



ENGINEERING DEPARTMENT  
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 Milwaukie OR 97206

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# Parklet Renewal 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:

<b>APPLICANT:</b> <input type="checkbox"/> Project Contact <input type="checkbox"/> Business Owner <input type="checkbox"/> Other	
Project Contact Name:	
Phone(s):	E-mail:
Business Name:	Business Owner Name:
Type of Business:	
Address:	Zip:
Phone(s):	E-mail:
<b>Applicant's Signature</b>	Date:
<b>PROPERTY OWNER:</b>	
Property Owner Company:	
Mailing address:	Zip:
Phone(s):	E-mail:

**IMPORTANT INFORMATION ON REVERSE SIDE**

## RENEWAL APPLICATION SUBMISSION INSTRUCTIONS:

### How to submit your completed renewal application package:

1. Submit all permit applications to the Building Department:  
<http://www.milwaukieoregon.gov/building/apply-all-your-permits-line-through-epermitting-full-services>
2. Parklet plans/drawings, formatted to an 11x17 page layout. Show any proposed changes, if applicable.
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

### THIS SECTION FOR OFFICE USE ONLY:

FEE TYPE		FEE AMOUNT	DATE STAMP
<b>RENEWAL FEE</b> Due at time of submittal		\$	
<b>PARKING RENT</b> Due at time of approval	\$40/mo/parking space 25% off for Hybrid	\$	
<b>SIGNAGE</b>		\$	
<b>TOTAL RECEIVED: \$</b>	<b>RECEIPT #:</b>	<b>REC'D BY:</b>	