



COMMUNITY DEVELOPMENT
6101 SE Johnson Creek Blvd
Milwaukie OR 97206
503.786.7600
planning@milwaukieoregon.gov

Parklet Application

Permit #: _____

Right-of-Way Permit #: _____

SITE INFORMATION:

Address:	Cross Street 1:	Cross Street 2:	
Parklet will provide:	<input type="checkbox"/> PRIVATE Café Seating	<input type="checkbox"/> PUBLIC Seating	<input type="checkbox"/> HYBRID (both)
Proposed size of parklet (sq ft or # of parking spaces):			
Will the parklet span more than one storefront? <input type="checkbox"/> Yes* <input type="checkbox"/> No If "yes", an application must be submitted by each sponsoring business.			
Proposed or expected timeframe/duration of the parklet (i.e. daily, weekends, monthly, etc.):			

RESPONSIBLE PARTIES:

APPLICANT:	<input type="checkbox"/> Project Contact	<input type="checkbox"/> Business Owner	<input type="checkbox"/> Other
Project Contact Name:			
Phone(s):		Email:	
Business Name:		Business Owner Name:	
Type of Business:			
Address:		Zip:	
Phone(s):		Email:	
Applicant Signature:		Date:	
PROPERTY OWNER:			
Property Owner Company:			
Mailing address:		Zip:	
Phone(s):		Email:	
CONTRACTOR (if applicable):		Company:	
Mailing address:		Zip:	
Phone(s):		Email:	
DESIGNER/ARCHITECT (if applicable):		Company:	
Mailing address:		Zip:	
Phone(s):		Email:	

IMPORTANT INFORMATION ON REVERSE SIDE

BUSINESS AND PROPERTY OWNER AFFIRMATION:

ATTEST: I, the undersigned, do affirm that I am the owner or a duly-authorized representative of the corporation owning the above-referenced business/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:

APPLICATION SUBMISSION INSTRUCTIONS:

How to submit your completed application package:

1. Submit all permit applications to the Building Department: <http://www.buildingpermits.oregon.gov/>
2. Parklet plans/drawings, formatted to an 11x17 page layout.
3. 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.
4. 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 in use.
 - Signed Parklet Support and Maintenance Agreement
5. Filing Fee

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 Parklet Application**

THIS SECTION FOR OFFICE USE ONLY:

FEE TYPE		FEE AMOUNT	DATE STAMP
BASE FEE Due at time of submittal		\$	
PARKING RENT Due at time of approval	\$20/mo/parking space 25% off for Hybrid (\$15)	\$	
SIGNAGE		\$	
TOTAL RECEIVED: \$		RECEIPT #:	REC'D BY: