



GARLAND
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TEMPORARY PARKLET APPLICATION

Department of Planning &
Community Development
800 Main Street 2nd Floor

Ph: (972) 205-2445 Fax: (972) 205-2474

Submittal Instructions: After completing the Temporary Parklet Application, email this downloadable and fillable form as an attachment along with all required supporting documents to Planning@GarlandTX.gov. Once the application has been approved, City staff will email the parklet sponsor instructions on how to execute a Parklet License Agreement, obtain the Temporary Parklet Permit and schedule a field inspection.

Note: Every application shall be subject to a determination of completeness, the responsible city official is not required to review an application unless it is complete.

CONTACT INFORMATION

Name of person sponsoring the parklet:

Phone number and e-mail of the parklet sponsor:

Name and address of business (establishment) associated with the parklet:

Phone number of business (establishment) associated with the parklet:

Name, phone number and e-mail of owner of business (establishment) associated with the parklet (if different from the parklet sponsor):

PARKLET INFORMATION

Number of parking spaces (min. 2 spaces, max. 3 spaces) to be taken for the parklet installation:

Estimated cost of project:

List days and times of the parklet operation (example Monday-Friday, 10:00 a.m. to 8:00 p.m.):

(Days)

(Begin time)

(End time)

REQUIRED SUPPORTING DOCUMENTS

- 1) Proof of liability insurance.** \$250,000 of bodily injury liability coverage per person, \$500,000 per accident, and \$50,000 in property damage liability insurance. The policy must include the parklet installation and removal dates. Liability insurance must be kept in full force throughout the full term of the Temporary Parklet Permit, which begins on the day the permit is issued.
- 2) Proof of consent.** This is a letter with a statement asserting that the owner of the property where the establishment associated with the parklet is located has been contacted and they fully support the proposed parklet installation. The statement must include the name(s) and contact information (i.e. phone number and email address) of the property owner.
- 3) Notification.** A written statement indicating that business owners and property owners (if different from the business owners) adjacent to the establishment associated with the parklet have been notified that a Temporary Parklet Application will be submitted for review. The property owners of adjacent tenant spaces must be notified even when adjacent tenant spaces are vacant. The statement must include names and contact information (i.e. phone number and email address) of business owners and property owners.
- 4) Site Plan.** The site plan must demonstrate full compliance with the standards in the Temporary Parklet Eligibility Checklist Form and the Parklet Design Standards found in the Temporary Parklet Manual. A site plan includes but is not limited to showing the location of the business frontage (business associated w/parklet), width of existing adjacent sidewalk, width and depth of parklet, location and materials of the parklet protective elements, setbacks from parklet to nearest street elements such as travel lane, bus stop, fire hydrant, stormwater inlets, drop boxes/kiosks (e.g. FedEx, UPS, etc.). Also, show with dash lines location of parking spaces to be taken for the installation of parklet. Please note that site plan must be computer generated and drawn to scale. Also note that all distances and dimensions must be in feet and inches.
- 5) Parklet Elevations.** Elevations drawings should identify parklet heights and materials.
- 6) Statement of Purpose.** A written statement identifying purpose of parklet (e.g. dining, lounging, etc.) and providing parklet installation cost and schedule (number of days it would take to complete the installation once a permit is issued).
- 7) A written description of parklet materials and proposed parklet amenities** (e.g. chairs, tables, benches, umbrellas, landscaping, etc.).

PARKLET SPONSOR RESPONSIBILITIES

The parklet sponsor shall have an obligation to meet the following responsibilities:

- 1) Maintain insurance of \$250,000 of bodily injury liability coverage per person, \$500,000 per accident, and \$50,000 in property damage throughout the full term of the Temporary Parklet Permit.
- 2) Pay for all costs associated with the parklet permit(s), the parklet liability insurance, the parklet installation, the parklet maintenance and the parklet removal as well as the repairs to any elements of the right-of-way that may sustain damages due to the installation, use or removal of the parklet.
- 3) Regular maintenance of the parklet. Maintenance of the parklet includes but is not limited to the following: daily removal of trash and debris on the parklet; removal of grime and graffiti on the parklet as needed; removal of trash and debris from under the parklet as needed; watering any landscaping; pest control; and repairs as needed to restore the parklet back to original estate. Trash and debris removed from the parklet must be discarded in a dumpster for collection; it will not be the responsibility of the waste service provider to remove the waste or debris from the parklet. Removal and discarding of trash or debris shall comply with City of Garland Code of Ordinance including appropriate storm drain inlet protection.
- 4) Sound amplification systems in the parklet area are prohibited.
- 5) Events or activities that were not specified on the application as purpose of the parklet are prohibited in the parklet area.
- 6) No elements or amenities of the parklet are to be stored on the sidewalk or on the street.
- 7) Removal of all the parklet elements prior to street construction/work, utility repairs or city events (timing of removal will be determined by the City of Garland).
- 8) Removal of all the parklet elements within three (3) business days after the expiration of the Temporary Parklet Permit or within three (3) business days after the cessation of the business associated with the Temporary Parklet Permit; whichever occurs first. The life of the Temporary Parklet Permit begins on the day the permit is issued.

I, _____ (parklet sponsor), on behalf of

_____ (business) hereby understand and affirm the

following:

- 1) I am not prohibited by any lease or rental agreement from installing a parklet in front of my place of business.
- 2) The information submitted with this application is complete and accurate.
- 3) I have read, understood and agree to meet the responsibilities as listed above.
- 4) I shall not alter, add to, expand or otherwise change the parklet or the use of the parklet without approval of the City of Garland.
- 5) I shall not close streets, lanes, sidewalks, parking spaces other than those identified in this permit.
- 6) I shall not transfer the Temporary Parklet Permit nor sublet the parklet.
- 7) The business identified in this application as the establishment associated with the parklet is the exclusive parklet vendor.
- 8) No food trucks or outside vendors will be permitted as part of the parklet activation/amenities.
- 9) I understand the Temporary Parklet Permit is issued for a maximum of 90-days with the option to extend the permit for additional 90-day periods, and that each permit extension must be requested in writing to the Planning Department by no later than (10) working days prior to the end of each 90-day period.
- 10) I understand the Temporary Parklet Program ends 30 days after the Governor's COVID-19 disaster orders have ended, at which point all active permits will automatically expire.
- 11) I understand the Temporary Parklet Permit will be null and void, if all stipulations and requirements are not met including complying with the design of the parklet as approved by the _____ City.

Once filled out print, date, sign and send form as an attachment to Planning@GarlandTX.gov

Signature _____ Date _____