

# PARK(ING) DAY PARTICIPANT GUIDELINES

[JULY 2018]

PARK(ing) Day is a fun opportunity for Seattleites to transform parking spaces into people spaces. Use of the public right of way, including the use of on-street parking spaces for PARK(ing) Day, must still follow certain rules and requirements.

COMPLETE THE [ONLINE APPLICATION](#) NO LATER THAN AUGUST 24<sup>TH</sup>, 2018

## STEP 1: SELECTING YOUR LOCATION

A PARK(ing) Day installation can be located in virtually any parking space.

- **PUBLIC SPACE:** If you are using a parking spot on the street you will need to follow SDOT protocol and complete the PARK(ing) Day application.
- **PRIVATE PROPERTY PARKING:** If you are using a space in a private lot, just [email us](#) 1) the location 2) name and 3) a description and we'll add it to our public map!

### CLUSTERS!

This year we're trying something new: in order to make it **easier** and **more fun** to participate. Applicants can opt-in to be located in one of six clusters. This will group multiple PARK(ing) Day installations to make it more fun for hosts and allow visitors to see more pop-up parks. Additionally, participating in a cluster makes it easier for you to participate! SDOT will take care of the logistics for you (discussed in Steps 3 and 4).

**SDOT pre-designated Clusters will be located in:**

University District

Capitol Hill

Lake City

West Seattle

North Beacon Hill

Rainier Beach

NOTE: when you see a \* (asterisk) on the blue action items below it indicates that you don't need to complete these when you're in a designated cluster. After requesting to locate in one of these cluster neighborhoods, you will be assigned a more specific parking space.

### DIY Cluster

You can also create your own cluster; just find two or more other hosts who want to locate near each other and indicate on the application that you are in a "informal cluster." You will receive the logistical benefits of being in a designated cluster!

### Outside of a Cluster

If you decide NOT to locate in a *designated* cluster, when selecting the location, you must:

- 1) be at least 40 feet from a bus zone
- 2) be 5 feet from a driveway or alley
- 3) follow parking restrictions (e.g. loading zone, or buses 4-6pm), and
- 4) include the parking space number on your application if your spot is in a paid parking zone – find the parking space numbers on the round metal plates on the sidewalk (see image on right)  
You do not need to pay for parking during the event.



## ACTION ITEMS

- Before you apply: Decide if you want to be in a designated cluster, create your own informal cluster, or pick your own site
- Before you apply: Identify parking space location and/or number\*

## STEP 2: DECIDING ON A CONCEPT

As you think about what activities and items you'll include in your space, consider the following:

### Allowable Items and Activities:

We encourage you to try out some of these activities to help make your pop-up park a comfortable and inviting space:

- Astroturf or sod material (over tarp) and potted plants
- Temporary pavement markings (chalk or tape) that are removed by the end of the day
- 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
- For more ideas, check out our [PARK\(ing\) Day Gallery](#) to see great examples from previous years

### 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. Anything that may pose a distraction to drivers, create a nuisance, or pose a safety hazard or mobility impact are prohibited, including:

- Banners, balloons, flashing lights, highly reflective materials
- Blocking sidewalk
- Canopies, tents, or loose materials
- Loud music
- Grills
- Selling merchandise; eating food from a nearby store is totally fine!

### Pop-up Park Layout

Once you have decided on a concept for your pop-up park, it's time to sketch it out! On page 5, you will find an Installation Layout template that shows height and setback requirements and includes space where you can draw (by hand or digitally) what you intend to create. When you're ready to apply, just take a picture of the page and attach it directly to the online application.

## ACTION ITEM

- Before you apply: Sketch out Installation Layout (page 4)

### STEP 3: NOTIFICATION

If you are outside a designated cluster, you are required to notify businesses and residents whom may be potentially impacted by your pop-up park. Notification can be completed by either talking with folks or delivering the flyer provided on page 6; use the provided *Notification Verification Form* below – snap a pic and submit this form with your online application.

#### ACTION ITEM

- Before you apply: Complete Notification Verification form \*

You are required to notify businesses and residents that are next to your pop-up park. You are encouraged to use the flyer on page 6 and complete the Notification Verification table below.

Name	Address	Notes (optional)

## STEP 4: APPLY

Now that you've completed steps 1 – 3, be sure to apply by August 24<sup>th</sup>.

### ACTION ITEM

- Apply: Complete [the online application](#)!

## STEP 5: PREPARING FOR THE EVENT

### Required Equipment

As shown on the Installation Layout, specific equipment is required:

1. “No Parking” easels required to reserve parking spaces and must be placed by Tuesday, September 18<sup>th</sup> at 9:00 AM. Once in place, you must complete the online [Verification Form](#) and attach it to the easel using binder clips (no tape, please).
2. Traffic control devices (orange cones or posts) are required to mark the boundaries of your installation and clearly identify the edge of the traffic lane. In order to demarcate the boundary clearly, you will also need to bring rope, flaggers tape or similar materials that links the cones or posts together.

### Equipment Pick Up

Traffic cones/posts and “No Parking” easels will be reserved and paid for by SDOT, but you will be responsible for picking them up before September 18 at 9 AM. Once your application is approved we will email you details about pick-up. If you choose to locate in a cluster – designated or DIY – your “No Parking” easels will be set up for you, and traffic cones/posts will be delivered to your pop-up park location.

A PARK(ing) Day Host Sign will be emailed to you before the event to attach to your installation, to indicate that you are part of PARK(ing) Day.

- Before the event: Pick up “No Parking” easels and cones/posts on September 17th (2:00 – 6:00)\**
- Before the event: Place “No Parking” easels out 72 hours in advance and attach verification form\**
- Before the event: Bring rope or other material to demarcate pop-up park boundary between cones/posts \**
- Before the event: Print out PARK(ing) Day Host Sign and place at your pop-up park \**

### Hours of Operation

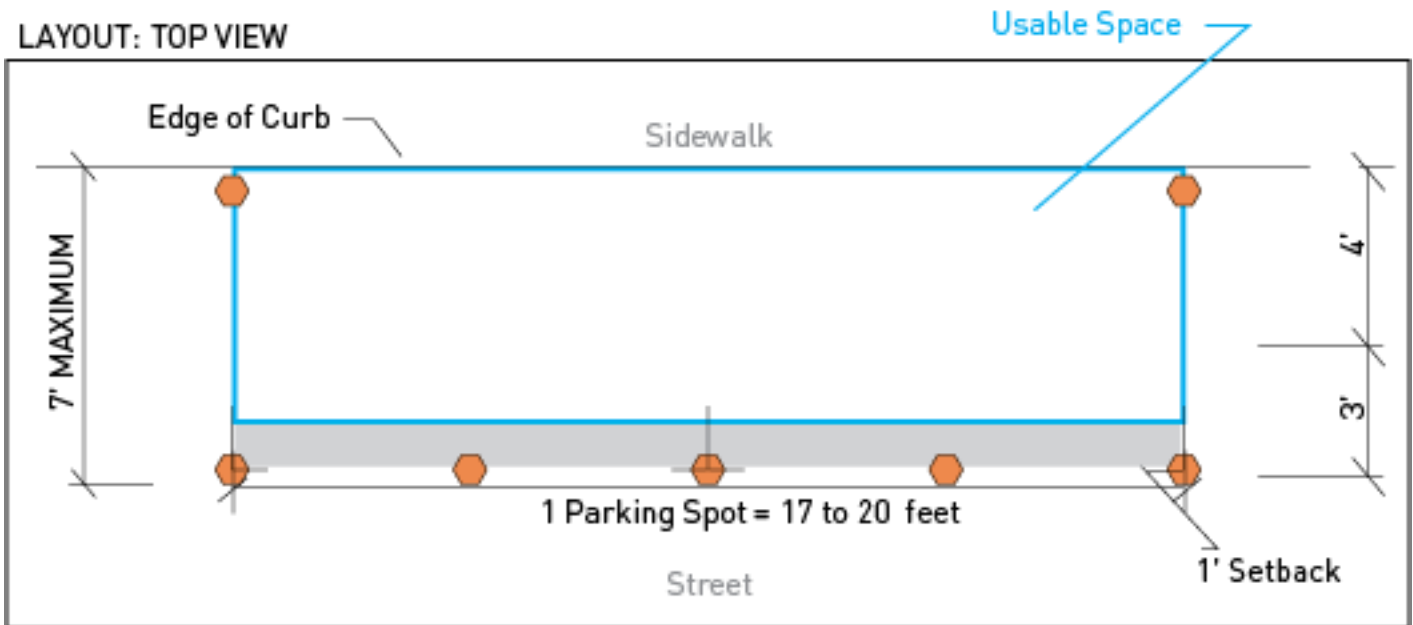
PARK(ing) Day will run from 9 AM – 7 PM on Friday, September 21. All event activity, including set-up and tear-down, must occur within these hours. If your installation will use a parking space on a street with parking restrictions during certain hours of the day, then you will need to conform to these rules. SDOT will remove any installation that remains set up after 7 PM or during parking-restricted hours at the expense of the applicant.

## LAYOUT

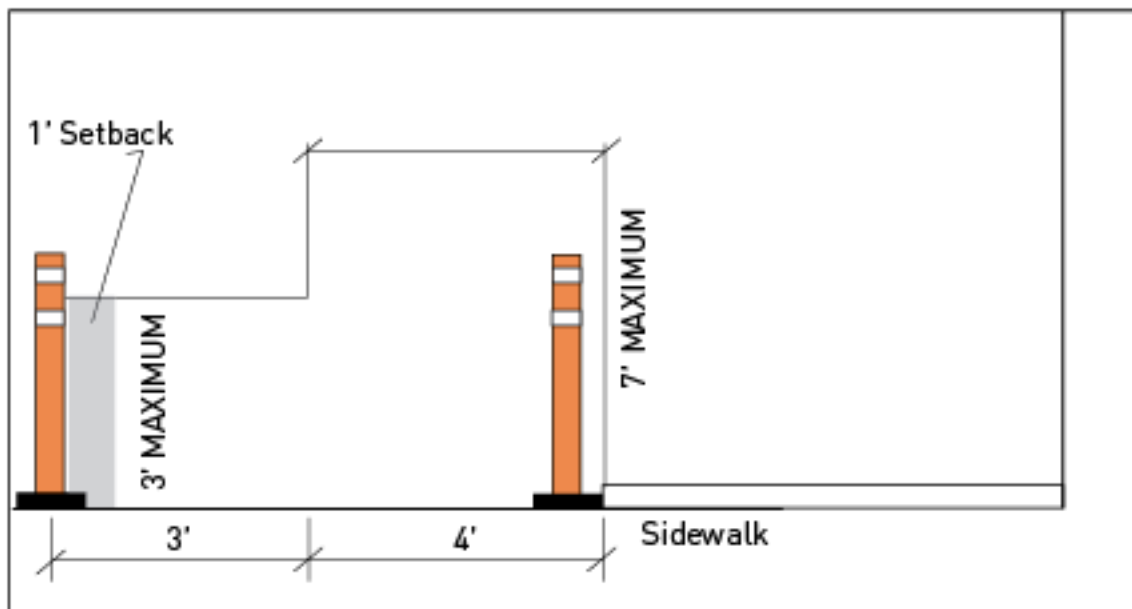
You have the option to use the templates below for the site plan. These must include:

- 1) Items to be placed in the parking space(s)
- 2) Height of items and setback dimensions from the curb

LAYOUT: TOP VIEW



LAYOUT: SIDE VIEW



# PARK(ing) DAY 2018

PARK(ing) Day is a once-a-year SDOT permitted event that allows residents to temporarily transform on-street parking spaces into creative pop-up parks. The program aims to re-imagine our streets as places for health and community expression.

**Friday, September 21<sup>st</sup>**

We're applying to have a pop-up park on this block, please let us know if you have any questions or concerns.

Additional information can be found at:  
[seattle.gov/transportation/seattleparkingday.htm](http://seattle.gov/transportation/seattleparkingday.htm)

Parking Spot \_\_\_\_\_

Block Of: \_\_\_\_\_

Between: \_\_\_\_\_ & \_\_\_\_\_

Time: \_\_\_\_\_ to \_\_\_\_\_

Contact: \_\_\_\_\_



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