SDOT
Seattle Department of Transportation

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 particpate by partnering with SDOT. Your temporary park will need to meet all of the requirements outlined below, and you must submit your application no later than August 28 to David.Burgesser@seattle.gov.

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:

a. Location description of parking space(s).
b. Items to be placed in or activity to occur in parking space(s).
c. Height of items and setback dimensions from curb
d. Barrier (e.g., cones or posts) placement

PARK(ing) DAY APPLICATION

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

EMAIL: _____

CONTACT: _____ PHONE: _____

May we share your contact info with the Washington chapter of the American Society of Landscape Architects, who are supporting this year's pop-up parks? ☐ Yes ☐ No

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.

ACTIVITIES:		ITEMS:	
☐ RELAXING	☐ EXERCISE	☐ BENCH	☐ BOARD GAMES
☐ EATING	☐ SPORTS	☐ RUGS	☐ BIKES
☐ ART	☐ _____	☐ PLANTS/TREES	☐ _____
☐ MUSIC	☐ _____	☐ TABLES	☐ _____
☐ EDUCATION	☐ _____	☐ TURF	☐ _____

Additonal 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 plates 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 buisness owner(s).

☐ PAID PARKING

REQUIRED: list the space numbers (more information in the Guidelines)

_____

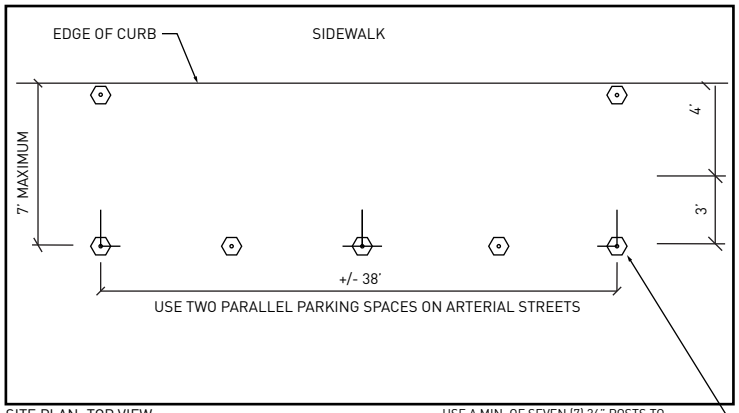
☐ UNPAID PARKING

REQUIRED FOR PAID AND UNPAID: Description of park location.

_____

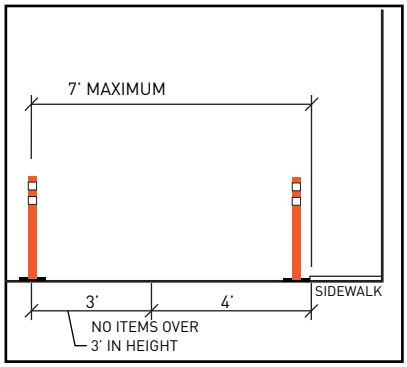
ADDRESS ADJACENT TO: _____

SUBMIT APPLICATION TO: DAVID.BURGESSER@SEATTLE.GOV



SITE PLAN: TOP VIEW

USE A MIN. OF SEVEN (7) 36" POSTS TO PROTECT SPACE ON ARTERIAL STREETS. USE A MIN. OF FIVE (5) ON NON-ARTERIAL STREETS.



SECTION: SIDE VIEW

PLAN MUST INCLUDE:
A) Location description of parking space(s).
B) Items to be placed in or activity to occur in parking space.
C) Height of items and setback dimensions from curb.
D) Barrier (e.g., cones or posts) placement.

Please take a look at the **PARK(ing) DAY Guidelines** for an outline of appropriate activities and items for your park. If you have any questions about the application or PARK(ing) DAY please contact: **David. Burgesser@Seattle.gov** or call (206) 615-1028.

NOTE:
Parks can be located in spaces with time restrictions, but you must strictly adhere to the hours listed.

SUBMIT APPLICATION TO: DAVID.BURGESSER@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 number 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 business 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 2015 begins at 10:00 a.m. on September 18, your "No Parking" signs need to be in place by 10:00 a.m. on September 15. You will need to contact a traffic control vendor to arrange for "No Parking" easels for September 15-18. The traffic control vendor will charge a fee to provide the easels. A list of traffic control vendors is available at **http://www.seattle.gov/transportation/cams/CAM2112.pdf.**

A standard "no parking" easel

4. Verify that the "No Parking" signs are in place by 10:00 a.m. on September 15. You should also verify that the date and time of the event are clearly written on the easels (e.g., September 18, 10:00 a.m. to 7:00 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.

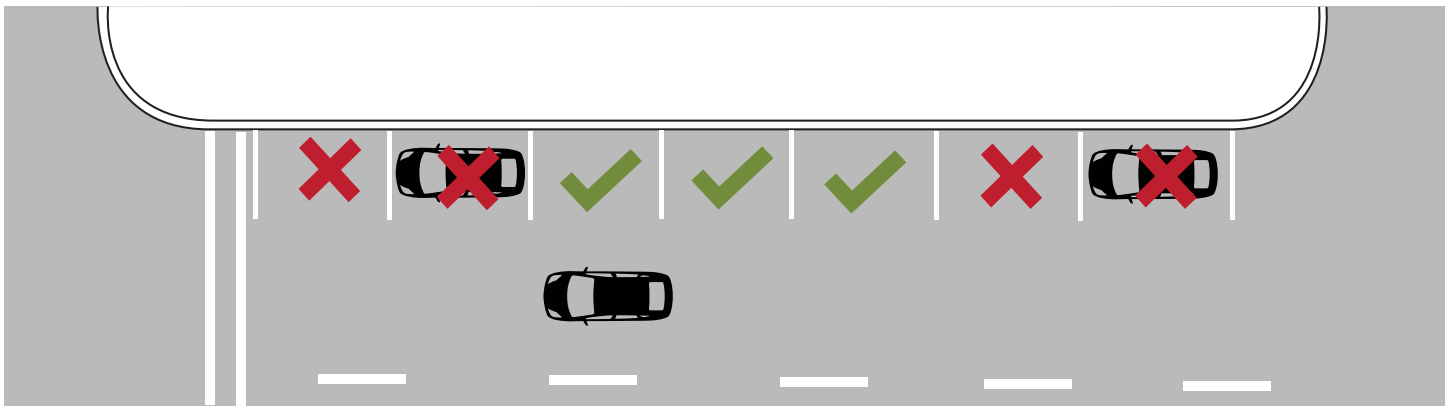
DESIGNING YOUR PARK

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 mark the edges of 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

This year, SDOT is extending the hours of PARK(ing) Day. Parks can now remain open from 10:00 a.m. - 7:00 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 after 4:00 p.m.—then your park needs to conform to these 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 wihtin 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 the PARK(ing) Day Application for more information.

Please contain your activities within the bounds of your park!

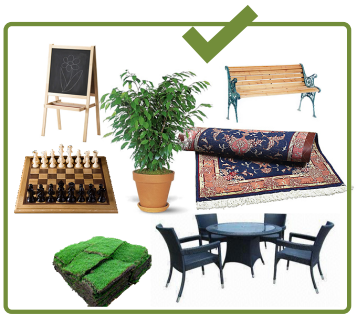
ACTIVATING YOUR PARK

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 the PARK(ing) Day Application 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 PARK(ing) space. If you have questions about why you can't do or use anything listed below, feel free to drop us an email (david.burgesser@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

Items or activities that may be a nuisance or pose a safety hazard to neighboring businesses or residents are prohibited:

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