

Parklet Guidelines

- 1) Parklets are permitted on streets with **speed limits of 25 mph or less**.
- 2) In general, parklets **must be located at least one parking space away from an intersection or street corner**. A curb-extension (bulb-out), or some other physical barrier that would protect the parklet in a corner location may allow the city to consider corner parklets.
- 3) **Metered** parking spaces only
- 4) Parklets are prohibited in front of active driveways, on street curves or hills where horizontal or vertical sight-distance is an issue.

Parklets are prohibited in bus lanes, in front of fire hydrants, at utility access points (like manholes), and at high turnover parking spots (like banks, post office, and reserved take out/ delivery service parking).

- 5) **Street slope**. Parklets are generally permitted on streets with a running slope (grade) of five percent or less.
- 6) Parklets **can't block public utilities**, fire hydrants, bus stops, or driveways. Parklets located next to driveways must be set back two feet from the outside edge of the driveway.
- 7) Parklets cannot be installed in locations where traffic congestion is an issue or where congestion could be an issue in the short term.
- 8) Parklets cannot be installed in existing marked parking lane that becomes a travel lane at any time of the day. That is, no rush hour restricted spaces

Design and Siting Requirements:

Setbacks. All parklets are required to include 4-foot setbacks on either side to buffer the parklet from adjacent on-street parking spaces and driveways. Parallel parking spaces in the District typically measure 8 feet wide by 20 feet long. Additionally, the outer edge of the parklet must have 2' clear zone from the adjacent travel lane. With standard setbacks, the dimensions of a parklet in one space would be 6' x 12'.

Buffer the edges. Depending on the location, the parklet should have an edge to buffer the street. This can take the form of planters, railing, cabling, or some other appropriate buffer. The height and scale of the buffer required will vary depending on local context. For example, on some low-traffic streets, a continuous edge may not be required. (If cable railing is used, spacing between cables cannot exceed six inches. Minimum height is 36", max is 42")

Maintain a visual connection to the street. Parklet design should maintain a visual connection to the street. Continuous opaque walls above 42" that block views into the parklet from the surrounding streetscape are prohibited. You are allowed to include columns and other vertical elements. 84" is the minimum overhead clearance that must be provided for any parklet enclosure that has a canopy, etc. –visually permeable – should not obstruct line of sight

Platform surface. The top of the parklet platform must be flush with the sidewalk with a maximum gap of one-half inch.

ADA compliance. A minimum 36" ADA accessible entryway to the Parklet must be maintained for all parklets.

Access. The space underneath the platform surface must be accessible for maintenance through access panels, removable pavers, etc.

Structural details. Parklets should be finished with quality materials and must support 100 pound per square foot live load. All rails must be capable of withstanding a 200 pound horizontal force. Applicants interested in utilizing fabric sails or other architectural features which may "catch" wind, must provide proof of wind loads.

Safety devices. A three-foot wheel stop must be installed one foot from the curb at the edge of the front and back parking spaces. Wheel stops should be setback four feet from the parklet structure. There must be reflective soft hit posts at the outside corners. They must align with the end of the platform and not encroach on the travel lane.

Table Service. Parklets are free and open to all members of the public to use. You will be responsible for ensuring that there is no table service on your parklet, including the placement of condiments or napkins. Table service is also prohibited at parklets; as is the placement of condiments or napkins. Furniture must be distinct from any other used by a sponsoring business.

Eligible Organizations

- Business Improvement District (BID)
- Ground-floor business owner
- Fronting property owner
- Nonprofit and community-based organizations

Required Construction Documents

1. **Parklet Location and Context Plan.** It should include:
 - Your building, adjacent properties (include addresses) and their building entrances. Existing sidewalk width(s).
 - Existing curb cuts and/or driveways.
 - Adjacent bike lane or auto traffic lane.
 - Existing parking spaces with dimensions.
 - Existing parking meters, with numbers of all meters to be removed (these numbers are generally posted on the meter facing the street, and are formatted as follows: XXX-XXXX).
 - Other existing sidewalk features near the proposed parklet area (fire hydrants, streetlights, utility access panels, bike racks, etc.).
 - Existing utilities in the street, on the sidewalk, covered by or adjacent to the proposed parklet.
 - Existing street trees and tree pits.
 - Proposed parklet footprint and dimensions, including setback dimensions (48 inches from adjacent parking spaces and 12 inches from adjacent bike or auto traffic lane).
2. **Detail site plan**
 - Various elements included in the design.
 - Different materials to be used in the design.
 - Plant types and/or species to be used.
 - Dimensions of parklet and parklet elements (including buffer areas).
3. **Elevations from all sides.** These side-view drawings of your proposed design should include:
 - Various elements included in the design.
 - Different materials to be used in the design.
 - Dimensions of parklet, parklet elements and buffer areas.
4. **Sections.** These are “cut-through” drawings of your parklet design that articulate complex design elements; such as how accessibility is provided.
5. **Construction Details.** These drawings show how your parklet will be assembled or constructed. They should be stamped by a certified PE and include:
 - Any hardware such as fasteners to be used in the construction process.
 - A detail showing how you will maintain positive drainage flow along the curb line. You should also articulate how you will access the drainage channel if it gets blocked.

Additional required documents

- signed maintenance and operation agreement
- liability insurance
- hold-harmless agreement
- Demonstration of neighborhood support
 - Letters of support
 - Property owners
 - Adjacent businesses
 - BID
 - Neighborhood organizations
 - Business associations
 - Petition signed by customers or nearby residents
 - ANC resolution
- Public notice period posted for 10 calendar days in front window (if parklet is approved)
 - Seattle requires posted notice for 14 days, and that applicant mail a notice to all addresses within 200 feet of the proposed parklet.