



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](mailto: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.





## PUBLIC SPACE MANAGEMENT ANNUAL PERMIT APPLICATION

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

Intake by: \_\_\_\_\_

(Official Use Only)

### 1 APPLICATION DATE

(mo/day/year)

### 2 PROJECT ADDRESS OR NEAREST LOCATION

Address Number

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

### 3 PROJECT DESCRIPTION

Desired Start Date (mo/day/year)

Total Area of Project in Right of Way

Length x  
(feet)

Width  
(feet)

- EXAMPLES:**
- Install a 3-foot by 7-foot double-face sign on a building for my business. It will hang 8 feet above the sidewalk.
  - Build a new rockery in the right of way that is 3 feet in height and 20 feet in length to replace an old rockery that is failing. The new rockery will be located 4 feet behind the sidewalk.
  - Build a 6-foot by 18-foot sidewalk café area outside of our business; surround the area by a 42-inch high fence.

Note: For Block Party and Play Street do not use this application.

#### Describe Project and Work in Right of Way

### 4 BACKGROUND

APPLIED ONLINE/BY EMAIL ☐

RELATED PERMITS (if any)

	Permit #
Construction Use	<input type="text"/>
Public Space Management: (Annual/Vending/Term)	<input type="text"/>
Simple Utility	<input type="text"/>

	Permit #
DPD	<input type="text"/>
SIP/Utility Major	<input type="text"/>
Other	<input type="text"/>

Note: DPD Permit #s are 7 digits and usually begin with a 3 or 6.

#### INSPECTOR WARNING

☐ Verbal ☐ Written Warning Number

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

REFERRED BY (name or agency)

## 5 PERMIT TYPE (Check applicable category)

See Section 6 for Activities, Street Closures, and Festivals

BUSINESS AMENITIES	Required at Application
<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)	<ul style="list-style-type: none"> <li>• Site Plan/Floor Plan (11" x 17" paper size preferred)</li> <li>• Elevation (11" x 17" paper size preferred)</li> <li>• Certificate of Insurance with Endorsements</li> <li>• Fence Details (Sidewalk Café)</li> <li>• Sidewalk Café Letter of Authorization</li> <li>• Construction Use Permit Application</li> </ul>
SIGNS AND GRAPHICS	Required at Application
<input type="checkbox"/> Signs, Awnings, Graphics (6) <input type="checkbox"/> Pole Banner for Events (52A) <input type="checkbox"/> Pole Banner for Identification (52B)	<ul style="list-style-type: none"> <li>• Site Plan or Pole Map (11" x 17" paper size preferred)</li> <li>• Elevation (11" x 17" paper size preferred)</li> <li>• Design Proof</li> <li>• Certificate of Insurance with Endorsements (for Pole Banners)</li> </ul>
BALCONIES, OVERHANGS, AND FENCES	Required at Application
<input type="checkbox"/> Structures and Overhangs (7) <input type="checkbox"/> Fences, Rockeries, Walls, Stairs, Handrails (29A)	<ul style="list-style-type: none"> <li>• Site Plan (11" x 17" paper size preferred)</li> <li>• Elevation (11" x 17" paper size preferred)</li> <li>• Cross Section (height, width, dimensions)</li> <li>• Indemnity Agreement (prior to issuance)</li> <li>• Construction Use Permit Application</li> <li>• Engineer's Report (at request of permit reviewer: geotechnical, structural, etc.)</li> </ul>
COMMERCIAL AND RESIDENTIAL USES	Required at Application
<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 type="checkbox"/> Private Utility (8, 9, 21A)	<ul style="list-style-type: none"> <li>• Site Plan (11" x 17" paper size preferred)</li> </ul>
OTHER	Required at Application
<div></div>	<ul style="list-style-type: none"> <li>• Requirements vary</li> </ul>

## 6 ACTIVITIES, STREET CLOSURES, AND FESTIVALS

ACTIVITIES AND STREET CLOSURES	Required at Application
<input type="checkbox"/> Street Barricading, Special Activities (3A) <input type="checkbox"/> Farmers' Markets (3B) <input type="checkbox"/> Festival Street (3C) <input type="checkbox"/> Block Party or Play Street (Do not use this application. Use project-specific applications available on the Street Use website.)	<ul style="list-style-type: none"> <li>• Site Plan (11" x 17" paper size preferred)</li> <li>• Proof of Neighbor Notification (All affected neighbors must be notified)</li> <li>• Certificate of Insurance with Endorsements</li> <li>• Access Affidavit (at request of permit reviewer)</li> </ul>

Neighborhood Group or Organization Sponsoring Event

EXAMPLE:

Street or Alley Proposed for Closure	From	To	Start Date	End Date	Start Time	End Time
8th Ave	E Harrison St	E Republican St	8/10/2016	8/10/2016	7 p.m.	10 p.m.

Describe the nature and purpose of closure or activity:

Projected number of attendees

We have notified our neighbors of this event ☐ Yes ☐ No

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

Provide a copy of this notification with your application

## 7 ALL ANNUAL PERMIT TYPES - ADDITIONAL REQUIREMENTS

**ADDITIONAL DOCUMENTS AND APPROVALS MAY BE REQUIRED - CONSULT WITH PERMIT REVIEW STAFF:**

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li>■ Construction Use Permit</li> <li>■ Bond</li> <li>■ Indemnity Agreement</li> <li>■ Proof of Insurance with Endorsements</li> <li>■ Private Encroachment Agreement</li> <li>■ Historic or International District Approval</li> <li>■ Public Art Advisory Committee (PAAC) Approval</li> <li>■ Business Improvement Area (BIA) Approval</li> <li>■ Letter of Authorization</li> </ul> | <ul style="list-style-type: none"> <li>■ Engineering Details</li> <li>■ Design Commission Approval</li> <li>■ SEPA Review</li> <li>■ Holiday Moratorium Exception Request (Thanksgiving Day through Jan. 1)</li> <li>■ Traffic Control Plan</li> <li>■ Concept Plans</li> <li>■ Public Notice Contact List</li> <li>■ Other Department Review/Approval</li> </ul> |
|---|---|



## 8 APPLICANT

Applicant is the: ☐ Home/Property Owner? ☐ Business Owner? ☐ Contractor?  
☐ Other

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

## 9 FINANCIALLY RESPONSIBLE PARTY (Receives Annual Renewal invoice)

Will Applicant (listed above) receive future Annual invoice (for renewable permit types)?

☐ Yes - skip this section, proceed to **10**

Is **Applicant applying on behalf** of the Financially Responsible Party? ☐ Yes - **Letter of Authorization (LOA)** required

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

## 10 24-HOUR CONTACT

Is **Applicant** the 24-Hour Contact? ☐ Yes - skip this section, proceed to **11**

Is **Financially Responsible Party** the 24-Hour Contact? ☐ Yes - skip this section, proceed to **11**

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

## 11 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 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 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



\_\_\_\_\_  
\_\_\_\_\_

(Official Use Only)

# CONSTRUCTION USE PERMIT APPLICATION

Seattle Municipal Code (SMC) 15.04

## 1 APPLICATION DATE

(mo/day/year)

Associated Permit #

Job/Work Order # (optional)

Project Name (optional)

## 2 PROJECT ADDRESS

Address Number

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

Note: This address should match your building permit address on file with the City of Seattle Department of Planning and Development (DPD).

## 3 PROJECT TYPE (Check all that apply)

- ☐ Single Family
- ☐ Multifamily
- ☐ Commercial or Mixed Use
- ☐ Tenant Improvements/Building Maintenance (interior or exterior)
- ☐ Street or Sidewalk Infrastructure (for example, sidewalk repair or parklet)
- ☐ Industrial

## 4 PROJECT DESCRIPTION

**EXAMPLE:** Demolish existing structure and construct new single family residence. Stage construction dumpster in curb parking lane. Store construction materials in planting strip. Cross curb with excavation equipment. Block sidewalk during concrete pumping and material booming activities.

Describe Project and Work in Right of Way  
(include equipment used)

Estimated project completion date (mo/day/year)

(To receive Certificate of Occupancy)

### FOR MULTI-STORY PROJECTS

Number of levels: above ground

below ground

## 5 BACKGROUND

Applied Online/By Email ☐

### EXISTING OR RELATED PERMITS (Provide permit numbers if known)

#### SDCI Permits

Note: SDCI Permit #s are 7 digits and usually begin with a 3 or 6.

	Permit #
Land Use	<input type="text"/>
Demolition/Building	<input type="text"/>
Other	<input type="text"/>

#### SDOT Permits

Permit #

Construction Use	<input type="text"/>
Simple Utility	<input type="text"/>
SIP/Utility Major	<input type="text"/>
Public Space Management: (Annual/Vending/Term)	<input type="text"/>
Other	<input type="text"/>

#### INSPECTOR WARNING

☐ Verbal ☐ Written

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

## 6 WORK DESCRIPTION (Check all that apply)

Streets, sidewalks, bike lanes, planting strips, alleys, and unimproved areas are all examples of public right of way

In the right of way, does your project involve:

- ☐ **Crossing the curb** with construction equipment?
- ☐ **Staging** of construction equipment?
- ☐ **Storing of materials?**
- ☐ Staging a construction **dumpster**?
- ☐ **Construction entrances** that are rocked/spalled?
- ☐ Use of mobile or hydraulic equipment:

Note: Proof of insurance required with City listed as additional insured.

- ☐ **Mobile cranes?**
- ☐ **Manlifts or articulating lifts?**
- ☐ **Boom trucks?**
- ☐ **Concrete pump trucks or mixers?**
- ☐ Installation of **scaffolding**, swing stages, or **conex boxes?**

Notes: Scaffolding may require technical review. Scaffolding that protrudes from a project site into the right of way requires a permit.

- ☐ Walk-through scaffolding? (interior width must be ADA compliant)
- ☐ Non-walk-through scaffolding?
- ☐ With live load or material storage?
- ☐ With material elevator or trash chute?
- ☐ Conex boxes?
- ☐ Number of scaffolding levels
- ☐ Interior clear width (scaffolding and conex)  ft.
- ☐ Exterior width (scaffolding and conex)  ft.



## 6 WORK DESCRIPTION CONTINUED (Check all that apply)

In the right of way, does your project involve:

- ☐ A **fixed, temporary crane** located in the right of way for **long-term** use by your project?  
(Technical review may be required.)
- ☐ **Pier piles, shoring, lagging, soil nails, tie backs**, or other **cut/fill** that extends into the right of way?  
Will this require closure of sidewalk, parking lane, or bike lane for public safety? ☐ Yes ☐ No
- ☐ A **driveway**?
- ☐ Install **concrete driveway**  sq. ft.
- ☐ Install **asphalt driveway**  sq. ft.
- ☐ **Close a curb cut** (remove a driveway)  sq. ft.
- ☐ Maintain a driveway  sq. ft.
- ☐ **Paving**?
- ☐ Install or repair **sidewalk**  sq. ft.
- ☐ **Remove pavement** in the planting strip or shoulder?  sq. ft.
- ☐ **Install pavement** in a street or alley  sq. ft.
- ☐ **Landscaping** or earthwork?
- ☐ Landscaping a planting strip
- ☐ Tree work (pruning, planting, or removal) – Requires Urban Forestry Permit
- ☐ Clearing and grubbing
- ☐ **Encroachment**? (An encroachment is a privately-owned structure or fixture in the right of way.)
- ☐ Install/remove a **fence, rockery, or wall**
- ☐ Install/remove an **awning**
- ☐ Install/remove street furniture, **parklets**, streateries, or other encroachments

### FRONTAGE WORK DESCRIPTION

EXAMPLES

Street Frontage Name	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				
Alley						X		250	1/1/2016	30	storing of building materials
Nw 65th St	X			X	X			360	1/16/2016	10	closure of travel lane for concrete pump truck

## 7 MOBILITY IN AND AROUND WORK ZONES (See Director's Rule)

**Traffic Control Plans are required for sidewalk and bicycle lane closures on arterial streets.**

A. Do you propose to **reroute** or **detour** pedestrians or bicycles around your project site?

- ☐ Close sidewalk and **reroute** pedestrians into curb **parking lane**.
- ☐ Close sidewalk and **reroute** pedestrians into **bicycle lane**.
- ☐ Partially close sidewalk; use remaining width of sidewalk to reroute pedestrians around work zone. (Minimum 4-foot to 5-foot clear walkway required.)
- ☐ Close sidewalk and **detour** pedestrians **across the street**.
- ☐ Other

B. Do you plan to "no-park" parking stalls?

- ☐ I plan to use the parking lane **fronting my project site**. I will "no-park" it for **construction use** (such as staging, pumping, material storage, etc.).
- ☐ I plan to "no-park" select parking stalls to accommodate **truck turning radii** or my haul route.
- ☐ I plan to "no-park" Pay-to-Park or metered parking stalls.
- ☐ I have set up a billing agreement with Transportation Operations for this use.

## 8 APPLICATION REQUIREMENTS

- Site Plan – see Client Assistance Memo (CAM) 2116
- Traffic Control Plan (Arterials and High Impact Areas) – see CAM 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
- Engineered or Other Plan Sets (Required for sidewalk repair greater than 750 sq. ft.)
- Material Specifications
- Scaffolding Specifications and Load Calculations
- Crane Footing/Pad Specifications, Load Calculations, and Soils Bearing Report
- Historic or International District Approval
- Pavement Moratorium Waiver Request
- Other

## 9 APPLICANT

Applicant is the:

- ☐ Home Owner
- ☐ Property Owner
- ☐ Contractor
- ☐ Designer
- ☐ Construction Project Manager
- ☐ Permit Runner or Authorized Agent of the Permittee
- ☐ Other

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

## 10 FINANCIALLY RESPONSIBLE PARTY (Permittee)

Is **Applicant** the Financially Responsible Party? ☐ Yes - skip this section, proceed to **11**

Is **Applicant applying on behalf** of the Financially Responsible Party? ☐ Yes - **Letter of Authorization (LOA)** required

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

## 11 24-HOUR CONTACT (Job Site Contact)

Is **Applicant** the 24-Hour Contact? ☐ Yes - skip this section, proceed to **12**

Is **Financially Responsible Party** the 24-Hour Contact? ☐ Yes - skip this section, proceed to **12**

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

## 12 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

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 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





# PERMITTEE CHECKLIST

## PEDESTRIAN MOBILITY IN AND AROUND WORK ZONES

### 1 PROJECT INFORMATION

Company Name:	Applicant Name:
Project Address:	Submittal Date:
Permit #(s):	

### 2 EXISTING OR NEW PROJECT?

- ☐ **Existing** – permitted **prior** to January 1st, 2016 by SDOT Street Use
- ☐ **New** – permitted **after** January 1st, 2016 by SDOT Street Use

### 3 CURRENT PHASE

- |   |   |
|---|---|
| <input type="checkbox"/> Project has not started                                      | <input type="checkbox"/> Utility work                               |
| <input type="checkbox"/> Demolition   | <input type="checkbox"/> Street improvement work                    |
| <input type="checkbox"/> Shoring and excavation                                       | <input type="checkbox"/> Emergency work as defined by SMC 25.08.110 |
| <input type="checkbox"/> Structure  | <input type="checkbox"/> Other:                                     |
| <input type="checkbox"/> Building envelope/façade work                                | <input type="text"/>  |
| <input type="checkbox"/> Sidewalk or street construction, restoration, or maintenance |   |

Duration of current phase  (specify days or months)

### 4 PEDESTRIAN MOBILITY

Applicant must show proposed mobility on Site Plans and Traffic Control Plans submitted with permit applications  
**How will pedestrians get around your work zone? Check all that apply.**

TYPE OF MOBILITY	LIST STREET FRONTAGE(S)
<input type="checkbox"/> <b>Open walkway</b> - Sidewalk is open	
<input type="checkbox"/> <b>Covered walkway</b> - Walk-through scaffolding, conex boxes, etc.	
<input type="checkbox"/> <b>Reroute</b> - There is pedestrian passage adjacent to the work area (may require Director Approval)	
<input type="checkbox"/> <b>Detour</b> - Sidewalk is closed; pedestrians are directed to alternative routes (may require Director Approval)	
<input type="checkbox"/> <b>Varies</b> - Depending on time of day (daytime mobility setup differs from nighttime mobility setup)	
<input type="checkbox"/> Other: <input type="text"/>	

## 5 REASON

You may be required to submit a construction schedule, right of way impact plan, budget, and related items to justify your use of the right of way.

**If using reroute or detour, provide the reasons. Check all that apply.**

☐ **My project needs to close the right of way for repair, installation, or restoration:**

- ☐ Sidewalk repair
- ☐ Installation of Street Improvements
- ☐ Installation of utilities

☐ **Work poses a hazard to the public** - right of way areas must be closed adjacent to project site to protect public safety

Describe potential hazard to public and why right of way needs to be closed:

☐ **My project needs to control adjoining right of way for export, import, or deliveries:**

- ☐ Will perform more than 3 construction trips across sidewalk per hour (off-hauling, deliveries, construction entrance, vehicle egress/ingress, etc.)

☐ **Terrain**

- ☐ There is not a sidewalk (unimproved right of way)
- ☐ Steep slopes (impractical for use by public)

☐ **Proposed reroute/detour will not impact adjacent properties, businesses or designated school zones**

All options below must apply to qualify for Director's Rule Exemption

- ☐ No adjacent businesses on the block
- ☐ No pedestrian demand on street where work is taking place and on adjacent blocks
- ☐ Is not a primary City transit corridor or high-capacity transit route
- ☐ No portion of the reroute or detour is in a designated school zone

☐ **Cost of maintaining an open sidewalk exceeds 20% of total construction budget**

- ☐ Cost of keeping sidewalk open  (dollars)
- ☐ Construction Budget  (dollars)

☐ **Duration**

- ☐ Less than 20 business days
- ☐ Less than 5 business days in Central Business District
- ☐ Less than 5 business days in Urban Villages
- ☐ Less than 5 business days on a Frequent Transit Network

## 6 CONTRACTOR RESPONSIBILITY

**Sidewalks on both sides of the street may not be closed at the same time.**

Pedestrians must have **continuous access** on **at least one side of the street**. If an ongoing or existing project has closed the sidewalk opposite of your project, you will need to coordinate with the opposing project to provide continuous pedestrian access on one side of the street at all times

# 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.

**SIGNATURE:** \_\_\_\_\_

**NAME:** \_\_\_\_\_

**ORGANIZATION:** \_\_\_\_\_

**PARKLET ADDRESS:** \_\_\_\_\_

**PERMIT NUMBER:** \_\_\_\_\_

## 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.

**DATE:** \_\_\_\_\_

# 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 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).

# PARKLET LANDSCAPE AND PLANTING RESOURCES



## 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.

## LANDSCAPE AND PLANTING RESOURCES

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

Updated 8/14/2015

**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 in order 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](mailto: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 – 5<sup>th</sup> 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](http://www.seattle.gov/transportation)





# CHECKLIST FOR TRAFFIC CONTROL PLAN SUBMITTAL

Last Revised 12/5/17

Traffic Control Plans may be required as part of a Street Use Permit application.

This Client Assistant Memo (CAM) explains:

1. What is a Traffic Control Plan (TCP)?
2. When are TCPs required?
3. How to develop a TCP
  - I. Types of plans required
  - II. Base map requirements
  - III. How to show Traffic Control
4. Coordination requirements
5. How to Submit a TCP

## 1. WHAT IS A TRAFFIC CONTROL PLAN?

Activities in the right of way (ROW) can impede public mobility and access. Sometimes this requires placing temporary traffic control such as signs, cones, and delineators on the street, alley, or sidewalk to safely redirect the traveling public around a work zone.

A Traffic Control Plan (TCP) is a safety plan that illustrates how you will use temporary traffic control to safely route the traveling public—such as pedestrians, bicycles, motorized vehicles, and transit—around your work zone.

### Access to Information

Client Assistance Memos are available online at: [www.seattle.gov/transportation/document-library/client-assistance-memos](http://www.seattle.gov/transportation/document-library/client-assistance-memos). Paper copies of these documents are available at our Permit Services Counter located on the 23rd floor of the Seattle Municipal Tower at 700 5th Avenue in downtown Seattle; phone number (206) 684-5253.

## 2. WHEN ARE TCPs REQUIRED?

TCPs are required:

- ✓ When work is on or impacts mobility on an **arterial street**
- ✓ If work is on or impacts any street within the High Impact Area or a Construction Hub:
  - **The High Impact Area** - Mercer Street to the north, South Spokane Street to the south, Interstate 5 to the east, and Elliott Bay to the west (this area includes the Central Business District)
  - **City-designated Construction Hubs**, where activities from multiple projects may congest construction and impact mobility
- ✓ At the discretion of SDOT if the work poses a significant mobility impact

## 3. HOW TO DEVELOP A TCP

### I. Types of plans required:

- ✓ **Work-hours plan:** Submit a TCP that shows all mobility impacts during construction hours.
- ✓ **Non-work hours plan:** Submit a TCP that shows all mobility impacts after work hours when limited or no work is happening in the ROW
- ✓ **Changing construction phases:** Submit a TCP at each construction phase change even if the traffic control is not modified

**LEGAL DISCLAIMER:** This Client Assistance Memo (CAM) should not be used as a substitute for codes and regulations. The applicant is responsible for compliance with all code and rule requirements, whether or not described in this CAM.



## II. Base Map Requirements

The base map for your TCP must include a title block, existing channelization, and existing site conditions. See below for a list of all requirements.

### A. Title Block Requirements

In low-center or lower right corner of plan, include:

- ☐ Project address
- ☐ Brief description of work

In upper-center of plan, include:

- ☐ Label as 'Work Hours' or 'Non-work Hours'
- ☐ Phase of work

In upper right corner of plan, include:

- ☐ Label as 'Traffic Control Plan'
- ☐ Street Use permit number (if known)
- ☐ Hours the TCP will be in place
- ☐ 24-hour contact person's name, company, phone number, and email address
- ☐ North arrow
- ☐ Scale bar if feasible (preferred scales: 1:20, 1:30, 1:40, 1:50, 1:60)

In left center of plan, include:

- ☐ Standard notes:
  1. Reserve curb space with Traffic Permits 684-5086 in Pay Station blocks
  2. Haul Routes to be submitted to Don Smith, City Truck Officer, [don.smith@seattle.gov](mailto:don.smith@seattle.gov)
  3. Metro trolley coaches cannot shift more than 9' from the center of their overhead lines. Contact Metro Trolley at 477-1150 or [trolley.impacts@kingcounty.gov](mailto:trolley.impacts@kingcounty.gov). For Metro non-trolley coach or other transit agency relocations contact 477-1140 or [construction.coord@kingcounty.gov](mailto:construction.coord@kingcounty.gov)
  4. Sidewalks are either open or not open. A sidewalk is closed if a minimum 4' path cannot be maintained measured from property line, or 5 ½' if created from face of curb
  5. Standard Advance Warning Signs shall be used for plates or rough road during after-hours, including "Motorcyclist" sign
  6. If only one lane is open in a direction, that lane shall be a minimum of 11' wide, unless spotter/flaggers are used, in which case the lane can be a minimum of 10'
  7. Flaggers shall be used in accordance with WAC 468-95-302. UPO will be required if a traffic signal could be countermanded

### B. Existing channelization

The TCP must show current channelization of the ROW impacted by the work. This information may be found using the [TCP Base Map web tool](http://web6.seattle.gov/sdot/trafficcontrolplanmap/) provided by SDOT at <http://web6.seattle.gov/sdot/trafficcontrolplanmap/>.

If the [TCP Base Map web tool](http://web6.seattle.gov/sdot/trafficcontrolplanmap/) does not reflect current conditions, a plan must be developed that includes:

- ☐ Channelization lines (including painted crosswalks)
- ☐ Lane widths
- ☐ Curb lines (face of curb)
- ☐ Sidewalks
- ☐ ROW limits
- ☐ Adjacent property addresses
- ☐ Street names
- ☐ Street centerline
- ☐ Other traffic controls currently in-place

### C. Existing Site Conditions

Existing site conditions such as access points, transit facilities, curb space, and other ROW elements must be shown on the TCP. Existing site conditions may include:

- ☐ Business access points and driveways
- ☐ Bicycle facilities
  - [Protected Bicycle Lanes](#) (PBL) -- bicycle lanes physically separated from vehicles by barriers or other traffic-control devices
  - "Cycle Tracks"
  - Bicycle lanes delineated by painted striping on pavement
  - City-designated [bike ways](#) and [greenways](#)
  - Refer to the City of Seattle [Bike Master Plan](#) for additional information about existing and proposed bicycle infrastructure
- ☐ Transit zones including **bus stops, overhead trolley lines**, at-grade Street Car and Light rail tracks.
- ☐ Visibility restrictions such as trees, power or utility poles, and/or street furniture (such as benches or public art) that may affect pedestrian, bicycle, or vehicle traffic.
- ☐ Show parking lanes (also known as "curb space") in or adjacent to your work zone and also on nearby streets that your work will affect. Indicate parking designations, such as 3-minute passenger or load zones, pay-to-park parking stalls, parking meter locations, and residential parking zones (RPZs).

### III. How to Show Traffic Control

You must show temporary traffic control on your TCP base map. The [City of Seattle Traffic Control Manual for In-Street Work \(TCM\)](#) provides guidance on which temporary traffic control devices should be used for Seattle's specific urban conditions. It also explains how the Federal Highway Administration's *Manual on Uniform Traffic Control Devices* (MUTCD) has been interpreted for use in Seattle. The most current edition is available for download as a pdf: [www.seattle.gov/transportation/document-library/manuals/traffic-control-manual](http://www.seattle.gov/transportation/document-library/manuals/traffic-control-manual).

In addition to the requirements of the above mentioned manuals, the following elements are also required:

- ☐ Footprint of the work zone including:
  - Dimensions of the work zone
  - Location dimension from a fixed object or ROW line to the edge of each work zone limit
- ☐ Pedestrian detours or reroutes, refer to [CAM 2110: How to Plan, Document and Implement Pedestrian Mobility In and Around Work Zones](#)
- ☐ Bike lane and trail detours and/or closures; the public must be notified 72 hours in advance using on-site signage
- ☐ Revised traffic lane widths:
  - Each lane must be at least 11' wide when only one lane is available in one direction
- ☐ Potential access problems for bordering properties; label alternative access points and routes.
- ☐ Call out and label proposed temporary traffic control signs, as well as channelization device locations, types, and numbers. Identify any specially-worded signs or other necessary non-conventional devices. Either call out spacing or attach TCM spacing chart.
- ☐ Locations of flaggers or police officers

### 4. COORDINATION REQUIREMENTS

Coordination with other SDOT Divisions or agencies may be required during or after your permitting process.

#### Curb space impacts:

- **Carpool space impacts:** Nathaniel Frost at (206) 684-5312 or [nathaniel.frost@seattle.gov](mailto:nathaniel.frost@seattle.gov)
- **Short term parking and load zone impacts:**  
**Call:** (206) 684-5086  
**In-Person:**  
Seattle Municipal Tower  
700 Fifth Ave, Floor 37  
Seattle, WA 98104
- **Long term parking impacts and pay station removal/relocation:** No-Park signs are not recommended for long term parking impacts, please contact Kelly Hall at (206) 684-5370 or [kelly.hall@seattle.gov](mailto:kelly.hall@seattle.gov) at least 10 business days prior to beginning work

**Haul route approval:** Please contact Don Smith at (206) 684-5125 or [don.smith@seattle.gov](mailto:don.smith@seattle.gov) at least 10 business days prior to beginning work, additional coordination with more advance notice may be required in High Impact Areas.

**Transit impacts:** The contractor shall notify King County Metro Transit in advance of any construction that may disrupt transit service per the following schedule.

- A. Five working day notice for any work requiring a temporary bus stop
  - B. Ten working day notice for relocation of a bus shelter or reroute of bus service
  - C. Fifteen working days advance notice to deactivate overhead trolley wires (known as an "outage") and activate electric-storage-battery trolley busses. Generally allowed only on weekends and subject to vehicle and staff support capacity restrictions.
  - D. No two consecutive transit stops may be closed
- If trolley wires are present, call (206) 477-1150 or email [trolley.impacts@kingcounty.gov](mailto:trolley.impacts@kingcounty.gov)
  - If trolley wires are not present, call (206) 477-1140 or email [construction.coord@kingcounty.gov](mailto:construction.coord@kingcounty.gov)

## Traffic control requirements outside the City of Seattle:

- **King County Traffic Engineering Department:** 1-800-KC-ROADS (1-800-527-6237)
- **Washington State Department of Transportation (WSDOT):** Northwest Region Construction Traffic Office (206) 440-4471
- **City of Shoreline:** Traffic Engineer (206) 801-2431
- **City of Tukwila:** City Engineer (206) 431-2455

## 5. HOW TO SUBMIT A TCP

Traffic Control Plans are submitted to SDOT as part a Street Use permit application package. A TCP may be submitted by itself if an application was previously submitted.

- Email your TCP to [SDOTPermits@seattle.gov](mailto:SDOTPermits@seattle.gov). If submitting your TCP as part of a utility permit application, email [SDOTUtilPermits@seattle.gov](mailto:SDOTUtilPermits@seattle.gov). (SIP and UMP applications must be submitted in person)
- Or submit in person at our Street Use Permit Services Counter. Location and hours of operations for the Street Use Permit Services Counter are below.

### Street Use Permit Services Counter

700 5th Ave, Suite 2300  
Seattle, WA 98104

Hours of Operation:

[www.seattle.gov/transportation/permits-and-services/permits/permit-counters-client-assistance-memos](http://www.seattle.gov/transportation/permits-and-services/permits/permit-counters-client-assistance-memos)

Please visit the Street Use website at the below link for application requirements for each type of permit.

[www.seattle.gov/transportation/permits-and-services/permits](http://www.seattle.gov/transportation/permits-and-services/permits)

## RESOURCES AND LINKS

The *City of Seattle Traffic Control Manual for In-Street Work*

[www.seattle.gov/transportation/document-library/manuals/traffic-control-manual](http://www.seattle.gov/transportation/document-library/manuals/traffic-control-manual)

City of Seattle Street Classification Map

<http://seattlecitygis.maps.arcgis.com/apps/webappviewer/index.html?id=a808f790a24e474d86ecde00dae81cee>

City-designated Construction Hubs

[www.seattle.gov/transportation/projects-and-programs/programs/project-and-construction-coordination-office/construction-hub-coordination](http://www.seattle.gov/transportation/projects-and-programs/programs/project-and-construction-coordination-office/construction-hub-coordination)

SDOT TCP Base Map web tool

<http://web6.seattle.gov/sdot/trafficcontrolplanmap/>

City of Seattle Bike Master Plan

[www.seattle.gov/transportation/document-library/modal-plans/bicycle-master-plan](http://www.seattle.gov/transportation/document-library/modal-plans/bicycle-master-plan)

City of Seattle Protected Bike Lanes

[www.seattle.gov/transportation/projects-and-programs/programs/bike-program/protected-bike-lanes](http://www.seattle.gov/transportation/projects-and-programs/programs/bike-program/protected-bike-lanes)

CAM 2110 How to Plan, Document and Implement Pedestrian Mobility In and Around Work Zones

[www.seattle.gov/Documents/Departments/SDOT/CAMs/cam2110.pdf](http://www.seattle.gov/Documents/Departments/SDOT/CAMs/cam2110.pdf)

Establishing Temporary No Parking Zones

[www.seattle.gov/transportation/permits-and-services/permits/parking-permits/temporary-no-parking-permits](http://www.seattle.gov/transportation/permits-and-services/permits/parking-permits/temporary-no-parking-permits)

CAM 2114 – Temporary No Parking Signs and Easels

[www.seattle.gov/Documents/Departments/SDOT/CAMs/CAM2114.pdf](http://www.seattle.gov/Documents/Departments/SDOT/CAMs/CAM2114.pdf)

Street Improvement Permit (SIP) Application

[www.seattle.gov/transportation/permits-and-services/permits/street-improvement-permits](http://www.seattle.gov/transportation/permits-and-services/permits/street-improvement-permits)



## TEMPORARY NO PARKING SIGNS AND EASELS

*Last Revised 12/5/17*

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: [www.seattle.gov/transportation/permits-and-services/permits/parking-permits/temporary-no-parking-permits](http://www.seattle.gov/transportation/permits-and-services/permits/parking-permits/temporary-no-parking-permits). 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: [www.seattle.gov/transportation/document-library/manuals/traffic-control-manual](http://www.seattle.gov/transportation/document-library/manuals/traffic-control-manual).

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.

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**LEGAL DISCLAIMER:** This Client Assistance Memo (CAM) should not be used as a substitute for codes and regulations. The applicant is responsible for compliance with all code and rule requirements, whether or not described in this CAM.

## SIGN EXAMPLES



T-38



T-39

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### Access to Information

Client Assistance Memos are available online at: [www.seattle.gov/transportation/document-library/client-assistance-memos](http://www.seattle.gov/transportation/document-library/client-assistance-memos). Paper copies of these documents are available at our Permit Services Counter located on the 23rd floor of the Seattle Municipal Tower at 700 5th Avenue in downtown Seattle; phone number (206) 684-5253.



## WORK ZONE SITE PLAN REQUIREMENTS

*Last Revised 12/5/17*

This Client Assistance Memo (CAM) outlines work zone site plan requirements. Work zone site plans are required for ROW management construction use and minor utility permits and most utility major permits.

Work zone site plan templates are available online for download on the website or in hard copy form at the Street Use permit counter. Work zone site plans are a separate requirement from a Traffic Control Plan (TCP). For more information on TCP requirements, see CAM 2111. Work zone site plan examples can be found at the end of this CAM.

### WORK ZONE SITE PLAN REQUIREMENTS

#### 1. Title block with the following information:

- ☐ Project address
- ☐ Page number, if applicable.
- ☐ Title of plan
- ☐ Hours of operation
- ☐ Street Use permit numbers in the upper right-hand corner (if known)
- ☐ 24-hour contact person name, phone, email, and company

#### 2. Base map with the following information:

- ☐ For building work: building limits outlined or shaded with address labeled
- ☐ North arrow in the upper right-hand corner
- ☐ Existing access points (e.g. businesses, driveways, alley approaches etc.)
- ☐ Impacted and intersecting streets shown and labelled
- ☐ Existing infrastructure such as sidewalks, ADA (wheelchair) ramps, trees with drip lines, etc.

- ☐ Existing channelization showing all bike lanes, travel lanes, cross walks etc.
- ☐ Existing features in the ROW such as fire hydrants, bus stops, street furniture etc.
- ☐ Existing utility infrastructure such as vaults, poles, overhead and underground service lines etc.

#### 3. Work zone impacts with the following information:

- ☐ ROW use area for each street segment (e.g. sidewalk, curb lane, travel lane etc.) showing the following:
  - ☐ Limits of use area
  - ☐ Dimensions
  - ☐ Square footage
  - ☐ Type of use (e.g. vehicle staging, material staging, temporary structure etc.)
  - ☐ Hours of operation (if the ROW use changes between working and non-working hours, a separate Work Zone Site Plan must be submitted)
- ☐ Pedestrian mobility closures, reroutes, or detours showing the following:
  - ☐ Signage location and type
  - ☐ Channelization devices
  - ☐ Access points for reroutes
- ☐ If a TCP is not required, bike lane mobility closures, reroutes, or detours showing the following:
  - ☐ Signage location and type
  - ☐ Channelization
  - ☐ Detour route, if applicable

**LEGAL DISCLAIMER:** This Client Assistance Memo (CAM) should not be used as a substitute for codes and regulations. The applicant is responsible for compliance with all code and rule requirements, whether or not described in this CAM.



#### 4. Utility installation details with the following information:

- ☐ Proposed infrastructure (e.g. service lines, vaults, meters, poles etc.) showing the following:
  - ☐ Location (either from the closest intersecting street or centerline)
  - ☐ Size dimensions (length, height, and width)
- ☐ Clearances from existing infrastructure (e.g. face of curb, pole, driveway, edge of curb ramp or landing etc.)
- ☐ Restoration limits and type (e.g. asphalt, concrete, sidewalk, grass etc.)
- ☐ For pole work: current picture of each pole location

#### 5. Geographically based work requires the following additional requirements:

- ☐ Location Sheet located in Attachment B of this CAM
- ☐ Vicinity Map showing the following information:
  - ☐ Labeled as Vicinity Map
  - ☐ Each location of work
  - ☐ Each impacted and surrounding street labeled
  - ☐ North arrow
- ☐ Work zone site plan for each frontage
- ☐ For pole work: current picture of each pole location

#### CONTACTS

For questions or comments, please contact [SDOTUtilPermits@Seattle.gov](mailto:SDOTUtilPermits@Seattle.gov) or visit the Street Use permit counter during hours of operation.

#### RELATED LINKS AND ADDITIONAL RESOURCES

SDOT Street Use website: [www.seattle.gov/transportation/](http://www.seattle.gov/transportation/)

Site Plan Templates: [www.seattle.gov/transportation/permits-and-services/permits/permit-templates-and-checklists](http://www.seattle.gov/transportation/permits-and-services/permits/permit-templates-and-checklists)

Right of Way Improvements Manual:  
<http://streetsillustrated.seattle.gov/>

ROW Opening and Restoration Rules (ROWORR):  
[www.seattle.gov/Documents/Departments/SDOT/About/DocumentLibrary/ROWORR\\_Manual.pdf](http://www.seattle.gov/Documents/Departments/SDOT/About/DocumentLibrary/ROWORR_Manual.pdf)

Traffic Control Manual for In-Street Work:  
[www.seattle.gov/transportation/document-library/manuals/traffic-control-manual](http://www.seattle.gov/transportation/document-library/manuals/traffic-control-manual)

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#### Access to Information

Client Assistance Memos are available online at: [www.seattle.gov/transportation/document-library/client-assistance-memos](http://www.seattle.gov/transportation/document-library/client-assistance-memos). Paper copies of these documents are available at our Permit Services Counter located on the 23rd floor of the Seattle Municipal Tower at 700 5th Avenue in downtown Seattle; phone number (206) 684-5253.

## APPENDIX A - WORK ZONE SITE PLANEXAMPLES

### Example 1 – Construction Use Dumpster or Storage Container



Seattle Department of Transportation  
Street Use & Urban Forestry Division  
700 Fifth Avenue, Suite 2300 | P.O. Box 34996  
Seattle, Washington 98124-4996  
(206) 684-5253 | [SDOTPermits@seattle.gov](mailto:SDOTPermits@seattle.gov)

SDOT Permit Number(s)

(Official Use Only)

September 2014

## SITE PLAN - CORNER FRONTAGE

24 Hour Contact: <b>John Doe</b>	Project Address: <b>1801 14th Ave</b>
Phone Number: <b>(206) 555-1234</b>	Email: <b>john@example.com</b>

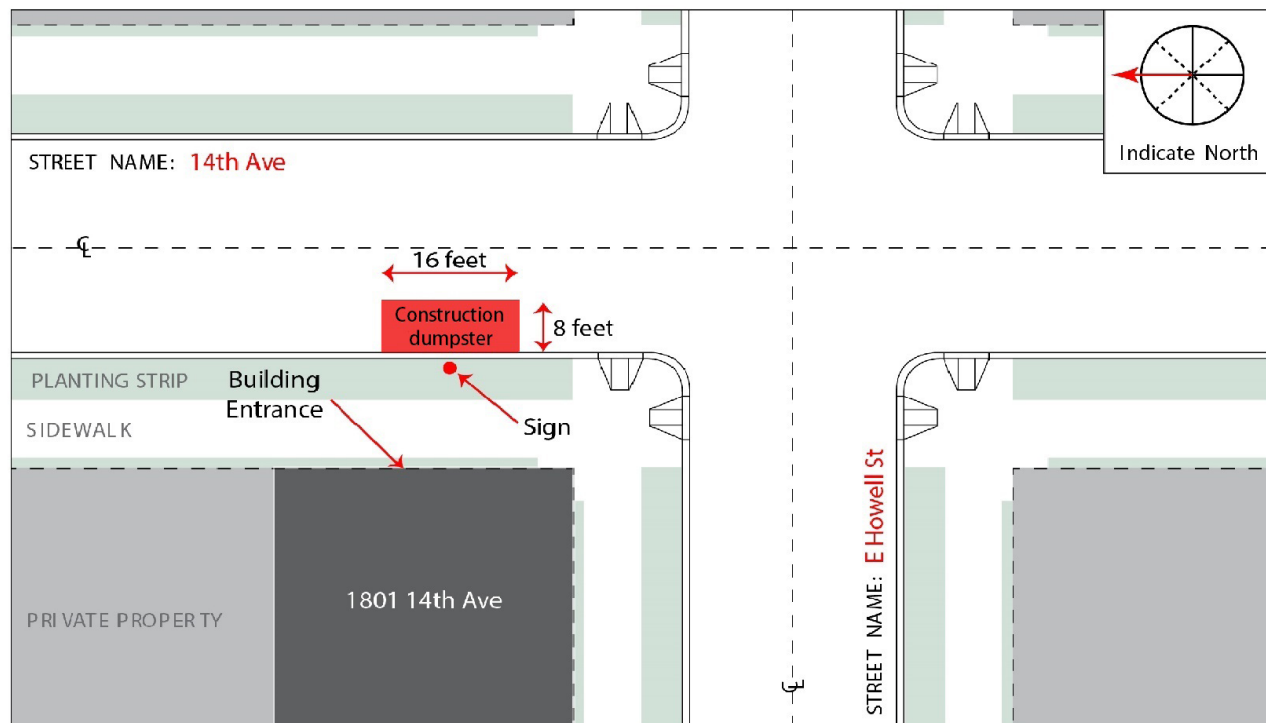
### INSTRUCTIONS - see CAM 2116 for further guidance

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.
5. **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

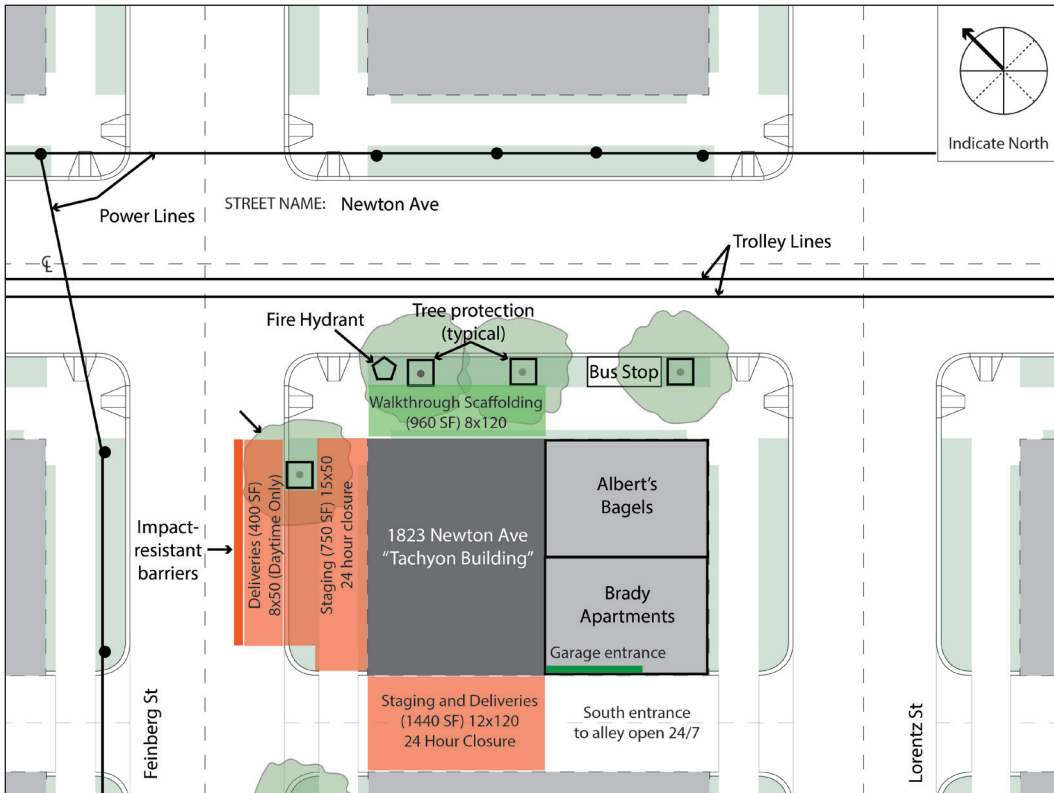
Frontages	Work Area (sq. ft.)	Right of Way Impacts					
		Sidewalk	Planting Strip	Parking Lane	Bike Lane	Travel Lane	Unimproved Right of Way
Nw 65th St	30' x 10'			X	X		
14th Ave	16x8			X			

Notes/Inspector Comments:

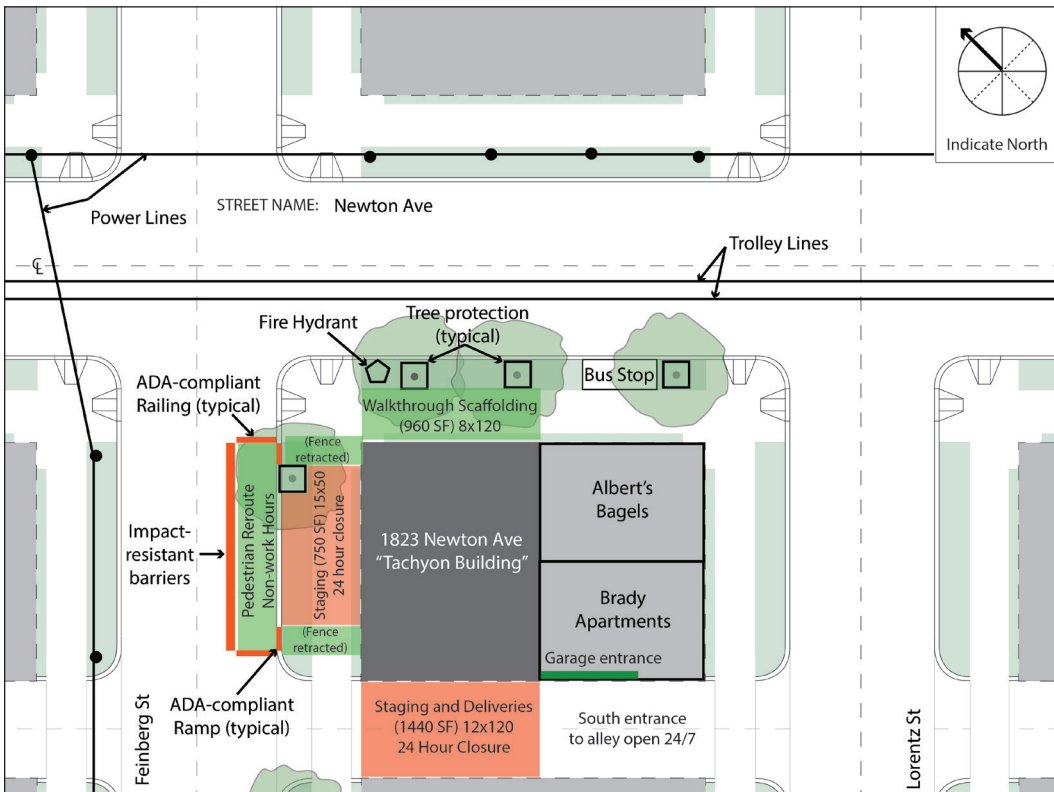
### SITE PLAN



## Example 2 – Construction Use Building Project

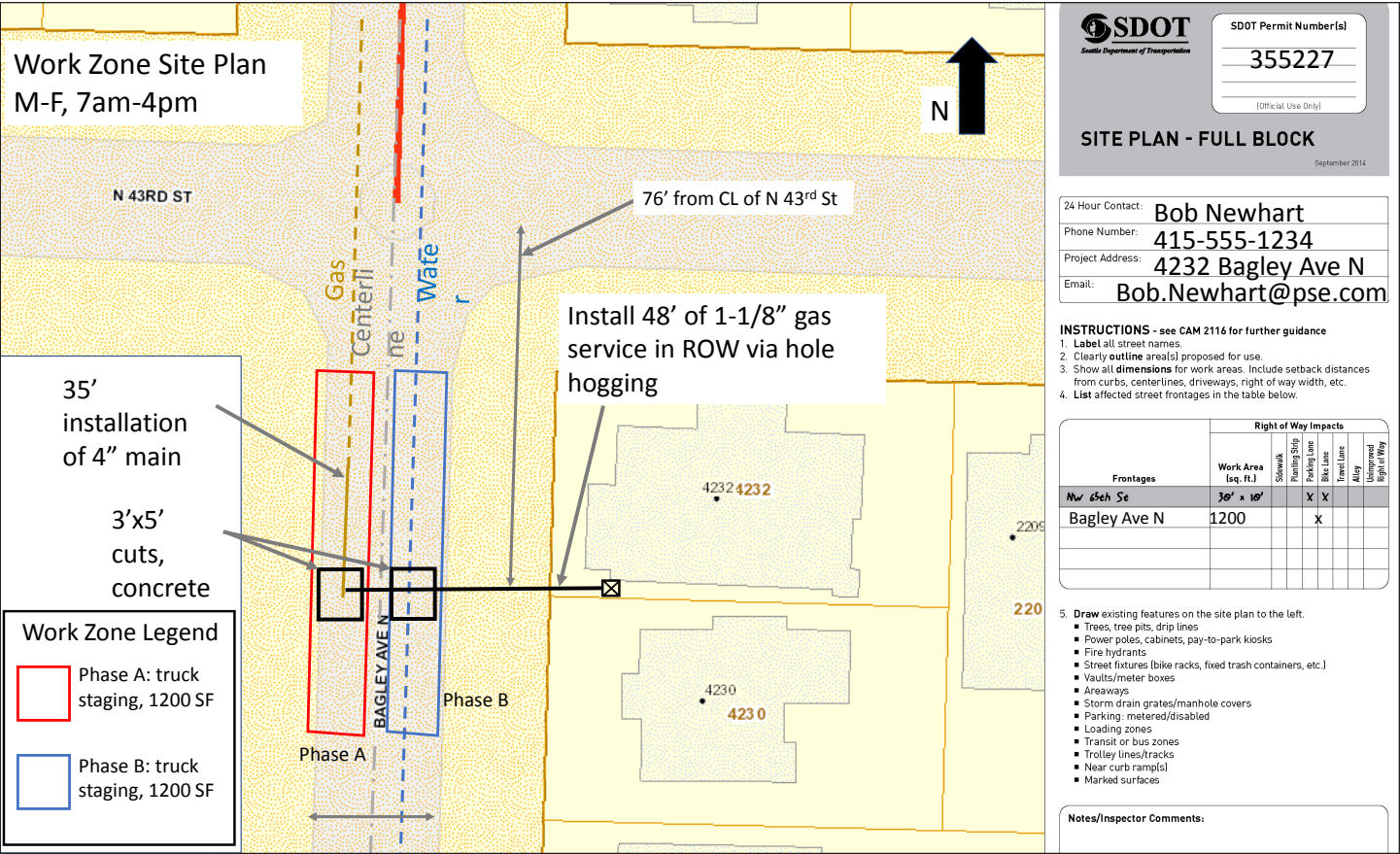


Work Zone Site Plan A Working Hours



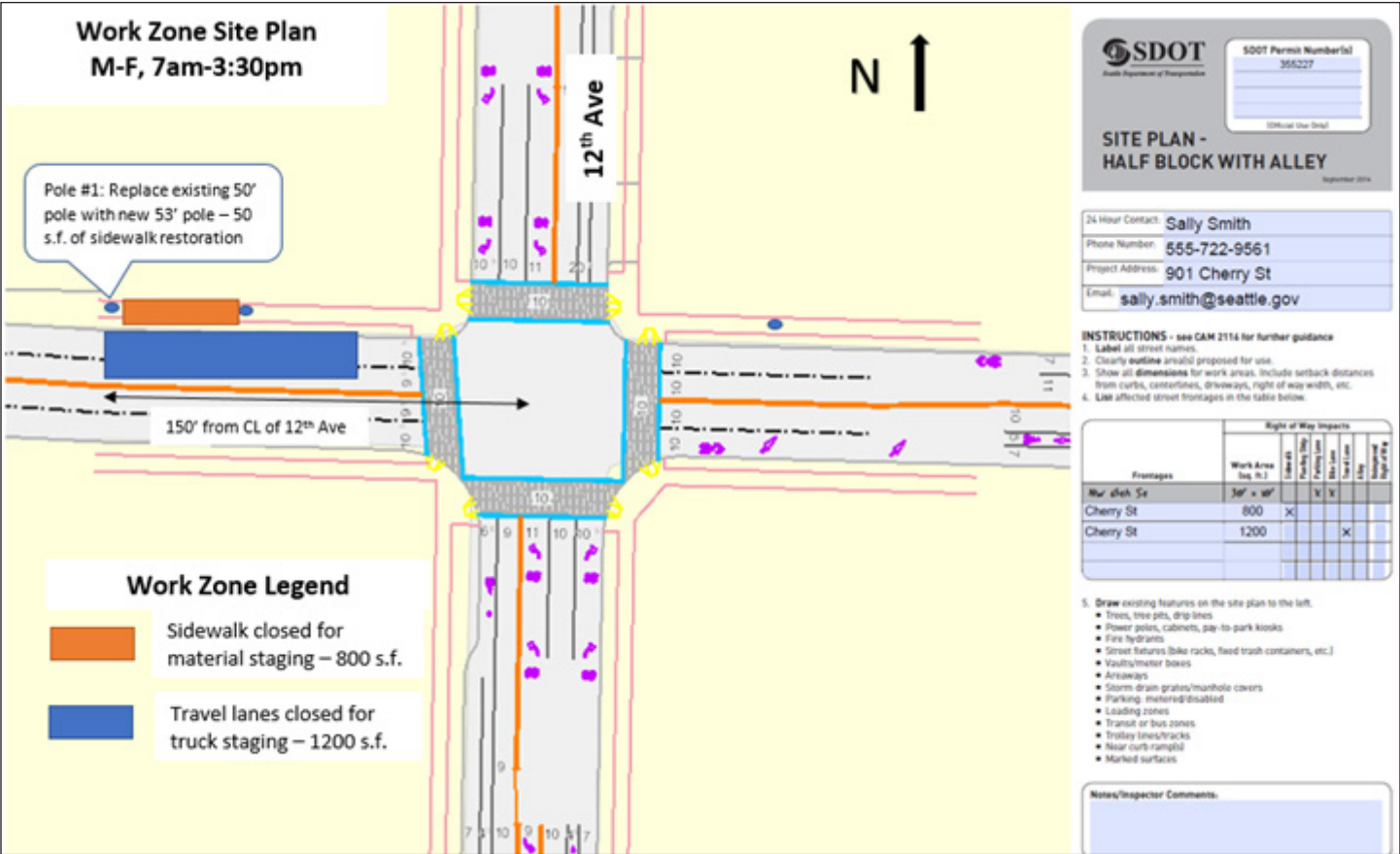
Work Zone Site Plan B Non-Working Hours

Example 3 – Minor Utility Service Connection





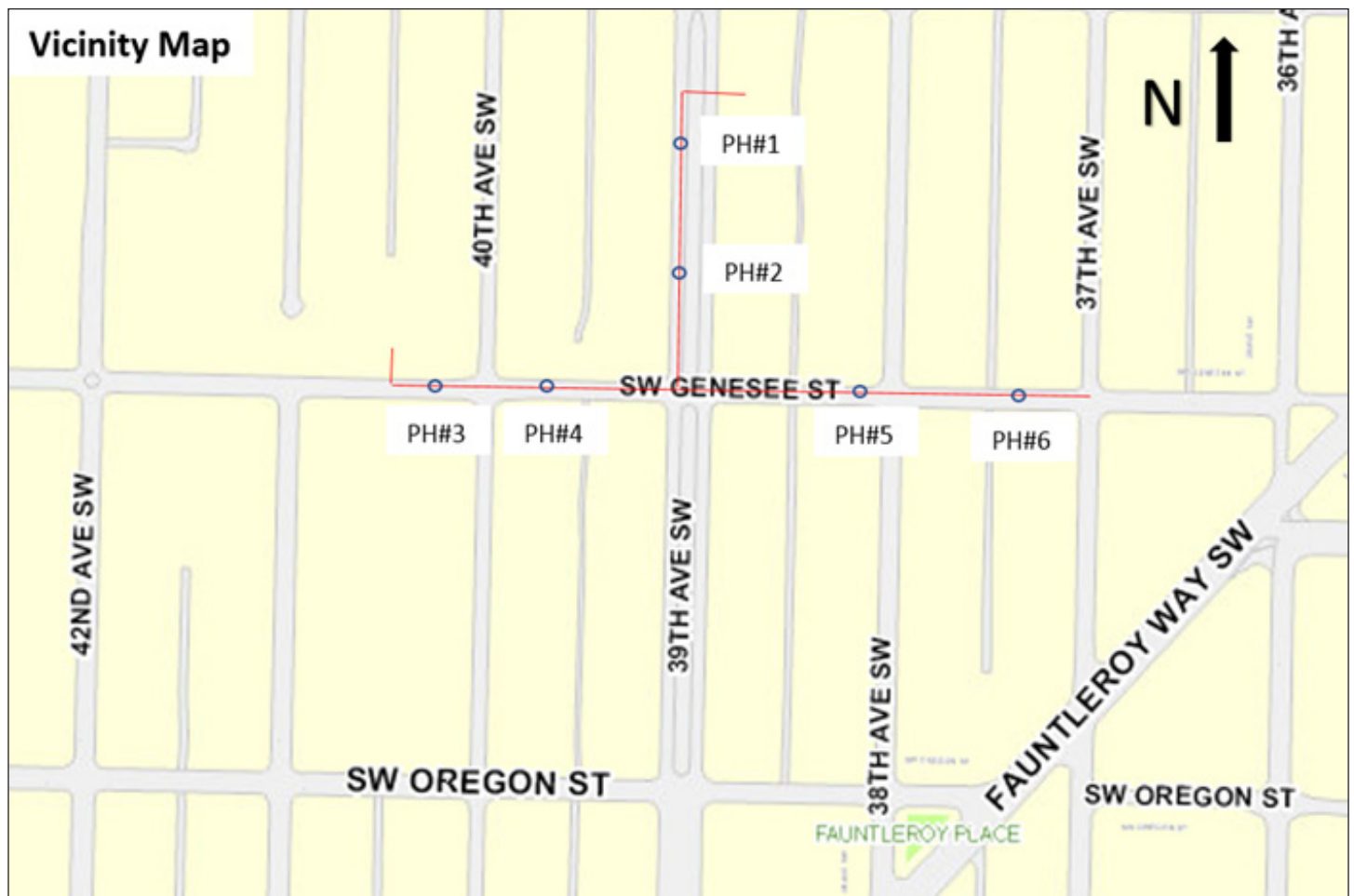
Example 4 – Minor Utility Pole Removal/Installation



Work zone site plan with accompanied photo of each pole:



## Example 5 – Minor Utility Vicinity Map for Geographically Based Permits





## 35 | SDOT CLIENT ASSISTANCE MEMO 2116

**PROJECT ADDRESS**

[illegible]

## SITE PLAN - CORNER FRONTAGE

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.

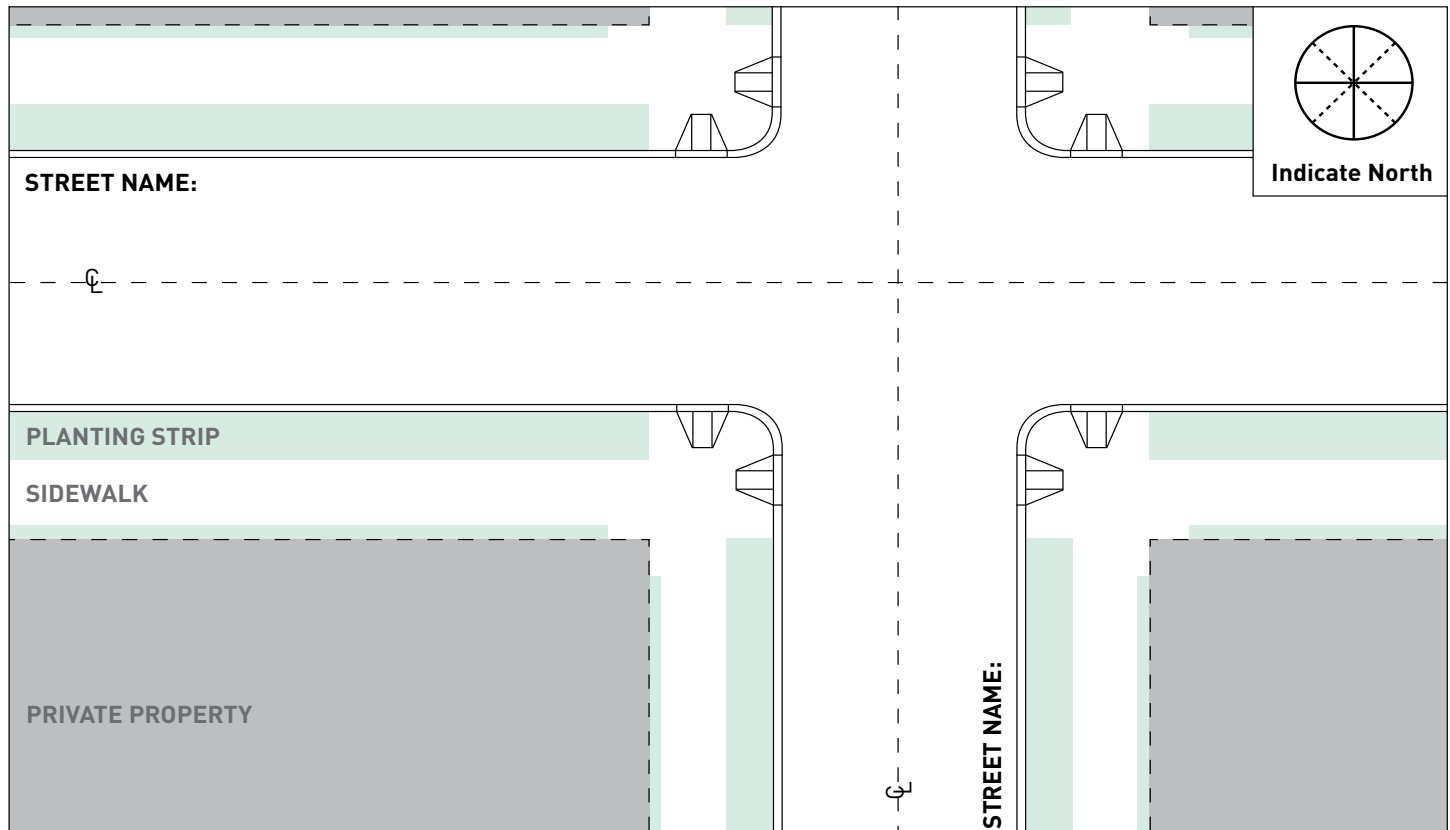
Frontages	Right of Way Impacts						
	Work Area (sq. ft.)	Sidewalk	Planting Strip	Parking Lane	Bike Lane	Travel Lane	Alley
Nw 65th St	30' x 10'			X	X		

### 5. 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

### Notes/Inspector Comments:

### SITE PLAN



The site plan template shows a corner intersection. The top-left quadrant is labeled 'PRIVATE PROPERTY' and is shaded grey. The top-right quadrant is labeled 'STREET NAME:' and is shaded light green. The bottom-left quadrant is labeled 'STREET NAME:' and is shaded light green. The bottom-right quadrant is labeled 'STREET NAME:' and is shaded light green. A dashed line represents the centerline of the street. A north arrow is located in the top right corner, labeled 'Indicate North'. The template includes labels for 'STREET NAME:', 'PLANTING STRIP', 'SIDEWALK', and 'PRIVATE PROPERTY'.

Notes/Inspector Comments:

Notes/Inspector Comments:



SDOT Permit Number(s)

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(Official Use Only)

## SITE PLAN - BLANK

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

**Notes/Inspector Comments:**

# PARKLET PROGRAM APPLICATION

## 1 CONTACT INFORMATION

Name	Jane Doe
Business or Organization Name	Uptown Alliance
Email Address	xxxxxxxxxx@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](mailto: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 5<sup>th</sup> 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 \_\_\_\_\_







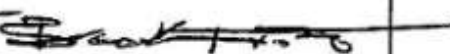

Sincerely,

\_\_\_\_\_  
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

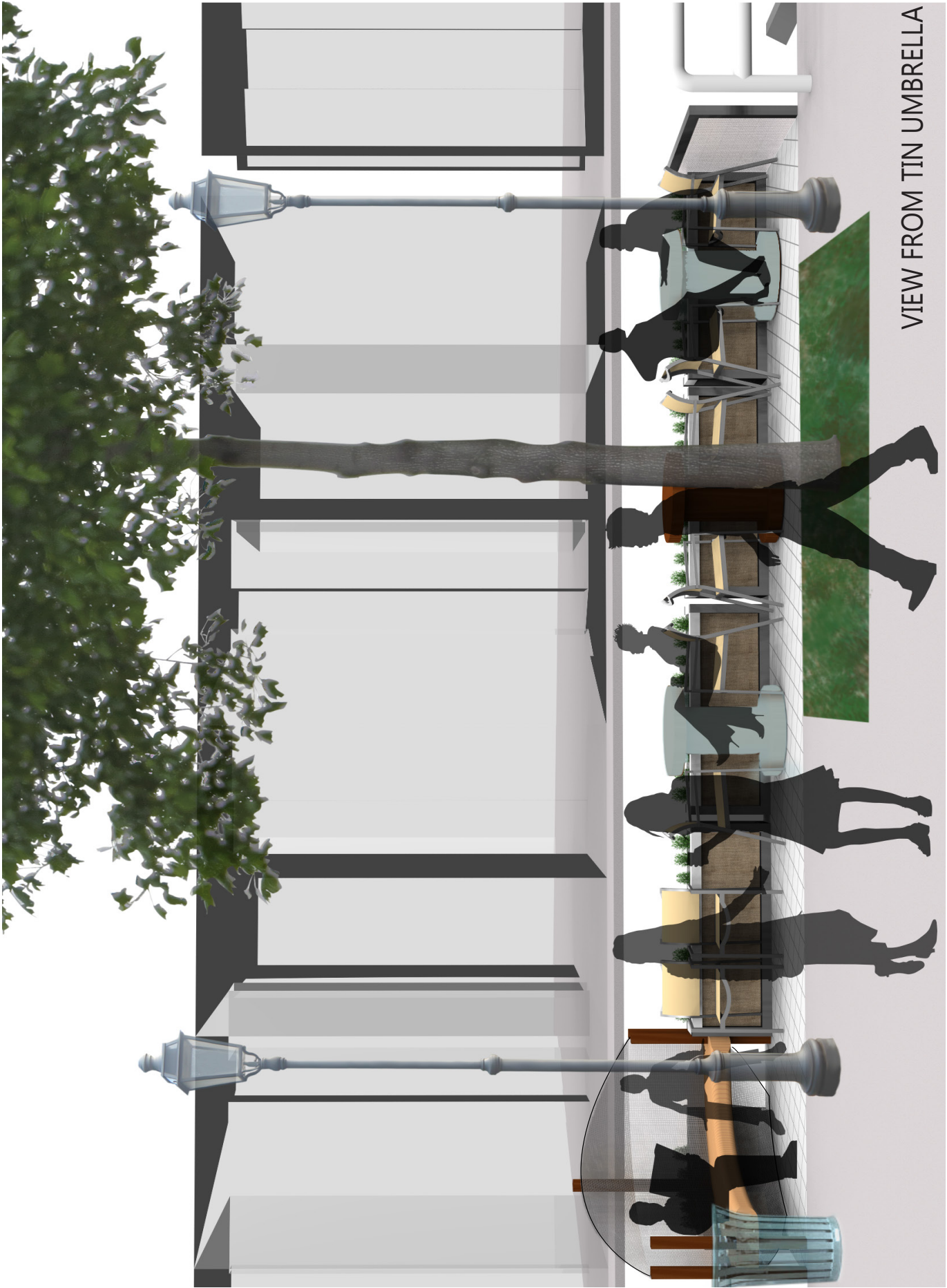
Printed Name	Signature	Reason(s) for your support
Joya Iverson		As a resident & business owner a parklet & open seating space for Hillman City would be A.M.A.Z.I.N.G!
Eric Thorberg		Greatest thing ever. Space to relax, hangout with the neighborhood.
Angel Vazquez		build community - increase neighborhood accountability -
Bella 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 Saterford		Increased community space to meet neighbors & friends, increasing neighborhood pride.

# HILLMAN CITY PARKLET



Concept Design Package  
9/18/2014



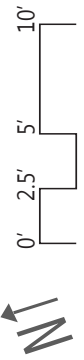


PLAN

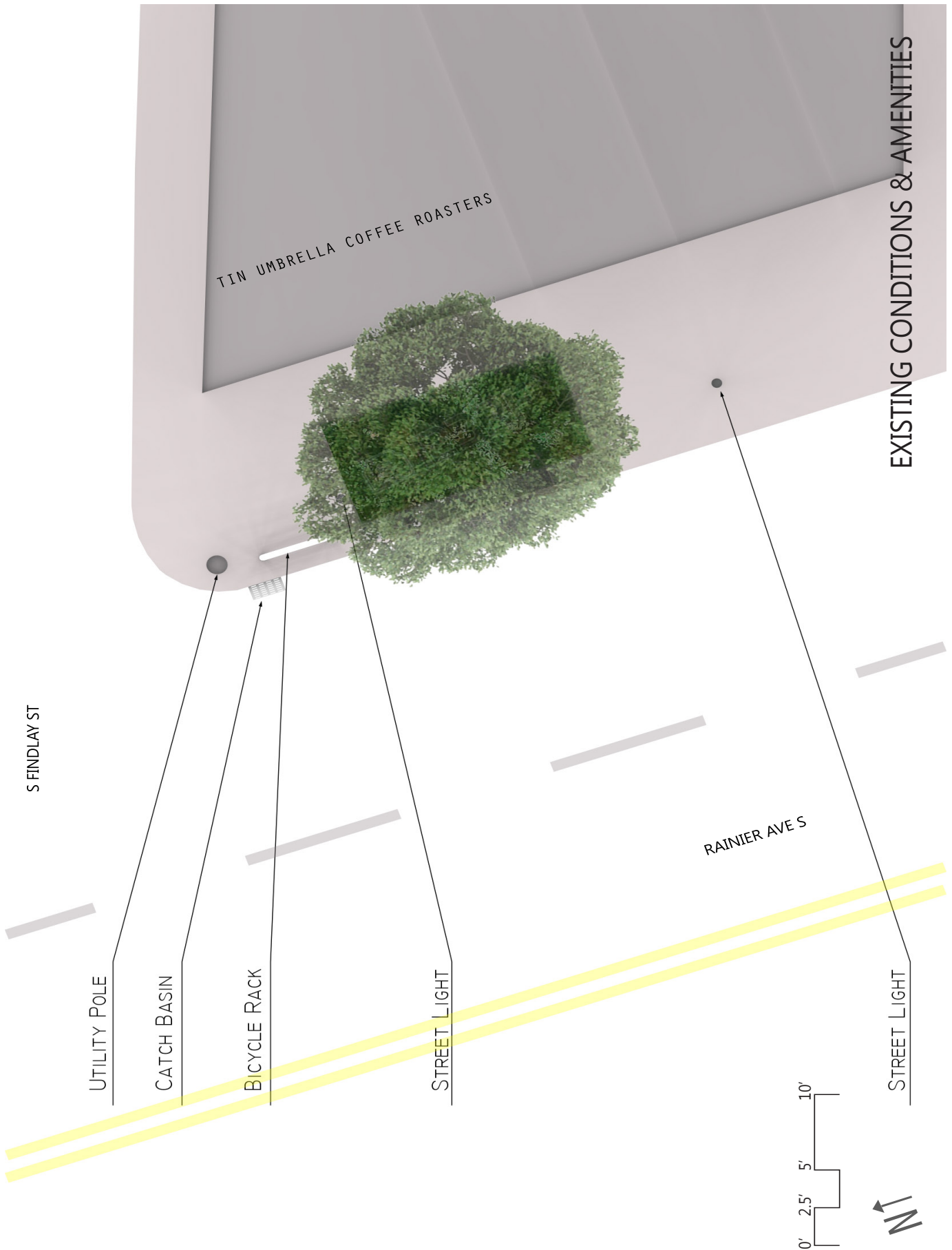
TIN UMBRELLA COFFEE ROASTERS

S FINDLAY ST

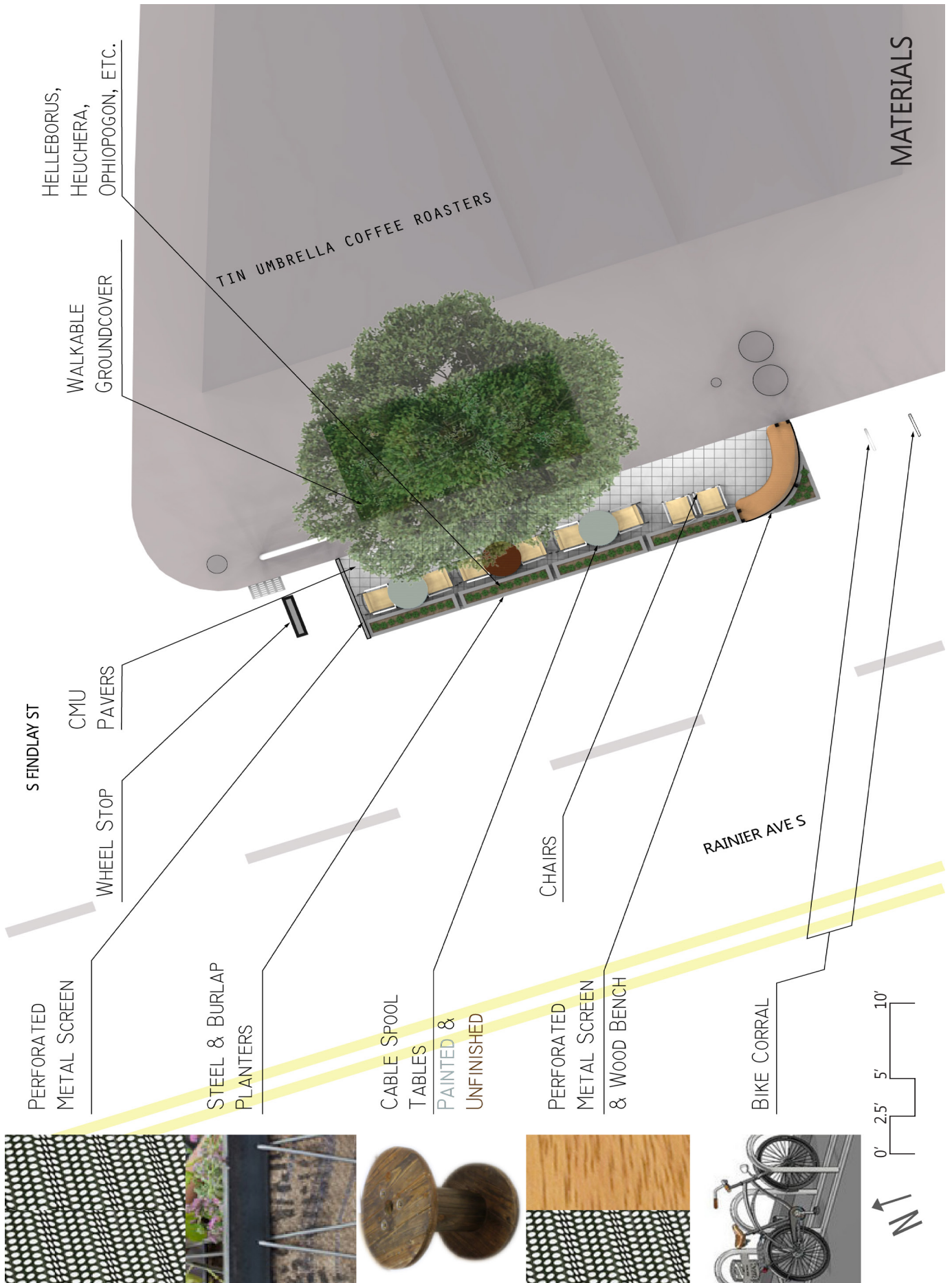
RAINIER AVE S





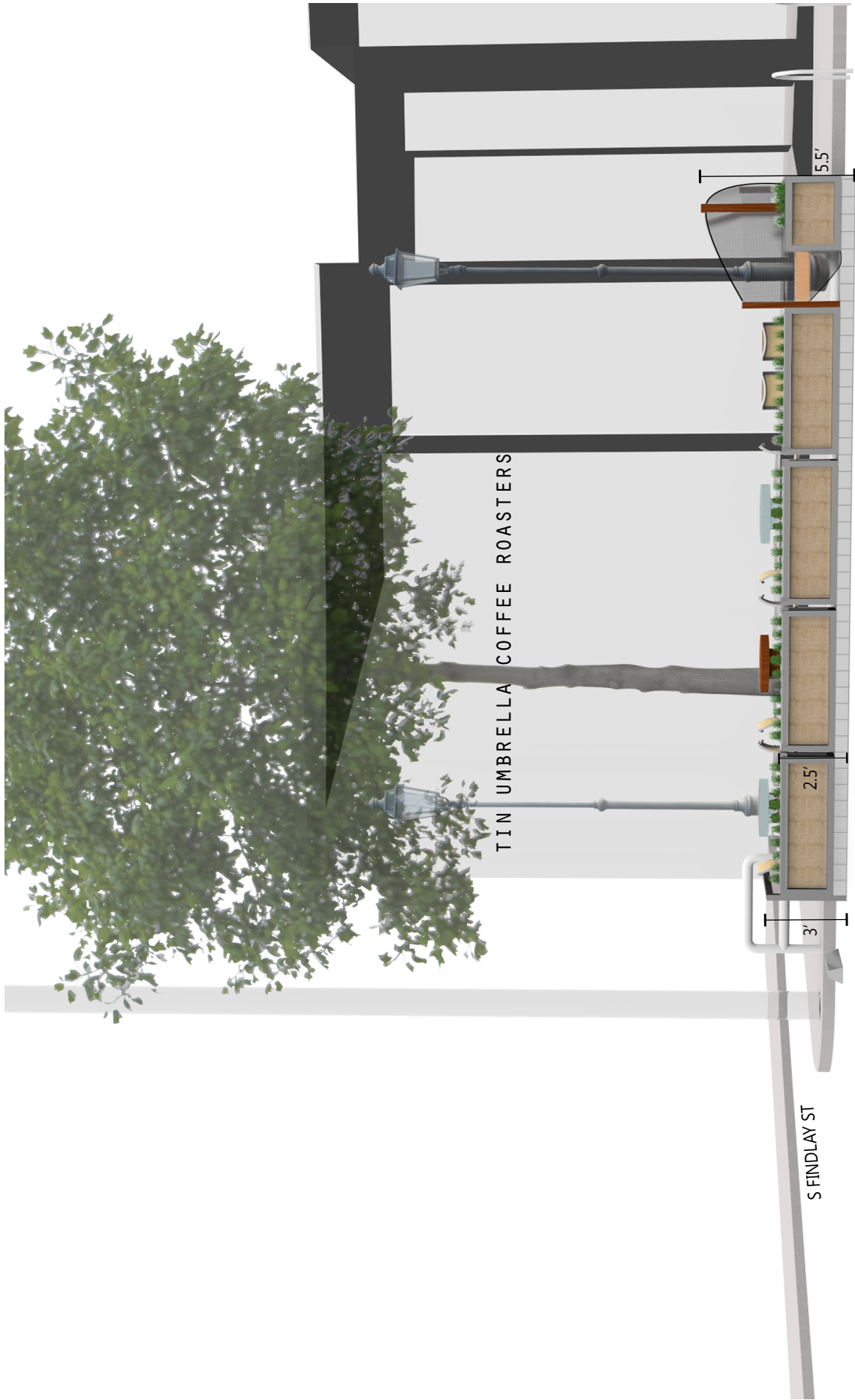










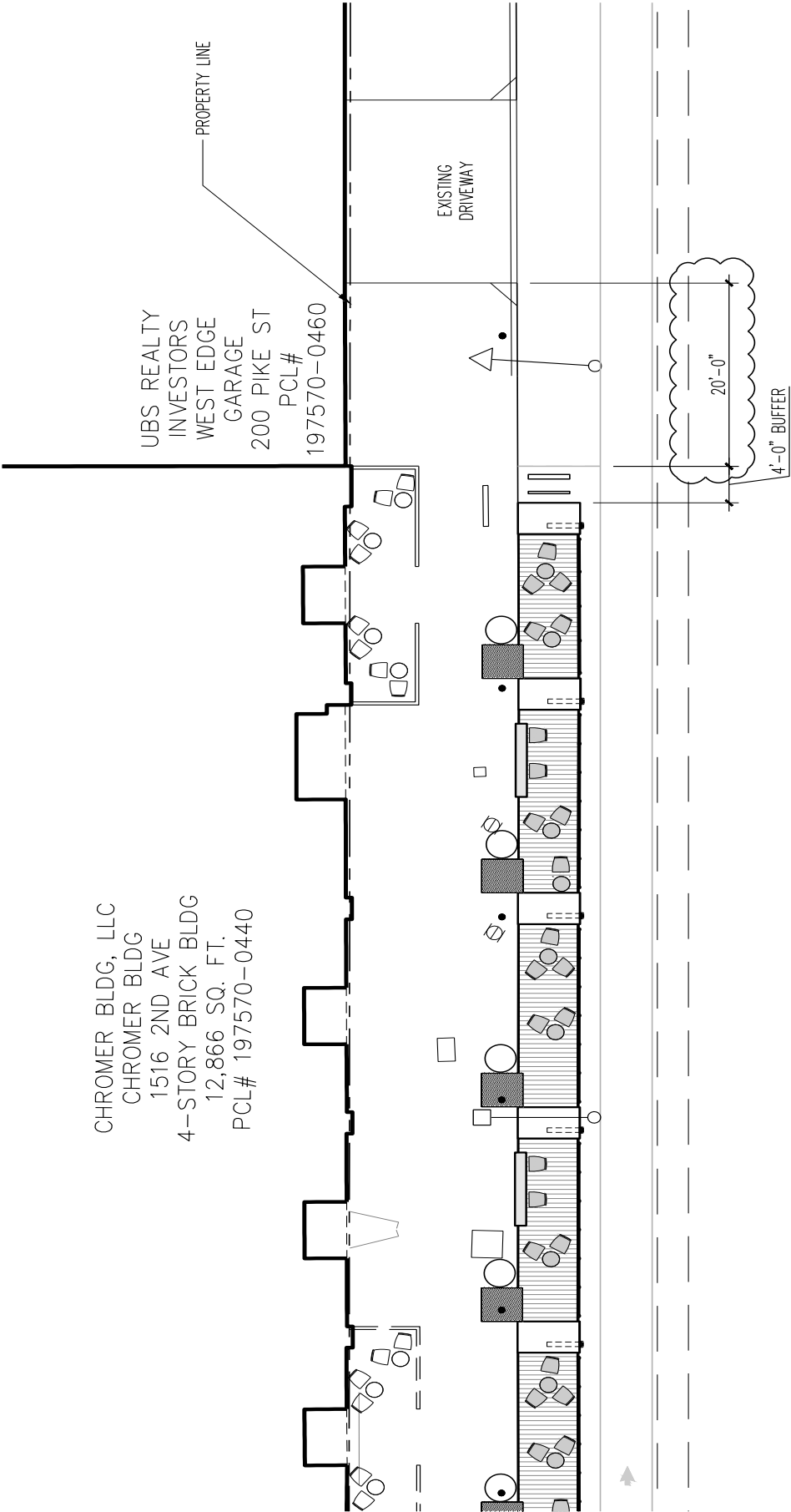








## 8/14/2014

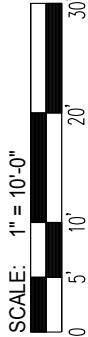


1 CONTEXT PLAN - SOUTH  
SCALE: 1"=10'-0"



NORTH

SCALE: 1"=10'-0"

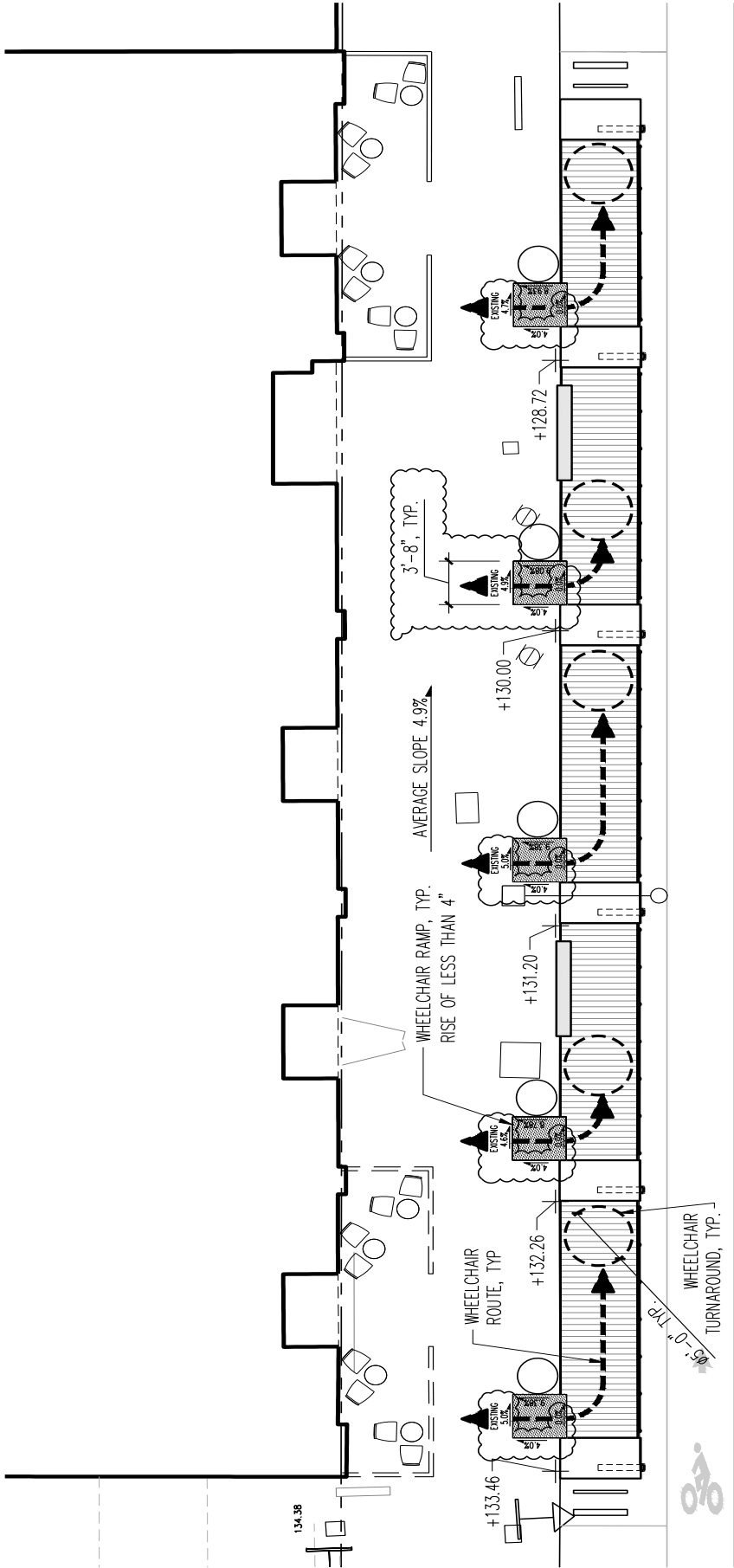


CHROMER PARKLET CONCEPTUAL PLAN

**GUSTAFSON GUTHRIE NICHOL**

CONTEXT PLAN - SOUTH **1-A**

8/14/2014



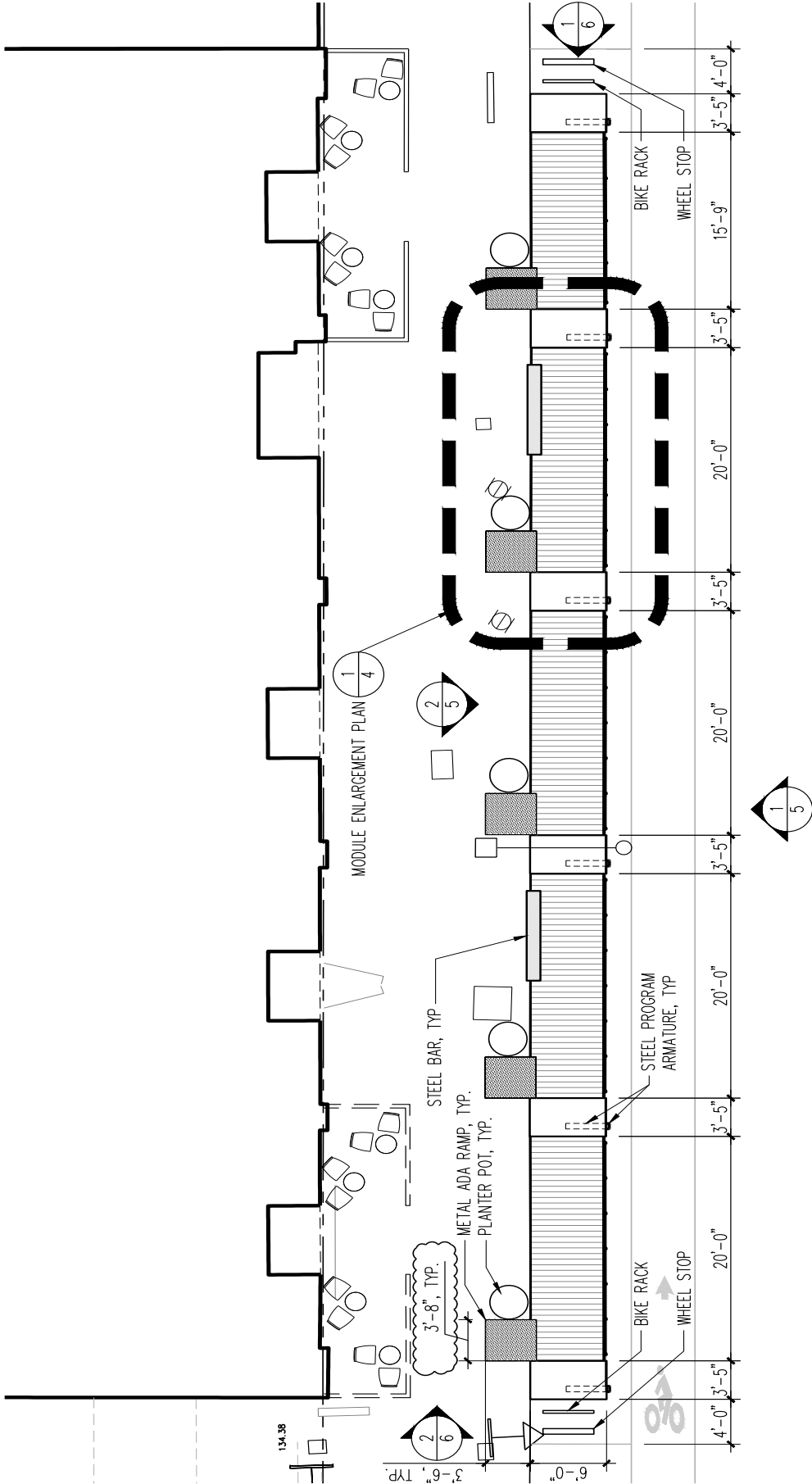
NOTE:  
CURB HEIGHT VARIES FROM 3 1/2" TO 6"  
PARKLET CONSTRUCTION HAS BEEN  
DESIGNED TO ALLOW FIELD MODIFICATIONS  
TO ACCOMMODATE CONDITIONS

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

CHOMER PARKLET CONCEPTUAL PLAN  
**GUSTAFSON GUTHRIE NICHOL**



ACCESSIBILITY PLAN  
**2**  
8/14/2014

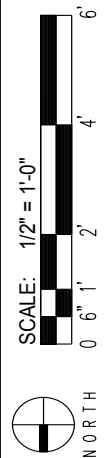
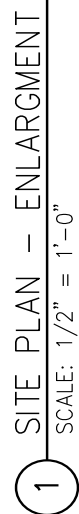


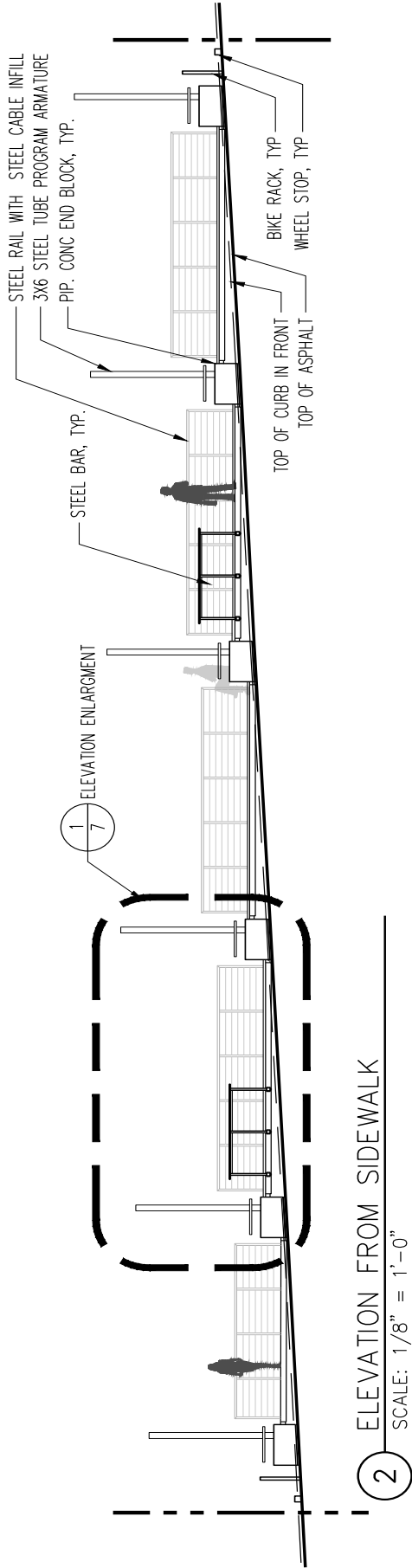
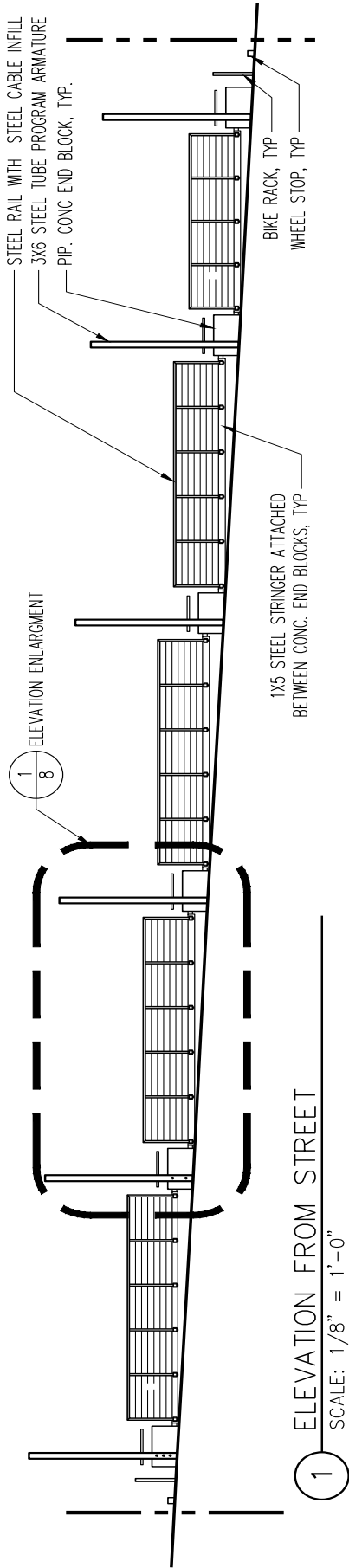
1 SITE PLAN - OVERALL  
SCALE: 1/8" = 1'-0"

CHROMER PARKLET CONCEPTUAL PLAN  
**GUSTAFSON GUTHRIE NICHOL**



**SITE PLAN - OVERALL**  
**3**  
8/14/2014





CHROMER PARKLET CONCEPTUAL PLAN  
**GUSTAFSON GUTHRIE NICHOL**

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

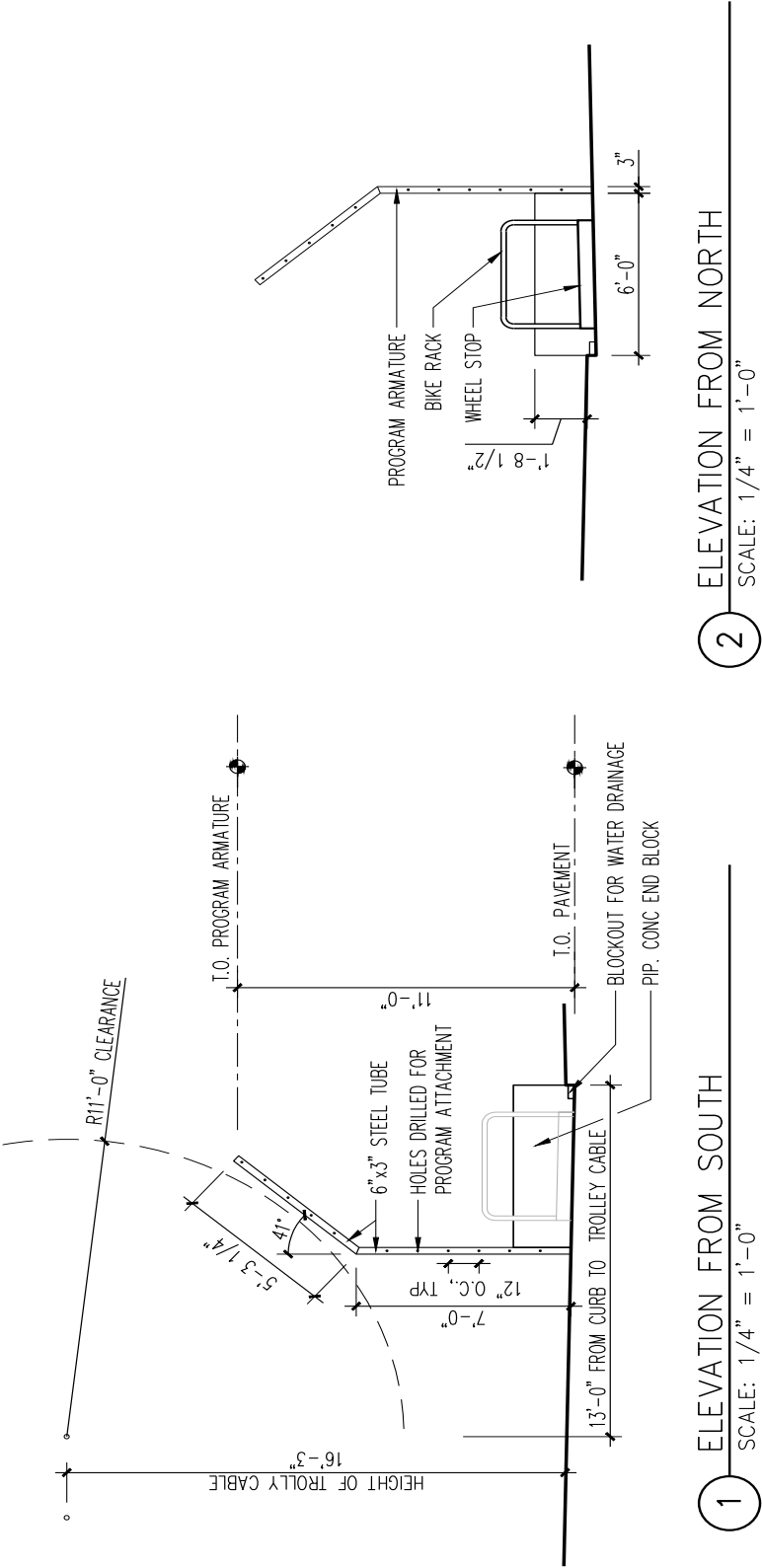


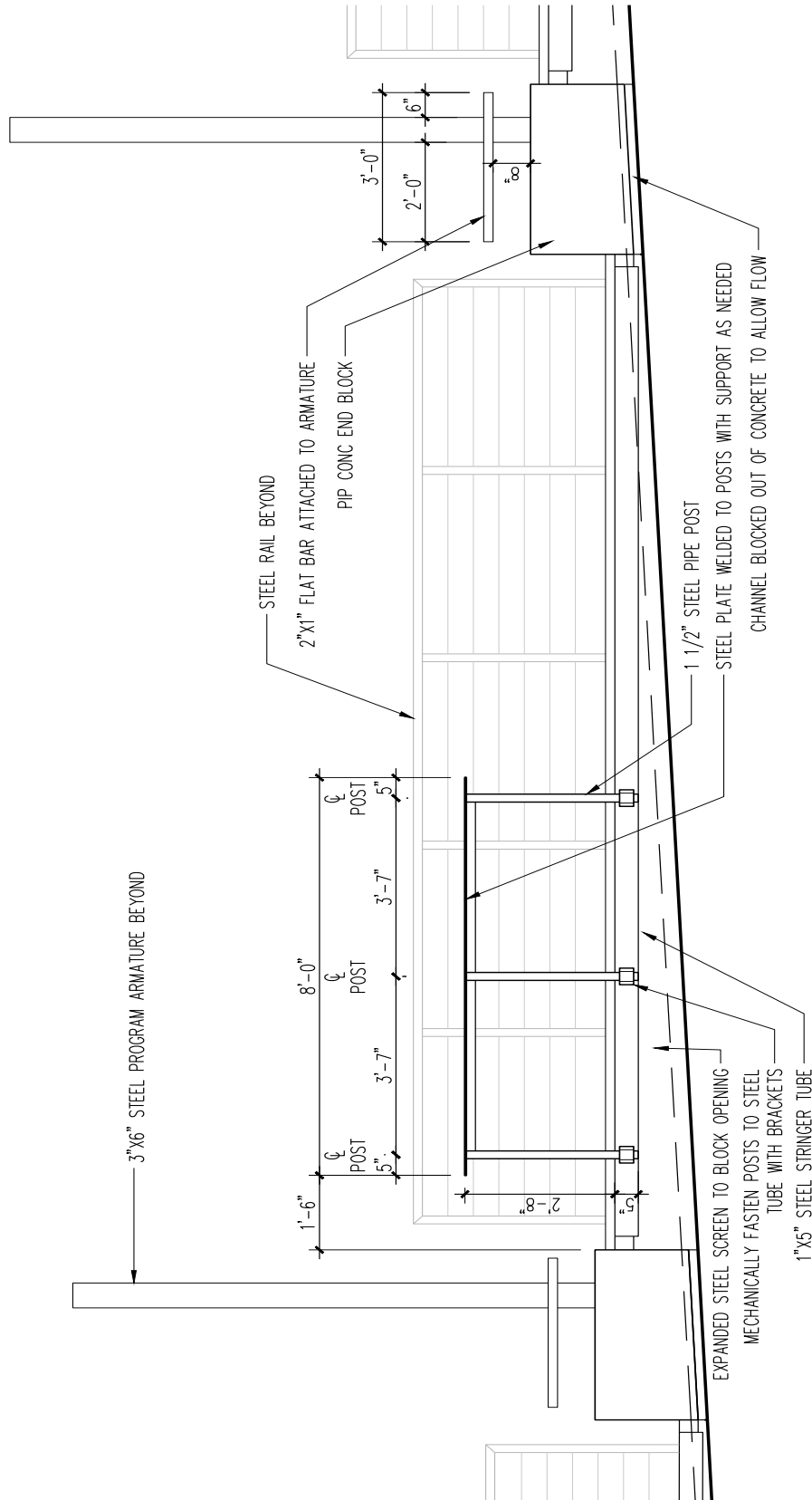
## ELEVATIONS

5

8/14/2014







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

CHROMER PARKLET CONCEPTUAL PLAN

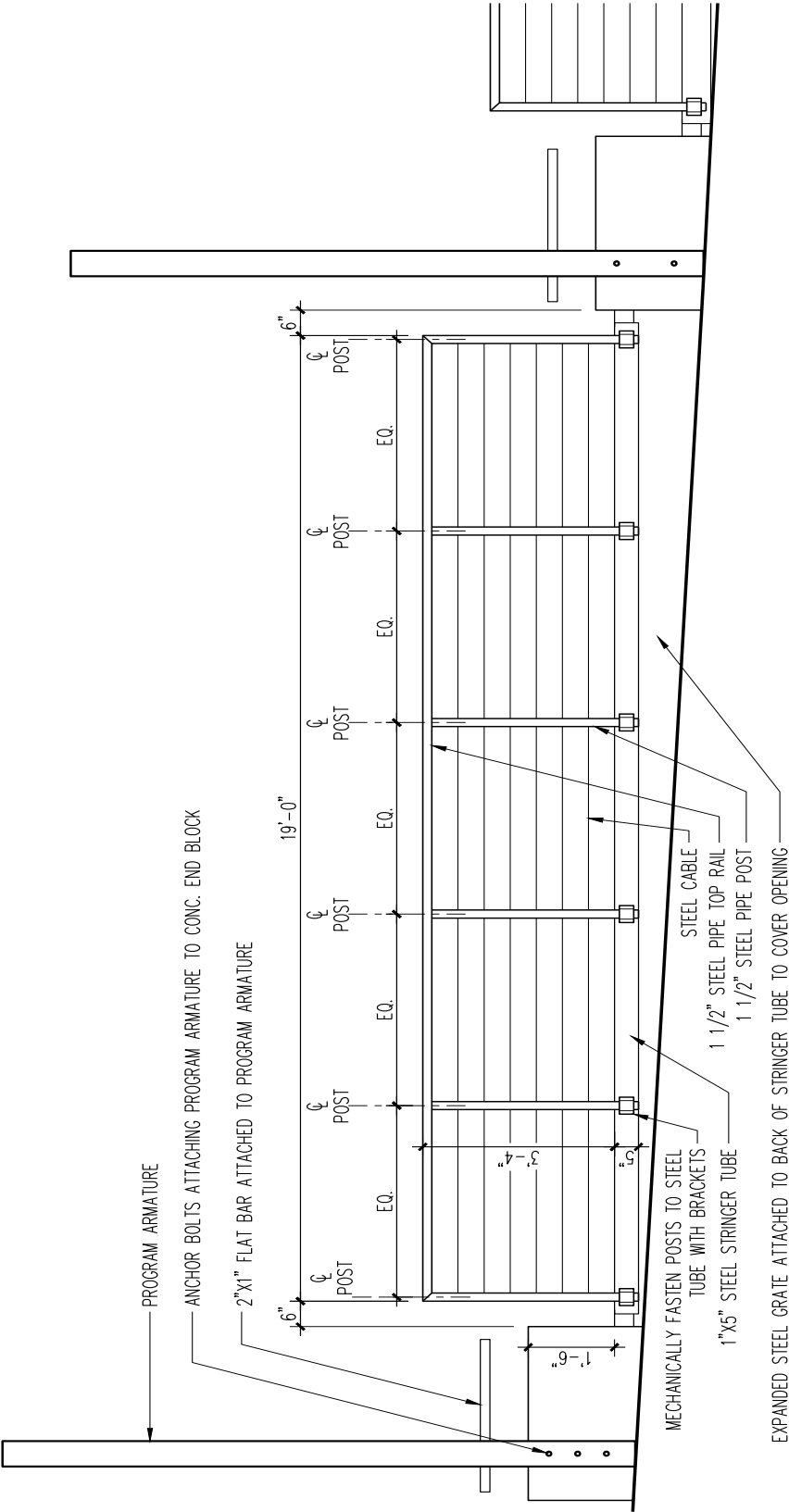
**GUSTAFSON GUTHRIE NICHOL**

SCALE: 1/2" = 1'-0"



## ELEVATIONS

8/14/2014

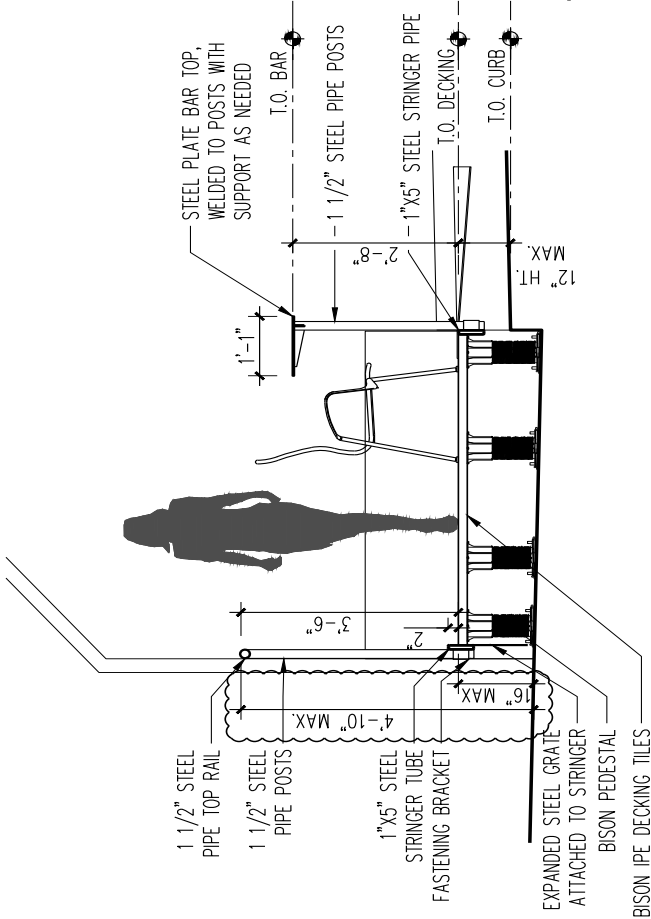


1 ELEVATION ENLARGEMENT FROM STREET  
SCALE: 1/2" = 1'-0"

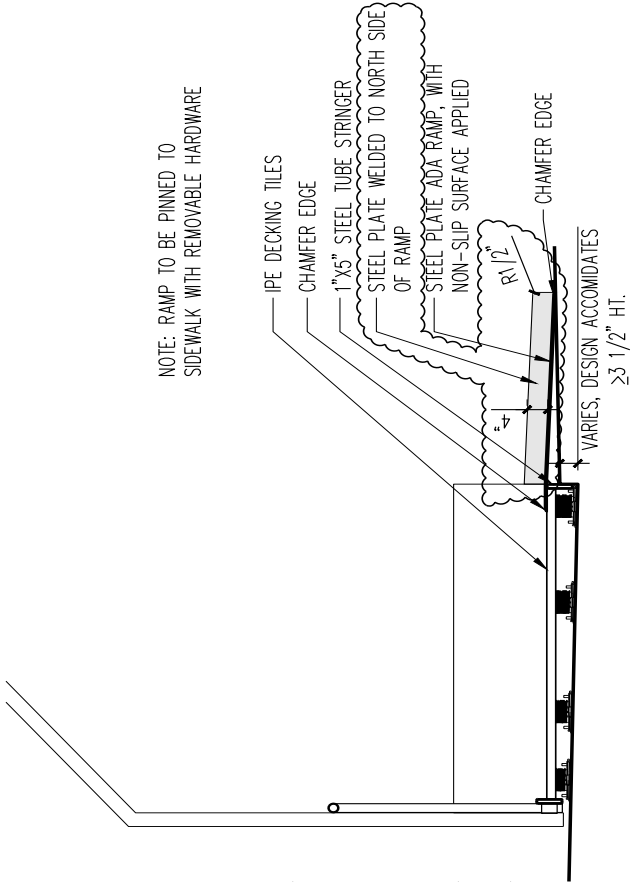


CHROMER PARKLET CONCEPTUAL PLAN  
**GUSTAFSON GUTHRIE NICHOL**

**ELEVATIONS**  
8  
8/14/2014



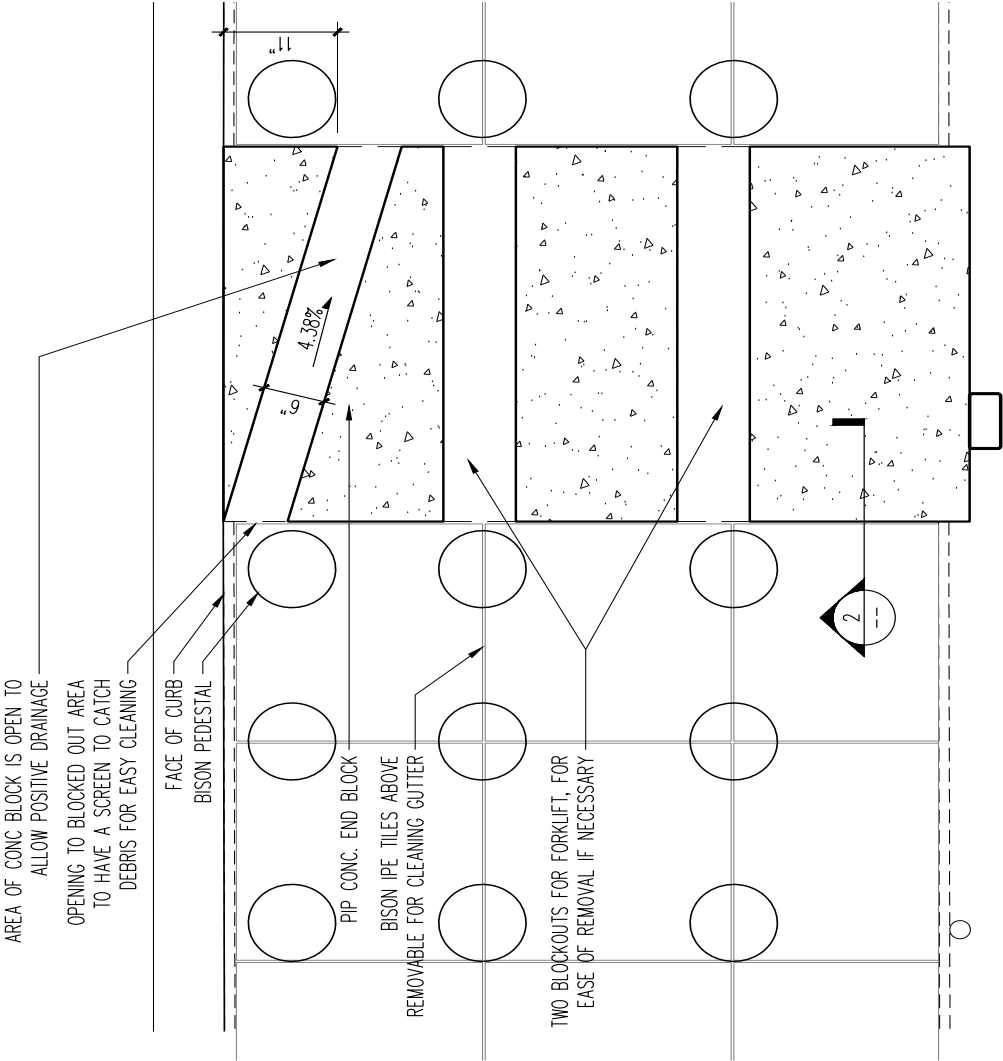
1 SECTION THROUGH MODULE  
Scale: 1/2" = 1'-0"



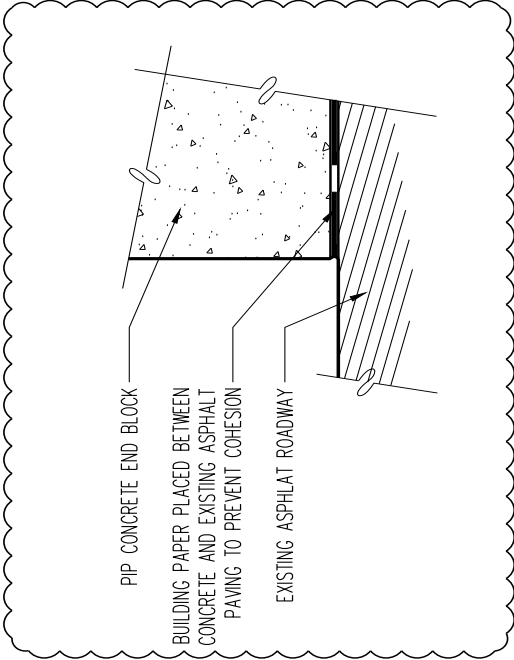
2 SECTION THROUGH MODULE AT RAMP  
Scale: 1/2" = 1'-0"

CHROMER PARKLET CONCEPTUAL PLAN  
**GUSTAFSON GUTHRIE NICHOL**





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](mailto: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

## STREATERY PILOT PROGRAM APPLICATION



**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](http://www.seattle.gov/transportation)



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SUPPLEMENTS