

# TEMPORARY PARKLET APPLICATION FORM

Published: November 2, 2020



## CONTACT INFORMATION

<b>Applicant's Name</b>		<b>Business Name</b>	
<b>Applicant's Phone #</b>		<b>Business Address</b>	
<b>Applicant's Email</b>		<b>Business Phone #</b>	

## PARKLET INFORMATION

**Proposed Parklet Address:** \_\_\_\_\_

**Nearest Intersection:** \_\_\_\_\_ **Number of Parking Spaces (If Applicable):** \_\_\_\_\_

**Total square footage of proposed Parklet/Bump-Out:** \_\_\_\_\_

**Number of tables and chairs proposed:** \_\_\_\_\_

**Estimated Project Cost: \$** \_\_\_\_\_ **Hours/Days of Operation:** \_\_\_\_\_

**Food Service Establishment Permit Number issued by Health Department:** \_\_\_\_\_

**TABC Permit Number (If Applicable):** \_\_\_\_\_

I have read and understand the **City of Laredo Temporary Parklet Manual and Ordinance** which covers responsibilities, design guidelines, and technical requirements.

I understand that this permit will expire and the temporary parklet must be removed on or before December 31, 2021.

**AUTHORIZATION SIGNATURE:** \_\_\_\_\_

*I certify that the information on this application is complete and accurate. I understand the fees and the process for this application. I understand my responsibility, as the applicant, to be present at meetings regarding this request.*

**App Fee: \$0**

**Submittal of this digital Application shall constitute as acknowledgement and authorization to process this request.**

**EMAIL APPLICATION TO – [bldgpermits@ci.laredo.tx.us](mailto:bldgpermits@ci.laredo.tx.us)**



## CHECKLIST FOR TEMPORARY PARKLET APPLICATION

**The following items are requested for consideration of this application. These and additional items may be required at the request of the Department.**

- |                          |                                                                                                                                                                                                                                                                                                                                                                              |
|--------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <i>Pre-application meeting with staff is required – email <a href="mailto:bldgpermits@ci.laredo.tx.us">bldgpermits@ci.laredo.tx.us</a> or call (956) 794-1627 to schedule</i>                                                                                                                                                                                                |
| <input type="checkbox"/> | <i>Completed Application for Temporary Parklet/Bump-out</i>                                                                                                                                                                                                                                                                                                                  |
| <input type="checkbox"/> | <b>Site Plan:</b> A map, survey, drawing, aerial photograph, site plan or similar information showing the footprint/outline of the proposed parklet, including dimensions of parklet, property lines, existing sidewalk width, existing parking stalls/alignment and all existing sidewalk furniture and obstructions; e.g. fire hydrants, utility poles, street trees, etc. |
| <input type="checkbox"/> | <b>Additional Design:</b> A description of type(s) of elements proposed to be placed in the parklet; e.g. tables, chairs, benches, planters/landscaping, bicycle parking, etc.                                                                                                                                                                                               |
| <input type="checkbox"/> | <b>Safety Measures:</b> A detailed description of safety elements that will be installed adjacent to travel lanes and open parking spaces                                                                                                                                                                                                                                    |
| <input type="checkbox"/> | Proof of insurance                                                                                                                                                                                                                                                                                                                                                           |
| <input type="checkbox"/> | Completed License and Maintenance Agreement (provided by staff)                                                                                                                                                                                                                                                                                                              |

### Governor's Report to Open Texas Compliance

I \_\_\_\_\_ (applicant name) on behalf of  
 \_\_\_\_\_ (company/business) have read and agree to follow the protocols, practices, and guidelines applicable to my business as specified in the *Governor's Report to Open Texas* (and any potential amendments) at <https://gov.texas.gov/organization/opentexas>. I understand and agree that this permit may be revoked without a hearing if my business is found to be in violation of those protocols, practices, and guidelines after receiving a verbal warning from a city staff member.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name, Title: \_\_\_\_\_



City of Laredo

# TEMPORARY PARKLET MANUAL

2020



# APPLICATION

## PRE-APPLICATION

Prior to submitting an application, applicants are **required** to schedule an appointment with the Building Development Services to verify the viability of the location and proposed elements. Parklets should be proposed in areas where they are likely to be used and active. To schedule a meeting, please email [agarcia@ci.laredo.tx.us](mailto:agarcia@ci.laredo.tx.us) or call (956) 794-1627 to speak to the director.

## APPLICATION AND PROCESS

After the Pre-Development meeting, the applicant may begin the process of completing the application and supporting materials. Applications can be submitted by email at [sescamilla@ci.laredo.tx.us](mailto:sescamilla@ci.laredo.tx.us). A completed application will include the following:

1. Parklet Application.
2. A map, survey, drawing, aerial photograph, site plan or similar information showing the footprint/outline of the proposed parklet, including dimensions of parklet, property lines, existing sidewalk width, existing parking stalls/alignment and all existing sidewalk furniture and obstructions; e.g. fire hydrants, utility poles, street trees, etc.
3. A description of type(s) of elements proposed to be placed in the parklet; e.g. tables, chairs, benches, planters/landscaping, bicycle parking, etc.
4. A detailed description of safety elements that will be installed adjacent to travel lanes and open parking spaces.
5. Proof of Insurance, as required.

## NOTIFICATION TO NEIGHBORING BUSINESSES/OWNERS

After an application has been submitted, staff will notify the business owners and property owners adjacent to the parklet that a temporary parklet application has been submitted for review.

## APPROVAL

Once City staff determines an application is complete and meets the standards set forth below, the Building Development Services Department will issue an administrative temporary parklet permit.

## DURATION

Approved parklets will be permitted from the date the permit is issued until December 31, 2021. All parklet installations must be removed on or before December 31, 2021. The owner of any parklet not removed on or before December 31, 2021 will be subject to immediate enforcement action. All approved parklets are temporary installations and are subject to removal with any violation of the permit, maintenance, or general procedure.



# DESIGN

The parklet design and location shall conform to the following design guidelines, as well as any additional standards made part of the approval of the individual parklet. Additional requirements and further details can be found in *Ordinance 2020-O-\_\_\_*.

## 1. LOCATIONS

Parklets are allowed in City right of way or parallel or angled parking spaces within unused right-of-way and park locations. All proposals will be reviewed on a case-by-case basis. Parklets can be permanent or temporary (setup and removed daily).

## 2. PARKS

Parklets are allowed at City parks. No alcohol can be served. Locations must get approval from Parks & Recreation Department Director. Location may be up to 500 square feet reviewed on a case-by-case basis.

## 3. PRIVATE PARKING LOTS

Private parking lots can utilize up to 25% of their off-street parking. Adjacent lots can be utilized with written permission. This is to be determined on a case by case basis as long as this does not affect adjacent residential neighborhoods.

## 4. SPEED LIMIT

Parklets are only permitted where the posted speed limit is 30 mph or less.

## 5. STREET SLOPE

Parklets must be situated on streets with a running slope (grade) of five percent or less or provide a level surface to meet this grade.

## 6. BUFFERS & SAFETY ELEMENTS

Parklets shall be required to have a buffer to protect users from street traffic. Buffers can be either reflective tape, planters, durable seating, temporary railing/edging, or other visible, protective edging as approved by staff in the application process. Traffic cones are not recommended but may be allowed on a case-by-case basis. Parklets must be situated a minimum of 2 feet from the nearest edge of traveled way. Planters used as edging features are required to be large and durable. All edging and buffering mechanisms will require City approval.

## 7. UTILITIES

Parklets shall not be allowed in front of a fire hydrant, or over a manhole, public utility valve, or cover. Curb and roadside drainage shall not be impeded by the parklet. If decking is being constructed, the decking should allow for easy access underneath and curbside drainage shall not be impeded. A gap of 6" should be maintained between the body of the deck and the asphalt to facilitate the movement of water.

## 8. ADA REQUIREMENTS

All elements of Parklets shall be constructed and/or installed to conform to the applicable provisions, rules, regulations, guidelines of the Americans with Disabilities Act (ADA), and Texas Accessibility Standards (TAS). Disabled parking spaces may not be used.

## 9. DESIGN FOR EASY REMOVAL

Parklets are temporary in nature and must be designed for easy removal. All removable furniture must be locked or stowed each night.

## 10. PARKLET DECKING

Parklet decking must be flush with the curb and may not have more than ½" gap from the curb. If decking is installed, a minimum 36" ADA accessible entryway to the parklet must be maintained for all parklets. Platforms shall not exceed a 2% cross slope. Decking will need to be constructed of durable material capable of withstanding weather elements. Deck installation shall not damage the sidewalk, street, curb, or any aspect of the public right-of-way. Due to the temporary nature of the parklet, any proposed decking shall not be allowed to be bolted into the asphalt.

pg. 4

## 11. EDGING

All proposed edging shall be visually permeable. Due to the temporary nature of the parklets, all edging or railing shall not be bolted to the asphalt. Therefore, any edging or railing will need to be removed each day so as not to blow away or fall when the parklet is not in use. The temporary railing shall be durable enough to stand

on its own and should have a sturdy base.

## 12. VISUAL DESIGN

Parklet designs must maintain a visual connection to the street and not obstruct sight lines to existing businesses or roadway signage. While not visible from the sidewalk, the parklet's back is highly visible from across the street. Large blank walls, therefore, are discouraged.

## 13. MATERIALS

Materials should be high quality, durable, waterproof, and capable of withstanding heavy use and exposure to the elements. Loose particles such as sand or loose stone are not permitted within the parklet area. All furniture must be designed for outdoor use. The following images outline allowed material and furniture types. Sofas as parklet furniture is prohibited.

## 14. INSURANCE

The applicant business shall maintain required insurance policies in full force and effect throughout the term of the Parklet permit.

Proof of liability insurance of \$1,000,000 per occurrence, \$2,000,000 annual aggregate for General Liability, including premises, contractual, personal and advertising injury, product, completed operations and \$5,000 per person medical payments.

If liquor is to be sold or allowed (i.e. BYOB), a Liquor Liability endorsement on the general liability will be accepted. However, if not to include it on the general liability policy, a separate Liquor Liability policy with \$1,000,000 per occurrence limit and \$2,000,000 annual aggregate.

If operations are within City premises such as a park, auto liability and workers' compensation may be required if applicable.

The policies shall name the applicant business as an insured party and the City of Laredo shall be added as an additional insured with a waiver of subrogation in favor of the City, in all applicable policies.

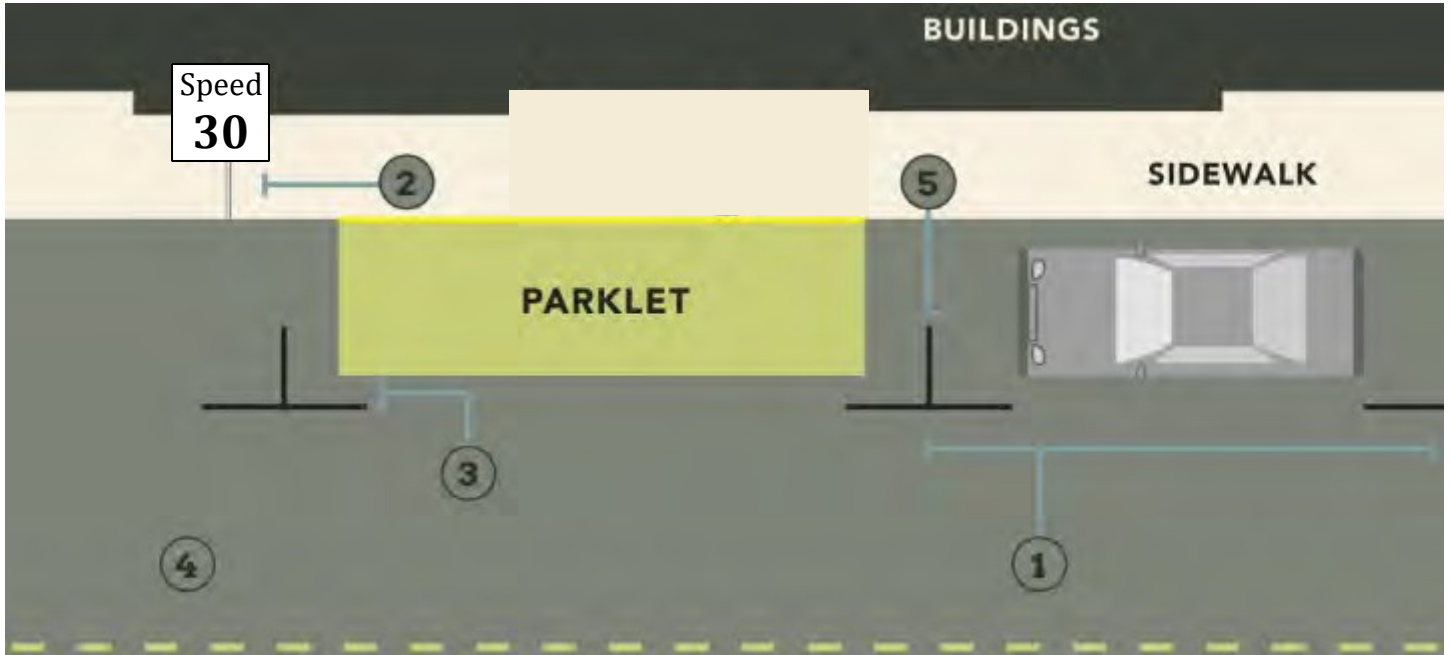
Certificate of insurance shall include the certificate holder as follows:

City of Laredo  
1102 Bob Bullock Loop  
Laredo, TX 78043

**Allowed materials:** metals, sturdy plastic chairs, wood, sturdy recycled materials

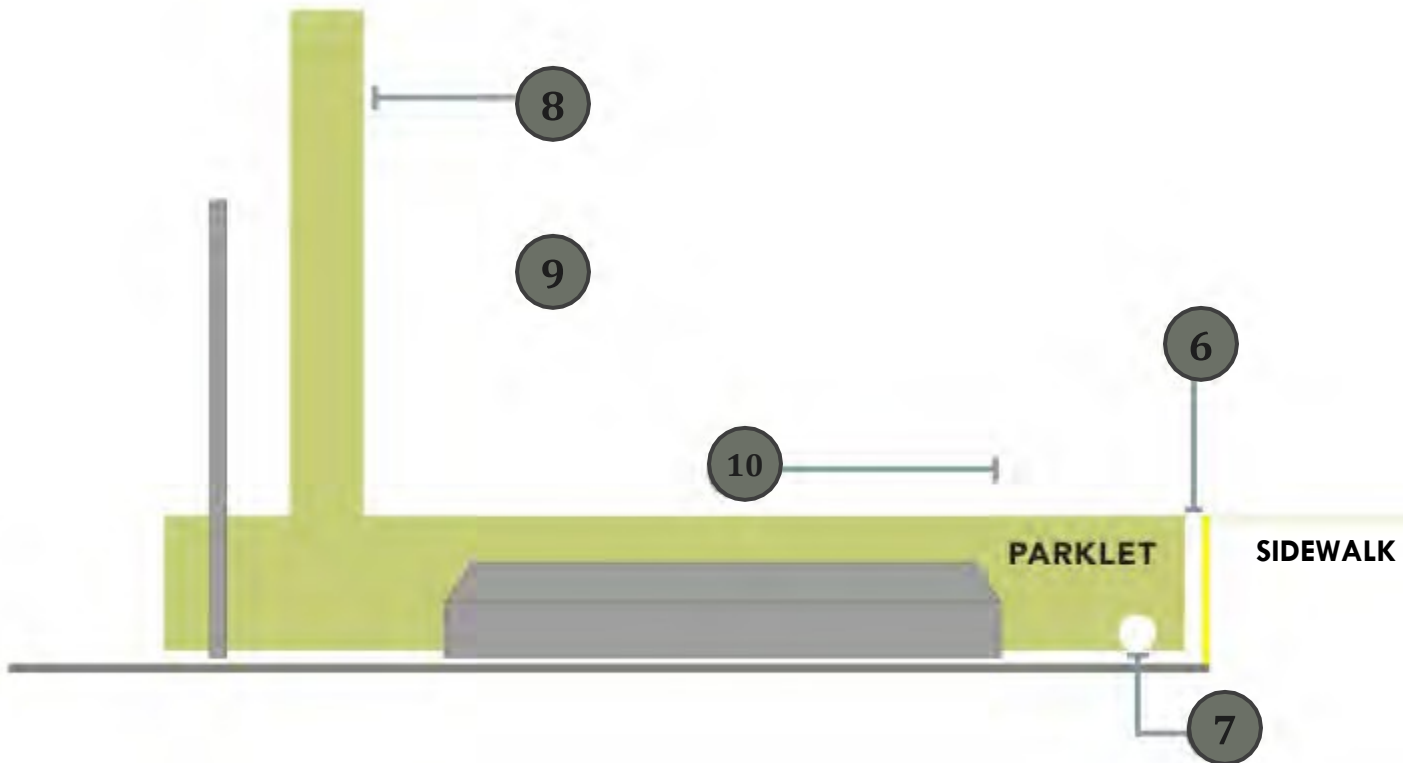


## PLACEMENT GUIDELINES



1. Parklet must be protected by a bollard, sidewalk bulb-out, or other similar feature).
2. In an area with a posted speed limit of 30mph or slower.
3. Minimum of 2 feet from the nearest edge of traveled way.
4. Street has a grade of no greater than 5%.
5. Buffer to protect users from street traffic.

## DESIGN, cont.



6. If decking is installed, decking must be flush with the curb and may not have more than  $\frac{1}{2}$ " gap from the curb. If this is impossible, the parklet must be ADA accessible. A minimum 36" ADA accessible entryway to the parklet must be maintained for all parklets.
7. The platform should allow for easy access underneath the platform and curbside drainage may not be impeded. A gap of 6" should be maintained between the body of the deck and the asphalt to facilitate the movement of water.
8. All edging shall be visually permeable.
9. The temporary railing shall be durable enough to stand on its own and should have a sturdy base.



## RESPONSIBILITIES OF PERMIT HOLDERS

Parklets permit holders are responsible for the following. Additional requirements and further details can be found in *Ordinance 2020-O-\_\_\_*.

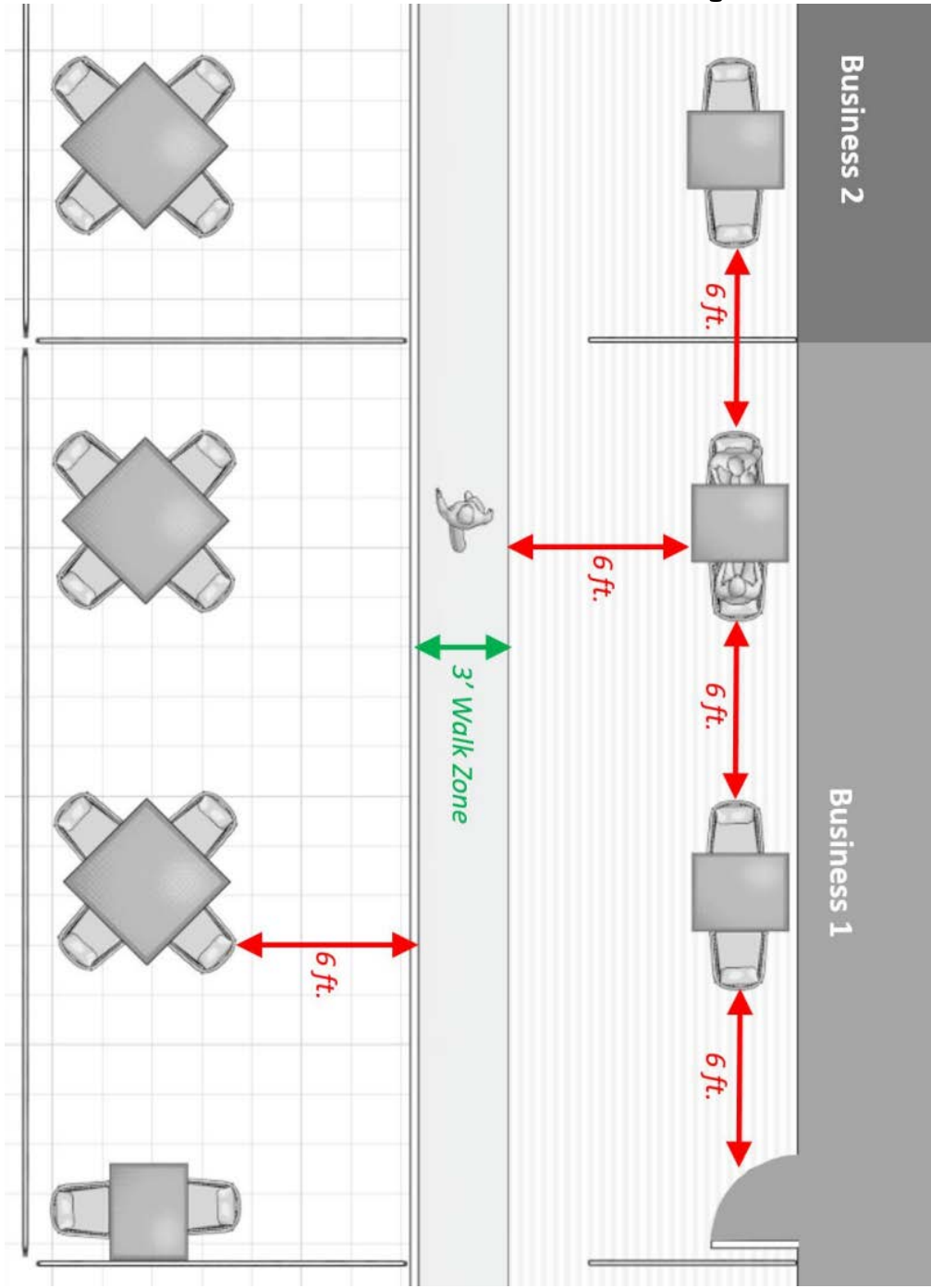
- Keep parklet well maintained and in good repair with daily cleaning.
- Keep parklet free of debris, grime, and graffiti.
- Water and maintain all parklet vegetation.
- Provide pest control as needed.
- Alcohol is allowed in the parklet, if proper TABC licenses are provided
- All permit holder must comply with Smoking Ordinance requirements found in Chapter 15, Article VI of the Laredo Code of Ordinances.
- Amplified music is prohibited in the parklet.
- No advertising signage is allowed in or on the parklet. The parklet may include informational signs such as “no smoking” or “no alcoholic beverages beyond this point”.
- If food service is proposed within the parklet:
  - The kitchen facilities must be a permitted Food Service Establishment in good standing.
  - Food trays, carts, receptacles for dirty dishes, etc. shall not be placed or stored on any portion of the sidewalk or parklet.
  - Non-disposable dishes, silverware, and linens must be used to prevent items from blowing off tables.
  - Cooking appurtenances are prohibited within the parklet.
- Any proposed removable tables, chairs, planters or other appurtenances that should be locked or stowed nightly according to City standards and best methods. Bolting of fence/barrier is allowed with City approval.
- The permit holder must provide for at least one trash receptacle and one recycle bin that is emptied during the day and every night.
- Parklet cannot be leased.
- Administrative parklet permit and layout must be posted prominently and visibly.

### TRASH & RECYCLING REQUIREMENTS

The permit holder is required to provide trash and recycling receptacles sufficient for the proposed use and is subject to the following requirements:

- Food service establishments must provide both receptacles which shall be no smaller than 10 gallons.
- Retail or other non-food service establishments must provide both receptacles, however a minimum size is not required.
- Receptacles must be emptied by the permit holder at any time they are visibly full.
- All waste and recycling generated within the parklet is the responsibility of the permit holder. This includes items that are blown from the parklet.
- Bin covers are encouraged.
- Green trash and blue recycling receptacles are encouraged.
- If the permit holder does not currently have access to recycling facilities, the permit holder will need to work with city staff to find an accessible recycling facility.

# Site Plan Example



City of Laredo Planning Department

