PARKLET GUIDELINES

Parklets need to observe the following general guidelines:

- Utilize two parking spaces. Longer or shorter parklets will be considered based upon unique circumstances.

- Not extend beyond the host's lateral property line. This may be amended by request, with written permission of neighboring businesses.

- Utilize flooring that is flush with the curb (typically 6 inches). This requirement may be waived for parklets in City parking lots.

- Compliance with the Shelter in Place Order and social distancing protocols.

QUESTIONS?
CONTACT US.

lohalloran@cityofpacificgrove.org
(831) 648-3189

www.cityofpg.org/cdd

Community Development Department
300 Forest Avenue
Pacific Grove, CA 93950

PARKLET PROGRAM OVERVIEW

CITY OF PACIFIC GROVE
WHAT IS A PARKLET?
A parklet is a small urban park, often created by replacing two parking spaces with a patio, planters, trees, benches, café tables with chairs, and/or bicycle parking. To ensure safety, a physical boundary surrounding the parklet area is required.

COST
Parklet installation costs range from less than $2,000 to over $20,000 depending on size, design and materials. Parklet hosts are responsible for all design, construction, maintenance, and permitting costs.

APPLICATION SUBMISSION.
Submit a complete application to the Community Development Department (CDD). Application requirements include:
- Encroachment Permit Application.
- Certification of Liability Insurance with the City listed as an additional insured.
- Permit fees which cover application processing (Fees are waived until December 30, 2020).
- Site plan with proximity to adjacent spaces.
- Final construction documents that show the parklet location and context, elevations from all sides, and construction details for assembly. Sections or cut-through drawings may also be required.

APPLICATION REVIEW.
CDD will review your application.

PRE-INSTALLATION INSPECTION.
Before application approval, a pre-installation inspection must be scheduled at least 5 days before installation/construction.

PARKLET CONSTRUCTION/INSTALLATION.
On-site construction/installation should be completed within 20 days.

PARKLET INSPECTION.
A post-installation inspection must be scheduled within five days of the conclusion of construction, to verify compliance with specifications and construction documents.

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