



Received (Date Stamp):

*Staff use only*

Permit #: \_\_\_\_\_

**NEW PARKLET APPLICATION**

**I. APPLICATION FORM**

The parklet will provide:     *PRIVATE café seating*     *PUBLIC seating*     *Hybrid (BOTH)*

Site Address: \_\_\_\_\_

Cross-Street 1: \_\_\_\_\_ Cross Street 2: \_\_\_\_\_

**Applicant Contact Information** (main contact assigned to work with City staff)

Project Contact Name: \_\_\_\_\_

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

**Business Information**

Name of Business: \_\_\_\_\_

Address: \_\_\_\_\_

Type of Business: \_\_\_\_\_

Owner Name: \_\_\_\_\_

Owner Phone: \_\_\_\_\_

Owner Email: \_\_\_\_\_

**Property Owner Information**

Name of Property Owner or Representative: \_\_\_\_\_

Name of Property Owner Company: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_



**Business and Property Owner's Affirmation**

*I, the undersigned, do affirm that I am the owner or a duly authorized representative of the corporation owning the above referenced property. I have been made aware of the Applicant's intent to install a parklet in the parking lane in front of the business listed on this application and have no objections.*

Business owner \_\_\_\_\_ {Signature}

{Print Name} \_\_\_\_\_ {Date} \_\_\_\_\_

Property owner \_\_\_\_\_ {Signature}

{Print Name} \_\_\_\_\_ {Date} \_\_\_\_\_



**Site Information**

Proposed size of parklet (Square feet and # of parking spaces): \_\_\_\_\_

Is the parklet intended to span more than one storefront?    Yes    No

\* If “yes”, application must be received from each sponsoring business.

What is the proposed duration of the parklet? (Daily, every weekend, monthly etc. Please describe expected timeframe.)

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**II.    REQUIRED DESIGN DOCUMENT PACKAGE**

Please refer to the design requirements in the Parklet Program Overview. You can use the following checklist to ensure that your design proposal package is complete.

- Parklet Location and Context Plan.** This drawing should show the parklet footprint in relation to the surrounding streetscape context.
- Detailed Site Plan.** A top-view drawing of the parklet design.
- Design Elevations.** Side-view drawings of the proposed design.
- Renderings and Perspectives** (optional)
- Construction Drawings**
- Right-of-way use permit application**

**Design/Architecture Services (if applicable)**

Designer Name: \_\_\_\_\_

Design Firm: \_\_\_\_\_

Phone Number: \_\_\_\_\_

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



**Construction Services (if applicable)**

Contractor Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

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

**III. APPLICATION SUBMISSION INSTRUCTIONS**

How to submit your completed application package:

- Submit all permit applications to the Building Department:  
<http://www.milwaukieoregon.gov/building/apply-all-your-permits-line-through-epermitting-full-services>
- Format drawings to an 11x17 page layout
- Attach documentation of Insurance Requirements
  - *Standard Certificate of Liability Insurance, with the City of Milwaukie named as the Certificate Holder.*
  - *An endorsement, on file with the certificate, naming the City of Milwaukie as an additional insured.*
- Maintenance Plan
  - Contact Information
  - Cleaning schedule
  - Furniture: describe any proposed removable furniture. Describe where the furniture will be stored overnight and when the business is closed.
  - Use during cold/rainy months: If applicable, describe how the parklet will be used during the cold and rainy months and where furniture will be place when not used.
  - Signed Parklet Support and Maintenance Agreement
- Filing Fee