



Prior to beginning an application, applicants should review the **PARKLET GUIDELINES & RESPONSIBILITIES**, **APPLICATION CHECKLIST**, and **APPLICATION**. It is also recommended that you contact [Richmondparking@ci.richmond.ca.us](mailto:Richmondparking@ci.richmond.ca.us) or call 510-621-1718 to discuss your application, ask any questions, and learn about program updates prior to submittal.

## Application Checklist

Below you will find a list of what **must be** included in your submission for your initial parklet application. Any submission missing any items listed below will not be considered for selection.

- 1. Application Form.**
  - Site Map
  - Photos of existing site. Applicants can submit .jpg files
- 2. Application fee.**
- 3. Initial Site Plan.**
  - Parklet Designs (Quick Build or Semi-Permanent)
- 4. Demonstrate Community Support**
  - Property Owner(s) Adjacent to Parklet location
  - Neighborhood Council
- 5. Engineering Encroachment Permit**
- 6. Construction Schedule**
- 7. Signed Application**

**If you have completed steps 1-6 you are ready to submit your application.**

**8. Digital submissions preferred.** Submit applications as a single PDF or a zipped folder not to exceed 8mb in size. Paper applications will also be accepted. Submit applications to the Parklet Program: [Richmondparking@ci.richmond.ca.us](mailto:Richmondparking@ci.richmond.ca.us) or mail to Transportation Parklet Program, 440 Civic Center Plaza, Richmond, CA 94804

- 9. Certificate of Insurance**
- 10. Final Approvals**

**Exception:** *Due to the COVID 19 Pandemic public health orders, jurisdictional regulations have been eased to allow outdoor dining and retail activities within permitted parklets. See Alcohol and Beverage Control Board and Contra Costa County Environmental Health Guidance for Outdoor Seating Regulations.*

## Additional Parklet Design and Operation Resources

NACTO Urban Street Design Guide

<https://nacto.org/publication/urban-street-design-guide/interim-design-strategies/parklets/>

The Contra Costa County Environmental Health Interim Guidance for Outdoor Dining which contains useful information regarding conditions and/or limitations.

<https://cchealth.org/eh/food/pdf/COVID-19-Outdoor-Dining-Guidance.pdf>

Alcoholic Beverages Control Board, State of California

<https://www.abc.ca.gov/law-and-policy/coronavirus19/> or phone: 510-622-6970

### Applications must include the following:

1. A site map, to scale, showing the location and dimensions of the parklet and other objects in the immediate area (same block). The map shall include (but not be limited to):
  - a. The street number addresses of nearby buildings;
  - b. The direction of traffic;
  - c. The presence and location of: vacant lots or buildings, driveways, fire hydrants, man-holes, storm water inlets, gutters, bike parking, utilities (including, but not limited to tree grates, vault, covers, manholes, junction boxes, signs, lights, and poles), street furniture (including but not limited to bus shelters, honor boxes, and benches), cafe seating;
  - d. Existing parking regulations (including, but not limited to; handicap parking, loading zones and metered parking);
  - e. The length of the applicant's street frontage.
2. At least two photographs from different angles along the sidewalk/street where the pedestrian enhancement is to be installed. Applicants are encouraged to include photographs of potential location-related conflicts (proximity to other street utilities, street furniture, etc.) noted in the detailed site map.
3. Letter(s) of support from two adjacent property owners.

**Email submissions preferred.** Submit applications as a single PDF or a zipped folder not to exceed 8mb in size. Paper applications will also be accepted. Submit applications to the Parklet Program at:

Transportation Department, 440 Civic Center Plaza, Richmond, CA 94804

Email: [Richmondparking@ci.richmond.ca.us](mailto:Richmondparking@ci.richmond.ca.us) Phone: (510) 621-1718



## Parklet Application – Section I

Complete this form and submit it to the City’s Transportation Services Parklet Program. The proposed Permittee must hold the requisite insurance.

### Permittee Information

Name and address of business or organization requesting the permit (proposed Permittee):

\_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Name of contact person for requesting organization: \_\_\_\_\_

### Location Information

Street location Proposed \_\_\_\_\_ between \_\_\_\_\_ and \_\_\_\_\_

\_\_\_\_\_

Address(s) of property immediately in front of proposed parklet (on same block face), as applicable: \_\_\_\_\_

### Returning Parklet?

If so, write your permit number below and indicate whether the parklet design has changed since your last application.

\_\_\_\_\_

### Property Owner(s)

Name of owner of property immediately in front of proposed location (if different than proposed Permittee named above): \_\_\_\_\_

Phone # \_\_\_\_\_ Email \_\_\_\_\_

If different from above, name of property manager / business owner for property:

\_\_\_\_\_

Phone # \_\_\_\_\_ Email \_\_\_\_\_

**Signatures**

Application is hereby made to the Transportation Services Department for a revocable permit to install a parklet. Applicant acknowledges and agrees that applicant has read and understands the Parklet Permit Special Conditions and agrees to be bound by the terms thereof upon receipt of a permit to install and operate a parklet.

*Proposed Permittee, Chairperson/Owner*

\_\_\_\_\_  
(Name Printed)

\_\_\_\_\_  
(Signature and Date)

The following individuals (as applicable) support this application:

*Property owner for requested location (if different than proposed Permittee)*

\_\_\_\_\_  
(Name Printed)

\_\_\_\_\_  
(Signature and Date)

*Property manager / business owner for property at the requested location (if different than above)*

\_\_\_\_\_  
(Name Printed)

\_\_\_\_\_  
(Signature and Date)

## Parklet Application – Section II

### Sample Letter of Support

The following represents a sample letter of support that should be submitted along with the application. Applicants are not required to use the exact language below.

Parklet Program  
Attn: Richmond Transportation Department  
440 Civic Center Plaza, 2nd Floor  
Richmond, CA 94804

To Whom It May Concern:

I am the Owner of/from the Neighborhood Council/ or business Neighbor of \_\_\_\_\_ [address and/or entity] and I am writing this letter in support of the parklet proposed for (individual or business name of parklet applicant) \_\_\_\_\_.

I have met with \_\_\_\_\_ [proposed Permittee] and understand the rules and special conditions governing the placement and operation of parklets in Richmond.

I am excited to see a parklet appear in my neighborhood. I understand that parklets add to the vitality of our neighborhood and support pedestrian activity. If you have any questions or concerns, please contact me at (phone number) \_\_\_\_\_ or email and/or physical address \_\_\_\_\_.

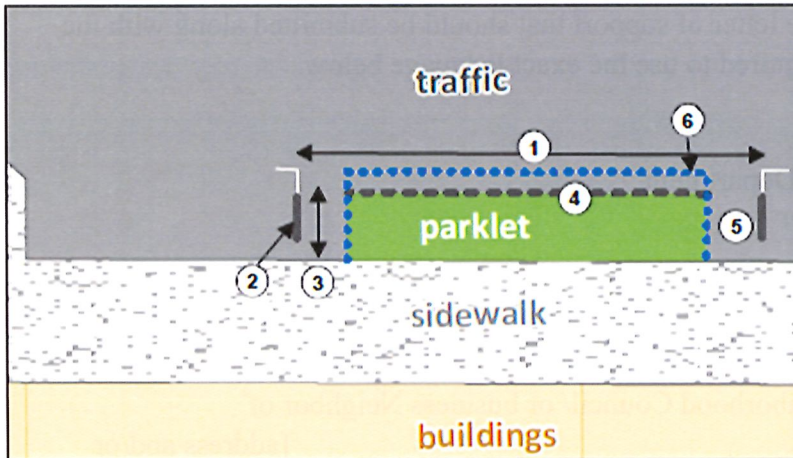
Sincerely,

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Signature

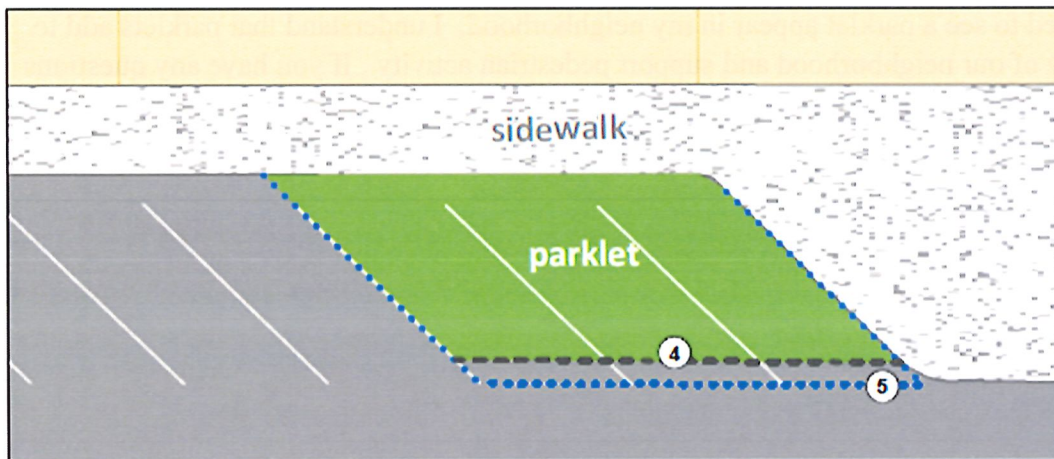
# PARKLET DIMENSIONS

## PARKLET DESIGN GUIDANCE



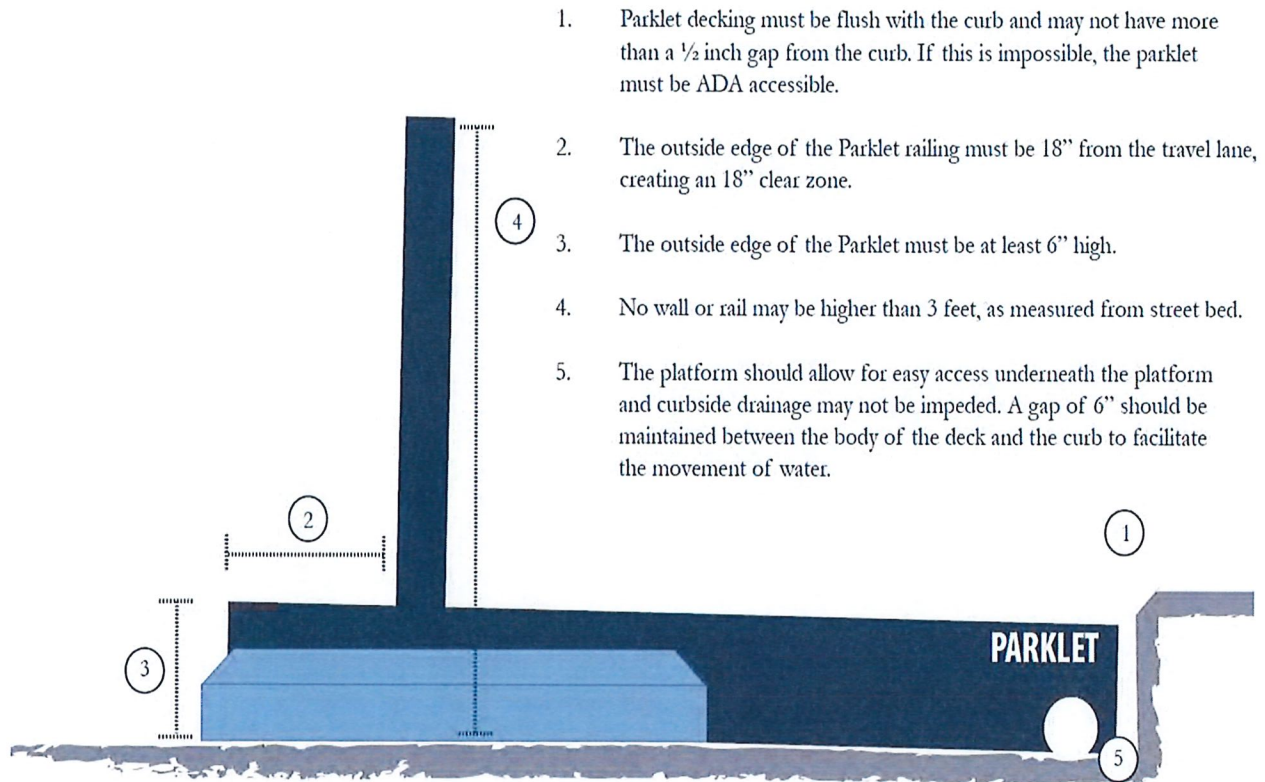
1. Generally 2 parking spots per parklet
2. 3' wheel stop installed 1' from curb
3. 6' width maximum
4. Visually permeable outside edge
5. 4' distance from parklet to wheel stop
6. Barrells & rope (or similar) along width and length of space

Type I - Permanent Structures to Semi-Permanent Parklet  
Type II - Temporary Eating Area to Quick Build Parklet



Type I - Permanent Structures to Semi-Permanent Parklet  
Type II - Temporary Eating Area to Quick Build Parklet

## Side View



**Parklets should not be any wider than the parking lane. If no parking lane is striped, applicants shall consult with the Engineering Department to obtain the official parking lane width.**

- The outside edge of the parklet railing must be 18" from the travel lane, creating an 18" clear zone.
- The outside edge of the parklet must be at least 6" high. A reduced curb height may be permitted if existing physical constraints limit the height provided that at least a minimum 3" curb height at the street edge is provided.
- Open guard rails are encouraged to reduce the risk that high winds will shift the parklet. No wall or rail may be higher than 3', as measured from the street.
- The platform should allow for easy access underneath the platform. Curbside drainage may not be impeded. A gap of 6" between the body of the deck and the curb must be maintained in order to facilitate the movement of water.

