



TIMELINE	
DATE	TEMPORARY PARKLET PERMIT (TPP) <i>(expires 1/17/2023)</i>
Monday, May 3, 2021	<b>Program launch:</b> Applications can now be accepted. Updated guidelines and timeline go into effect.
Thursday, June 30, 2021	Last day to submit application. All City owned water filled barriers (orange k-rail barriers), must not be exposed.
Wednesday, August 31, 2021	Last day to obtain permit. Deadline for all requests to modify the conditions of your permit must be submitted in writing.
Monday, November 1, 2021	All parklets must be built and in compliance or permit may be revoked.
Tuesday, January 17, 2023	<b>Permit expiration:</b> Business shall be responsible for the removal of the parklet and all improvements upon expiration or revocation of the permit.

### PARKLET AMENITIES

Please confirm the following parklet amenities you will include in your operation:

<input type="checkbox"/> Decks / Platforms  <input type="checkbox"/> Handrailing  <input type="checkbox"/> Tenting / Shade Covers  <input type="checkbox"/> Lighting  <input type="checkbox"/> Landscaping / Planters (highly encouraged)	<input type="checkbox"/> Signage (Material type: _____)  <input type="checkbox"/> Sidewalls (Material type: _____)  <input type="checkbox"/> Heating devices (Type: _____)  <input type="checkbox"/> Seating (Note 6' social distancing <u>person-to-person</u> )  <input type="checkbox"/> Road Barriers (Type: _____)  (Fill material: _____)
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Please include all checked items on your Map / Layout (see below) and indicate specific location of each. Any non-checked items may require approval after your permit has been issued and a modification to your permit may be required. See Temporary Parklet Permit – Agreement & Guidelines for specific restrictions and additional permit requirements.

### AMERICANS WITH DISABILITIES ACT (ADA)

All Temporary Parklet Permit holders must adhere to the laws and regulations set forth in the Americans with Disabilities Act of 1990 (ADA). You must always keep a 48" walkway open for pedestrians, do not allow customers to move chairs or tables that infringe on the public walkway. As the business and parklet owner, you are responsible for understanding and meeting all requirements of the Americans with Disabilities Act (ADA).

**I understand.**

## MAP / LAYOUT

Please **attach** visual representations of the area in which the proposed parklet would be located along with details on how the space will be utilized. Include the specific locations of all structures, equipment and/or materials to be used to facilitate outdoor activities. Vague or incomplete maps/layouts will not be accepted and may delay issuance of a permit.

**ALL** maps must include the specific location (or provide notation) of:

- Parklet footprint / boundaries
- White parking markers in relation to decking, equipment, barriers, etc.
- Street names
- All Parklet Amenities (noted above)
- Nearby City utilities (Fire hydrants, utilities boxes/covers, etc.)
- Nearby City infrastructure (Benches, signs, trees, planters, etc.)
- Neighboring business names with address
- Vertical clearance of canopies, tents, umbrellas, signage, etc.
- Americans with Disabilities Act (ADA) notations (48" path of travel, access into parklet, curb interface, etc.)

### Important:

Please see the Temporary Parklet Permit – Agreement & Guidelines for additional details to include on your map / layout.

## ATTACHMENTS

**All** Temporary Parklet Permit Applications must include the following attachments:

- Detailed Map / Layout (instructions above)
- Initialed and signed Temporary Parklet Permit - Agreement & Guidelines
- Proof of Liability Insurance with Endorsement
- Copy of Temporary ABC COVID Catering Permit (if serving alcohol)
- Any supplemental materials, photos, maps, layouts, or permits

## INSURANCE

A Certificate of Liability Insurance with Endorsement is required for utilization of public property.

- Please see the Temporary Parklet Permit – Agreement & Guidelines for specific details / requirements
- Proof of insurance is not required at time of application but must be submitted and approved prior to issuance of a Temporary Parklet Permit.

**I understand.**

## EMERGENCIES & CITY REPAIR

As determined by the City, a business shall remove a parklet installation or portion of a parklet at its own cost for:

- Public utility maintenance, upgrades, repair, or inspection purposes
- Street maintenance, upgrades, repair, or inspection purposes
- Access below ground, street level, or above ground utilities, trees, and other City infrastructure
- Storms, floods, high wind advisories, and other weather-related events
- Upgrade, maintenance, or regular inspection of public utilities
- Access to fire hydrants, manholes, valves/covers, drainage, and other utility or utilities
- Securing, altering, relocating, and/or items contained within for safety reasons
- Other purposes as determined by the City or as directed by the City Manager

The City will make a reasonable attempt to contact the parklet owner with a timeline for any parklet disruption or outage, however, in an immediate emergency this may not be possible. **In an emergency, the City reserves the right to dismantle or remove a section or sections of a parklet in whatever manner it chooses to address the emergency and assumes no responsibility for returning the parklet to its original condition.** Due to the nature of the emergency, repair, maintenance, inspection, or other essential purpose that requires removal, displacement, destruction or disruption of a permitted parklet, an exact timeline may not be immediately known and could exceed days, weeks, or months.

**I understand.**

EMERGENCY CONTACT	
Primary name:	Secondary name:
Primary phone 1:	Secondary phone 1:
Primary phone 2:	Secondary phone 2:
Primary e-mail:	Secondary e-mail:

PRIVATE PROPERTY	
Property owner support is <b>required</b> . Property owner must sign below acknowledging your request for a Temporary Parklet Permit.	
Will proposed outdoor activity require use of private property not owned/leased by applicant? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, please describe:	
Property Owner Signature:	Date:

BUSINESS NOTIFICATION				
Support and approval of your immediate neighbors by way of signature on the Temporary Parklet Permit Application is <b>required</b> . Any immediately adjacent business has the right to revoke their support at any time. All adjacent neighbors must sign below acknowledging their support of your Temporary Parklet Permit.				
1)	Business:	Owner:	Signature:	Date:
2)	Business:	Owner:	Signature:	Date:
3)	Business:	Owner:	Signature:	Date:
4)	Business:	Owner:	Signature:	Date:

SIGNATURE	
The undersigned applicant is twenty-one years of age or over. I have read and understand the information provided in the <u>Temporary Parklet Permit - Agreement &amp; Guidelines</u> and will abide by all applicable requirements. The applicant agrees that they will be responsible for the use and care of city property. Applicant agrees to indemnify and save harmless the City of Healdsburg, its officers, agents and employees and against any and all loss, damage and/or liability that may be suffered or incurred by the City of Healdsburg, its officers, agents and employees, and against any and all claims, demands and causes of action that may be brought against the City of Healdsburg, its officers, agents and employees, caused by, arising out of or in any way connected with the use by the undersigned of the City of Healdsburg facility or the exercise of the privilege herein granted, except that arising out of the sole negligence of the City. I hereby declare that I have read and understand and agree to abide by and to enforce the rules, regulations, and policies affecting the use of the facilities. I understand that vague and/or incomplete applications will delay the approval process.	
Applicant signature:	Date: