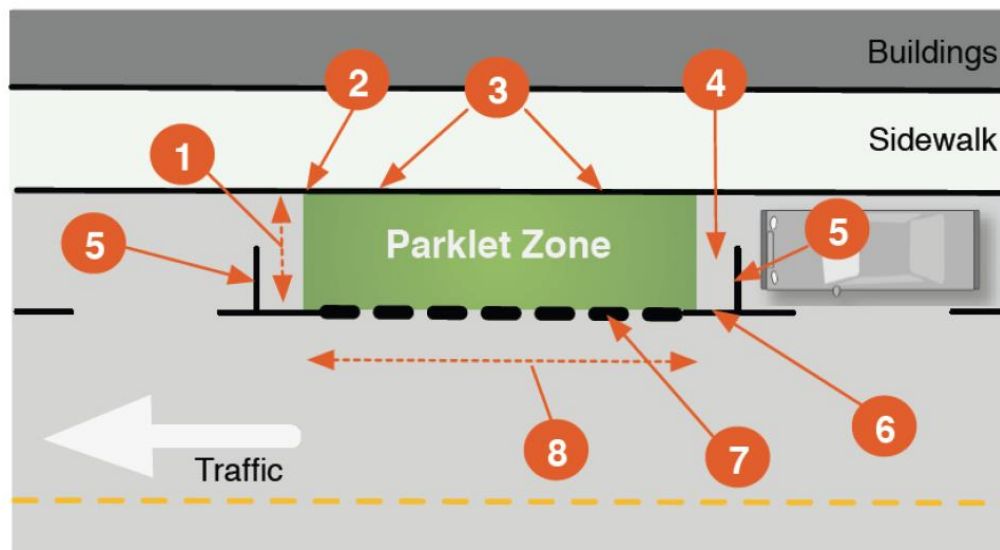
Storefront business owners, upper floor business owners, non-profits and community-based organizations may apply for permission to install a parklet. Other applicants may be considered on a case-by-case basis.

## **WHAT IS THE APPLICATION PROCESS?**

A person seeking to install a parklet in a designated location shall submit a completed application form and required materials to the City Manager's Office. Parklet applications require an advisory opinion from the Design Review Committee (DRC), and will also be evaluated by City staff, including the Public Works Department and the Police Department.

# DESIGN & PLACEMENT GUIDELINES

1. Maximum of 7-foot width.
2. Maintain paths of water drainage from center line of road to curb, and along the curb.
3. Finished surface of parklet floor to be flush with curb, 1/2" gap max.
4. 4' distance from parklet to wheel stop.
5. 3' Wheel stop installed 1' from curb.
6. Reflective soft hit posts at each corner of the parklet-occupied parking space.
7. Protected outside edge with MUTCD-compliant object marker.
8. Generally 1 or 2 parking spots per parklet. The length of the parklet will depend on the length of the space being occupied, less 4' at each end adjacent to a parking space.



## Additional Guidelines

1. Parklet must have barrier to entrance and egress along three sides. Side toward sidewalk can be open for the entire length or have an entryway. Railings should be constructed of safe, durable materials.
2. Floor of the parklet should be at the same level for its entire area.
3. Each parklet must include planters. Ideally, they should be incorporated into the design of the railings
4. Furniture should be sturdy, durable, and designed for the outdoors. Unsecured furniture is not permitted after business hours.
5. No sound amplification system.
6. No advertising on the terrace is allowed.
7. Umbrellas must not extend past the parklet, must not affect visibility of signage, and must be secured to withstand wind stresses.
8. Structural elements and decorations must not extend beyond the footprint of the parklet.
9. Parklet may not be installed before May 1st and must be removed by October 25th.
10. Smoking on parklets is prohibited.
11. Parklets adjacent to corners or alleyways must be set back enough to maintain sight lines for cars entering the main flow of traffic using practices commonly used by the Department of Public Works.
12. Parklet must be ADA compliant with 2010 Standards for Accessible Design.
13. If the applicant desires to install lights, or has other power needs, plans must be presented at the time of application. An additional fee may be incurred to pay for city electricity.
14. Must be designed with sufficient structural integrity to withstand urgent removal by dragging or other pre-determined and approved method in the event of an emergency.