

# TEMPORARY MERCHANDISE DISPLAY

Apply through the Seattle Services Portal

- Select **Permits – Street Use**
- Open **Short Term Use**
- Select **Temporary Activation**
- In “Project Name” field, put: “Safe Start Temporary Permit,” followed by your business name.
- In “Project and Location Description” - please describe in detail your merchandise display; include business hours for outdoor display and what materials you’ll be using – tables, chairs, clothing racks, etc.
- In the “Use Details” section of the application, you’ll need to create one Row for each day of the week you wish to operate in the right-of-way (for example, if you wish to operate just on Friday, Saturday and Sunday, you’ll have 3 rows, if every day of the week, you’ll have 7 rows).
  - > For each row, follow these instructions in this order for the Safe Starts Temporary Permit:
    - **Use Code Description:** Select “Street/Sidewalk Activities”
    - **Use Code:** This will automatically fill in with “3A”
    - **Side of Street:** Choose side of street where you’ll place your temporary activation
    - **Mobility Type:** Choose based on your plan; this will likely be either Sidewalk or Parking Lane
    - **Closure Type:** Choose “Partially Closed and Accessible”
    - **Use Start Date:** Choose the first day you plan to open your temporary activation (the date should be in the future)
    - **Duration (Days):** Fill in “182” (this is the number of days in a 6-month period)
    - **Day of the Week:** You can only choose one day per Use Details row
    - **Start Time:** Time of day you will begin setting up in the right of way
    - **End Time:** Time of day all permitted uses will be removed from the right-of-way
    - **Planned Number of Attendees:** Leave this blank
    - **Expired Date:** This will automatically fill in

Ensure you have a completed application

- Complete all required fields in the online application on the Seattle Services Portal
  - > Upload a signed Letter of Authorization (insert link) if you are not the business owner or property owner.
  - > Upload your prepared site plan (See Site Plan Details and Site Plan Documents sections further below).
  - > Upload details on your structural elements (chairs, tables, etc., including fencing if you are considering a curb space location (See Structural Details further below).
  - > If your business is in a Historic District, we will route your information to the District staff for their review; you do not need to submit a separate application directly to the Historic District.

Site Plan Documents: You may choose one of the following ways to create your site plan before uploading.

- Create a formal site plan (see [CAM 2116](#) for additional information and template available [here](#)); OR
- Create a photo-based plan with 3 photos following the specific guidelines below.
  - > All 3 photos are required to complete your site plan. One of your photos must show the required dimensions described in the Site Plan Details further below. If you find it hard to digitally show your footprint on a photo, please “draw” the proposed display area corners or full outline directly on the sidewalk or street using tape or chalk. Do this before you take photos!
  - > Photo #1: Stand about 10 feet away from the proposed display area footprint and take a photo of the proposed display area. If you’ve pre-marked the corners, capture them in your photo, as well as some background to help identify placement!
  - > Photo #2: Take a similar photo from the other side of the proposed display area.

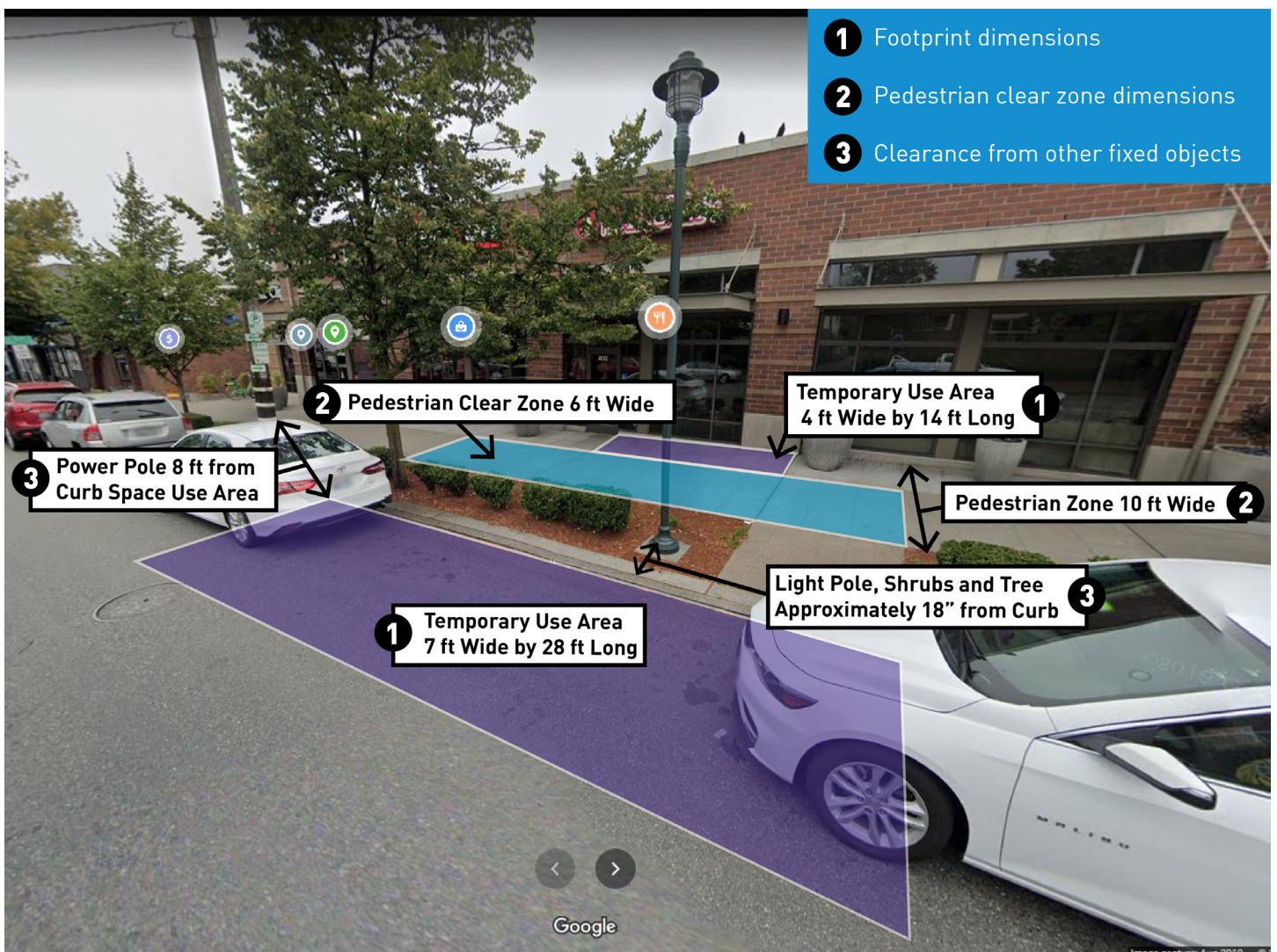


- > Photo #3: Take a photo showing your full building frontage of your business and including the display area corners.
- > Choose one of the photos and mark-it up to include all required dimensions. You can do this digitally, or you can print a photo and mark it up by hand.

Site Plan Details: When you create your site plan, it must include all the information listed below. Without this information, your application may take longer for us to review and approve. You'll need to get out your tape measure for this, and clearly indicate on your plan:

- a. **Footprint Dimensions:** Indicate the length and width of the proposed display area. If you are proposing an area in the "furniture zone" of the sidewalk, you must show the measurement from the edge of the sidewalk (the curb) to the edge of the proposed footprint. You need at least 4' between the curb and the start of your temporary outdoor seating area.

- b. **Pedestrian Clear Zone:** Indicate the sidewalk width next to the outdoor display area footprint to show how pedestrians will travel on the sidewalk. The minimum required pedestrian clear zone is 6 feet in most neighborhoods (an 8 foot minimum width is required in some areas downtown -see **Streets Illustrated** section 2.3). **NOTE:** If there is not enough space for the minimum clear zone, then you may be ineligible for this permit.
- c. **Clearance from other fixed objects:** The sidewalk may include other objects such as light poles, trees, parking meters, hydrants, and bike racks. Please measure the distance from those objects to the edge of your footprint and include these dimensions on your plan.
- d. **Curb space identifier numbers:** If you're proposing a curb space display in a paid parking area, please provide the curb space identifier number(s) ([use this map](#) to find the numbers).



An example photo site plan with required dimensions

Structural Details: Fencing is required for all curb space displays. We'll need details on this as well as on any materials or supplies you will use for the display

- Description of fencing for curb space displays, including dimensions, drawing or photo, or description of fencing material.
- A list of display materials with descriptions (e.g., 4'x 6' table with tablecloth and merchandise for sale; 3' long x 2' wide x 5' high metal clothing rack; 2 wooden chairs for sales staff; 3' long x 18" wide x 5' high wooden display shelving).
- If you are located in an Historic District, you will need to upload document(s) along with your site plan that show the color and finish for all furniture, delineators, planters, fencing, or other features that you plan to use. Photos, images from websites, or catalog cut sheets are acceptable if they are in color. We will send this information to Historic District staff for their review; you do not need to submit separately to them for a Certificate of Approval. Note: Except for the fencing and traffic control materials you will use to define the permitted area, more subdued colors are recommended, such as grey/dark green or similar for any furniture, fence, or posts.

*What's next? Once you have submitted your application for a Safe Starts Temporary permit, here are some additional steps you can take to prepare for launch and ongoing operations!*

If you plan on using the curb space, in addition to the permit from our team, you'll also need to apply for [Temporary No Parking](#) permits. When you are applying, there's a General Information section and you can select a "reason" for your application. Select "other" and write "Safe Starts Temporary Permit" so we know that your request needs to be expedited.

- For both non-paid and paid parking spaces, you'll need to apply online via the same Seattle Services Portal you use for our application. You'll apply for the "Temporary No Parking Zone (unpaid area)." This generates a **public notice** which must be attached to the No Parking barricades. .
- The **public notice** generated will need to be posted to No Parking barricades (T-39 signs) that you can purchase or rent from a barricade company. We recommend setting up the barricades 72 hours before you plan to set up, but they must be up at least 24 hours ahead to be enforceable.

Notify your neighbors of your intended use of the public place at least two days prior to starting your new operation. Follow the guidance in [CAM 2117](#).

Ensure that you hold insurance that meets city requirements. For guidance, see [CAM 2102](#).

Remember that all display materials (tables, fencing, cones, chairs, point of sale systems, etc.) must be cleared from the public space during non-business hours.