

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.
- 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.
- It is recommended restaurant staff take cell numbers and encourage customers to walk around until their tables are ready and they are called to return.



**QUESTIONS?
CONTACT US.**



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Community Development
Department
300 Forest Avenue
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PARKLET PROGRAM OVERVIEW

CITY OF
PACIFIC GROVE





PERMITTING PROCESS

1 - 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.

2 - APPLICATION REVIEW.

CDD will review your application.

3 - PRE-INSTALLATION INSPECTION.

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

4 - PARKLET CONSTRUCTION/INSTALLATION.

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

5 - 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.

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.

PARKLETS IN PRIVATE LOTS

An Administrative Use Permit is required for parklets/tents in a private lots.

City Staff will conduct an initial on-site review of the proposed parklet design and a site visit following completion of installation/construction. Additional review may be required to ensure safety

NEIGHBORHOOD SUPPORT

Applicants are encouraged to demonstrate support for their parklet. The most effective method of displaying support is through emails from property owners fronting the proposed parklet. At the City's discretion, based upon the unique make-up of the location, feedback from adjacent businesses may need to be solicited.

WINTERIZING YOUR PARKLET

- Add an awning or covering. They must be fire and water resistant. They cannot be fiberglass or extend over the parklet.
- Sides of parklet must remain transparent.
- Plans must demonstrate water drainage flows under parklet and off the overhead cover.
- All heaters must maintain required clearances to combustible material .