

PARK(ing) DAY GUIDELINES

Park(ing) Day is an annual, worldwide event on the third Friday of September. This document explains the Seattle Department of Transportation (SDOT) requirements for this event.

Any use of the right-of-way, including the use of on-street parking spaces for PARK(ing) Day, requires a street use permit. But don't worry, we've created a special type of free permit to make it easy for you to participate if you partner with SDOT. Your temporary park will need to meet all of the requirements outlines below, and you must submit your application no later than August 29 to joshua.saitelbach@seattle.gov. (If you do not want to partner with SDOT, please see the end of this document for the permit fees and additional requirements.)

APPLICATION

You need to submit a site plan for your park so that we know what you're planning. This doesn't need to be fancy and it's okay if you're not an engineer, architect or artist! The site plan should be based on the PARK(ing) Day Application and must include:

- Location description of parking space(s).
- Description of parking space(s) location.
- Height of items and setback dimensions from curb
- Barrier (e.g., cones or posts) placement

PARK(ing) DAY APPLICATION

PARK NAME/THEME (optional): _____ DATE: _____

EMAIL: _____

CONTACT: _____ PHONE: _____

Items and Activities: Please check the boxes that describe the activities and items that you expect to have in your proposed park. If they are not included on the list please describe them below. Refer to the PARK(ing) DAY Guidelines for more information about allowed activities and items.

<input type="checkbox"/> RELAXING	<input type="checkbox"/> EXERCISE	<input type="checkbox"/> BENCH	<input type="checkbox"/> BOARD GAMES
<input type="checkbox"/> GAMES	<input type="checkbox"/> SPORTS	<input type="checkbox"/> RUGS	<input type="checkbox"/> BIKES
<input type="checkbox"/> ART	_____	<input type="checkbox"/> PLANTS/TREES	<input type="checkbox"/> _____
<input type="checkbox"/> MUSIC	_____	<input type="checkbox"/> TABLES	<input type="checkbox"/> _____
<input type="checkbox"/> EDUCATION	_____	<input type="checkbox"/> TURF	<input type="checkbox"/> _____
<input type="checkbox"/> EATING	_____	<input type="checkbox"/> BOOKS	<input type="checkbox"/> _____

Additional description (optional): _____

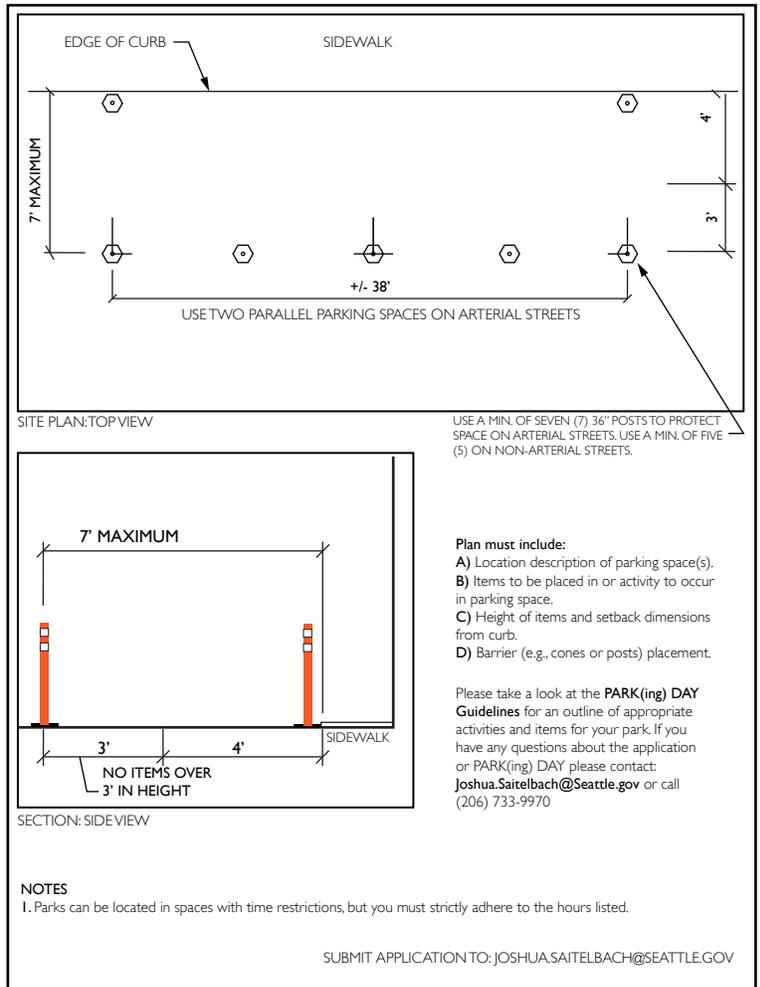
Location: Please identify the space(s) you want to use. In areas with **paid parking**, you can find the parking space numbers for your park location on the round metal plate bolted to the sidewalk. Include those numbers on your site plan and below. In areas with **unpaid parking**, describe as accurately as you can the location of the park. Include the addresses of the businesses or homes in front of your park. Parks may extend into a Load Zone with permission from the adjacent business owner(s).

<input type="checkbox"/> PAID PARKING REQUIRED: list the space numbers (more information in the Guidelines) _____	<input type="checkbox"/> UNPAID PARKING
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REQUIRED FOR PAID AND UNPAID: Description of park location.

ADDRESS ADJACENT TO:

SUBMIT APPLICATION TO: JOSHUA.SAITELBACH@SEATTLE.GOV



PARKING SPACE RESERVATIONS

There are four steps you need to take to reserve your parking spaces:

1. Identify the space(s) you want to use. You'll need to provide this information in your application.
 - a. In an area with **paid parking**, you can find the parking space numbers for your park location on the round metal plates bolted to the sidewalk. Include those numbers on your application.



Paid parking metal plate

- b. In an area with **unpaid parking**, describe as accurately as you can the location of your park. Include the addresses of the businesses or homes in front of your park on your application.
2. Talk with the adjacent businesses or property owners to let them know what you're planning. Let them know how many spaces you'll use, when you'll use them, and what they can expect to see in the park.
3. Arrange for "No Parking" easels. "No Parking" easels are required to reserve parking spaces and must be placed 72 hours in advance of when you want to use the space. Since PARK(ing) Day 2014 begins at 9:00 a.m. on September 19, your "No Parking" signs need to be in place by 9:00 a.m. on September 16. You will need to contact a traffic control vendor to arrange for "No Parking" easels for September 16-19. The traffic control vendor will charge a fee to provide the easels. A list of traffic control vendors is available here: <http://www.seattle.gov/transportation/cams/CAM2112.pdf>.



A standard "no parking" easel

4. Verify that the "No Parking" signs are in place by 9:00 a.m. on September 16. You should also verify that the date and time of the event are clearly written on the easels (e.g., September 19, 9:00 a.m. to 3:00 p.m.). After you've checked the easels, you will need to submit an online verification form ASAP. This form is available at: <http://www.seattle.gov/transportation/parking/tempnoparking.htm>. Even though it seems like a hassle, submitting the form means that your temporary parking restriction is enforceable.

DESIGNING YOUR PARK

Location, Location, Location

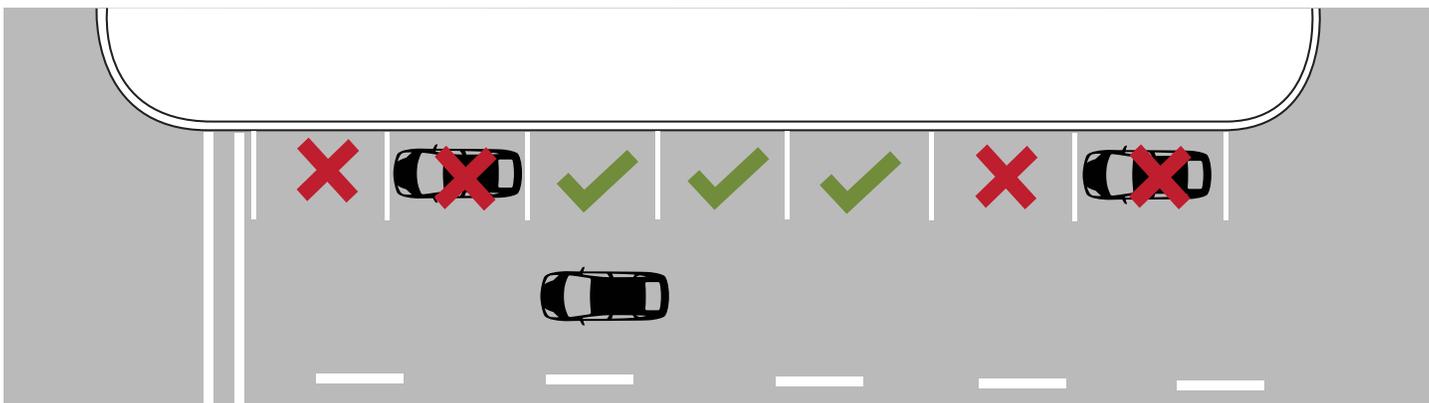
Choose your PARK(ing) spaces carefully! First, find a location where on-street parallel parking is allowed. Don't choose a commercial loading zone, disabled parking zone or a space that only allows pick-up and drop-off parking. Flatter streets are sometimes easier than very steep streets, but you should choose a space that's best for you.

If you chose an arterial street (typically a major thoroughfare, but check

<http://www.seattle.gov/transportation/streetclassmaps/planweb.pdf> to see if the street you're thinking about is an arterial.) your park must occupy at least **two adjacent parking spaces**.

Non-arterial streets (most often residential) require only **one parking space** per park.

All parks should be located away from the end of a block with a "buffer" of at least two parking spaces on either side. This means that you **CANNOT** build your park in the first two or last two parking spaces closest to the end of the block.



Separation from Traffic

Traffic control barriers are required to mark the boundaries of your park and clearly identify the edge of the traffic lane and adjacent parking spaces. The barriers must be at least 36" tall and can be either orange traffic cones or posts. The number of cones/posts required depends on the number of parking spaces you use:

If you've chosen an *arterial street* (and are using two parking spaces), you are required to have **seven** cones/posts to mark the edges of your park.

If you've chosen a *non-arterial street* (and are using only one parking space), you are required to have **five** cones/posts to delineate your park.

Your park must stay within its approved parking space(s). Take a look at the PARK(ing) Day Application for an illustration of the layout of the cones/posts.

Hours of Operation

Your park can be open between the hours of **9:00 a.m. and 3:00 p.m.** All park activity, including set-up and tear-down, must occur within these hours. If you choose parking spaces on a street that has peak-hour parking restrictions—such as no parking until 9:30 a.m. or after 2:30 p.m.—then your park needs to conform to those rules.

Maintaining Mobility

As you're setting up and taking down your park, remember to keep the sidewalk and the travel lanes clear. All loading and unloading activities must ensure pedestrian and vehicle mobility. And throughout the day, remember that the pedestrian walkway must be kept clear. Activities in your park shouldn't distract motorists, either.

Additionally, to make sure that your park doesn't impede sight lines, keep anything taller than 3 feet within 4 feet of the curb. That means umbrellas, tall plants, and giraffes (just in case...) need to stay closer to the curb than to the travel lane. Nothing taller than 3 feet can abut the edge of the traffic lane. See PARK(ing) Day Application for more information.



Please contain your activities to within the bounds of your park!

ACTIVATING YOUR PARK

So now you know where your park is going to be and when it will be there. But what will you do in that space?

Allowable Items and Activities

We encourage you to try out some of these items and activities to help make your park a comfortable and inviting space (see Attachment A for height and setback requirements):

- Sod material (over tarp) and potted plants
- Tables, chairs, or benches
- Arts and crafts, games, or other cultural activities
- Art displays or easels
- Rugs, carpets, blankets, or similar surface coverings
- Freestanding umbrellas adjacent to the curb
- Informative signs or displays



Restricted Items and Activities (this is not an exhaustive list)

We want you to have fun in your park, but we want to keep everyone safe, too. This list isn't intended to be discouraging, but there are some things that just won't fly in a parking space. If you have questions about why you can't do or use anything listed below, feel free to drop us an email (joshua.saitelbach@seattle.gov).

Anything that may pose a distraction to drivers is prohibited:

- Banners
- Balloons, flashing lights, or other similar objects
- Canopies or free-standing tents

The following items or activities may be a nuisance or pose a safety hazard to neighboring businesses or residents and are therefore prohibited:

- Sidewalk storage or overflow of activities onto sidewalk area
- Charcoal grills (must obtain Fire Marshall Permit for use of propane)
- Vending or merchandise display
- Amplified sound
- Loose or uncovered material (like sand or gravel)



STREET USE PERMIT

If you are **not partnering** with SDOT, you will need to obtain your own Street Use permit. The Street Use permit application must be submitted at least one month prior to the event start date. The requirements for the application include the following:

1. Signed Street Use permit application
2. \$172 Field Review Fee
3. Insurance documentation (City of Seattle Insurance Requirements can be found here: <http://www.seattle.gov/transportation/cams/cam2102.pdf>)
4. Site plan for each location including:
 - a. Location description of parking space(s)
 - b. Items to be placed in or activity to occur in parking space(s)
 - c. Height dimensions of items and setback dimensions from curb
 - d. Traffic control barrier placement (see PARK(ing) Day Application)

Once approved, the permit fee is \$146 for the project. By signing the permit at issuance, the permittee agrees to be responsible for ensuring that all permit conditions are met and maintained during the event and the site is restored to an original or better condition after the event. If complaints are received and/or a Street Use inspector is required to inspect a site, an additional inspection fee will be assessed to the permittee. Inspection time is charged at \$172 per hour.

Again, you do not have to obtain a separate Street Use permit if you partner with SDOT. Just follow the directions from the beginning of this document, and submit your application and site plan no later than August 29. We look forward to seeing you on the street on PARK(ing) Day!