

PARKLET- STANDARD DESIGN

In December 2021, the City Council approved a policy allowing “parklets” to be installed downtown. Parklets are expanded opportunities for business activities (e.g., dining) occurring outdoors in parking spaces in the City’s right-of-way and may be installed in [certain locations](#) downtown. Please contact the City if you would like help determining if your location is eligible. The City has pre-approved a standard parklet design for both one and two space parklets which may be used in approved locations. The parklet design includes some customization options including planters, attachment points for lights and built-in benches. It also includes a range of perimeter railing designs. The City’s pre-approved standard plans can be downloaded online.

Using the City’s approved plans and structural calculations, provides a streamlined approval process with only an [Encroachment Permit](#) required. However, an applicant may opt to submit an alternate design, subject to [Design Review](#).

PARKLET APPROVAL → CONSTRUCTION PROCESS

Step 1: Applicant submits all applicable submittal requirements (see below) online [here](#). The City will review the parklet location to determine the parklet location meets the criteria outlined in the [Design Guidelines](#) and is an [eligible location](#). If the City approves the location, the City will provide the applicant with a Parklet Agreement.

Step 2: Once the location is approved, the applicant will complete the Parklet Agreement form and provide it to the City. This will begin the Encroachment Permit review. Turnaround time is about 5 business days. If the Encroachment Permit is approved, construction can begin.

Step 3: The parklet will require a framing and final inspection. The applicant shall contact the City when ready for these inspections. Upon completed installation, the City will install wheel stops and flexible safety posts.

SUBMITTAL REQUIREMENTS

Following is a list of plans and documents that are required for all pre-approved Parklet submittals.

- Application Forms:**
 - a. [Application for Development Review](#). Check the “other” type of application box. The subject business’s property owner must sign the application form or provide a written letter of authorization upon submittal. Parklets do not require the City’s signature on the application form.
 - b. Encroachment Permit [Application Form](#)
- Adjacent Business Approval:** If the parklet encroaches in front of neighboring businesses, both property owner and business operator must provide approval of the proposed parklet using [this form](#).

- Photograph of Subject Parking Space(s):** Provide a photo of the subject parklet parking space(s).
- Furniture Exhibits:** Provide exhibits showing all of the proposed outdoor furniture (e.g., tables, chairs, lighting, and other proposed furnishings). This can be manufacturer images or photos of existing outdoor dining furniture.
- Furniture Plan:** An exhibit which displays the location of all furniture on the parklet platform. The exhibit must show tables, chairs, and other furniture. If umbrellas or heaters are provided, they must be shown. Applicants may prepare multiple furniture plans to show different arrangements with umbrellas and heaters to prepare for varying weather conditions. The exhibit must show that the furniture layout meets all the requirements of the Americans with Disabilities Act (ADA), including turnaround, wheelchair passage space and knee space.
- Heater Information:** Provide manufacturer's spec sheet for heaters and demonstrate plan meets the minimum manufacturer's requirement. Provide information about the maximum number of heaters on the parklet and their locations.
- Site Plan:** An exhibit which displays the proposed location of the parklet. A partial site plan of the subject area is acceptable. The site plan must show:
 - Property lines, the bounds of the subject business including the exterior building wall and entries and label the subject street.
 - Show adjacent buildings and any fire department connections (FDCs), show five-foot clearance from any FDC or fire hydrant.
 - Curb edge, location of subject and adjacent parking space(s), including all painted tick marks.
 - Location of proposed parklet with dimensions (i.e., width and length).
 - Location of tree wells or other amenities or objects on the sidewalk (e.g., outdoor dining setup, bicycle racks, mailboxes, benches, planters, posts/columns, etc.) proximate to the proposed parklet *with dimensions to the parklet noted*.
 - Location of required wheel stops and flexible posts.
 - Location of required trash guard at nearest storm drain inlet.
 - Show existing utilities (manholes, vaults, storm drain inlets, well covers, etc.) within 25-feet from proposed Parklet.
 - Proposed outdoor furniture locations including heaters and umbrellas.
 - Show distance from the center line of the street to the outer edge of parklet.
- Alcohol:** If the applicant intends to serve alcohol on the parklet, they must reach out to ABC for license and any additional requirements for delineating restaurant space from the sidewalk. If barrier is required it must be shown on the site plan.
- Structural Plan Set:** Structural load calculations and a plan set prepared and stamped by a California licensed Civil Engineer and or architect. Please see here for a copy of the pre-approved plan set.
- Traffic control plan(s):** This is required if the applicant will block traffic or parking during constructions and must indicate how the applicant plans to deal with traffic (e.g., signage, cones, etc.).
- Business license** of who is building the parklet and contractor license (General contractor A or B) if contracting the work. Please see [here](#) for more information. Contractor's general liability insurance (minimum \$2 million) and endorsements

(additional insured and waiver of subrogation) must be provided to Engineering Department during the Encroachment permit phase.

- Executed Parklet Agreement** Must include insurance certificate. *Agreement is provided to applicant by City after location approved.*
- Applicable fees:** Encroachment permit fees will be a minimum of \$1,000 for plan review and inspection of the parklet. Additional fees may be required based on quantity of plan reviews and/or inspections, and additional reviews required (e.g., Livermore Pleasanton Fire Department review of heaters)). *City will contact applicant for fees upon submittal.*