



Received (Date Stamp):

Staff use only

Permit #: _____

PARKLET RENEWAL APPLICATION

I. APPLICATION FORM

The parklet will provide: *PRIVATE café seating* *PUBLIC seating* *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: _____



REAFFIRMATION of Business and Property Owner’s Support

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} _____



II. RENEWAL APPLICATION SUBMISSION INSTRUCTIONS

Please include the following paperwork to ensure your application is complete:

- Submit all permit applications to the Building Department:
<http://www.milwaukieoregon.gov/building/apply-all-your-permits-line-through-epermitting-full-services>
- Completed Renewal Application Form
- 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.*
 - *The insurance shall provide coverage not less than \$1,000,000 (one million dollars) per occurrence.*
- 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 placed when not used.
 - Signed Parklet Support and Maintenance Agreement
- Parklet plans/drawings – show any proposed changes, if applicable
- Filing Fee