



SDOT PARKLET HANDBOOK

FORMS & EXAMPLES SUPPLEMENT

SUPPLEMENTS

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PARKLET PROGRAM APPLICATION



1 CONTACT INFORMATION

Name	
Business or Organization Name	
Email Address	
Phone Number	

2 PARKLET LOCATION

Address of hosting business or organization	
Addresses and names of all businesses adjacent to your proposed parklet	
Number of parking spaces needed for your parklet (one parallel space is 20 ft long)	
Describe the exact location of the parking spaces or list the paid parking stall numbers of your proposed site (found on the metal plates bolted to the sidewalk)	

Continued on other side

3 PARKLET DESCRIPTION

Please provide one or two paragraphs that describe your parklet to help reviewers understand what you're planning for the space. Consider the following questions:

- Why do you want to host a parklet?
- What do you hope it will do for your neighborhood?
- What do you see people doing in the parklet? What types of activities will it support?
- Are there any features that you specifically want to include?
- How do you plan to design your parklet? Will you be hiring a professional designer or designing it yourself?

4 APPLICATION PACKAGE

- I have read and understood the design guidelines and review processes outlined in the Parklet Handbook

Parklet Program applications must be submitted by the application deadline to parklets@seattle.gov or in person on the 23rd floor of the Seattle Municipal Tower (700 5th Ave). To complete your application package, please submit this form with the following materials, as detailed in the Parklet Handbook:

- Parklet Site Plan
- Photos of the Area
- Three letters of community support
- Proof of contact with local business/neighborhood association (if applicable)

Please note that if you are applying for a parklet in more than one location, a separate application package must be submitted for each location.

STREET USE GENERAL APPLICATION

Seattle Municipal Code (SMC) 15.04

1 PROJECT ADDRESS

Address Number

Street Name (include NE, SW, Ave, St, Blvd, etc.)

2 PROJECT INFORMATION

Applied Online/By Email: Yes No Permit Number(s)

PERMIT TYPE (Check all that apply)

- Storage/**Moving** Container or **Residential Dumpster**
- Annual **Vehicle**/Truck Permit
- Construction** (material storage, scaffolding, pumping, sidewalk repair)
- Utility** (electrical, gas, water, potholing, soil boring)
- Urban Forestry** (tree planting, pruning, or removal)
- Decorative Lighting
- Public Space Management**
 - Annual** (sidewalk café, encroachment, signs)
 - Vending**
 - Council Approved **Term** Permit

PROJECT TYPE (Check all that apply)

- Single Family
- Multifamily
- Commercial/Mixed Use
- Industrial
- Community/Festival

3 BACKGROUND

RELATED PERMITS

- Construction Use Permit #
- Public Space Management: Annual/Vending/Term Permit #
- Simple Utility Permit #

- SIP/Utility Major Permit #
- DPD Permit #
- Other Type Permit #

INSPECTOR WARNING

- Verbal
- Written
- None

Note: Failure to notify Street Use & Urban Forestry of Inspector Warning could cause delays in permit processing and may lead to additional fees or fines.

4 PROJECT DESCRIPTION

EXAMPLES: Construction - Construct new single family residence on vacant lot. Stage construction dumpster in curb parking lane. Stage construction materials in planting strip. Cross curb with excavation equipment. Block sidewalk during concrete pumping and material booming activities.

Annual - Build a 6-foot by 2-foot sidewalk café area outside of our business; surround area by 42-inch high fence.

Describe Project and Work in Right of Way

Continued on other side

5 APPLICANT

Check if **Applicant** is the **Home or Property Owner**

Applicant Name:	SDOT Customer ID Number:
Company:	SDOT Company ID Number:
Mailing Address (include city, state, zip):	Mobile Phone Number:
	Office/Home Phone Number:
	Email Address:

6 FINANCIALLY RESPONSIBLE PARTY

Check if **Applicant** is the **Financially Responsible Party** - skip this section, proceed to **7**

Check if Applicant is **applying on behalf** of the **Financially Responsible Party** - a **Letter of Authorization (LOA)** is required

Applicant Name:	SDOT Customer ID Number:
Company:	SDOT Company ID Number:
Mailing Address (include city, state, zip):	Mobile Phone Number:
	Office/Home Phone Number:
	Email Address:

7 24-HOUR-CONTACT (Job Site Contact)

Check if **Applicant** is the **24-Hour-Contact** - skip this section, proceed to **8**

Applicant Name:	SDOT Customer ID Number:
Company:	SDOT Company ID Number:
Mailing Address (include city, state, zip):	Mobile Phone Number:
	Office/Home Phone Number:
	Email Address:

8 TERMS AND CONDITIONS

Indemnification: The Permittee agrees to defend, indemnify, and hold harmless the City of Seattle, its officials, officers, employees, and agents against: (1) any liability, claims, causes of action, judgments, or expenses, including reasonable attorney fees, resulting directly or indirectly from any act or omission of the Permittee, its subcontractors, anyone directly or indirectly employed by them, and anyone for whose acts or omissions they may be liable, arising out of the Permittee's use or occupancy of the public right of way; and (2) all loss by the failure of the Permittee to fully or adequately perform, in any respect, all authorizations or obligations under the Permit.

Acceptance of terms, conditions, and requirements: Permittee shall accept the terms, conditions, and requirements of the permit and agree to comply with them to the satisfaction of the Seattle Department of Transportation, Street Use & Urban Forestry Division. Permittee further agrees to comply with all applicable city

ordinances, including but not limited to Title 15 SMC, and all applicable requirements of state and federal law. Work shall begin within six months from the date of approval unless other arrangements are made, otherwise the application shall be void.

Applicant/Permittee or Authorized Agent Statement: I declare under penalty of perjury under the laws of the State of Washington that: I am the Applicant/Permittee OR the authorized agent of the Applicant/Permittee; that the information provided is correct and complete; and that I have the authority to bind the Applicant/Permittee to this application.

Deposits, Charges, and Future Billings: The Permittee is responsible for all permit charges. If a deposit was made for estimated future Street Use & Urban Forestry services, any unused portion of the deposit will be refunded to the Applicant/Permittee. Any charges in excess of the deposit will be billed to the Applicant/Permittee.

APPLICANT SIGNATURE

DATE

9 ATTACH PROJECT-SPECIFIC PERMIT APPLICATION(S)

The terms and conditions above apply to all project-specific permit applications associated with or attached to this form.



Seattle Department of Transportation
 Street Use & Urban Forestry Division
 700 Fifth Avenue, Suite 2300 | P.O. Box 34996
 Seattle, Washington 98124-4996
 (206) 684-5267 | annualpermits@seattle.gov

SDOT Permit Number(s)

Intake

Review

(Official Use Only)

PUBLIC SPACE MANAGEMENT ANNUAL PERMIT APPLICATION

Seattle Municipal Code (SMC) 15.04, 15.10, 15.12, 15.16

1 ATTACH STREET USE GENERAL APPLICATION

My signature indicates that I am bound by the terms and conditions outlined in Section **8** of the Street Use General Application.

APPLICANT SIGNATURE

DATE

2 PROJECT ADDRESS

Address Number

Street Name (include NE, SW, Ave, St, Blvd, etc.)

3 WORK DESCRIPTION (Check applicable category)

Desired Start Date (mo/day/year)

Total Square Footage of Project Area (if applicable)

BUSINESS AMENITIES	Required at Application See reverse for additional requirements
<input type="checkbox"/> Merchandise on Sidewalks (18A) <input type="checkbox"/> Sidewalk Cafés (18B) <input type="checkbox"/> Tables and Chairs (18C) <input type="checkbox"/> Street Decorations, Planters, Benches (52)	<input checked="" type="checkbox"/> Site Plan <input checked="" type="checkbox"/> Certificate of Insurance <input checked="" type="checkbox"/> Sidewalk cafés require additional documents

SIGNS AND GRAPHICS	Required at Application See reverse for additional requirements
<input type="checkbox"/> Signs/Graphics (6) <input type="checkbox"/> Pole Banner, Events (52A) <input type="checkbox"/> Pole Banner, Identification (52B)	<input checked="" type="checkbox"/> Site Plan or Pole Map <input checked="" type="checkbox"/> Elevation <input checked="" type="checkbox"/> Design Proof <input checked="" type="checkbox"/> Certificate of Insurance (for Pole Banners)

BALCONIES, OVERHANGS AND FENCES	Required at Application See reverse for additional requirements
<input type="checkbox"/> Structures and Overhangs (7) <input type="checkbox"/> Fences, Rockeries, Walls (29A)	<input checked="" type="checkbox"/> Site Plan <input checked="" type="checkbox"/> Elevation <input checked="" type="checkbox"/> Cross Section <input checked="" type="checkbox"/> Indemnity Agreement (prior to issuance)

COMMERCIAL AND RESIDENTIAL USES	Required at Application See reverse for additional requirements
<input type="checkbox"/> Shoreline Street Ends (11) <input type="checkbox"/> State Waterways, Moorage (WW 100, 200) <input type="checkbox"/> Material Storage, Ongoing (12, 12A)	<input checked="" type="checkbox"/> Site Plan

Continued on other side

ACTIVITIES AND STREET CLOSURES	Required at Application See below for additional requirements
<input type="checkbox"/> Street Barricading, Special Activities (3A) <input type="checkbox"/> Farmers' Markets (3B) <input type="checkbox"/> Festival Street (3C)	<input checked="" type="checkbox"/> Site Plan <input checked="" type="checkbox"/> Proof of Neighbor Notification <input checked="" type="checkbox"/> Certificate of Insurance

OTHER	Required at Application See below for additional requirements
<input type="text"/>	<input checked="" type="checkbox"/> Requirements vary

ADDITIONAL DOCUMENTS AND APPROVALS THAT MAY BE REQUIRED

- Construction Permit
- Bond
- Indemnity Agreement
- Proof of Insurance
- Historic or International District Approval
- Public Art Advisory Committee (PAAC) Approval
- Business Improvement Area (BIA) Approval
- Design Commission Approval
- SEPA Review
- Holiday Moratorium Exception Request (Thanksgiving Day through Jan. 1)
- Traffic Control Plan
- Concept Plans
- Public Notice Contact List
- Other Department Review/Approval

4 AREA(S) REQUESTED FOR USE (Check all that apply)

- Sidewalk
- Travel Lane
- Parking Lane
- Alley
- Bike Lane
- Unimproved Right of Way

5 ACTIVITIES, STREET CLOSURES AND FESTIVALS

Neighborhood Group or Organization Sponsoring Event

Street or Alley Proposed for Closure	From	To	Start Date	End Date	Start Time	End Time
8th Ave	E Harrison St	E Republican St	8/10/2014	8/10/2014	7 p.m.	10 p.m.

Describe the nature and purpose of closure or activity. Provide the projected number of attendees.

We have notified our neighbors of this event Yes No

Notification method (for example, by letter or door-to-door)

CONSTRUCTION USE PERMIT APPLICATION

Seattle Municipal Code (SMC) 15.04

1 ATTACH STREET USE GENERAL APPLICATION

My signature indicates that I am bound by the terms and conditions outlined in Section **8** of the Street Use General Application.

APPLICANT SIGNATURE:

DATE:

2 PROJECT ADDRESS

Address Number

Street Name (include NE, SW, Ave, St, Blvd, etc.)

3 PROJECT DETAILS

Estimated project completion date (mo/day/year) (To receive Certificate of Occupancy)

Is there existing driveway access? Yes No

FOR MULTI-STORY PROJECTS

Number of levels: above ground below ground

4 WORK DESCRIPTION (Check all that apply)

- | | | | | |
|---|------------------------------------|---|--|---|
| <input type="checkbox"/> Residential Dumpster/Storage Containers (31B) Duration (Days) <input type="text"/> | Length (feet) <input type="text"/> | x | Width (feet) <input type="text"/> | Number of Containers <input type="text"/> |
| <input type="checkbox"/> Curb Crossing (47) – Equipment crosses curb | | | | |
| <input type="checkbox"/> General Construction Use (31) – Staging and material storage on streets, sidewalks, planting strips, alleys, and/or in unimproved right of way. Dumpsters for commercial or multifamily. | | | | |
| <input type="checkbox"/> Crane, Lift, or Pumper (44) – Cranes, manlifts, boom trucks, or pump trucks on streets, sidewalks, planting strips, alleys, and/or in unimproved right of way. Insurance required. | | | | |
| <input type="checkbox"/> Scaffolding, Swing Stage or Scissor Lift (50, 50A) Number of Levels (scaffolding) <input type="text"/> | | | | |
| <input type="checkbox"/> Walk-thru Scaffolding (5-foot min) | | | <input type="checkbox"/> Material Elevator | |
| <input type="checkbox"/> Working Scaffolding (with live load or material storage) | | | <input type="checkbox"/> Trash Chute | |
| <input type="checkbox"/> Swing Stage | | | <input type="checkbox"/> Conex Boxes | |

FRONTAGE WORK DESCRIPTION

Street Frontage Name	Check Area(s) Requested for Use							Area Used (sq. ft.)	Anticipated Start Date (mo/day/year)	Duration (days)	Describe Use
	Sidewalk	Planting Strip	Parking Lane	Bike Lane	Travel Lane	Alley	Unimproved Right of Way				
Nw 65th St				X				250	1/1/2014	30	staging of building materials
Nw 65th St	X							360	1/16/2014	10	closure of travel lane for concrete pump truck

Note: For more frontage work, attached ADDITIONAL FRONTAGE FORM.

Continued on other side

5 PROPOSED CONSTRUCTION ACTIVITIES (Check all that apply)

SIDEWALKS, DRIVEWAYS AND PAVING

- Concrete Driveway** – Construct (26) DPD# Square Footage
- Concrete Sidewalk, Driveway or Curb** – Repair or Maintain (55, 55A)Square Footage
- Concrete Driveway** – Remove/Close Curb Cut (26A)Linear feet
- Asphalt Driveway in Unimproved Right of Way –
Construct, Repair, Maintain or Remove (25)Square Footage
- Paving in Street and Alley – Less than 750 sq. ft. (40)Square Footage
- Paving and Pavement Removal – Planting Strip or Shoulder (38)Square Footage

EARTHWORK AND LANDSCAPING

- Grade and Rock (temporary) (34)
- Clearing and Grubbing (35)
- Fence, Rockery, Wall (29B, C)
- Landscaping** and Beautification of Planting Strips (1)
- Tree Pruning, Planting and Removal** (Urban Forestry Permit)
- Green Factor in the Right of Way (Urban Forestry Permit)
- Non-structural Awnings** – Install, Maintain or Remove (27)

Note: Permanent encroachments may require Public Space Management Permit.

Other Work or Construction

6 APPLICATION REQUIREMENTS

- Site Plan – see Client Assistance Memo (CAM) 2116
- Traffic Control Plan (Arterials and High Impact Areas) – see CAMs 2110 and 2111

Note: Some non-arterial streets may require the submission of a Traffic Control Plan.

ADDITIONAL DOCUMENTS OR APPROVALS THAT MAY BE REQUIRED

- Letter of Authorization (LOA)
- King County Metro Transit Approval
- Holiday Moratorium Exception Request (Thanksgiving Day through Jan. 1) – see CAM 2107
- Pavement Moratorium Waiver Request
- Engineered or Other Plan Sets
- Material Specifications
- Historic or International District Approval

- Other
- Other
- Other

PARKLET SUPPORT AND MAINTENANCE AGREEMENT FOR BUSINESSES



Parklet permits issued by the Seattle Department of Transportation (SDOT) are subject to specific maintenance and support conditions that are the responsibility of the parklet host. These conditions ensure that the parklets remain clean, safe, and in a state of good repair for all members of the public to enjoy. SDOT may revoke the permit from any parklet host that fails to comply with the following agreement.

Parklets Are Public Space

I agree to keep my parklet free and open to all members of the public, regardless of whether or not they patronize my business.

I will not provide table service at my parklet. I understand that all table service must be confined to the interior of my building or my permitted sidewalk café.

Daily Support

On a daily basis, I agree to:

- Lock up or stow all moveable tables and chairs prior to the close of business.
- Sweep the parklet surface and the area surrounding the parklet.
- Water and maintain the parklet's vegetation.
- Clean the parklet platform, seating, and other parklet elements.
- Remove any debris, litter, grime, or graffiti from the parklet.
- Replace any failing parklet elements or components.

Weekly Support

On a weekly basis, I agree to:

- Rinse the area underneath the parklet surface.
- Remove any debris that is impeding drainage flow along the curb and gutter beneath the parklet surface.
- Provide pest control (if necessary).

Annual Support

I understand that parklet permits must be renewed on an annual basis. As part of the renewal I agree to:

- Pay the renewal fee.
- Replace all parklet components that have experienced significant wear and tear.
- Submit an updated certificate of liability insurance and list the City of Seattle as an additional insured.

Parklet Removal

I understand that if my business changes ownership, I will either need to remove my parklet or transfer the permit to the new owner.

I understand that the City of Seattle may require me to temporarily remove my parklet under certain circumstances. I agree that I am responsible for all duties and costs associated with the parklet removal.

Temporary removal may be required when:

- Planned streetscape improvements occur.
- A public safety or public utility emergency occurs.

In these situations, I may need to store my parklet off-site. I agree not to reinstall my parklet until instructed by the City of Seattle.

I understand that permanent removal may be required when:

- The parklet presents a major public safety hazard.
- I fail to comply with the conditions specified in this maintenance and support agreement.

Upon permanent removal of my parklet, I agree to restore the street area covered by the parklet to its original or better condition.

SIGNATURE: _____

DATE: _____

NAME: _____

BUSINESS: _____

PARKLET ADDRESS: _____

PERMIT NUMBER: _____

PARKLET SUPPORT AND MAINTENANCE AGREEMENT FOR COMMUNITY GROUPS



Parklet permits issued by the Seattle Department of Transportation (SDOT) are subject to specific maintenance and support conditions that are the responsibility of the parklet host and/or partnering businesses. These conditions ensure that parklets remain clean, safe, and in a state of good repair for all members of the public to enjoy. SDOT may revoke the permit from any parklet host that fails to comply with the following agreement.

Parklets Are Public Space

My organization agrees to keep our parklet free and open to all members of the public, regardless of whether they patronize any neighborhood business.

Additionally, we will not allow partnering businesses to provide table service at the parklet.

Routine Support

My organization agrees to carry out all routine parklet maintenance duties on an as-needed basis, both by a regular rotation of our membership and when notified of a need by the adjacent business or other members of the community. If the organization is unable to fulfill these duties, we agree to work with another business or neighborhood partner to ensure that necessary parklet maintenance is performed in a timely manner. Routine maintenance includes:

- Sweeping the parklet surface and the area surrounding the parklet.
- Watering and maintaining the parklet's vegetation.
- Cleaning the parklet platform, seating, and other parklet elements.
- Removing any debris, grime, or graffiti from the parklet.
- Rinsing the area underneath the parklet surface.
- Removing any debris that is impeding drainage flow along the curb and gutter beneath the parklet surface.
- Providing pest control (if necessary).
- Replacing any failing parklet elements or components.

Annual Support

My organization understands that parklet permits must be renewed on an annual basis. As part of the renewal my organization agrees to:

- Pay the renewal fee.
- Replace all parklet components that have experienced significant wear and tear.
- Submit an updated certificate of liability insurance and list the City of Seattle as an additional insured.

Parklet Removal

My organization understands that if we dissolve, we will either need to remove the parklet or transfer the permit to a new owner.

My organization understands that the City of Seattle may require us to temporarily remove the parklet under certain circumstances. We agree that we are responsible for all duties and costs associated with the parklet removal.

Temporary removal may be required when:

- Planned streetscape improvements occur.
- A public safety or public utility emergency occurs.

In these situations, my organization may need to store the parklet off-site. We agree not to reinstall the parklet until instructed to do so by the City of Seattle.

We understand that permanent removal may be required when:

- The parklet presents a major public safety hazard.
- My organization and/or partnering businesses fail to comply with the conditions specified in this maintenance and support agreement.

Upon permanent removal of the parklet, we agree to restore the street area covered by the parklet to its original or better condition.

SIGNATURE: _____

DATE: _____

NAME: _____

ORGANIZATION: _____

PARKLET ADDRESS: _____

PERMIT NUMBER: _____

CONSTRUCTION DOCUMENTS CHECKLIST

Construction document sets are a collection of drawings that explain how your parklet will look, what materials it will be made of, and how it will be assembled. These documents allow us to review your parklet design to ensure that it will remain safe and secure throughout its life in the public right-of-way. Please refer to the checklist below to ensure that you have included all the necessary drawings and plans for your construction and documents. We prefer PDF documents in tabloid (11" x 17") format.

- Parklet Location and Context Plan.** This drawing shows the parklet footprint in relation to the surrounding streetscape context. It should include:
 - Your building, adjacent properties (include addresses and property lines), and building entrances.
 - Existing sidewalk width(s).
 - Existing curb cuts and/or driveways.
 - Adjacent bike lane or auto traffic lane.
 - Existing parking spaces (assume 20' each) with dimensions and parking restrictions labeled.
 - Existing sidewalk features near the proposed parklet area (parking pay stations, fire hydrants, streetlights, utility access panels, bike racks, etc.).
 - Existing utilities in the street, on the sidewalk, covered by, or adjacent to the parklet. Overhead utilities should also be included.
 - Existing street trees and tree pits.
 - Proposed parklet footprint and dimensions, including setback dimensions (four feet from adjacent parking spaces and one foot from adjacent bike or auto traffic lane).

- Accessibility Plan.**
 - Spot elevations on the sidewalk and street.
 - Wheelchair turnaround space(s) within the parklet.
 - Wheelchair path(s) and rest area(s) within and adjacent to the parklet.

- Detailed Site Plan.** This top-view drawing of your parklet design should include:
 - Various elements included in the design.
 - Different materials to be used in the design.
 - Plant types and/or species to be used.
 - Dimensions of parklet and parklet elements (including buffer areas).
- Elevations.** These side-view drawings of your proposed design should include views from all sides and depict:
 - Various elements included in the design.
 - Different materials to be used in the design.
 - Dimensions of parklet, parklet elements, and buffer areas.
- Sections.** These are "cut-through" drawings of your parklet that articulate complex design elements (such as how accessibility is provided).
- Construction Details.** These drawings show how your parklet will be assembled or constructed. They should include:
 - Any hardware, such as fasteners, to be used in the construction process.
 - A detail showing how you will maintain positive drainage flow along the curb line. You should also articulate how you will access the drainage channel if it gets blocked.
 - Engineer approval is required for parklets proposed on slopes greater than 5% grade.
- Renderings and Perspectives** (optional).

PLANTING STRIP

The planting strip is the area between the curb and sidewalk that is typically planted with grass. If there is a planting strip near your parklet location, it may be possible to transform it into a small garden. A planting strip garden is a nice complement to a parklet, adding a little extra greenery and beauty to the site.

If there is an established tree in the planting strip, shade- and drought-tolerant native plants with shallow root systems are good choices. To protect the tree, new plants should not be installed within four feet of the trunk. Planting holes should be hand dug carefully to ensure that tree roots are not damaged. New plantings will be more successful if there is good soil volume and regular watering throughout the summer. If you plant in the spring or summer, give plants a deep soak every three to four days until cool and rainy weather arrives in the fall.

After planting, apply a two- to three-inch layer of woodchip mulch to conserve soil moisture and suppress weeds. Be sure to avoid piling up the mulch around the base of existing tree trunks or newly installed plants, since it can trap moisture and cause rotting.

Remember that planting strips are shared public spaces, so it's important to choose plants that will not obstruct the sidewalk or grow too tall. For guidelines about plant height and setbacks, see SDOT's [Client Assistance Memo \(CAM\) 2305 about Gardening in Planting Strips](#). If you're interested in adding new trees to the planting strip, [CAM 2304 Planting Strip Paving and Tree Planting Rules](#) is a good guide, along with the [Approved Street Tree List](#). If you'd like to prune any low-hanging branches on an existing tree, please refer to [CAM 2302, Tree Pruning and Removal Permits](#).

PARKLET PLANTERS

Plants are an important part of your parklet design and can be used to soften its edges and create an enjoyable place for people to sit. Plants in parklet containers may be subject to extreme temperature and drought conditions, since paved streets reflect sunlight and heat. Surrounding buildings can cast deep shade as well, so it's a good idea to choose plants that adapt well to these conditions.

In general, plants that tolerate dry soil will perform well in parklet containers. Potting soil tends to dry out faster than soil in the ground, so you'll need a plan for routine watering. In warm summer weather, daily watering may be necessary. Mixing a water-retaining polymer into the potting soil will help maintain consistent soil moisture. Also, be sure that the planters have drainage holes so plants do not become water-logged.

If your parklet is located near an intersection and has a maximum height of 36 inches, remember that this 36-inch rule applies to plants too. Dense, low-growing rock-garden plants are a good choice for this situation. Compact or dwarf plant varieties or ones with trailing habits will look nice spilling over the edge of a container. Also, look for plants that have interesting qualities in the winter, such as evergreen leaves, vibrant stem colors, or winter blooms. Be sure to avoid plants with thorns or sharp, pointy-edged foliage.

Edible plants and herbs can be a nice planting scheme for a parklet. Some vegetable varieties have attractive ornamental qualities, such as burgundy-hued heirloom lettuces, rainbow chard, and purple kales. Edible flowers, such as nasturtium and violas, are nice companion plants for vegetables. Aromatic herbs make nice container plants too, because they perform well in heat and dry soil conditions. Some of them also remain attractive in the winter, such as thyme, sage, and rosemary.

Your final plant selections will vary depending on your desired aesthetic, plant availability, and budget. A landscape architect or designer will be able to help you through the process of choosing plants based on your site conditions and budget. Staff at a locally-owned nursery might be willing to check availability lists from wholesale growers and place custom orders for you as well.

RESOURCES

If you want to seek out the help of a professional landscape designer or contractor, asking around for a referral is a good place to start. You might also check out the following resources online:

- The [Washington Chapter of the American Society of Landscape Architects](#) website offers advice on working with a landscape architect.
- The [Association of Professional Landscape Designers Washington Chapter](#) has a directory of its members online.
- The [Washington Association of Landscape Professionals](#) website features a searchable database of members, including landscape contractors and material suppliers.
- The [Washington State Nursery and Landscape Association's Garden Washington](#) website is a great resource for locating landscape professionals, as well as a wealth of general gardening and plant resources.

For plant information and inspiration, check out these websites too:

- [Great Plant Picks](#) provides a comprehensive palette of outstanding plants for the maritime Pacific Northwest with a searchable database and lists of plants suited to sun, shade, and other site conditions.
- The [King County Native Plant Guide](#) provides helpful information about gardening with native plants, a features an image gallery and searchable database.
- The [Saving Water Partnership](#) website offers helpful gardening resources, such as [The Plant List](#).

Seattle Permits

— part of a multi-departmental City of Seattle series on getting a permit

Certificate of Liability Insurance

Effective 4/5/2010

Permit Applicant: Give this memo to your insurance broker or agent.

Seattle Department of Transportation (SDOT) requires a Certificate of Liability Insurance for most types of Street Use Permits. This process will involve 2 documents, the certificate of insurance coverage and the endorsement naming the City of Seattle as an additional insured. **This is a very specific requirement and you will want to work closely with your insurance broker when to obtain acceptable documents.**

Minimum Liability Insurance Requirement:

\$1,000,000 each occurrence Combined Single Limit Bodily Injury and Property Damage.

Wording on the Certificate of Insurance must be as follows:

1. The City of Seattle is an additional insured under the commercial general liability insurance as respect to any Street Use permit issued by the City of Seattle (see details under Important Notice to Insurance Broker/Agent).
2. The City of Seattle is “primary and non-contributory” Additional Insured.
3. The City of Seattle shall be given not less than thirty (30) days notice of cancellation of the policy, except in the case of non-payment, then not less than ten (10) days prior notice is required.

Commercial General Liability insurance must cover the period of the permit and include:

- Premises Operations
- Products and Completed Operations
- Broad Form Property Damage Liability
- Personal Injury
- City of Seattle included as an additional insured for primary limits of liability
- The Certificate holder should be identified as: **City of Seattle**

IMPORTANT NOTICE TO INSURANCE BROKER/AGENT:

The City of Seattle must be an additional insured with a CG 20 12 or CG 20 26 additional insured endorsement or an appropriate blanket additional insured endorsement or ISO CG 2012 equivalent.

The additional insured endorsement must reflect the City’s role as a governmental entity issuing a permit. This excludes the CG 20 09, CG 20 10 and CG 20 33 forms, because the permit applicant isn’t performing any work for the City. It also excludes blanket additional insured wordings that refer to written agreements or contracts, because permits are not agreements or contracts.

The additional insured endorsement or blanket policy wordings must be attached to the certificate or the insurance will not be approved.

For Street Improvement Permits (SIP) Type 45:

Certificates of Liability Insurance are required and must be submitted directly to your assigned SIP Project Manager.

Additional Requirements for Shoring Permits:

Need verification that there are No exclusions for “XCU” or “Subsidence” perils

Contact City of Seattle Risk Management Division for details and forms at telephone number (206) 386-4531 or by email at keith.ayling@seattle.gov. Send certificates of insurance with attached additional insured endorsement or blanket policy wording appropriate for governmental permitting to:

Street Use Section
Seattle Department of Transportation
700 – 5th Avenue, Suite 2300
P O Box 34996
Seattle, WA 98124-4996

IMPORTANT NOTICE TO APPLICANT:

The permit application will not be approved without having the required insurance in place.

www.seattle.gov/transportation



City of Seattle
Seattle Department of Transportation

700 5th Avenue, Suite 2300
P.O. Box 34996
Seattle, WA 98124-4996
(206) 684-ROAD (7623)

Last Revised 1/7/2011

Seattle Permits

— part of a multi-departmental City of Seattle series on getting a permit

Traffic Control Vendors

A Traffic Control Plan (TCP) is a plan for safety in the public right-of-way (ROW) and is designed and implemented by all those who perform work on an arterial street. The TCP provides safe and effective work areas and warns, controls, protects and expedites vehicular, bicycle and pedestrian traffic. Permit applicants are required to submit a TCP at application intake if the work involves impacts to the arterial ROW. This Client Assistance Memo (CAM) is intended to provide you with resource information if you would like assistance in creating your TCP. Your TCP will be reviewed by the City Traffic Engineer for conformance with the City of Seattle Manual for In-Street Work.

First, will your project impact travel lanes, parking, bike lanes or pedestrian areas along an arterial street? Check the Arterial Map link: <http://www.seattle.gov/transportation/streetclassmaps.htm>. If your project affects any of these, you need to create and submit a TCP for review by the SDOT Traffic Control section.

If your project impacts non-arterial streets you may be required to use traffic control devices. Just as in arterial streets, traffic control for non-arterial streets will require devices referenced in the guidelines in the COS Traffic Control Manual for In-Street Work and as referenced on your permit.

If you need assistance, you may contact one of the Traffic Control Vendors in the list to the right. Please Note: Neither the City nor this department endorses these firms or assumes liability for their services. You are not restricted to this list. Any contractor you select who can perform the work according to City of Seattle guidelines and specifications. The vendors, in many cases, may also provide set up and take down services and the traffic control devices needed to implement your plan.

Business Name	Phone
AABCO Barricade and Sign	(206) 363-6212 (800) 559-6212
Alindeska Traffic Control Services	(360) 377-6170
AMBACO/American Barricade	(206) 523-4080
Barrier West	(253) 891-7080 (800) 545-1363
Kenny's Traffic Zone Plans	(425) 255-0265
National Barricade	(206) 523-4045
QuickPlans	(206) 422-6724
RcE Traffic Control Inc	(360) 874-9661
Safety First Traffic Control	(253) 588-8555
Security Barricade	(253) 838-4118
Traffic Control Services	(800) 766-5272
United Rentals	(800) 877-3687

www.seattle.gov/transportation



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Seattle Permits

— part of a multi-departmental City of Seattle series on getting a permit

Temporary No Parking Signs and Easels

Last Revised 3/17/2010

Temporary No Parking Zones are established to restrict on-street parking and provide curb space for purposes such as construction activity (that may require a Street Use permit), moving vans, or to clear a street for special events like a parade. The restricted area is not intended to be used for parking of personal vehicles and is regulated by the Seattle Department of Transportation. Any valid on-street parking space, whether paid or unpaid, may be considered for use as a Temporary No Parking Zone.

In areas without parking pay stations or parking meters, establishing a Temporary No Parking Zone requires placement of type T-39 or T-38 easels, and completion of a confirming online validation form. Information about Temporary No Parking Zones, with a link to the online application and a photo example of how to place a confirming public notice on an easel can be found here: <http://www.seattle.gov/transportation/parking/tempnoparking.htm>. The Seattle Traffic Control Manual for In-Street Work describes how to place the signs in the right of way and can be found here: <http://www.seattle.gov/transportation/trafficcontrolmanual.htm>.

Temporary no parking signs and easels will not be considered valid if they do not clearly indicate a contact name and telephone number, if they do not clearly indicate start and stop dates and times, and if there is not a copy of the confirming public notice placed on at least two signs per block.

The contact name and number is the responsible party for the sign placement. This name and number are in addition to the existing phone

number on T-38's and T-39's for towing purposes (206-684-5444).

The Online No Park Verification Form replaces the prior hard-copy form that had to be printed out and faxed to the Seattle Police Department's Parking Enforcement Unit. The Online No Park Verification Form shall be submitted after setting the Temporary No Parking signs, at least 24 hours and preferably 72 hours prior to the beginning of the desired restriction and enforcement. This gives those who may have previously been legally parked in the zone ample opportunity to move their vehicles prior to the start date for the zone. A copy of the confirming public notice shall be affixed to at least two signs per block, in such fashion as to not obscure the sign face and with protection from weather. One associated permit number should be indicated on the form.

Any parking restrictions desired in pay to park areas (meters or pay station controlled) require contact with SDOT's Traffic Permits Counter at 684-5086. Generally, the SDOT Parking Shop will restrict the parking in these areas, rather than the permittee. No Parking signs may be used if the restrictions occur outside the paid parking hours; however, the spaces must still be reserved through the Traffic Permits Counter, and the temporary no parking zone online verification procedure must still be followed.

Signs placed in a manner that do not conform to these guidelines will not be enforced by the Seattle Police Department's Parking Enforcement Unit and may be removed by the City of Seattle.

www.seattle.gov/transportation



City of Seattle
Seattle Department of Transportation

700 5th Avenue, Suite 2300
P.O. Box 34996
Seattle, WA 98124-4996
(206) 684-ROAD (7623)

Last Revised 1/4/2011

Printed on totally chlorine free paper made with 100% post-consumer fiber

Sign Examples



T-38



T-39

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 Last Revised 1/4/2011

Site Plan Requirements for Temporary Construction Permits

Updated February 2, 2009

Applications for all SDOT Street Use temporary construction permits require site plans.

This Client Assistance Memo (CAM) can assist you in preparing a site plan. It describes the information required on site plans submitted with permit applications for temporary construction use and shows what a basic site plan looks like.

If the work being done is for a Street Improvement or Utility project, refer to the following CAMs:

- CAM 2201 - Plan Requirements for Construction in Public Rights-of-Way
- CAM 2600 – Utility Permit Types and Application Process

What is a Site Plan?

A site plan is an accurate drawing that shows the intended use of the area.

Three copies of the site plan must be submitted with the Permit Application form for all temporary construction projects.

How to complete a Site Plan

SDOT Street Use provides a site plan template that can be used for simple temporary construction projects such as a residential dumpster or material storage.

If your project is more complicated and requires a level of detail that does not work with the available template, you will need to submit a scaled site plan that better addresses your project's needs.

Following are instructions for completing a basic site plan:

1. Indicate which direction is North using the North arrow
2. Identify all street names affected by the proposed construction and/or use
3. Identify property lot lines
4. Specify location and dimensions of proposed construction and/or use
 - Identify each space that will be occupied in the ROW
 - A “space” is the area proposed for temporary construction use
 - One permit may cover multiple spaces such as:
 - Additional space that may be required later in the project
 - Different types of work in distinct areas such as:
 - ♦ Storing materials in one area and a pump truck in another
 - Each proposed space must be identified and labeled alphabetically (i.e. “A”, “B”, “C”)
 - If there are more than 3 spaces involved for your project, you will be required to submit a scaled site plan (no smaller than 1:50)
 - Consider mobility impacts
 - Anything that interrupts or changes the normal use of the ROW is considered a “mobility impact” such as:
 - Dumpster or moving pod is placed on a planting strip
 - ♦ A dumpster could impact opening a car door
 - Dumpster placed next to a driveway
 - ♦ This could affect a driver's ability to see the road when pulling out of the driveway

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Last Revised 1/7/2011

- Restricting access to any of the following will impact mobility:
 - Sidewalk
 - Curb landing
 - Planting strip
 - Parking lane
 - Bike lane
 - Travel lane
 - Alley
5. Show all existing striping on the roadway
- Identifying these lanes in your site plan allows SDOT Street Use staff to identify and evaluate mobility impacts
6. Show all existing objects and improvements such as:
- Pay stations
 - Bus stops
 - Street signs
 - Trees
 - Driveways
 - Poles
 - Curb ramps
7. Additional required information - to be provided in a tabular format
- Square footage
 - Dimensions of the proposed use area (length times width)
 - Type of street (Arterial, Non-Arterial or Underwater)
 - The City of Seattle classifies streets according to different levels of emphasis on traffic movement versus direct access to property
 - You may be subject to increased fees if work is on an arterial
 - For more details about street types, and to determine the type of street you are occupying, refer to: <http://www.seattle.gov/transportation/streetclassmaps.htm>
 - Start Date
 - The first date the ROW will be occupied
 - Duration
 - The total number of calendar days the ROW will be occupied

Access to Information

Links to electronic versions of SDOT **Client Assistance Memos (CAMs)** and other helpful publications are available on our website at http://www.seattle.gov/transportation/stuse_docs.htm.

Paper copies of these documents are also available at the **SDOT Street Use permit counter** located on the **23rd floor** of the **Seattle Municipal Tower**, 700 Fifth Avenue, in downtown Seattle.

Example Site Plan

An example illustrated site plan is included on the next page. It can be used as a guide for completing your site plan.

- 1 North direction indicated using “north arrow”.
- 2 Street name identified.
- 3 Property lot lines identified.
- 4 Location and dimensions (square footage) of the intended use area identified. The space has been labeled as “A”.
- 5 Existing roadway striping has been identified. In the following example you can see the travel lane closest to the occupied area is affected. This is considered an impact to mobility.
- 6 Existing objects and improvements have been identified. In the following example it is a tree.
- 7 Square footage, type of street, use start date and total number of days (duration) have been provided.

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Last Revised 1/7/2011

SITE PLAN - CORNER FRONTAGE

September 2014

24 Hour Contact:	Project Address:
Phone Number:	Email:

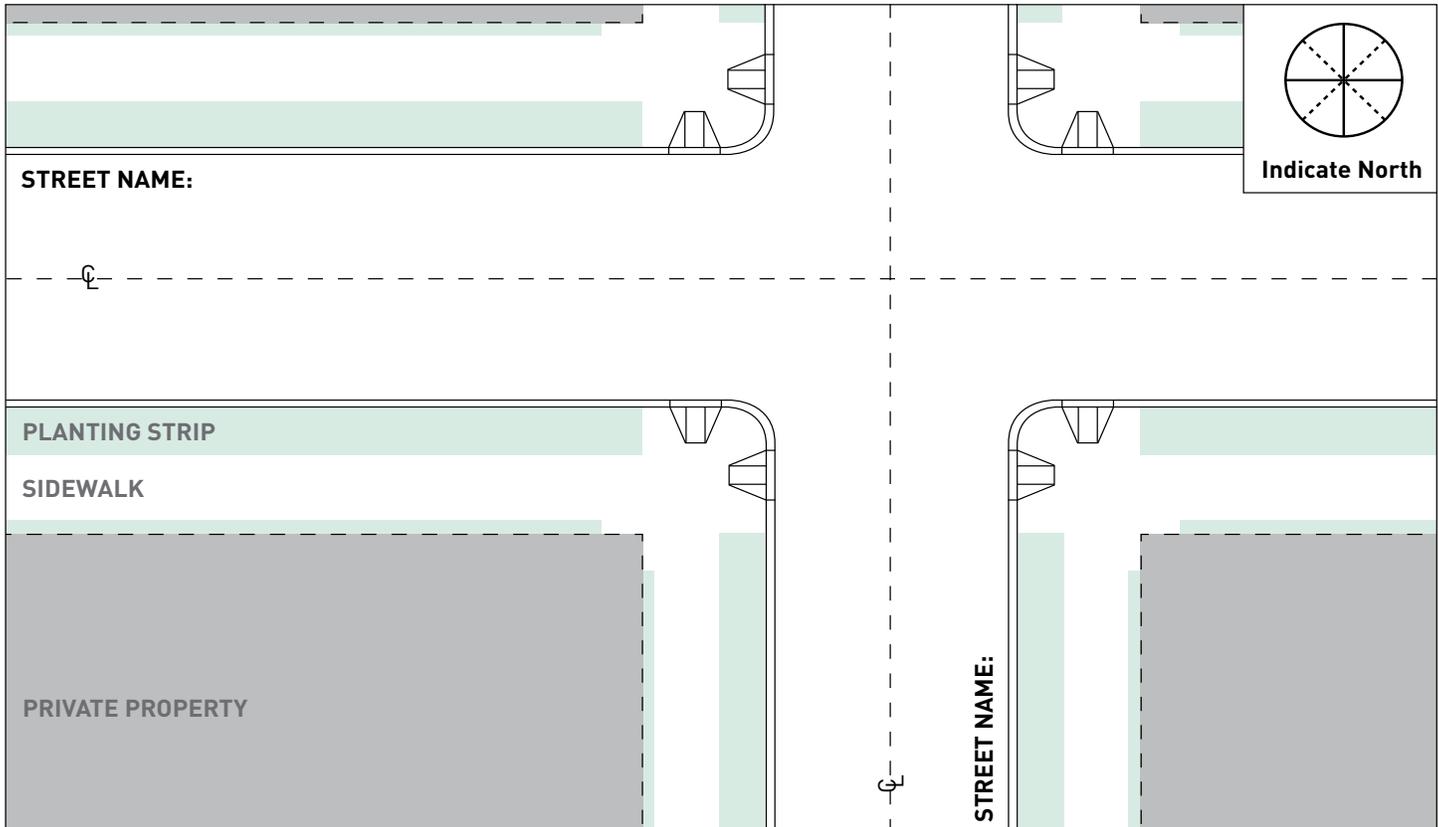
INSTRUCTIONS - see CAM 2116 for further guidance

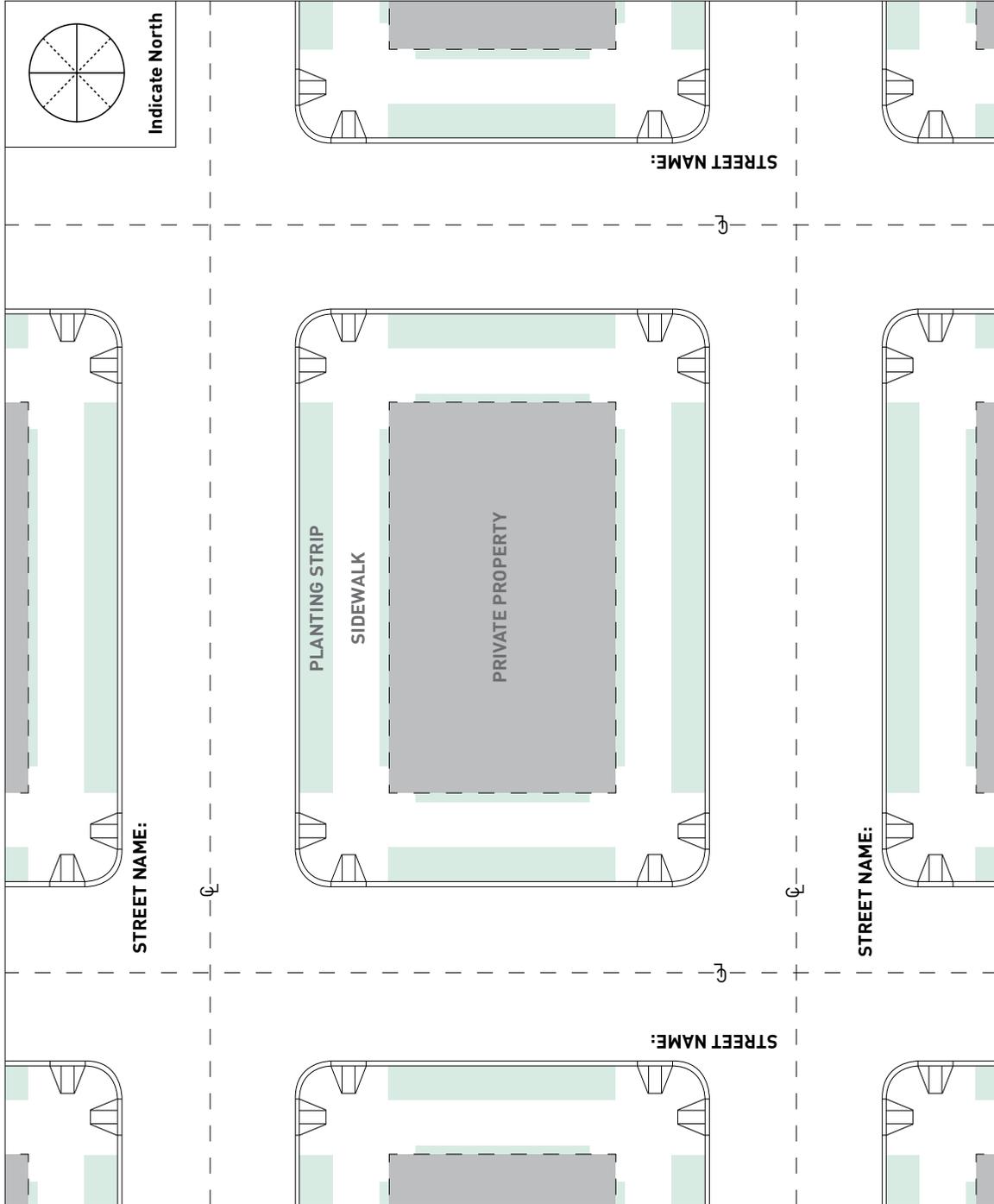
- Label** all street names.
 - Clearly **outline** area(s) proposed for use.
 - Show all **dimensions** for work areas. Include setback distances from curbs, centerlines, driveways, right of way width, etc.
 - List** affected street frontages in the table below.
- Draw** existing features on the site plan below.
 - Trees, tree pits, drip lines
 - Power poles, cabinets, pay-to-park kiosks
 - Fire hydrants
 - Street fixtures (bike racks, fixed trash containers, etc.)
 - Vaults/meter boxes
 - Areaways
 - Storm drain grates/manhole covers
 - Parking: metered/disabled
 - Loading zones
 - Transit or bus zones
 - Trolley lines/tracks
 - Near curb ramp(s)
 - Marked surfaces

Frontages	Work Area (sq. ft.)	Right of Way Impacts						Unimproved Right of Way
		Sidewalk	Planting Strip	Parking Lane	Bike Lane	Travel Lane	Alley	
Nw 65th St	30' x 10'			X	X			

Notes/Inspector Comments:

SITE PLAN







SDOT
State Department of Transportation

SDOT Permit Number(s)

(Official Use Only)

September 2014

SITE PLAN - FULL BLOCK

24 Hour Contact: _____

Phone Number: _____

Project Address: _____

Email: _____

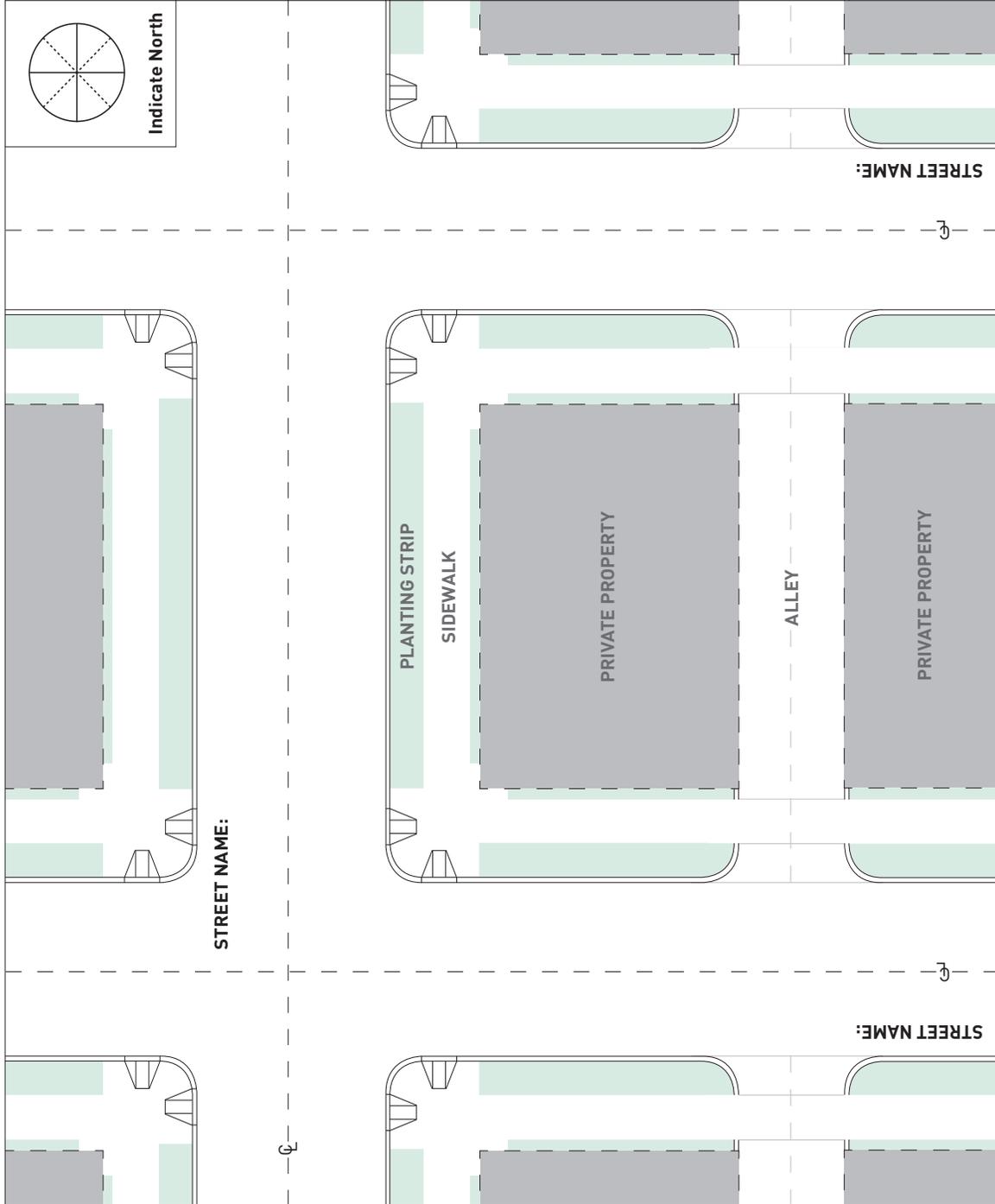
INSTRUCTIONS - see CAM 2116 for further guidance

1. Label all street names.
2. Clearly outline areas) proposed for use.
3. Show all dimensions for work areas. Include setback distances from curbs, centerlines, driveways, right of way width, etc.
4. List affected street frontages in the table below.

Frontages	Work Area (sq. ft.)	Right of Way Impacts					
		Sidewalk	Parking Strip	Parking Lane	Bike Lane	Travel Lane	Unimproved Right of Way
Nw 64th St	36' x 16'		X	X			

5. Draw existing features on the site plan to the left.
 - Trees, tree pits, drip lines
 - Power poles, cabinets, pay-to-park kiosks
 - Fire hydrants
 - Street fixtures (bike racks, fixed trash containers, etc.)
 - Vaults/meter boxes
 - Areaways
 - Storm drain grates/manhole covers
 - Parking: metered/disabled
 - Loading zones
 - Transit or bus zones
 - Trolley lines/tracks
 - Near curb ramps)
 - Marked surfaces

Notes/Inspector Comments:



SDOT
Seattle Department of Transportation

SDOT Permit Number(s)

(Official Use Only)

SITE PLAN - HALF BLOCK WITH ALLEY

September 2014

24 Hour Contact: _____

Phone Number: _____

Project Address: _____

Email: _____

INSTRUCTIONS - see CAM 2116 for further guidance

1. Label all street names.
2. Clearly outline area(s) proposed for use.
3. Show all dimensions for work areas. Include setback distances from curbs, centerlines, driveways, right of way width, etc.
4. List affected street frontages in the table below.

Frontages	Work Area (sq. ft.)	Right of Way Impacts						
		Sidewalk	Planting Strip	Parking Lane	Bike Lane	Travel Lane	Alley	Unimproved Right of Way
NW 6th St	36' x 16'			X				

5. Draw existing features on the site plan to the left.
 - Trees, tree pits, drip lines
 - Power poles, cabinets, pay-to-park kiosks
 - Fire hydrants
 - Street fixtures (bike racks, fixed trash containers, etc.)
 - Vaults/meter boxes
 - Areaways
 - Storm drain grates/manhole covers
 - Parking: metered/disabled
 - Loading zones
 - Transit or bus zones
 - Trolley lines/tracks
 - Near curb ramps
 - Marked surfaces

Notes/Inspector Comments:

SITE PLAN - BLANK

24 Hour Contact:	Project Address:
Phone Number:	Email:

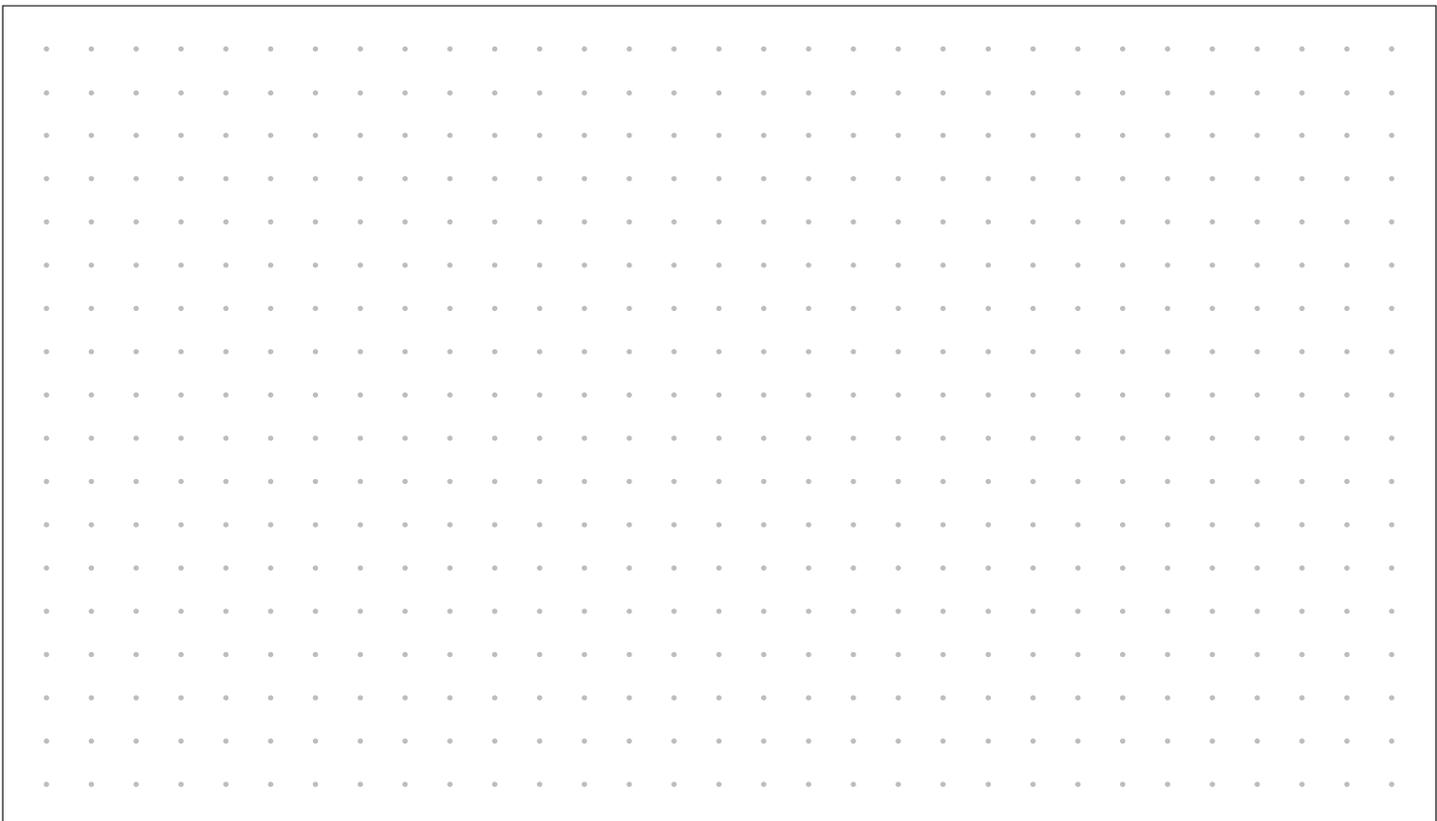
INSTRUCTIONS - see CAM 2116 for further guidance

- Label** all street names.
 - Clearly **outline** area(s) proposed for use.
 - Show all **dimensions** for work areas. Include setback distances from curbs, centerlines, driveways, right of way width, etc.
 - List** affected street frontages in the table below.
- Draw** existing features on site plan below.
 - Trees, tree pits, drip lines
 - Power poles, cabinets, pay-to-park kiosks
 - Fire hydrants
 - Street fixtures (bike racks, fixed trash containers, etc.)
 - Vaults/meter boxes
 - Areaways
 - Storm drain grates/manhole covers
 - Parking: metered/disabled
 - Loading zones
 - Transit or bus zones
 - Trolley lines/tracks
 - Near curb ramp(s)
 - Marked surfaces

Frontages	Work Area (sq. ft.)	Right of Way Impacts						
		Sidewalk	Planting Strip	Parking Lane	Bike Lane	Travel Lane	Alley	Unimproved Right of Way
Nw 65th St	30' x 10'			X	X			

Notes/Inspector Comments:

SITE PLAN



PARKLET PROGRAM APPLICATION



1 CONTACT INFORMATION

Name	Jane Doe
Business or Organization Name	Uptown Alliance
Email Address	xxxxxxxxx@gmail.com
Phone Number	(xxx) xxx-xxxx

2 PARKLET LOCATION

Address of hosting business or organization	3227 13th Avenue West Seattle, WA 98119
Addresses and names of all businesses adjacent to your proposed parklet	SIFF Cinema 511 Queen Anne Avenue North Seattle, WA 98109
Number of parking spaces needed for your parklet (one parallel space is 20 ft long)	1
Describe the exact location of the parking spaces or list the paid parking stall numbers of your proposed site (found on the metal plates bolted to the sidewalk)	NQA-05-01

Continued on other side

3 PARKLET DESCRIPTION

Please provide one or two paragraphs that describe your parklet to help reviewers understand what you're planning for the space. Consider the following questions:

- Why do you want to host a parklet?
- What do you hope it will do for your neighborhood?
- What do you see people doing in the parklet? What types of activities will it support?
- Are there any features that you specifically want to include?
- How do you plan to design your parklet? Will you be hiring a professional designer or designing it yourself?

The Uptown Alliance is excited about the potential of this parklet to help it achieve one of its primary neighborhood goals, which is to improve the public realm conditions of the "Heart of Uptown" retail area. The Uptown Alliance would see the implementation of a parklet at this location to be an "early win" in the Urban Design Framework process that it is just beginning, and a catalyst project for increasing community ownership of the public realm.

The proposed site is near the Uptown Rapid Ride stop and on the edge of the most "pedestrian" area of Uptown and could help to extend the zone of pedestrian interest further south by activating the streetscape and providing a point of interest. The location is also sunny and affords great views of the Space Needle and would be a great spot for people watching in the Heart of Uptown.

The Uptown Alliance is excited for the potential to partner with SIFF Cinema Uptown on the design of the parklet. A parklet at this location could have some space for SIFF programming during events or the film festival, and possibly some kind of artistic treatment of the colonnade on the part of the building adjacent to the parklet could work together to create an expression of the community's arts and culture identity. SIFF has agreed to provide day-to-day "eyes on the parklet" and to notify the Uptown Alliance if parklet maintenance is needed.

Potential elements or activities for the parklet include: seating, mural on the adjacent SIFF building, surfaces for film/projection, planters, bike racks, Uptown/SIFF signage.

4 APPLICATION PACKAGE

- I have read and understood the design guidelines and review processes outlined in the Parklet Handbook

Parklet Program applications must be submitted by the application deadline to parklets@seattle.gov or in-person at the 23rd floor of the Seattle Municipal Tower (700 5th Ave). To complete your application package, please submit this form with the following materials, as detailed in the Parklet Handbook:

- Parklet Site Plan
- Photos of the Area
- Three letters of community support
- Proof of contact with local business/neighborhood association (if applicable)

Please note that if you are applying for a parklet in more than one location, a separate application package must be submitted for each location.

SAMPLE COMPLETED PROGRAM APPLICATION

February 11, 2014

City of Seattle SDOT
Pilot Parklet Program
700 5th Ave Suite 3800
Seattle, WA 98124

To Pilot Parklet Program:

I am writing in support of Molly Moon's proposal for a parklet in front of her ice cream store in Wallingford.

Molly Moon and her ice cream shop have been a powerful force in building a strong local community, shown through her generosity and support of the FamilyWorks Food Bank and Resource Center (located across the street from her shop), her involvement in civic events and her commitment to creating a thriving robust community for all.

Her shop is a perfect spot to locate a parklet. Our neighborhood would benefit from this outdoor gathering spot where individuals and families can build community together. We enthusiastically endorse this proposal!

Thank you for considering the Molly Moon's parklet application. Please contact me if you need additional information at [REDACTED]

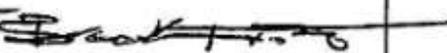
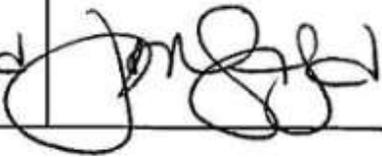
Sincerely,

[REDACTED]
Executive Director

Help Hillman City get a parklet!

Help us secure one of Seattle's FIVE coveted "parklet" permits! If approved, we could transform one parking spot – in front of the coffee shop on Rainier-- into an open-air, inviting, pedestrian-friendly/ public sitting/resting/talking/connecting space to enjoy all-year-around. We need as many letters of support as we can get to make this happen!

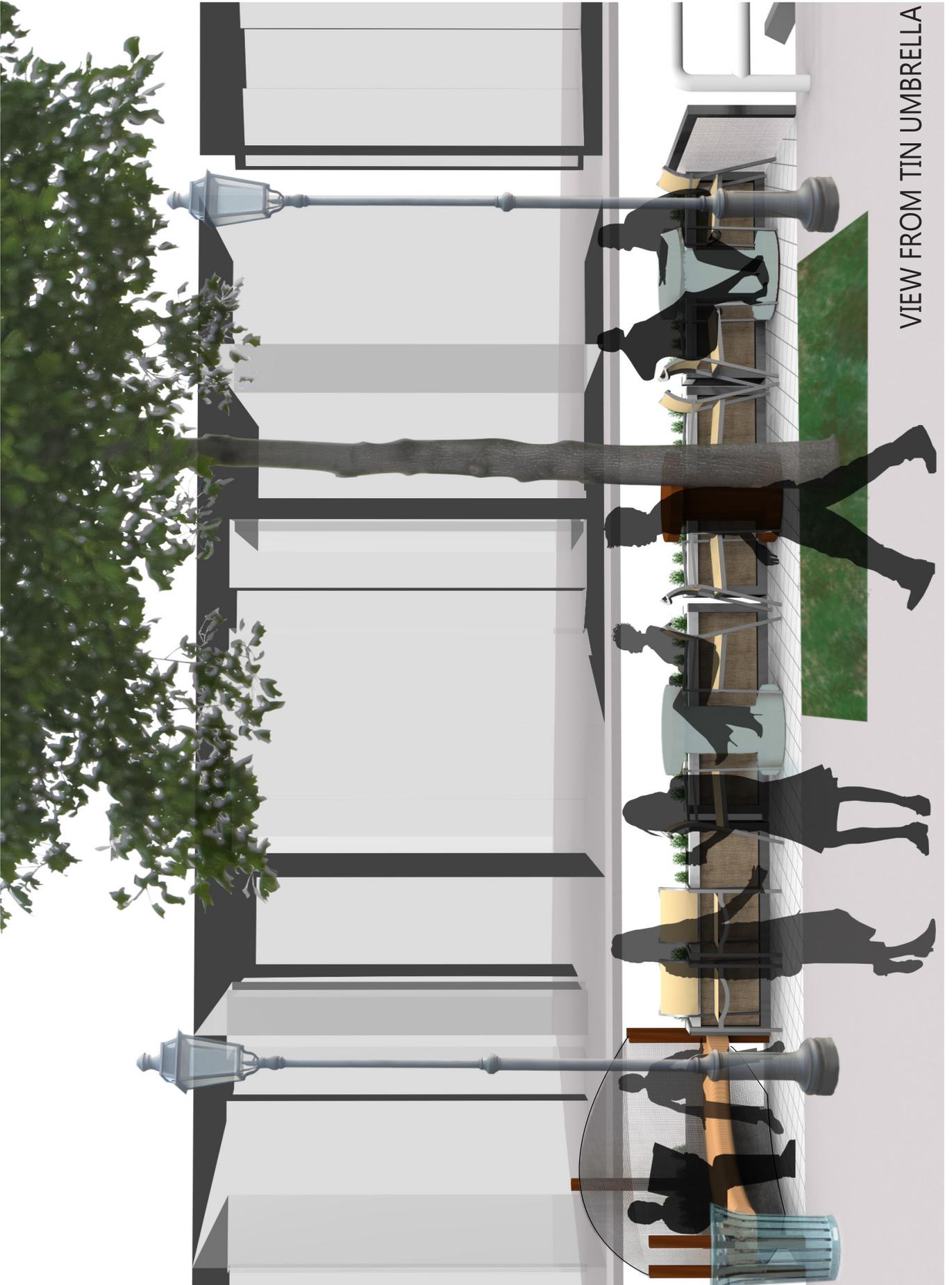
Please sign below to show your support, and explain what this parklet would mean to you

Printed Name	Signature	Reason(s) for your support
Joya Iverson		As a resident & business owner a parklet & open seating space for Hillman City would be A.M.A.Z.I.N.G!
Eric Thorberg		Greatest thing ever. Space to relax, hangout with the neighborhood.
Angel Vaccaro Perez		build community - increase neighborhood accountability -
Becca Hines		MORE traffic in Hillman City - better for businesses!
Steven, Sarah, Oceanus + Ellis Sterling		could be an amazing asset for this corridor, create and welcome environment for pedestrians, patrons, + the public!
PAUL FISCHER		Parklets - love 'em. Draws attention / support to pedestrians + local business, promotes community.
BROOK FROST		More community space!
Jessa Santebrad		Increased community space to meet neighbors & friends, increasing neighborhood pride.

HILLMAN CITY PARKLET



Concept Design Package
9/18/2014



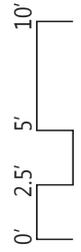
VIEW FROM TIN UMBRELLA

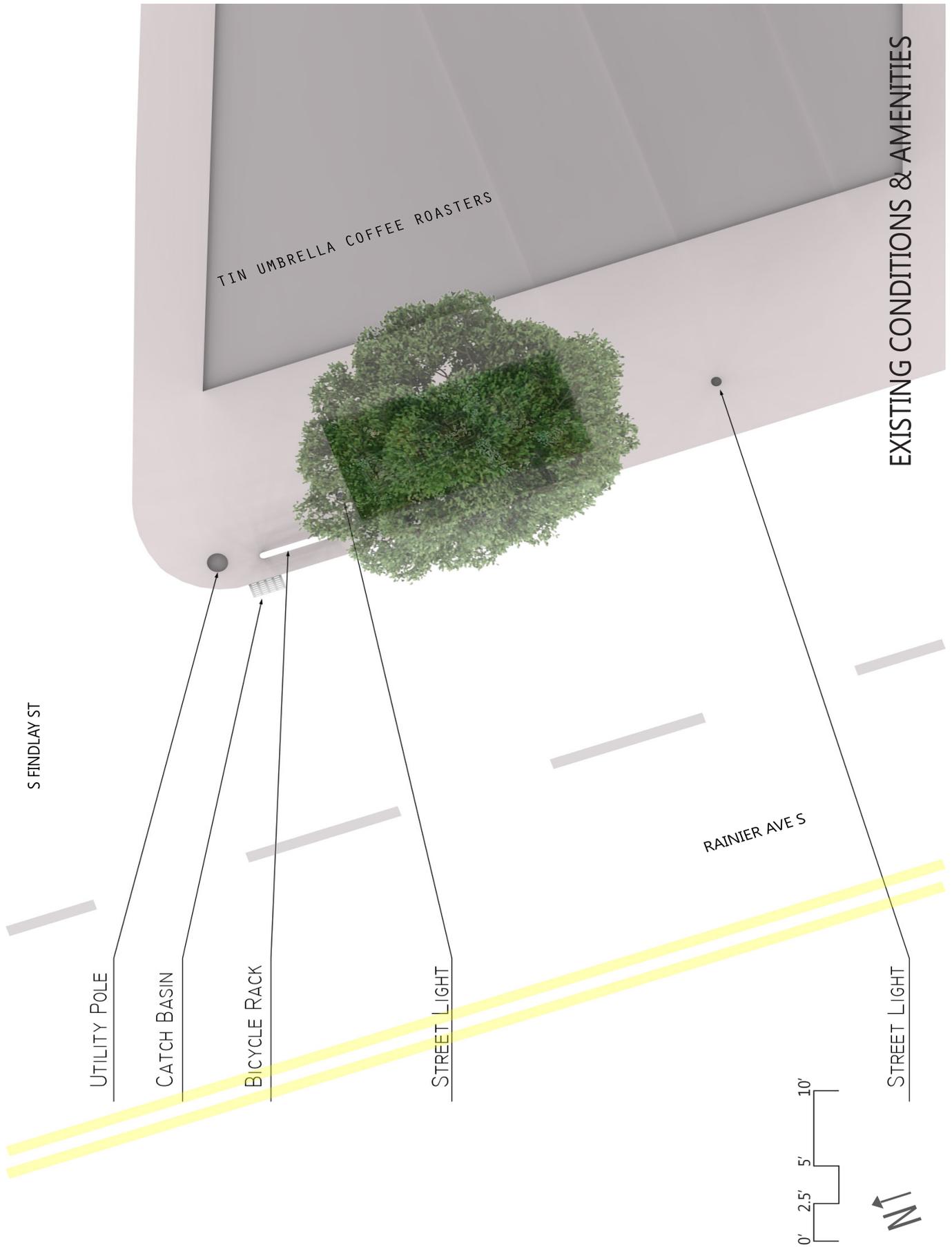
PLAN

TIN UMBRELLA COFFEE ROASTERS

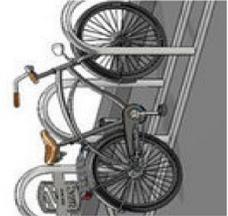
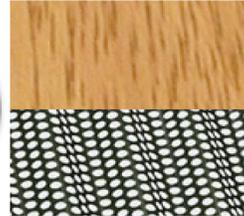
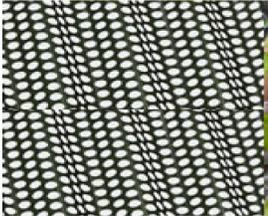
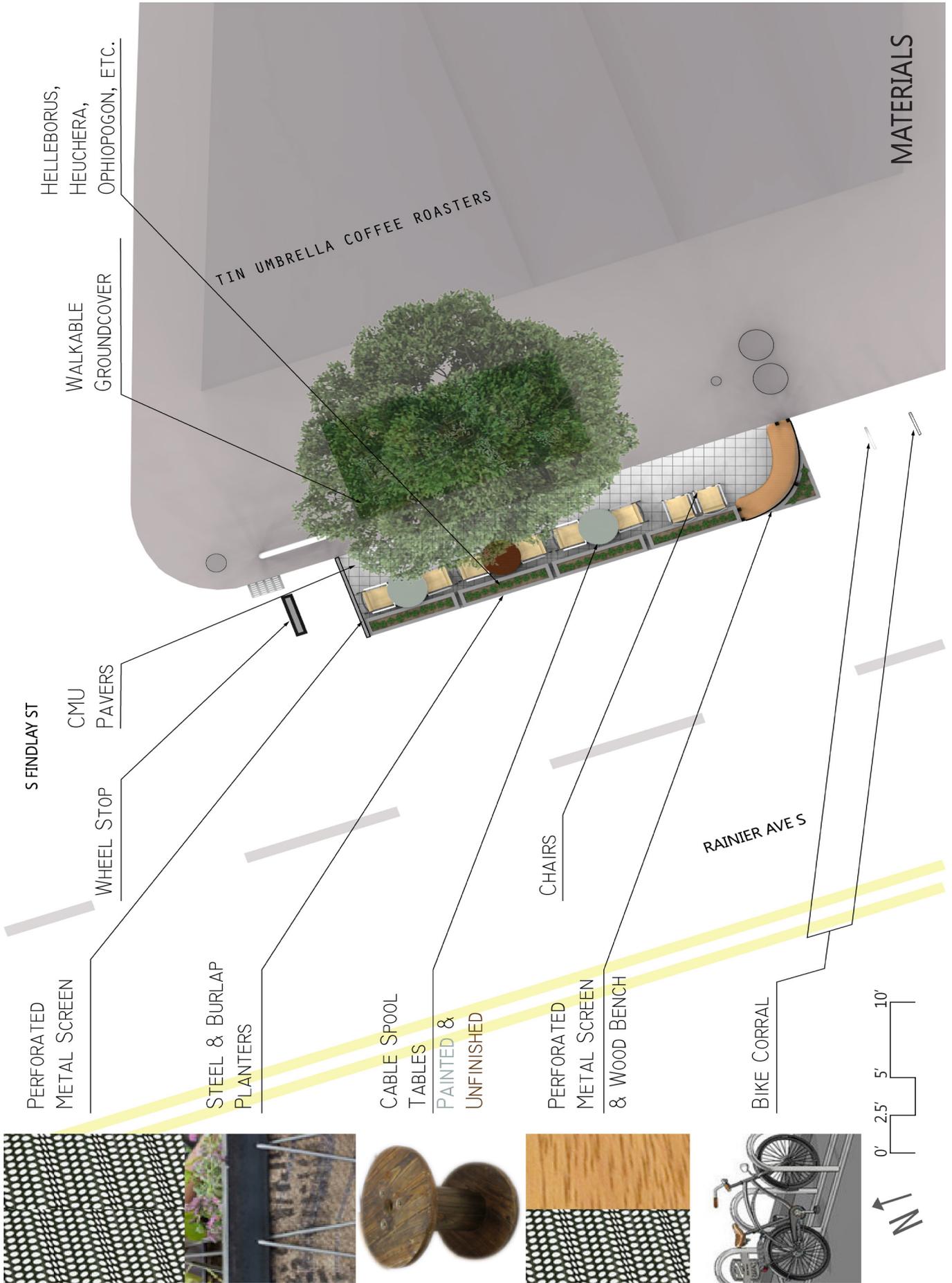
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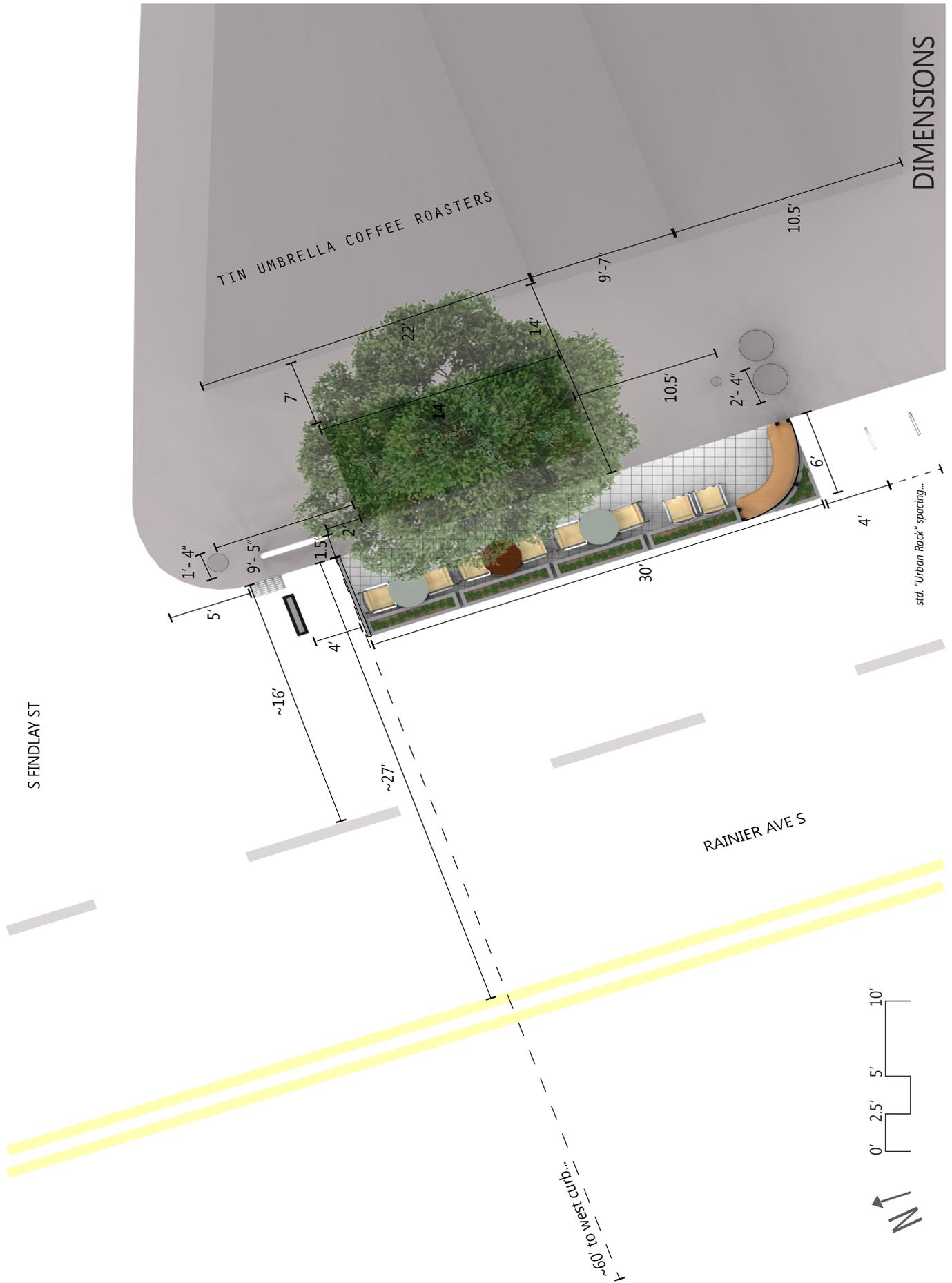
RAINIER AVE S

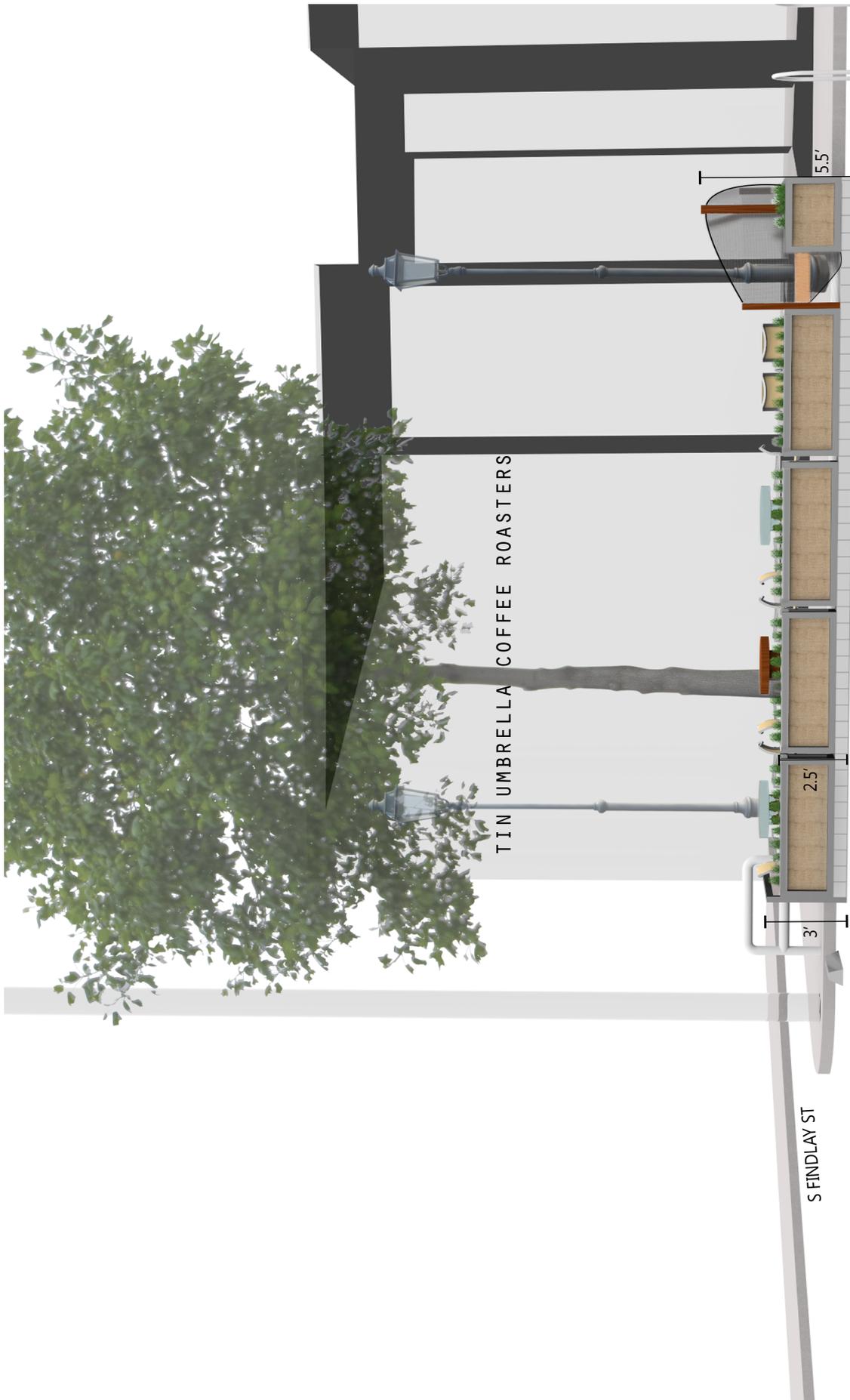










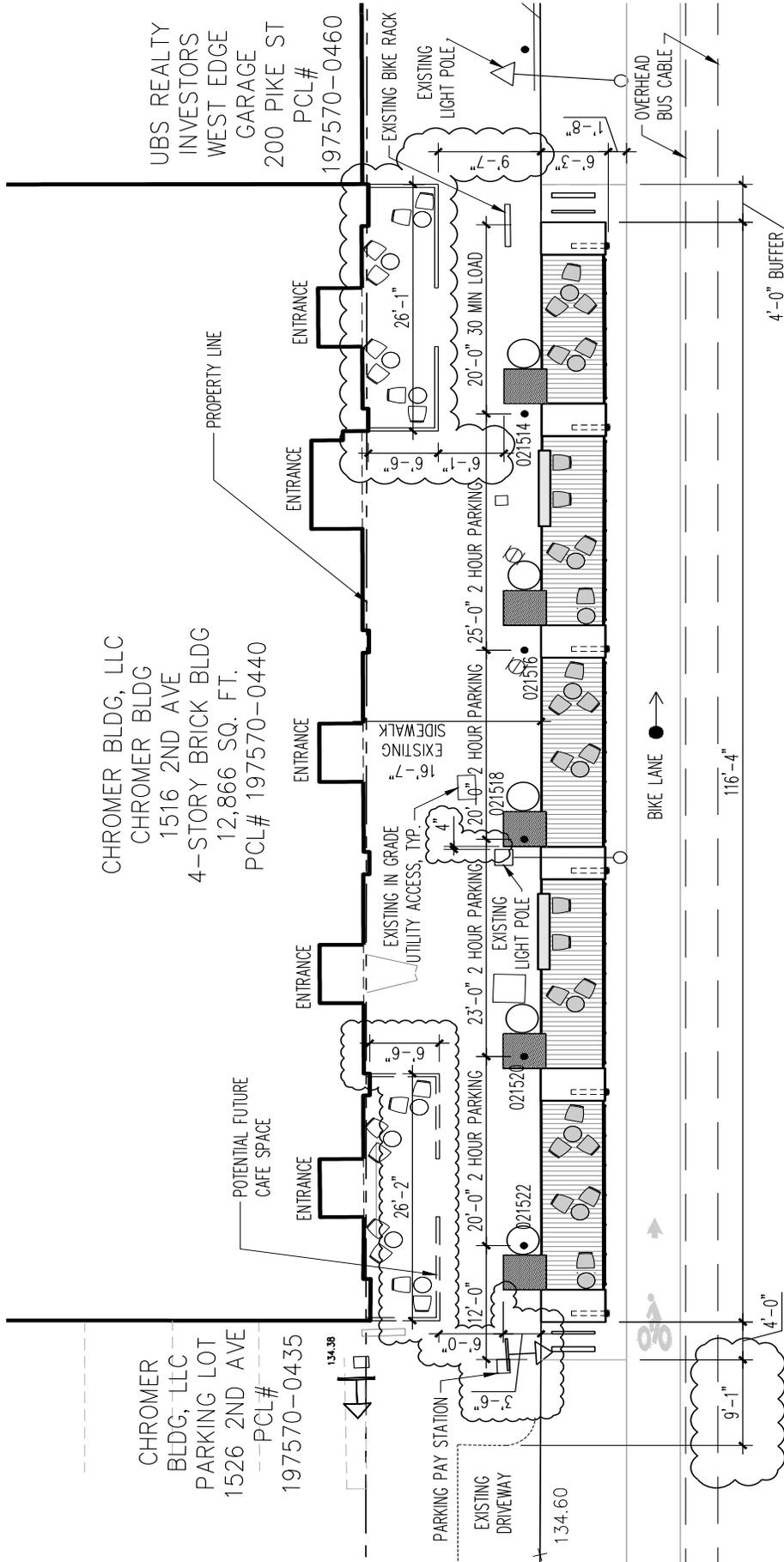




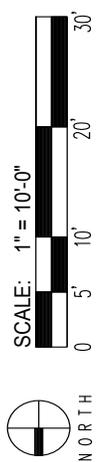
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S FINDLAY ST

TIN UMBRELLA COFFEE ROASTERS

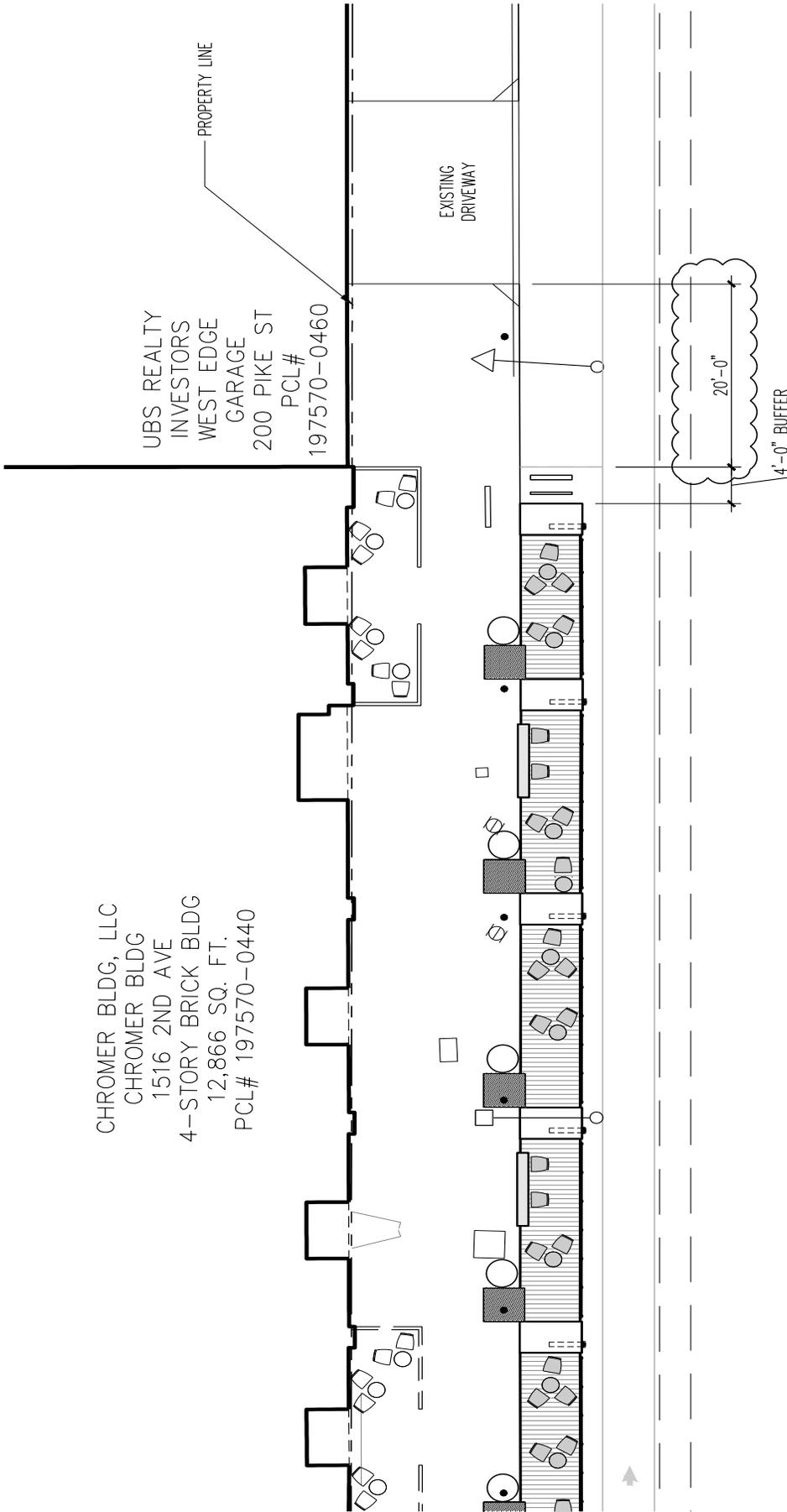


1 CONTEXT PLAN
SCALE: 1" = 10'-0"

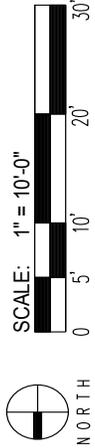


CHROMER PARKLET CONCEPTUAL PLAN
GUSTAFSON GUTHRIE NICHOL

CONTEXT PLAN 1
8/14/2014

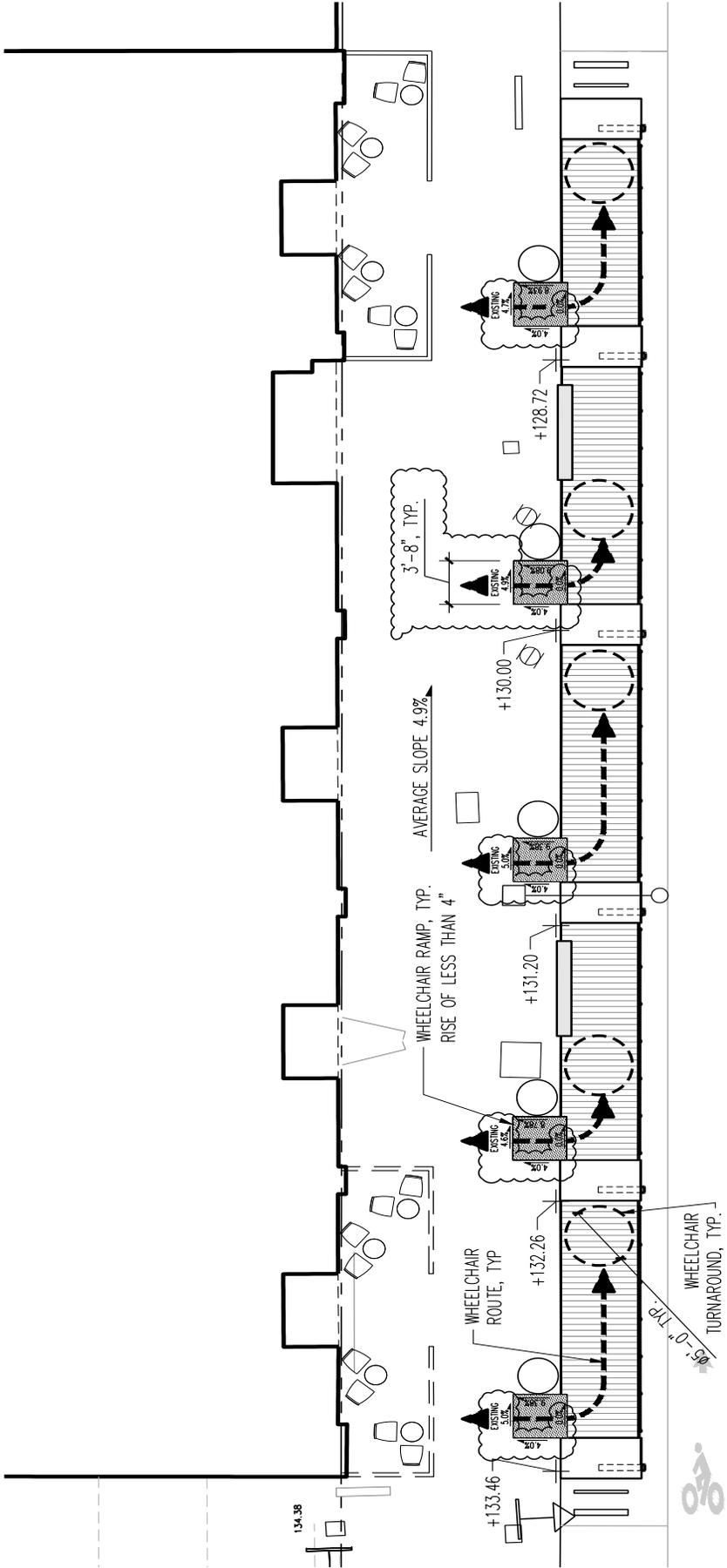


1 CONTEXT PLAN - SOUTH
SCALE: 1" = 10'-0"



CHROMER PARKLET CONCEPTUAL PLAN
GUSTAFSON GUTHRIE NICHOL

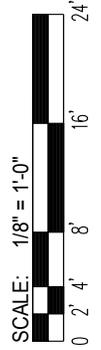
CONTEXT PLAN - SOUTH **1-A**
8/14/2014



NOTE:
 CURB HEIGHT VARIES FROM 3 1/2" TO 6"
 PARKLET CONSTRUCTION HAS BEEN
 DESIGNED TO ALLOW FIELD MODIFICATIONS
 TO ACCOMMODATE CONDITIONS

1 ACCESSIBILITY PLAN
 SCALE: 1/8" = 1'-0"

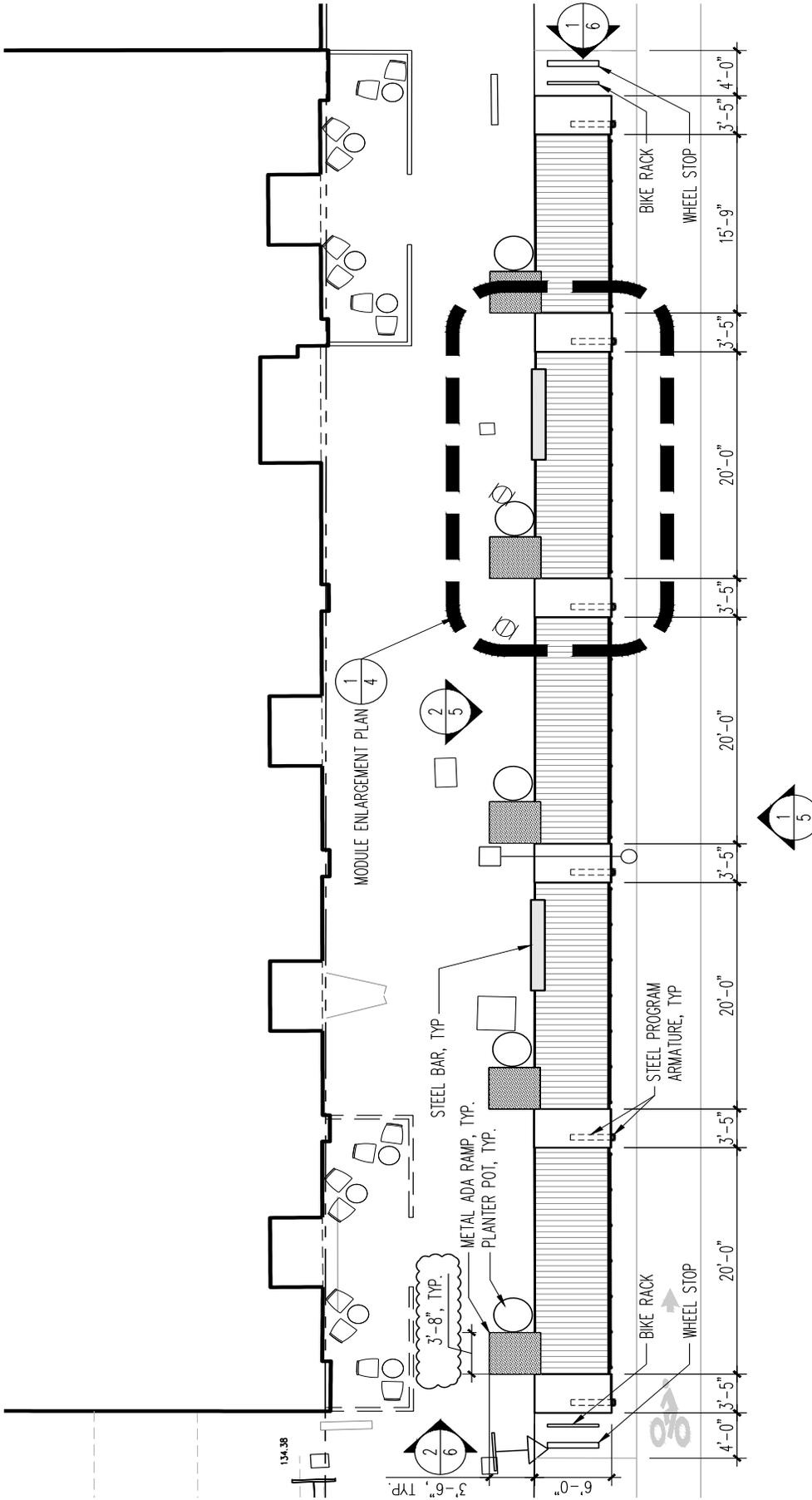
CHROMER PARKLET CONCEPTUAL PLAN
GUSTAFSON GUTHRIE NICHOL



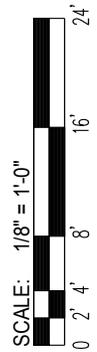
ACCESSIBILITY PLAN

2

8/14/2014



1 SITE PLAN - OVERALL
SCALE: 1/8" = 1'-0"



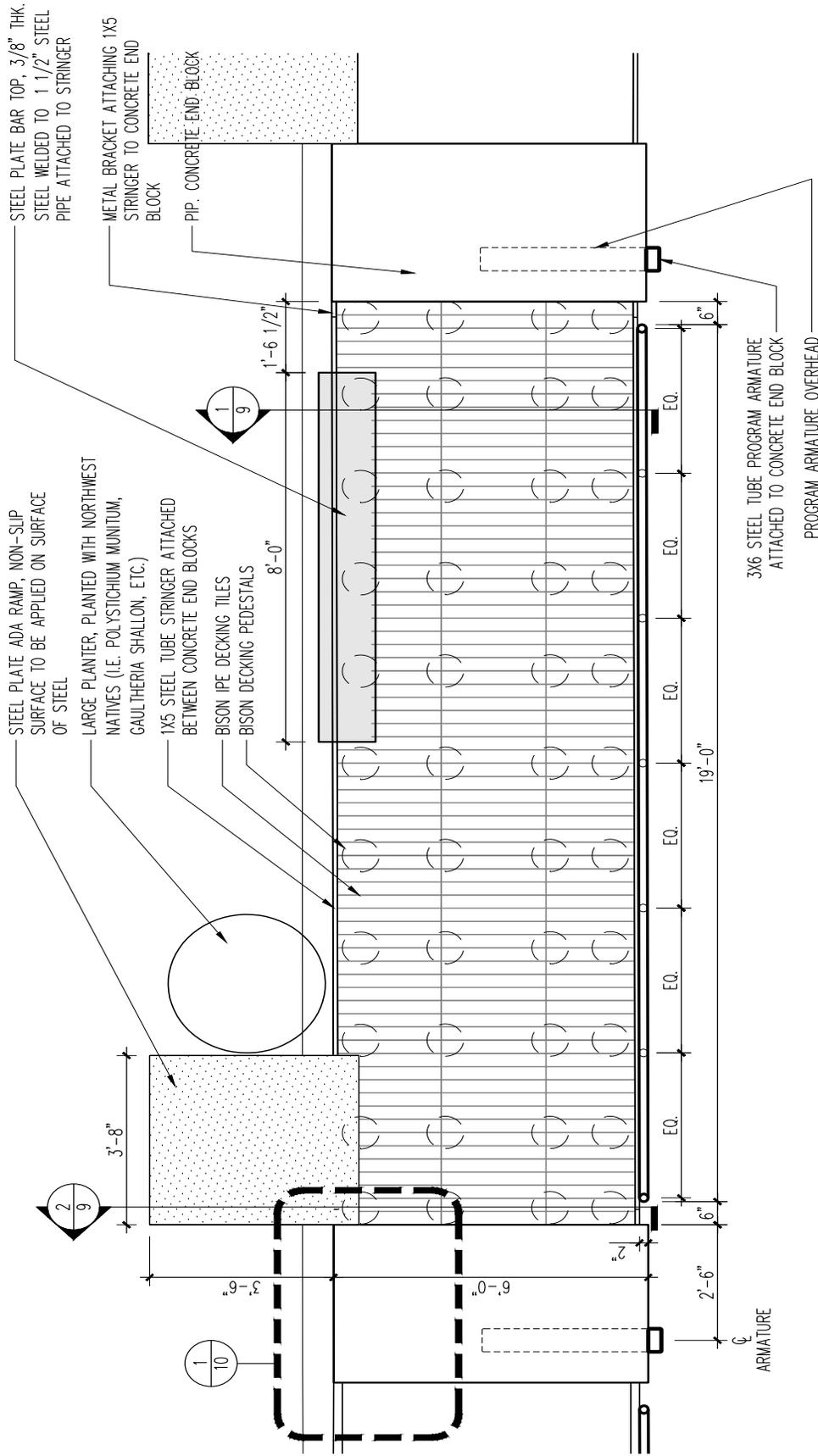
SCALE: 1/8" = 1'-0"

CHROMER PARKLET CONCEPTUAL PLAN
GUSTAFSON GUTHRIE NICHOL

SITE PLAN - OVERALL

3

8/14/2014



1 SITE PLAN - ENLARGMENT
SCALE: 1/2" = 1'-0"

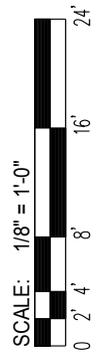
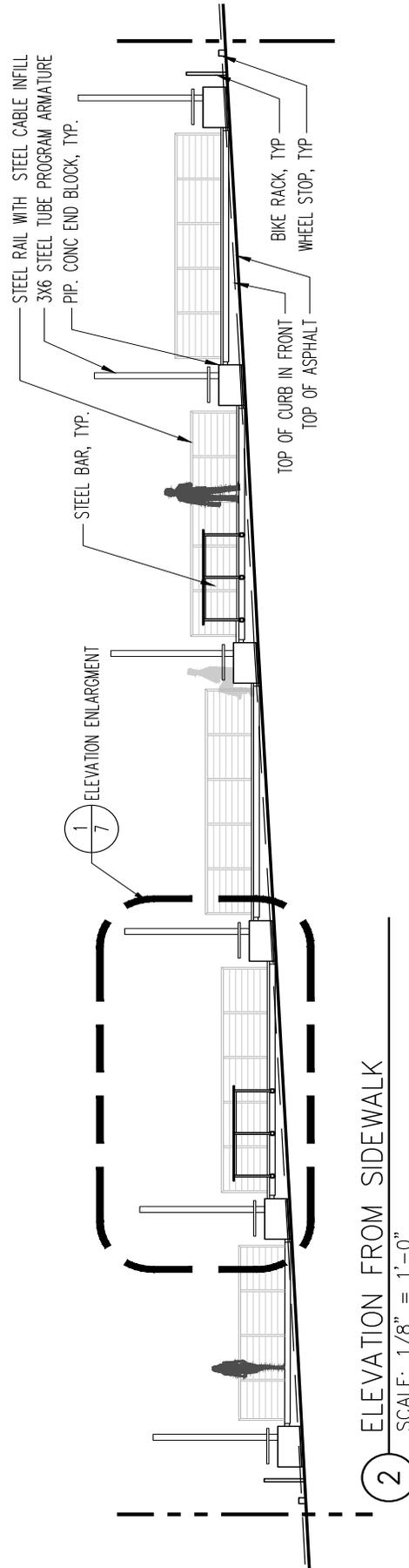
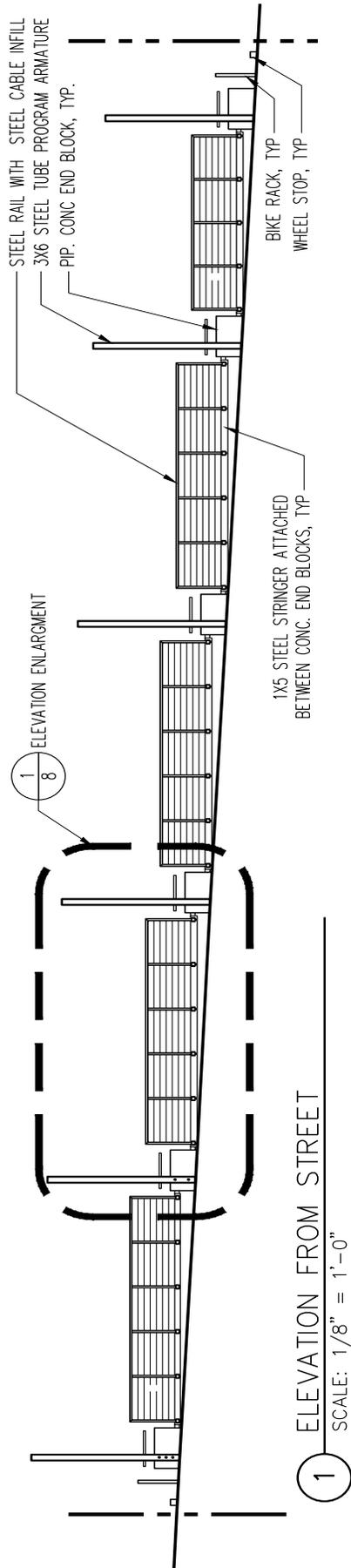
CHROMER PARKLET CONCEPTUAL PLAN
GUSTAFSON GUTHRIE NICHOL



SITE PLAN - ENLARGMENT

4

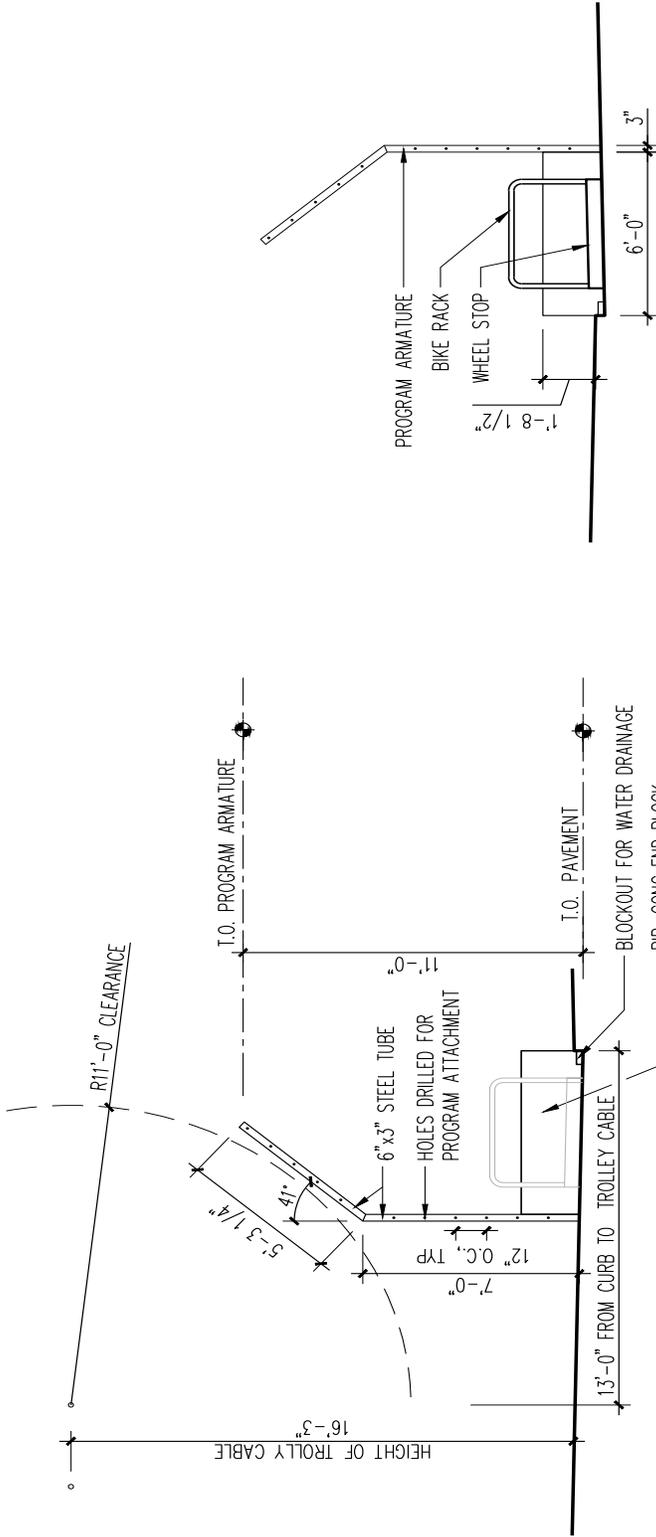
8/14/2014



CHROMER PARKLET CONCEPTUAL PLAN
GUSTAFSON GUTHRIE NICHOL

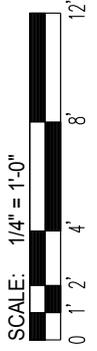
ELEVATIONS 5

8/14/2014



CHROMER PARKLET CONCEPTUAL PLAN

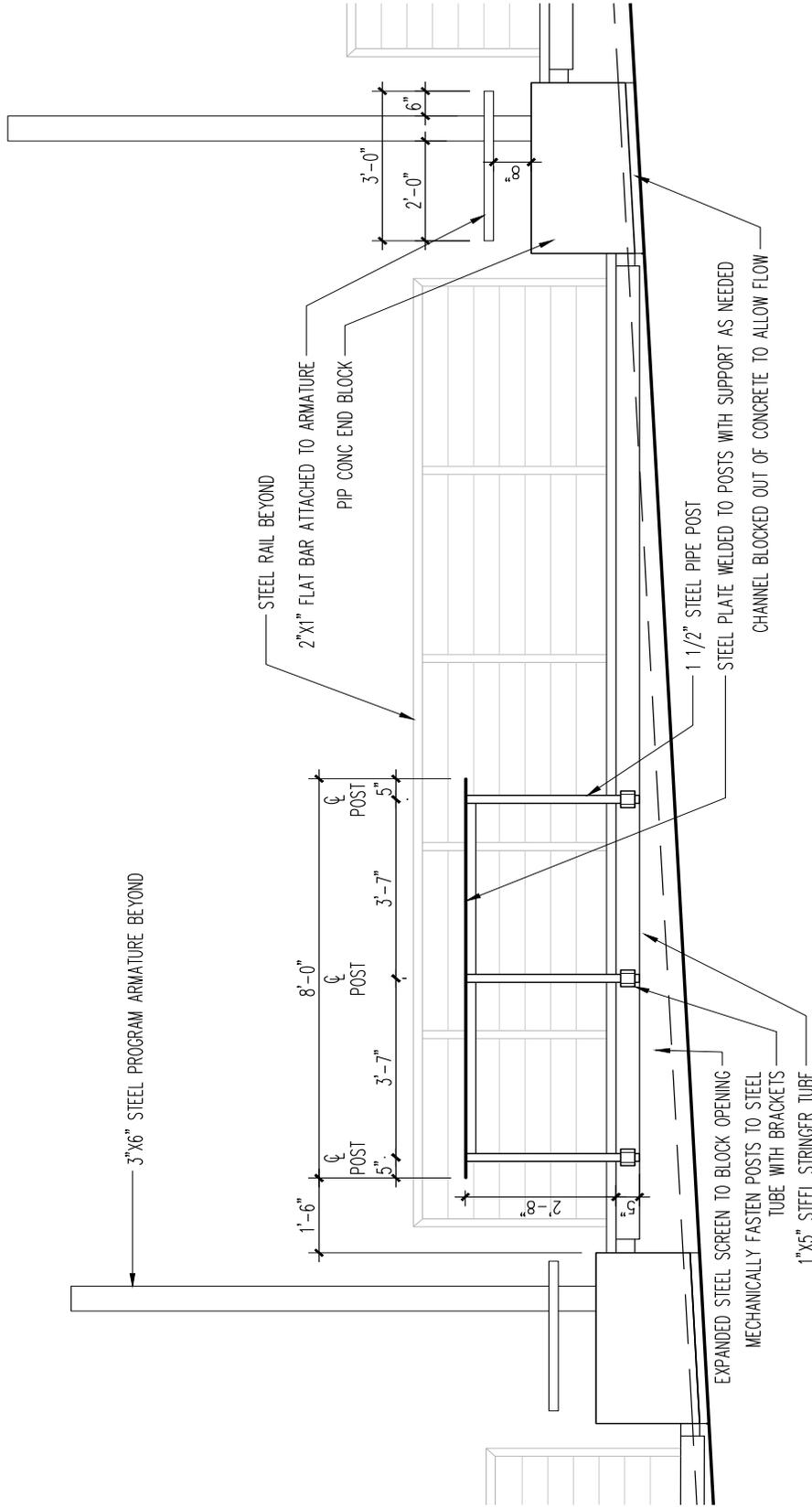
GUSTAFSON GUTHRIE NICHOL



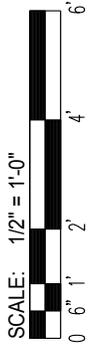
ELEVATIONS

6

8/14/2014



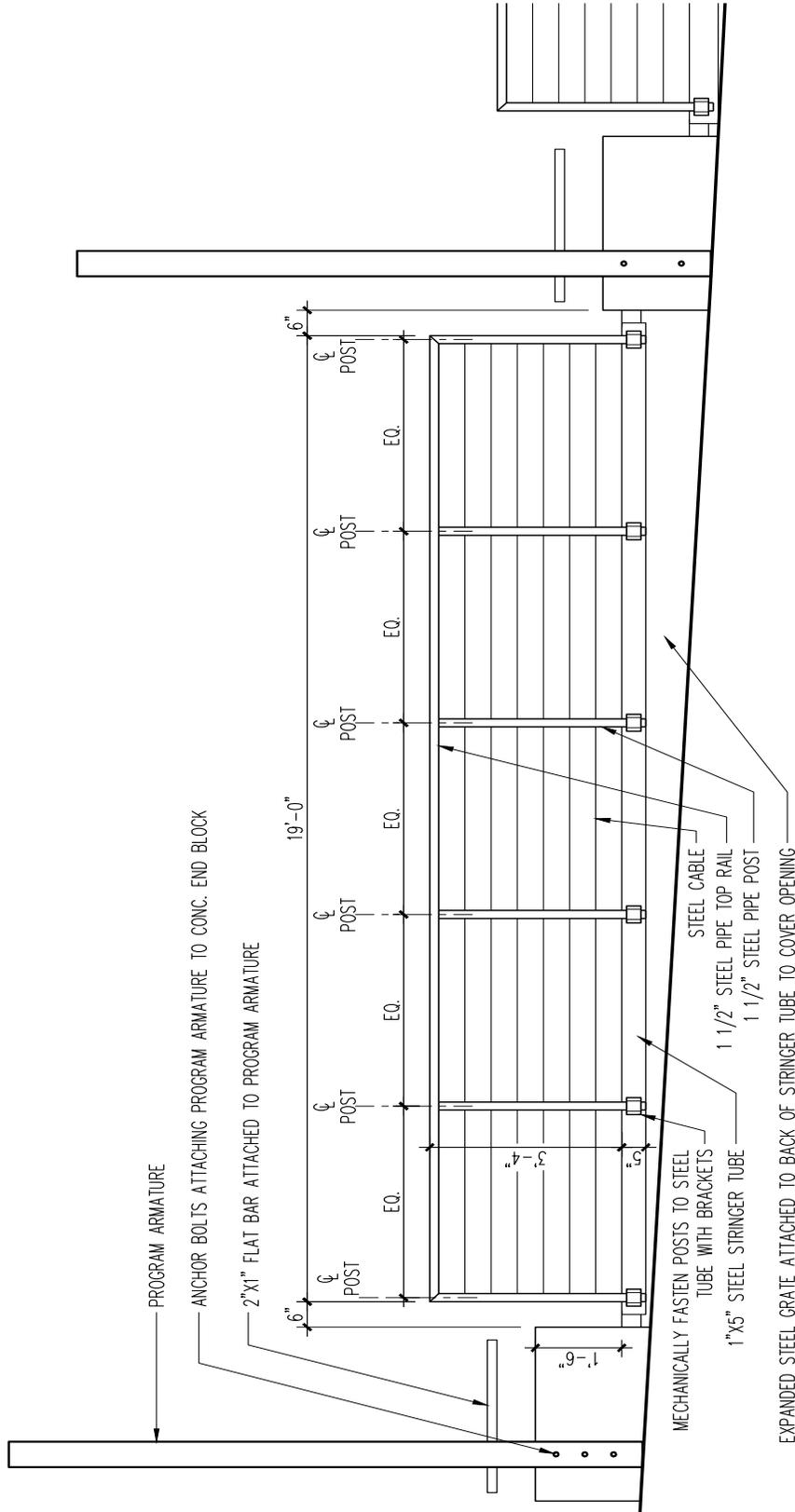
1 ELEVATION ENLARGEMENT FROM SIDEWALK
SCALE: 1/2" = 1'-0"



CHROMER PARKLET CONCEPTUAL PLAN
GUSTAFSON GUTHRIE NICHOL

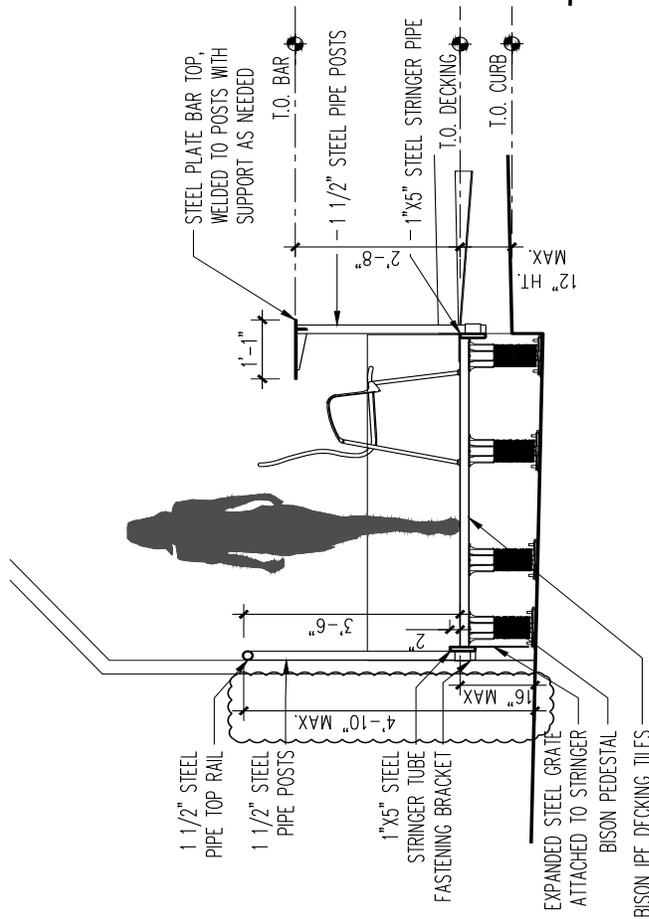
ELEVATIONS 7

8/14/2014

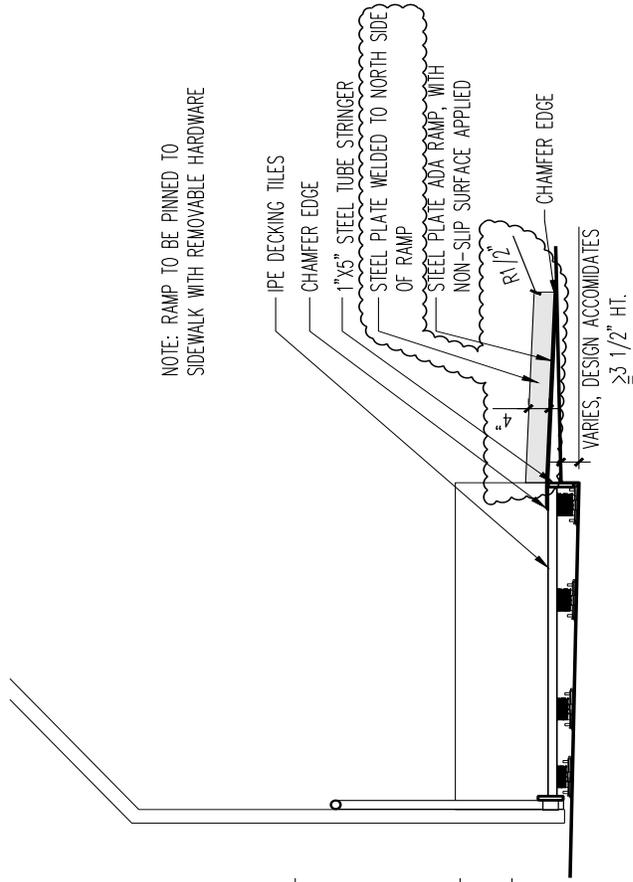


1 ELEVATION ENLARGEMENT FROM STREET
SCALE: 1/2" = 1'-0"





1 SECTION THROUGH MODULE
Scale: 1/2" = 1'-0"



2 SECTION THROUGH MODULE AT RAMP
Scale: 1/2" = 1'-0"

NOTE: RAMP TO BE PINNED TO SIDEWALK WITH REMOVABLE HARDWARE

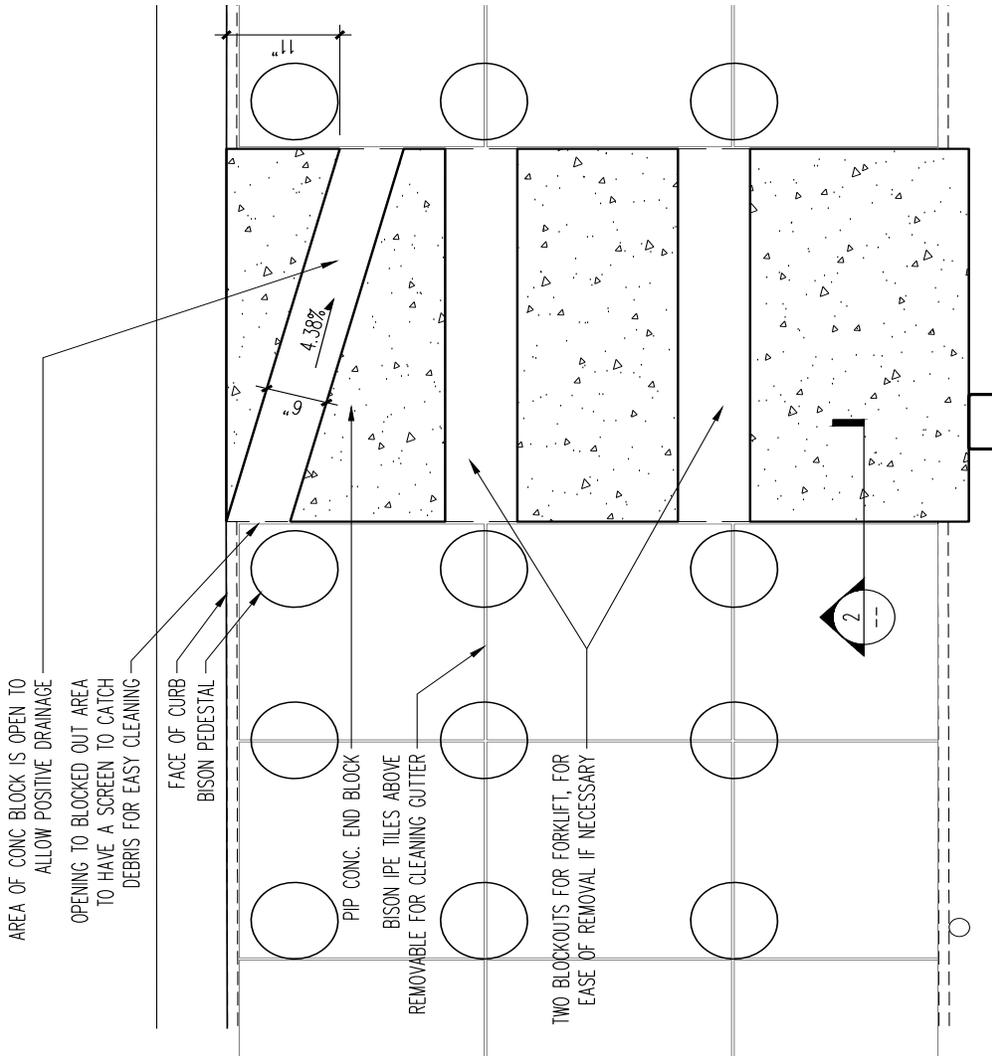
CHROMER PARKLET CONCEPTUAL PLAN

GUSTAFSON GUTHRIE NICHOL

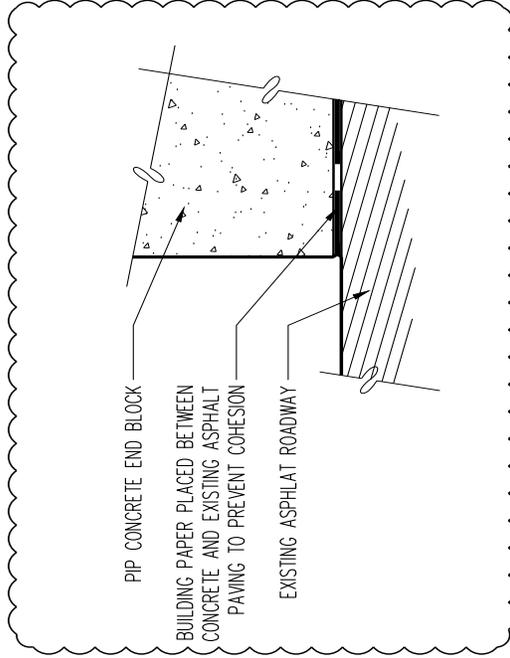


SECTIONS 9

8/14/2014



1 SECTION: DRAINAGE AT GUTTER
SCALE: 1" = 1'-0"



2 SECTION: BASE OF END BLOCK
SCALE: 1 1/2" = 1'-0"

CHROMER PARKLET CONCEPTUAL PLAN
GUSTAFSON GUTHRIE NICHOL

DETAILS 10
8/14/2014

STREATERY PILOT PROGRAM APPLICATION



1 CONTACT INFORMATION

Name	
Business Name	
Email Address	
Phone Number	

2 STREATERY LOCATION

Address of hosting business	
Addresses and names of all businesses adjacent to your proposed streatery	
Number of parking spaces needed for your streatery (streateries are limited to two 20-foot long parking spaces)	<input type="checkbox"/> One parking space <input type="checkbox"/> Two parking spaces
Describe the exact location of the parking spaces or list the paid parking stall numbers of your proposed site (found on the metal plates bolted to the sidewalk)	

Continued on other side

3 STREATERY DESCRIPTION

Please provide one or two paragraphs that describe your streatery to help reviewers understand what you're planning for the space. Consider the following questions:

- Why do you want to host a streatery?
- What are your hours of service?
- What types of activities will your streatery support during non-service hours?
- Are there any features that you specifically want to include?
- How do you plan to design your streatery? Will you be hiring a professional designer or designing it yourself?

4 APPLICATION PACKAGE

- I have read and understood the design guidelines and review processes outlined in the Parklet Handbook and Streatery Pilot Program Supplement.

Streatery Pilot Program Applications must be submitted by the application deadline to parklets@seattle.gov or in-person on the 23rd floor of the Seattle Municipal Tower (700 5th Ave). To complete your application package, please submit this form with the following materials, as described in the Parklet Handbook and Streatery Pilot Program Supplement:

- Streatery site plan
- Photos of the area
- Four letters of community support and a community support petition log
- Proof of contact with local business/neighborhood association (if applicable)
- Letter of Authorization signed by the food service business or property owner



Seattle Department of Transportation
 Street Use & Urban Forestry Division
 700 Fifth Avenue, Suite 2300 | P.O. Box 34996
 Seattle, Washington 98124-4996
 (206) 684-3679 | annualpermits@seattle.gov

SDOT Permit Number

(Official Use Only)

DATE STAMP
HERE

PUBLIC SPACE MANAGEMENT
SIDEWALK CAFÉ/STREATERY LETTER OF AUTHORIZATION

OWNER/AGENT INFORMATION

Owner (Business or Property)

Address

City, State, Zip Code

Phone Number

Fax Number

Email Address

Contact Name (if different than above)

Authorized Agent

Address

City, State, Zip Code

Phone Number

Fax Number

Email Address

Contact Name (if different than above)

TO WHOM IT MAY CONCERN

As owner(s), I/we authorize: _____
 Authorized Agent Name

to act as Permittee for the SDOT Sidewalk Café/Streatery Permit for the property located at:

 Project Address

As owner, I verify the sidewalk café/streatery will only be operated by a food-service establishment as defined by King County Board of Health Code 5.04.290

Owner's Signature: _____

Owner's Printed Name: _____

Date: _____

STREATERY SUPPORT AND MAINTENANCE AGREEMENT



Streatery permits issued by the Seattle Department of Transportation (SDOT) are subject to specific maintenance and support conditions that are the responsibility of the streatery host. These conditions ensure that the streateries remain clean, safe, and in a state of good repair for the enjoyment of the hosting business' patrons and the general public. SDOT may revoke the permit from any streatery host that fails to comply with the following agreement.

Public and Private Use

I understand that my streatery is for the exclusive use of my business only during my business' hours of service. I agree to keep my streatery free and open to all members of the public during all other hours and to store or remove any equipment used for food or drink service after my business' service hours.

Daily Support

On a daily basis, I agree to:

- Lock up or stow all moveable tables and chairs prior to the close of business.
- Stow or remove all food and drink service equipment prior to the end of service hours.
- Sweep the streatery surface and the area surrounding the streatery.
- Water and maintain the streatery's vegetation.
- Clean the streatery platform, seating, and other streatery elements.
- Remove any debris, litter, grime, or graffiti from the streatery.
- Replace any failing streatery elements or components.

Weekly Support

On a weekly basis, I agree to:

- Rinse the area underneath the streatery surface.
- Remove any debris that is impeding drainage flow along the curb and gutter beneath the streatery surface.
- Provide pest control (if necessary).

Annual Support

I understand that streatery permits must be renewed on an annual basis. As part of the renewal I agree to:

- Pay the renewal fee.
- Pay the annual right-of-way use fee.
- Pay the annual paid parking space replacement fee (if applicable).
- Replace all streatery components that have experienced significant wear and tear.
- Submit an updated certificate of liability insurance and list the City of Seattle as an additional insured.

Streatery Removal

I understand that if my business changes ownership, I will either need to remove my streatery or transfer the permit to the new owner.

I understand that the City of Seattle may require me to temporarily remove my streatery under certain circumstances. I agree that I am responsible for all duties and costs associated with the streatery removal.

Temporary removal may be required when:

- Planned streetscape improvements occur.
- A public safety or public utility emergency occurs.

In these situations, I may need to store my streatery off-site. I agree not to reinstall my streatery until instructed by the City of Seattle.

I understand that permanent removal may be required when:

- The streatery presents a major public safety hazard.
- I fail to comply with the conditions specified in this maintenance and support agreement.

Upon permanent removal of my streatery, I agree to restore the street area covered by the streatery to its original or better condition.

SIGNATURE: _____

DATE: _____

NAME: _____

BUSINESS: _____

STREATERY ADDRESS: _____

HOURS OF SERVICE: _____

PERMIT NUMBER: _____

Seattle Department of Transportation
700 5th Ave, Suite 3800
PO BOX 34996
Seattle, WA 98124-4996
(206) 684-ROAD (7623)
www.seattle.gov/transportation



FEBRUARY 2015