

Call for PARKLET APPLICATIONS

January 2014



The Seattle Department of Transportation's (SDOT) Public Space Management Program is extending the Pilot Parklet Program through 2014. Seattle businesses and community groups are invited to apply to host a parklet. The Pilot Parklet Program was launched in summer 2013 to explore and evaluate how well parklets serve Seattle neighborhoods.



Parklets are small structures that convert on-street parking spots into public space for everyone to enjoy. They are a cost-effective tool for activating the public right-of-way, promoting economic vitality, and creating more vibrant neighborhoods. Parklets offer public seating and other amenities, providing additional sidewalk space and places to enjoy with friends or on your own.

All photos courtesy of VIVA Vancouver and the San Francisco Planning Department

Five new parklets will be permitted during this second phase of the pilot program. If you are interested in hosting a parklet, you should have resources available to complete the design, construction, and installation of your proposed parklet no later than June 2014.

This document provides information about the Pilot Parklet Program application and review process. Additional information about parklets is available at <http://www.seattle.gov/transportation/parklets.htm>.

All application materials are due to jennifer.wieland@seattle.gov no later than 5:00 p.m on February 28, 2014.



PUBLIC PARKLET
ALL SEATING OPEN TO THE PUBLIC

City of Seattle



FOR MORE INFORMATION: www.seattle.gov/transportation/parklets.htm

SMOKING NOT PERMITTED

CONSIDERATIONS

Before submitting a parklet application, you will need to determine the location of your parklet, the types of activities you want to support with the parklet, and whether you have the resources (and time) available to install and maintain this new space. Consider the following:

Location

Parklets can be successful on many types of streets in Seattle, but some streets may be better than others. Streets with a good amount of existing pedestrian activity—such as neighborhood business districts (especially those with narrow sidewalks)—are excellent candidates for a parklet. Parklets are best on streets with speed limits at or under 30 miles per hour. In such a hilly city, it's best to look for streets with a grade less than 5 percent. So the Counterbalance on Queen Anne is out!

Parklets can only be built in lanes that are always used for parking; if the parking lane converts to a vehicle travel lane at certain times of the day it's a “no go” for a parklet. Spaces designated as disabled parking can't be used for parklets. And parklets can't block public utilities, fire hydrants, bus stops, or driveways (unless you can provide written permission from the driveway owner). Street corners can be great locations for parklets, but if you'd like to propose your parklet at a corner, make sure that the structure is not taller than 36”.

In short, you're probably in good shape if you don't build on a steep hill, don't choose a highway, and don't block anything that looks important: driveways, utilities, public transit, or the fire department.

Cost

Parklets are funded entirely by the parklet host, and the total cost of installing a parklet depends on the size and design of your parklet. Although successful parklets can cost as little as \$10,000, you should budget at least \$15,000 for design, review and permitting, materials, and construction costs.

You may be able to get some services or materials donated to reduce costs—for example, a design consultant might be willing to work pro bono for the chance to be involved in the program—and you might also consider applying for a Department of Neighborhoods grant (<http://www.seattle.gov/neighborhoods/nmf/>) for a portion of the project or using fundraising tools (like Kickstarter) to raise money.

In addition to the installation costs, you'll be responsible for ongoing maintenance and will need to renew your parklet permit each year at a cost of \$140. You should have financial resources available for the implementation of your parklet or have a plan in place to secure funding in time for a parklet opening in June 2014.

Liability

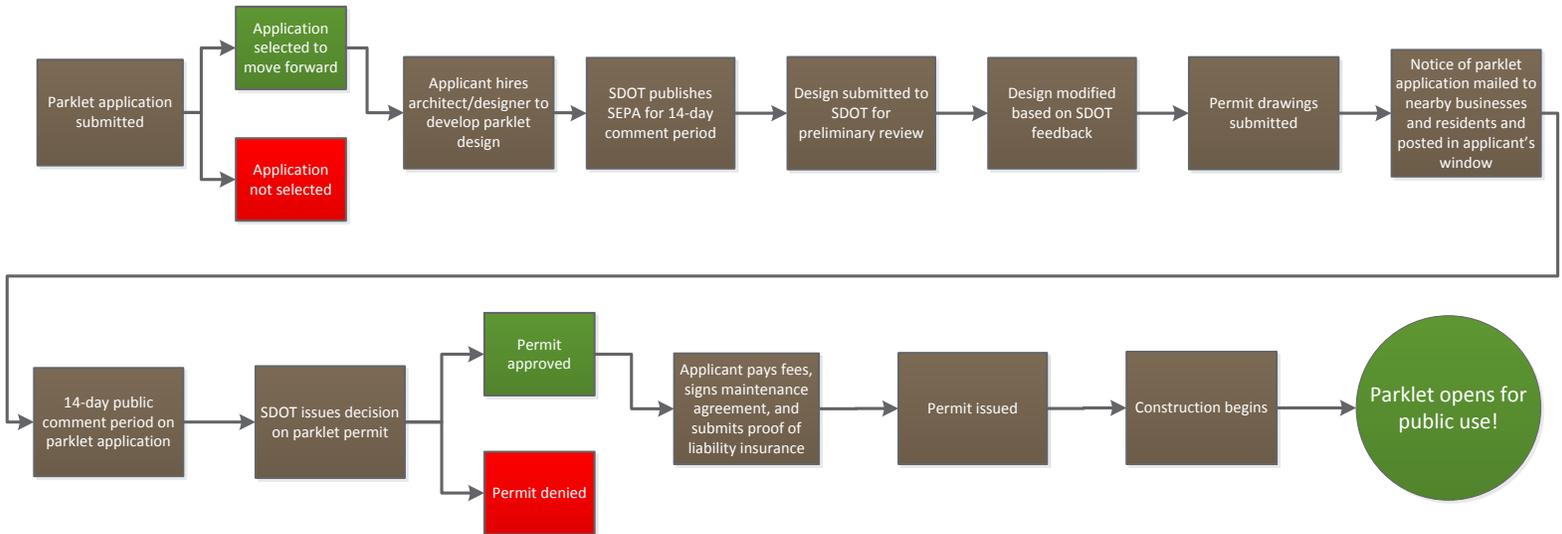
All parklet hosts must carry \$1 million in liability insurance. This is a minimal additional cost for businesses or organizations that already have liability insurance, although you must add the City as an “additional insured” to your policy. Please contact SDOT for further information on liability insurance requirements.

Maintenance

As the parklet host, you will be responsible for all maintenance duties and costs to keep your parklet in good condition. SDOT requires hosts to clean the parklet and surrounding area on a daily basis and replace any parklet elements that become worn. Be sure that you have sufficient resources and staff available to keep the parklet clean and in a state of good repair.

PARKLET PERMITTING PROCESS

Parklets are permitted with a year-long, renewable street use permit through a process that helps SDOT ensure they are sited in feasible locations, supported by neighboring businesses and residents, and designed to meet safety and aesthetic standards.



SELECTION OF PILOT LOCATIONS

Applications received by February 28 will be reviewed by SDOT staff. Each proposed parklet location will be evaluated for its potential to successfully activate the right-of-way and provide a valuable public space, how well it complements the surrounding neighborhood and street context, and its level of community support. Applications from all parts of Seattle are strongly encouraged, as the pilot program seeks to “test” parklets in many neighborhoods. You will be notified about the status of your application by March 14, 2014.



QUESTIONS

If you have questions about the application process, choosing a location or design for your parklet, or SDOT's Pilot Parklet Program, please visit <http://www.seattle.gov/transportation/parklets.htm> or contact Jennifer Wieland at jennifer.wieland@seattle.gov or **206.733.9970**.



APPLICATION MATERIALS

Applying to be part of the Pilot Parklet Program is easy! SDOT requires just a few pieces of information to determine whether the proposed parklet site is feasible and to gain an understanding of the intent behind and support for your parklet. When you have compiled the application materials described below, please email them to jennifer.wieland@seattle.gov no later than 5:00 p.m. on **February 28, 2014**:

1. Parklet Application Form

The parklet application form asks for detailed information on the proposed location of your parklet and an explanation of your interest in building a parklet. Use this form to list the parking spaces that you want to use for the parklet, as well as the addresses of the businesses adjacent to the proposed parklet. The application form also asks you to provide a one to two paragraph description of your parklet to help the reviewers understand what you're planning for the space.

2. Photos of the Area

The application form should be accompanied by no more than five photos showing the proposed parking spaces that would be converted into a parklet along with the adjacent street and sidewalk. At a minimum, please provide one photo from across the street and one from each end of the proposed parklet.

3. Letters of Support

Successful parklets are those well supported by the local community. To demonstrate this support, please submit at least two letters from community stakeholders, adjacent properties or businesses, neighborhood associations, or nearby residents. The letters don't need to be long, but they should explain the local community's desire for a parklet and support for your application. In addition to gathering your letters, you should reach out to other businesses and residents on your block to let them know that you're applying for a parklet and to start building excitement among your neighbors.

4. Site Plan

To help SDOT understand how your parklet would fit within the public right-of-way, you must submit a site plan. The site plan does not need to be drawn by a design professional—it can be a simple hand drawing or computer graphic that shows the area around the parklet, the proposed layout (e.g., dimensions) of the parklet, and where parklet amenities (e.g., seating) would be placed. Some basic design guidance is provided in the FAQ section below, and more information is available on SDOT's parklet website: <http://www.seattle.gov/transportation/parklets.htm>. Your site plan should include the following items, as illustrated on the sample site plan below:

Location of existing street elements (e.g., utility poles and vaults, parking pay stations, bus shelters, sign posts, tree pits) and their distance from the nearest edge of the proposed parklet

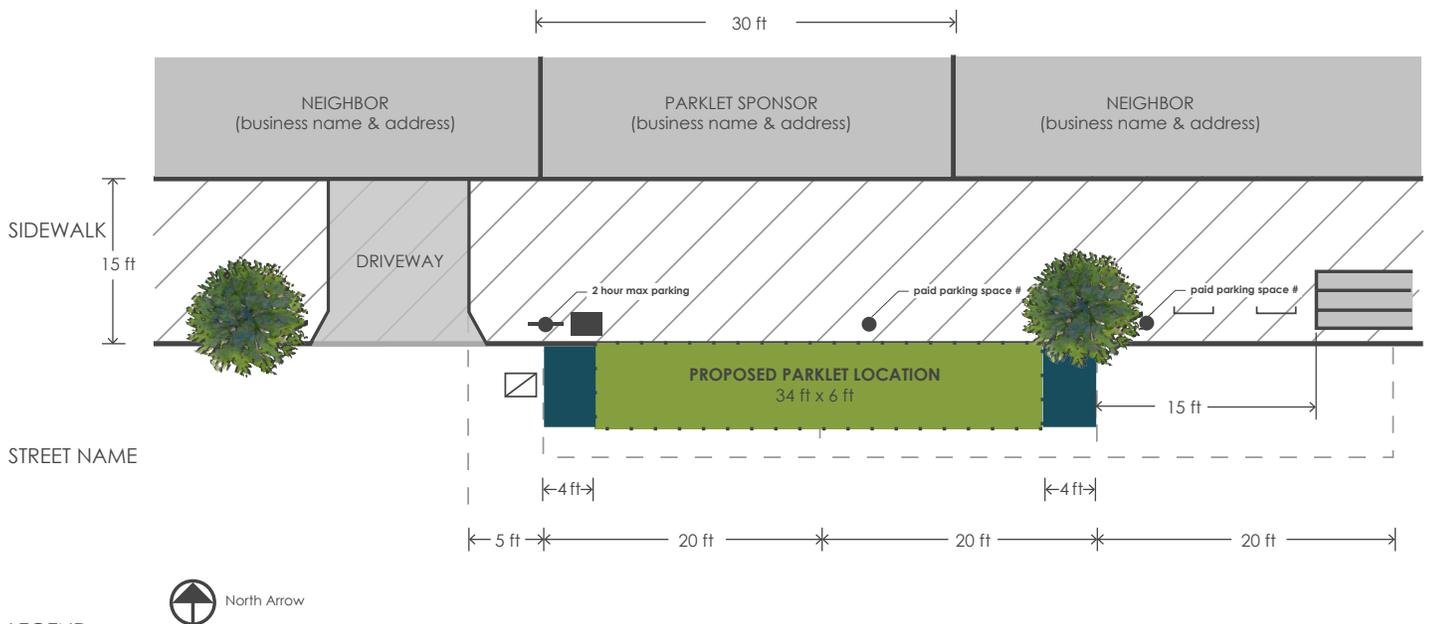
Approximate width of adjacent sidewalk

Name or location of adjoining streets or alleys

North arrow

Parklet dimensions and amenities (e.g., seating)

SAMPLE SITE PLAN



LEGEND



Are there rules and requirements to consider when designing my parklet?

Yes, SDOT has developed a list of design guidelines to ensure that parklets are safe, attractive, accessible, and support other functions of the right-of-way. Account for the following when designing your parklet:

The parklet must be at least as long as a single parking space (20 feet), and can be no wider than 6 feet, measured from the curb. Exceptions may be made on very wide streets or on streets with back-in angle parking. There is no set limit on parklet length.

A buffer or barrier is required 4 feet from both ends of the parklet. This can be as simple as a rubber wheel stop or can be another amenity that provides a useful function, such as an on-street bike rack.

The parklet must be compliant with the Americans with Disabilities Act, which means it must be accessible from the sidewalk and provide space for a wheelchair or other mobility device to turn around within the parklet.

The platform must not impact drainage flow.

Edging—whether planters, a railing, or cabling—is required.

Can parklets be covered to protect users from the elements?

Sure, and people would probably appreciate that at certain times of the year! Guidelines for permanent overhead elements don't exist yet, but these will be discussed in your parklet design review process. And umbrellas are certainly fine, as long as they don't hang out over the street and are 8 feet or higher above the sidewalk.

Do parklets have to be stationary, or can I sponsor a mobile parklet?

Mobile parklets exist in other cities and SDOT will consider them in the future if the parklet program becomes permanent. At the moment we are focusing solely on fixed-location parklets.

Do parklets need to remain open to the public at all times?

Yes, all parklet sponsors are required to sign an agreement recognizing that parklets are public space and must remain open for everyone to responsibly enjoy 24 hours a day. All parklets in Seattle must feature a "Public Parklet" sign.



Can businesses serve patrons in a parklet?

No. Some cities treat parklets like extended sidewalk cafes, but Seattle considers parklets public spaces. Sponsoring businesses can only bus tables as part of their obligation to maintain a clean and safe parklet. Additionally, alcohol is not allowed in parklets. However, if a business develops a sidewalk café near a parklet—like at Montana Bar on Capitol Hill—customers can have a drink in the café instead.

Are parklets permanent or temporary?

Parklets are not permanently affixed to the roadway or sidewalk in any fashion. However, if your parklet is well-maintained you can apply for annual renewals. SDOT carefully considers any community feedback when evaluating a renewal application, and may require replacement of parklet elements experiencing routine wear-and-tear.