City of Minneapolis

PARKLET APPLICATION MANUAL

Spring 2016

Minneapolis
City of Lakes

About This Manual
The City of Minneapolis Parklet Application Manual is intended to guide applicants through the process and procedures for applying for a parklet. It provides a comprehensive overview of the program, policies, procedures, criteria and guidelines for creating parklets in the City right-of-way. Business owners, property owners, and other potential applicants are encouraged to read the manual prior to the application process.

The Minneapolis Parklet Manual was created by the City of Minneapolis Departments of Community Planning and Economic Development and Public Works.
Content for the Manual was provided by:

Lacy Shelby
Mackenzie Turner Bargen
Rachel Kerber

Special recognition is given to the San Francisco Parklet Manual and the San Francisco Planning Department's City Design Group Staff.

For more information on the parklet program please contact:

Mackenzie Turner Bargen
Public Works
Mackenzie.Turner@minneapolismn.gov

Lacy Shelby
Community Planning and Economic Development
Lacy.Shelby@minneapolismn.gov

City of Minneapolis
Public Works
350 South 5th Street
RM 203 City Hall
Minneapolis, MN 55415

Community Planning and Economic Development
105 Fifth Avenue South, #200
Minneapolis, MN 55401
http://www.ci.minneapolis.mn.us/

Minneapolis
City of Lakes

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CITY OF MINNEAPOLIS GOALS

Living Well
Minneapolis is safe and livable and has an active and connected way of life

One Minneapolis
Disparities are eliminated so all Minneapolis residents can participate and prosper

A Hub of Economic Activity and Innovation
Businesses - big and small - start, move, stay and grow here

Great Places
Natural and built spaces work together and our environment is protected

A City that Works
City government runs well and connects to the community it serves

Parklet on Bloomington Ave S , Minneapolis Photo: Mariano Espinoza

ABOUT
JXTA
JUXTAPOSITION ARTS

Parklet on Emerson in North Minneapolis

ABOUT

About This Manual

The City of Minneapolis Parklet Application Manual is intended to guide applicants through the process and procedures for applying to install a parklet. It provides a comprehensive overview of the program, policies, procedures, criteria and guidelines for creating parklets in the City right-of-way. Business owners, property owners, and other potential applicants are encouraged to read the manual prior to the application process.

About Parklets

Parklets are an innovative and cost effective way to add public gathering space to public streets. Parklets are streetscape enhancements, providing an economical solution for increased public open space. Parklets provide amenities like seating, plantings, bike parking and public art. While parklets are typically funded and maintained by neighboring businesses, residents and community organizations, they are publicly accessible and open to all. Parklets are located in the parking lane adjacent to the curb designed as an extension of the sidewalk. Advertising and other commercial activities are not permitted in the parklet.

Parklets Should

- Respond to the local surroundings and conditions
- Respect accessibility and users of the street environment
- Use durable quality materials
- Engage the community and generate interest in the public realm

Parklet in San Francisco, Reveille Coffee

PARKLET PROGRAM

Purpose

The program objective is to enable and empower community groups and businesses to enhance the pedestrian friendliness of their street and encourage people's engagement with the urban environment through the creation of alternative public space.

Program Goals

The goal of the parklet program is to make the City more livable, walkable, and beautiful. This program is a step towards the enhancement of the public realm using new tools and techniques.

Program Benefits

- *Transform underutilized street space into vibrant public space*
- *Support local business communities by activating community corridors*
- *Foster community interaction and social engagement*
- *Empower more groups and entities to provide pedestrian enhancements that contribute to livability*
- *Attract pedestrians*

Parklet on Emerson Ave. N., Minneapolis

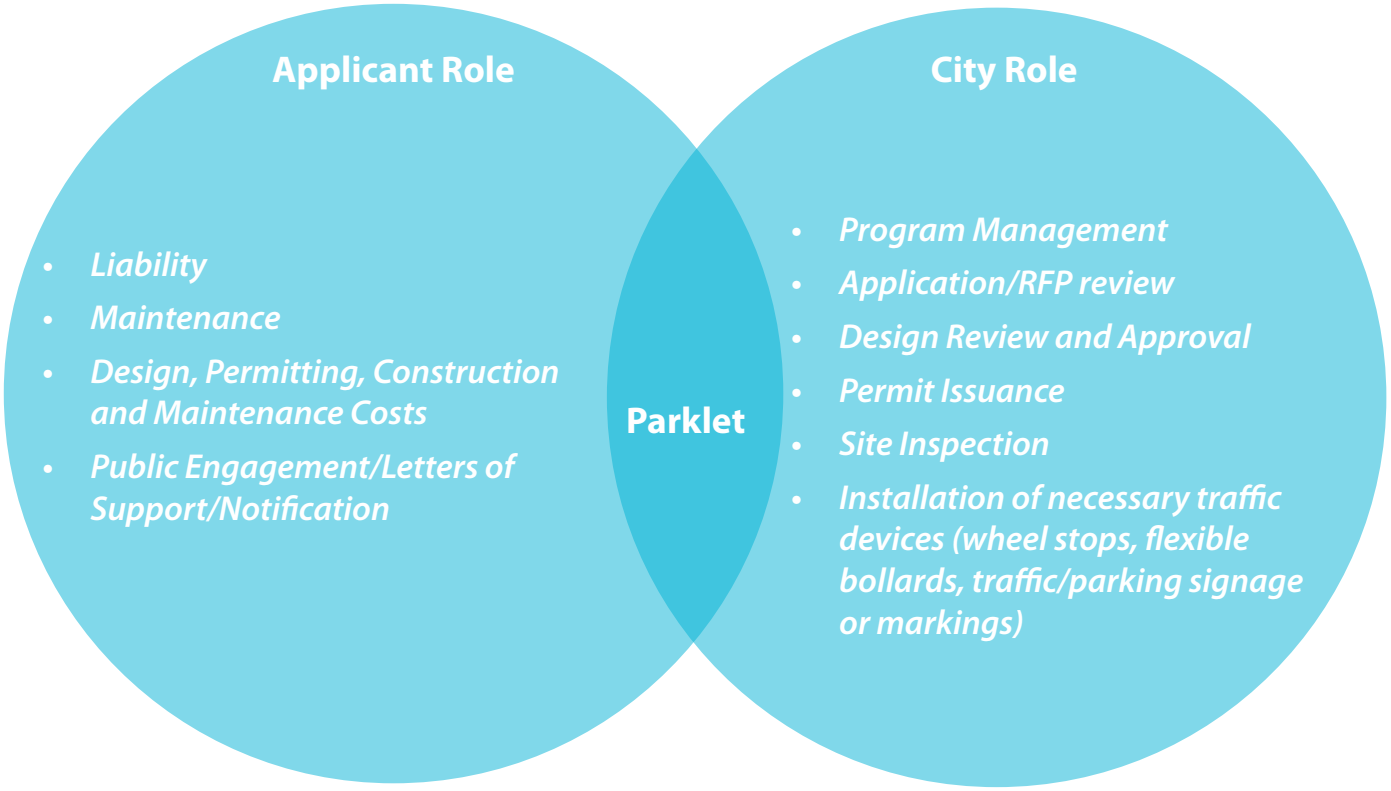
ROLES AND RESPONSIBILITIES

Eligible Applicants

Eligible applicants must have the organizational capacity to conduct outreach with the community and provide daily maintenance. Eligible applicants may be, but are not limited to:

- *Neighborhood organizations*
- *Ground-floor businesses owners*
- *Fronting property owners*
- *Non-profit and community based organizations*
- *Special Service Districts*
- *Others on a case-by-case basis*

Parklet on Central Ave NE, Minneapolis



Applicant Responsibilities
Design and installation, capital costs, liability insurance, performance bond (if required), maintenance and upkeep.

Successful applicants will be required to enter into a Memorandum of Understanding (MOU) and receive an Encroachment Permit with the City that commits them to the following:

- *Carry Comprehensive General Liability Insurance of $1M and Workers' Compensation Insurance, per City of Minneapolis policies*
- *Keep the parklet and the surrounds clean and clear of debris*
- *Maintain landscape, weeding, watering and pruning*
- *Secure furniture and other movable items as deemed appropriate after business hours*
- *Installation and removal adhering to the dates specified in the Permit and MOU*

Applicants will accept the responsibility for the design, installation, operation, management, maintenance and removal of the parklet. Applicants will maintain the parklet structure and furniture in good repair.

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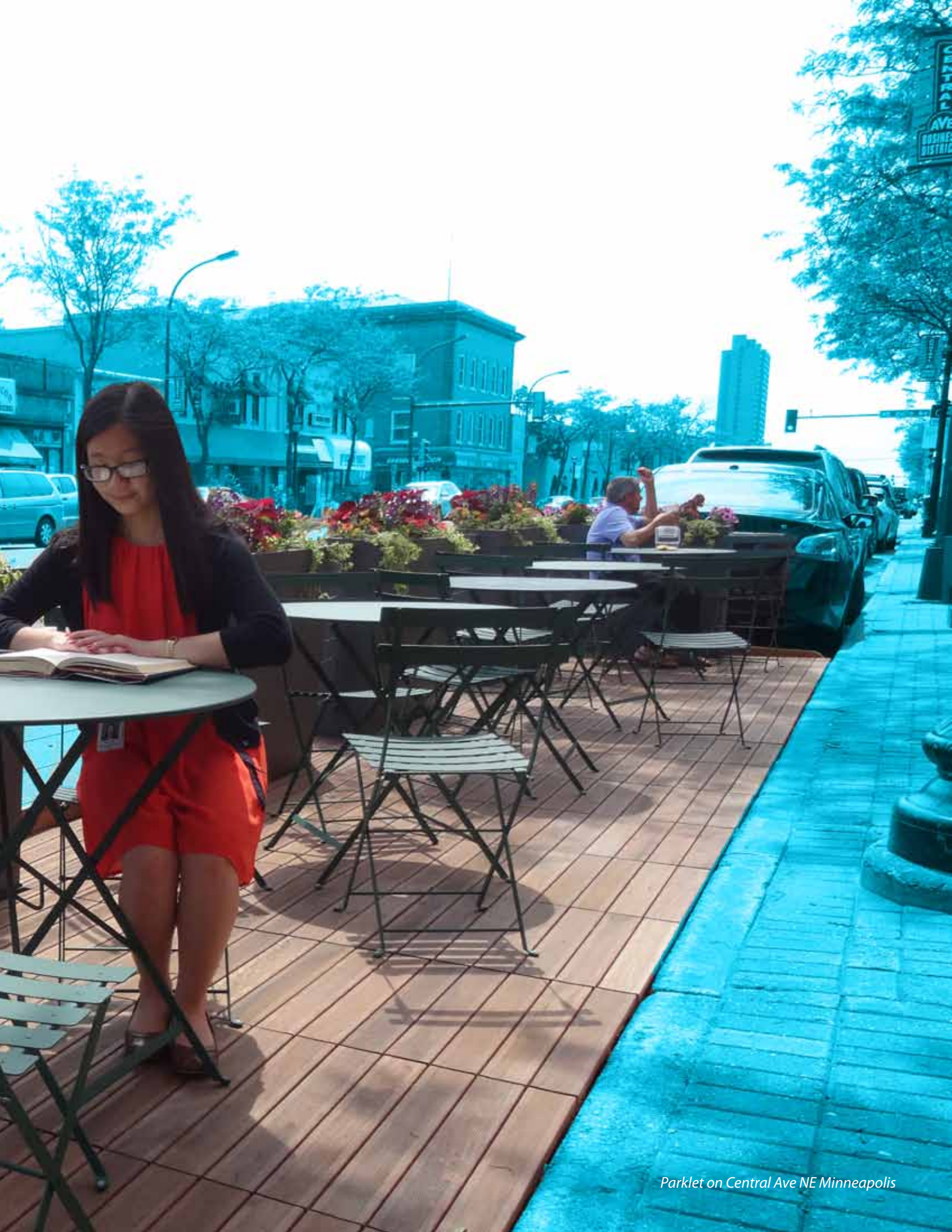
Beauty Salon
FUTBOL
MUNDIAL
KARTACHA
LIC PARKLET
ATING OPEN TO THE PUBLIC

SITE



Parklet on Central Ave NE Minneapolis

SITE SELECTION

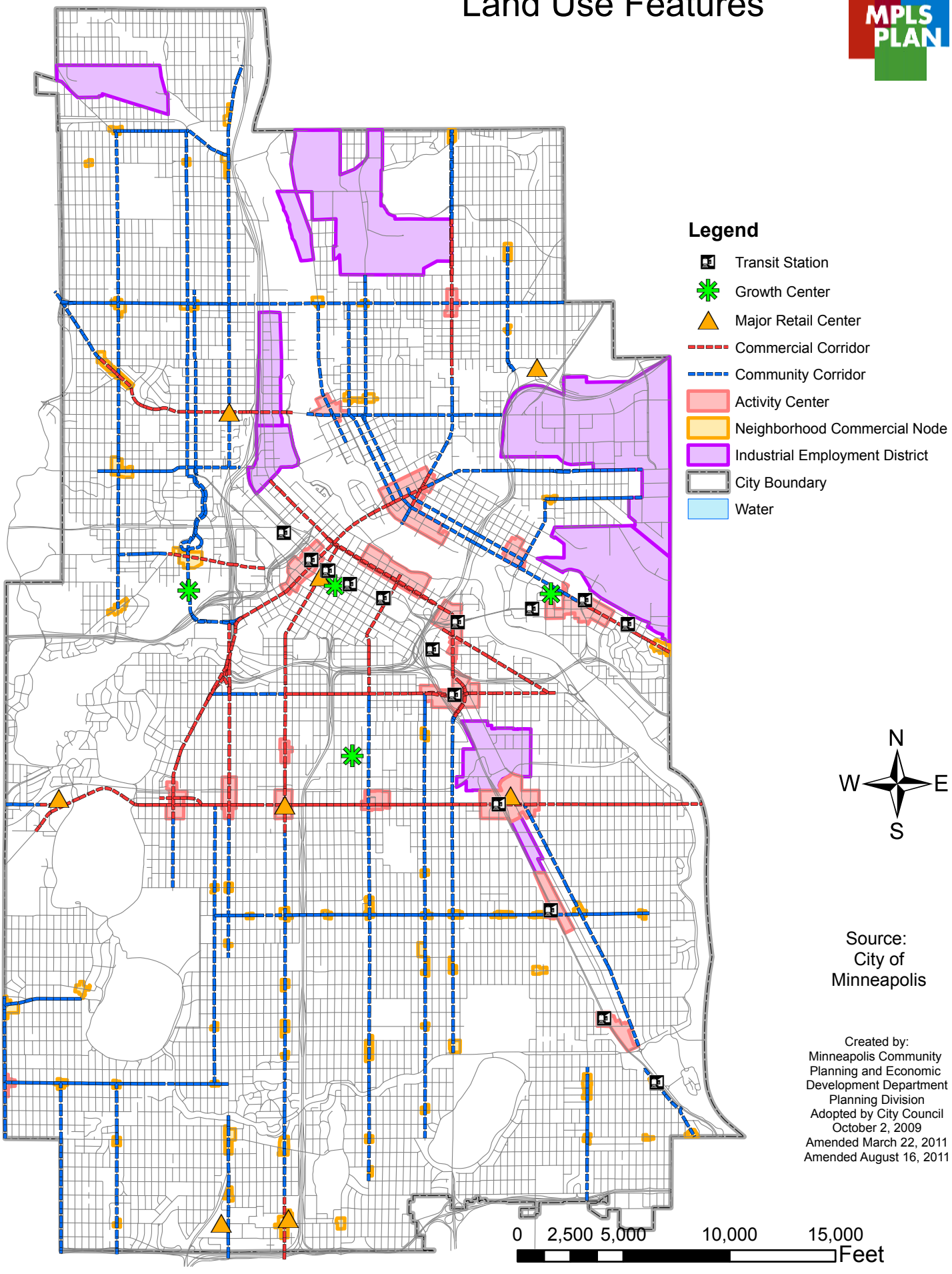
Parklet Site Selection

- *Should be located in a commercial corridor, community corridor, activity center, commercial node as identified in the Land Use Chapter of The Minneapolis Plan for Sustainable Growth.*
- *Should be located in an unrestricted parking lane, parallel to the curb edge, adjacent to the sidewalk*
- *Located on streets with traffic speeds 30 mph or less*
- *Does not block access to public utilities, hydrants, alleys or driveways*
- *Design does not block existing street drainage patterns*
- *Parklets must be 15 ' from catch basins,*
- *Must be at least one 20' parking space away from the nearest intersection*
- *Can occupy between one and two parking spaces, length may not exceed 32'*
- *Cannot be located in a bus stop*
- *Parklets cannot be located on streets with steep slopes*

Unrestricted Parking Lane
An unrestricted parking lane is one that does not have signs restricting the time or type of vehicle that can park there.

Parklet in MInneapolis

Land Use Features



Source:
City of
Minneapolis

Created by:
Minneapolis Community
Planning and Economic
Development Department
Planning Division
Adopted by City Council
October 2, 2009
Amended March 22, 2011
Amended August 16, 2011

image- Eligible Parklet Corridors

REQUIREMENTS

MUST BE IN AN UNRESTRICTED PARKING LANE
DO NOT BLOCK PUBLIC UTILITIES

PLANNING

Application

1. Applicant must submit online *Confirmation of Eligibility Checklist* for the City's consideration prior to application submittal.

   As part of the preliminary screening process the City will review proposed sites for:

   - *Potential conflicts with future street projects*
   - *Traffic patterns*
   - *Street regulations*
   - *Roadway geometry*
   - *Operational considerations.*

Proposed locations may be turned-down if a streetscape improvement project or an adjacent development project is planned during that calendar year.

APPROVAL

Applications that are deemed eligible for consideration will advance to the full application process.

2. Applicant submits parklet application with application checklist and understanding of commitment letter as well as a preliminary project budget.

Street and curb restoration plan required for installations that fasten to or penetrate the surface of the street.

APPROVAL

3. Applicant submits an Encroachment Permit Application (Non-Residential fee $75): http://minneapolismn.gov/www/groups/public/@regservices/documents/webcontent/convert_272083.pdf
4. Applicant demonstrates relevant insurance and bonding as required by the permit.
5. City sends permit

A parklet is approved for one season of use through the encroachment permit process. Applicant is responsible for off-season storage.

Parklet on Nicollet in Minneapolis-Image: John Fedie

Parklet on Nicollet in Minneapolis

Parklet on West 29th Street, Minneapolis

Parklet on West 29th Street, Minneapolis

To apply for a parklet, you must submit a completed application, which includes the following information:

- *Site Checklist*
- *Site Plan*
- *Photos of Location*
- *Documentation of Community Support*

An Encroachment Permit is required for any existing or proposed structure or portion thereof that projects onto, under or over any municipal right of way, under the authority outlined in Title 5, Chapter 95, of the City of Minneapolis Code of Ordinances. The Encroachment Permit gives the permit-holder permission to use a specific portion of the right of way until such time as that portion of the right of way is needed by the City of Minneapolis for public purposes. Encroachment Permits are revocable at any time in the interest of public safety.

A parklet is approved for one season of use through the encroachment permit process. Applicant is responsible for off-season storage.

PLANNING

Community Coordination

1. Parklets will launch with the support of the adjacent business/ property partner acting as the parklet sponsor. Proposed sites must adhere to criteria including traffic considerations, street operations, adjacent property uses and drainage.

2. Applicant is required to present to the neighborhood organization of parklet intent. This will be in the form of a plan and narrative. No formal approval by the neighborhood organization is required, although it is welcome.

3. At the site of the proposed parklet a notice will be installed within the adjacent business' or property's window for a period of two weeks.

4. The parklet will be maintained by the applicant for the duration of the season which will extend to October 31 (weather permitting) at which point the parklet must be removed and stored for the winter by the applicant before November 7.

Tip for Success:
The relationship with the fronting business is key for a successful parklet season, consider what type of business it is, and how people on the sidewalk currently interact with the business frontage.

Parklet on Bloomington Ave Minneapolis

Parklet on Bloomington Ave Minneapolis . image Mariano Ezpinoza

Parklet on Emerson in North Minneapolis

Parklet on Emerson in North Minneapolis

DESIGN

Parklet on West 29th Street, Minneapolis image- Musicant Group

DESIGN

Minimum Requirements include by not limited to:

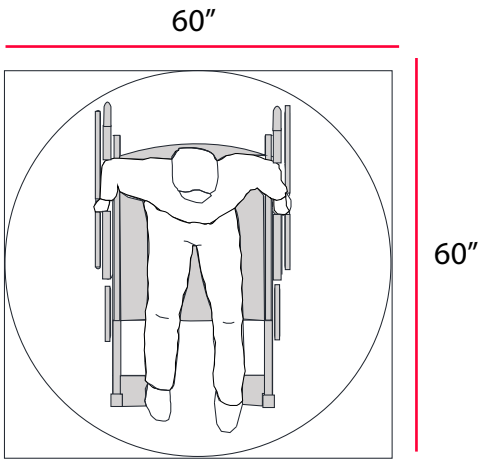
- *ADA Compliant (Accessible from sidewalk, space for wheelchair to turn around*
- *Platform flush with sidewalk using slip resistant materials*
- *Curbside drainage not blocked*
- *Platform meets intended use*
- *Publicly Accessible with sign indicated public space*
- *Must include a continuous physical barrier along the three street edges*
- *Not wider than 6' and no longer than 32'*
- *Sidewalk facing edge must be open to pedestrians*
- *Must have vertical elements to be visible to passing vehicles*
- *Constructed of durable, quality materials*
- *Public Works will provide wheel stops and flexible bollards for each Parklet approved by Public Works, additional traffic devices may be required.*
- *Must maintain clear, unobstructed sightlines to and from the street*

Design to be approved by Public Works staff.

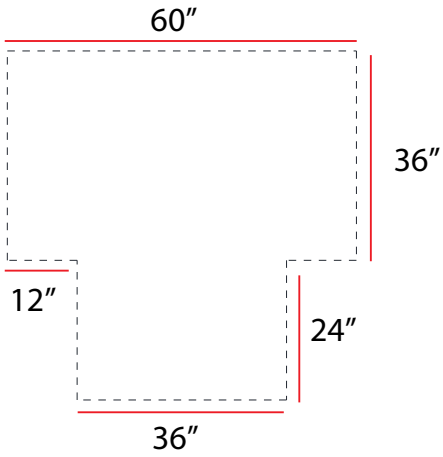
ADA Accessibility

- *Parklets must be in compliance with The American's with Disabilities Act (ADA) (http://www.ada.gov/)*
- *Please reference The American's with Disabilities Act Accessibility Guidelines, 2010 Standard (ADAAG) (http://www.ada.gov/2010ADAstandards_index.htm)*

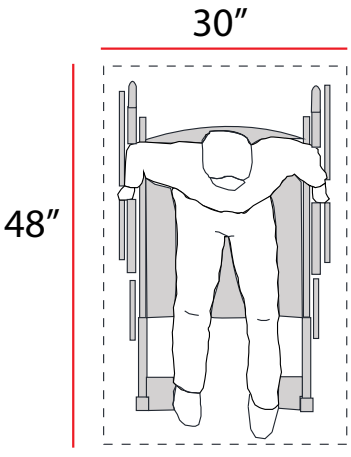
Wheelchair Turning Space



"T" Shaped Turning Space



Wheelchair Resting Space

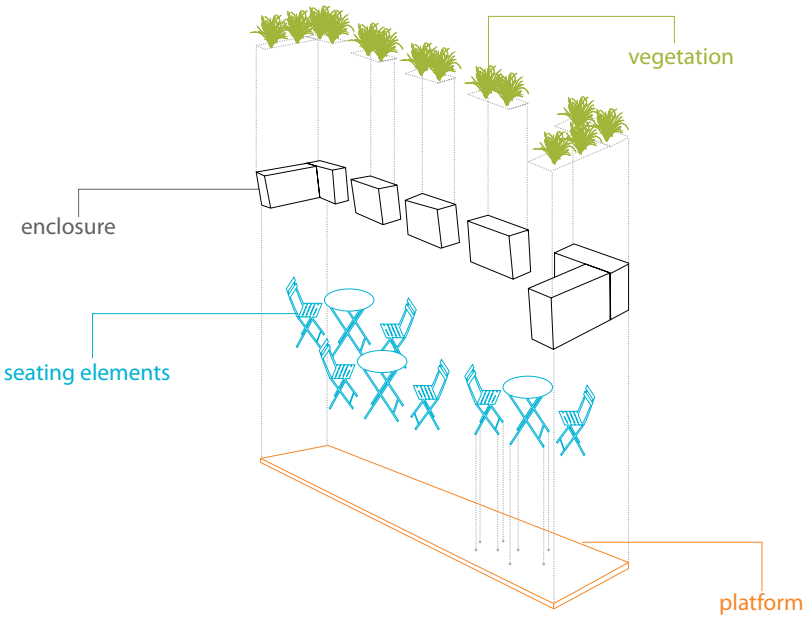


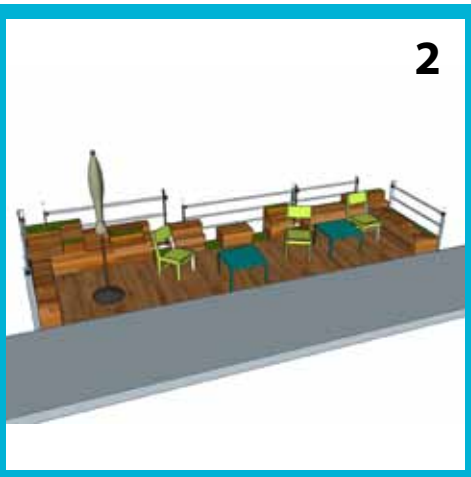
DESIGN

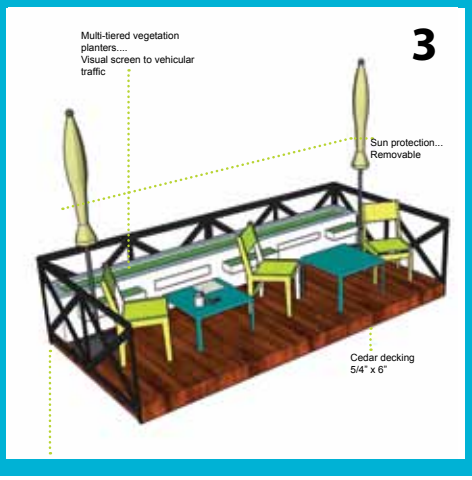
Process

Designing a parklet is an iterative process. Expect to work with the community and the City to come up with multiple versions of the proposed parklet to reach the final design proposal.

Each parklet design has four main components, (platform, seating, enclosure, and vegetation) with endless ways for them to be arranged, consider the surrounding conditions and community desires when coming up with parklet proposals.







Past Project Example

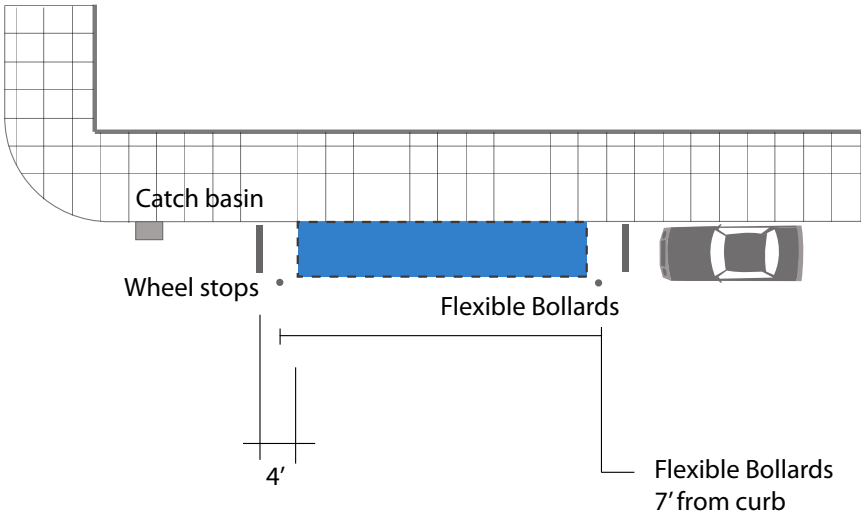
The 2015 parklet at Bryant Ave South worked closely with the community and fronting business host to develop a series of desings that led to a final design and a successful parklet.

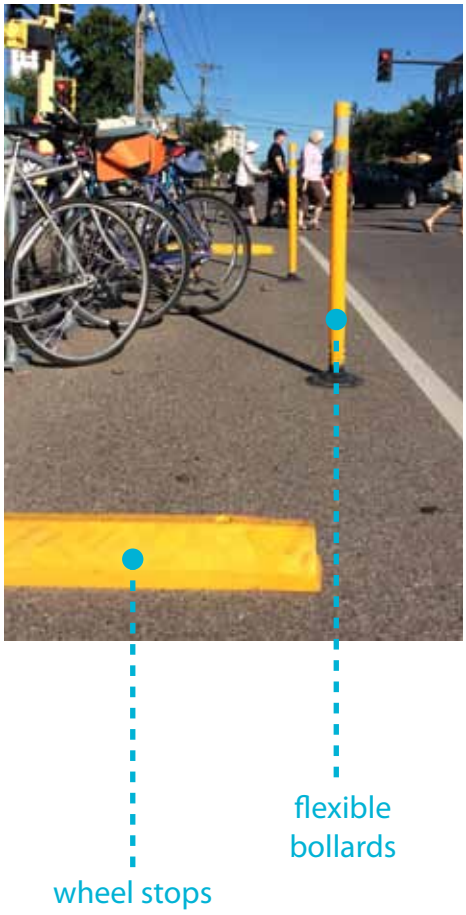
Images

1. Community engagement for the early design
2. Design concept 1
3. Design concept 2
4. Installed parklet

Traffic Control Devices

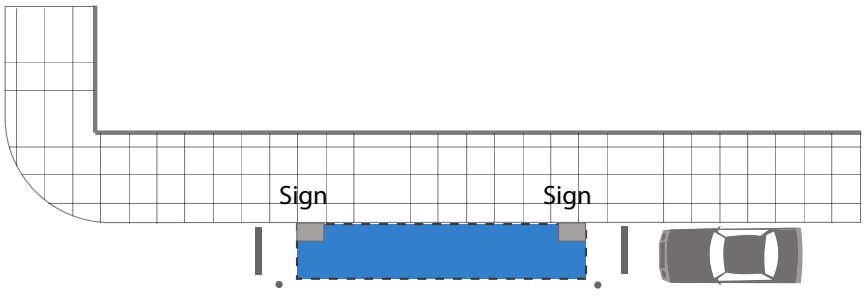
The City will provide traffic control devices for each approved parklet location. The City requires each parklet to have two wheel stops and two flexible bollards at minimum.





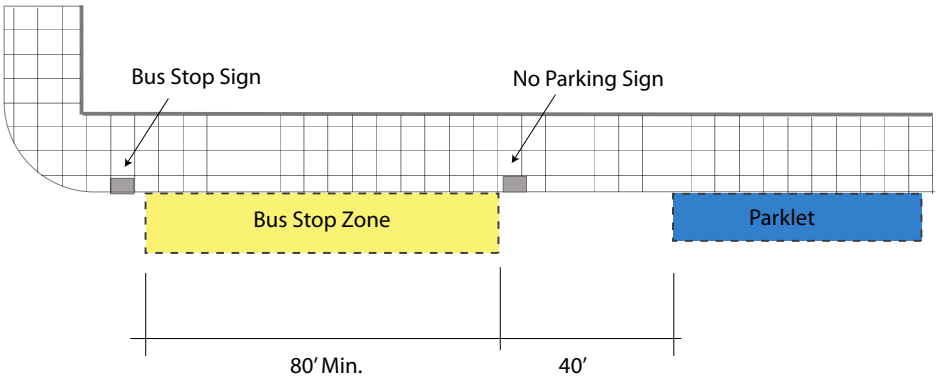
Public Parklet Sign

Each parklet will also be required to have two public parklet signs affixed to the parklet. Public Works staff will evaluate if additional signage is required.



Proximity to Bus Stops

Parklets must be located a minimum of 40' behind the bus stop zone, marked by the bus stop no parking sign. When proposing a parklet near a bus stop be sure to locate the two sings to help determine parklet placement locations



Typical signs to look for

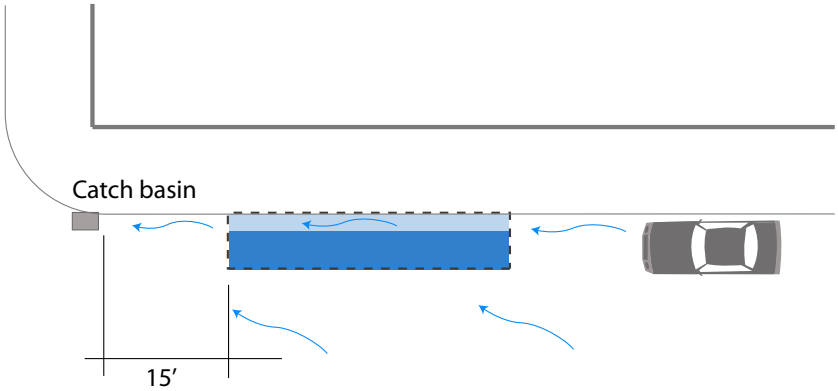
bus stop sign

bus stop no parking sign

Proximity to Catchbasins

Parklets must be located a minimum of 15' from a catchbasin.

catchbasin



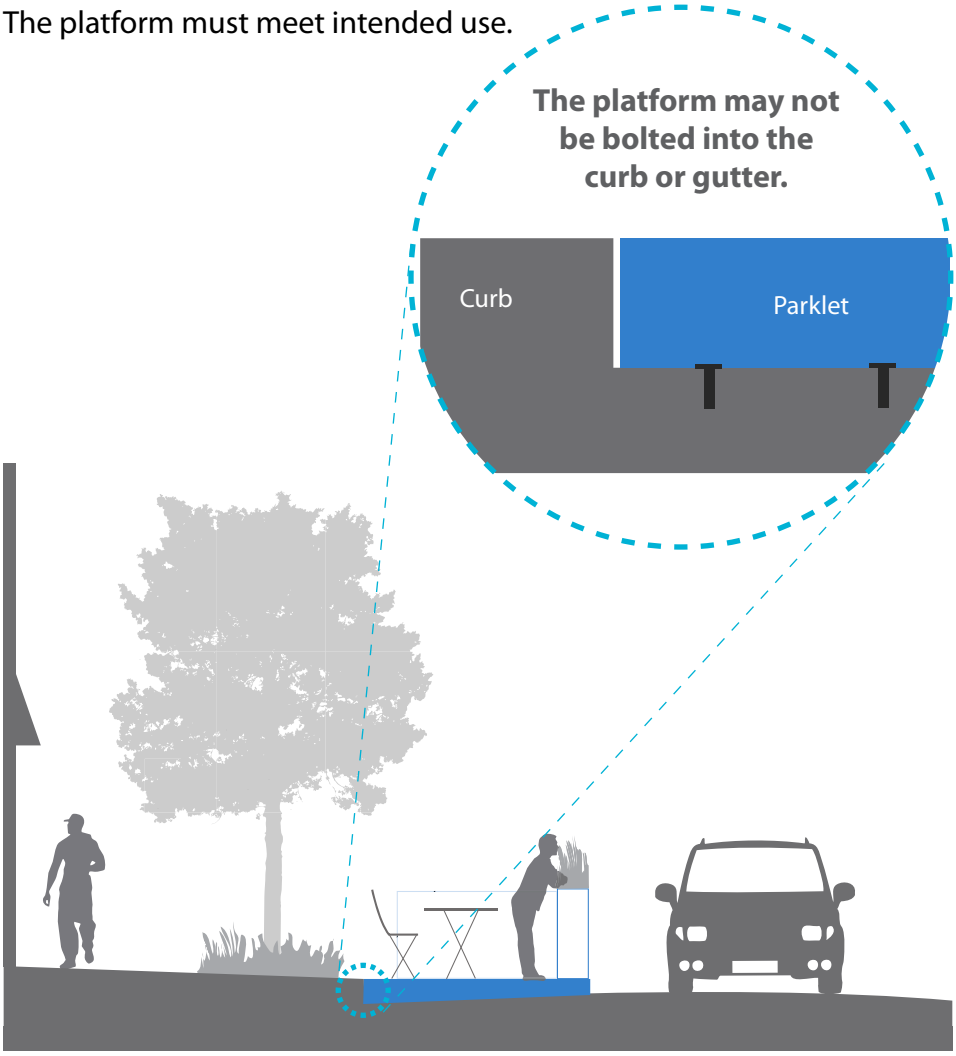
Platform

Parklets are an extension of the sidewalk. The Platform is the structural base for the parklet. It supports the weight of the amenities as well as providing the framework for the design. The City strongly encourages working with a design or construction professional to ensure the platform's durability.

The platform may be bolted into the roadway, with the submittal and approval of a restoration plan and bond.

The surface of the platform must be flush with the sidewalk. To comply with accessibility minimums the maximum gap between the curb and parklet can be no larger than one-half inch.

The platform must meet intended use.



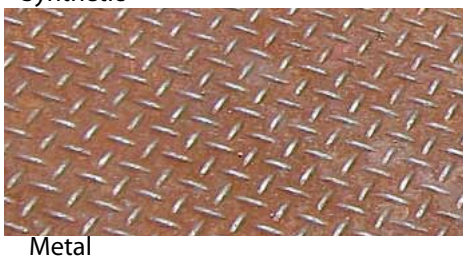
Platform Surface Materials

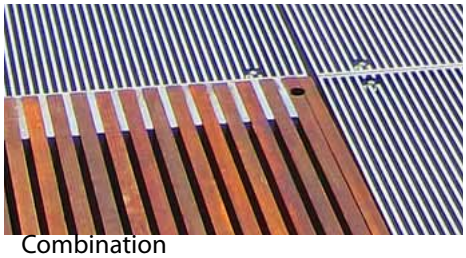
Stone

Wood

Concrete

Synthetic


Metal


Combination

DESIGN | PLATFORM

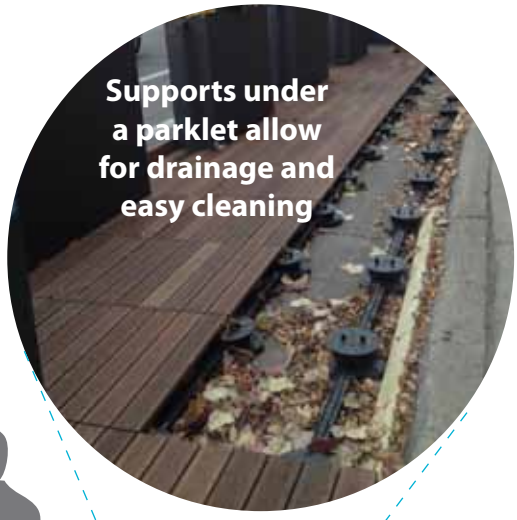
Materials

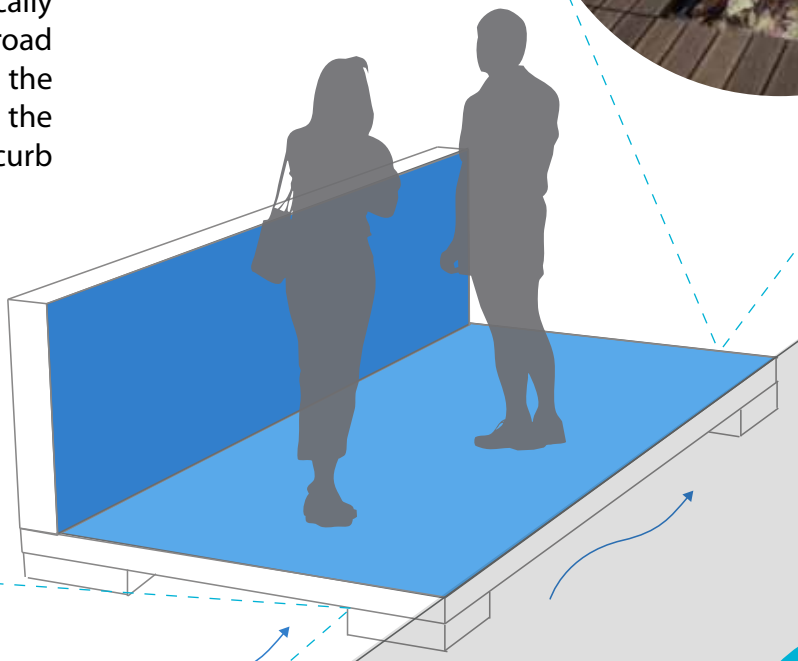
The City encourages applicants to consider local and sustainable materials. Additionally, using recycled and reclaimed materials can reduce costs to the applicant. Materials should be selected based on their ability to withstand the impacts of the urban environment and their ability to be maintained. Surfaces should be slip resistant.

Drainage

The parklet must not block the street drainage. The platform must be designed in a manner to accommodate the drainage patterns on the street.

Minneapolis streets are typically crowned at the center of the road forcing water to drain towards the curb. The curb height across the City varies, although a typical curb height is six inches.



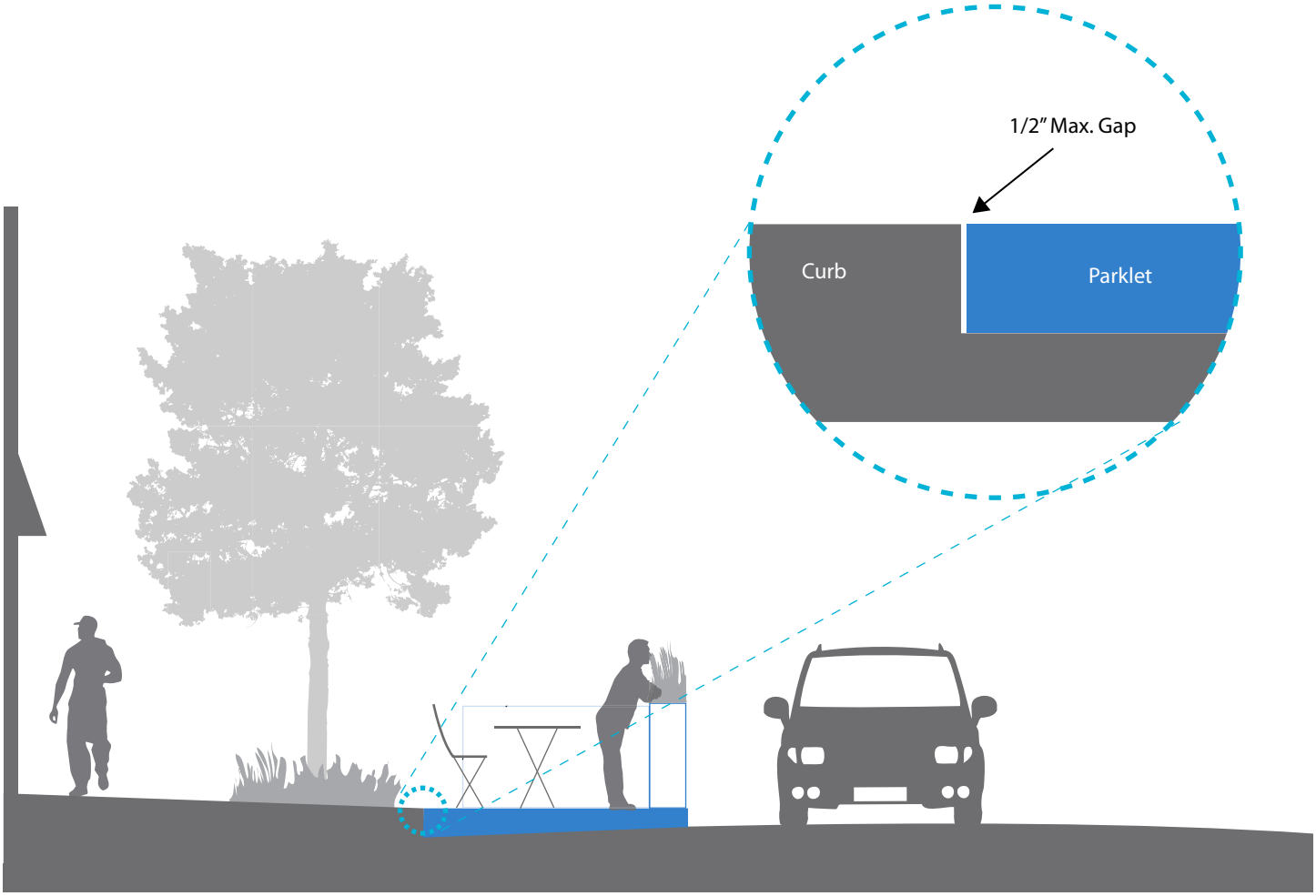


The space beneath the platform must be accessible for cleaning and clearing debris

DESIGN | PLATFORM

"Spanning the Gap"

The Parklet must have a seamless connection to the existing curb to meet ADA requirements. Below are examples of connections found at other parklets.



Enclosure Materials

Wood

Concrete

Metal

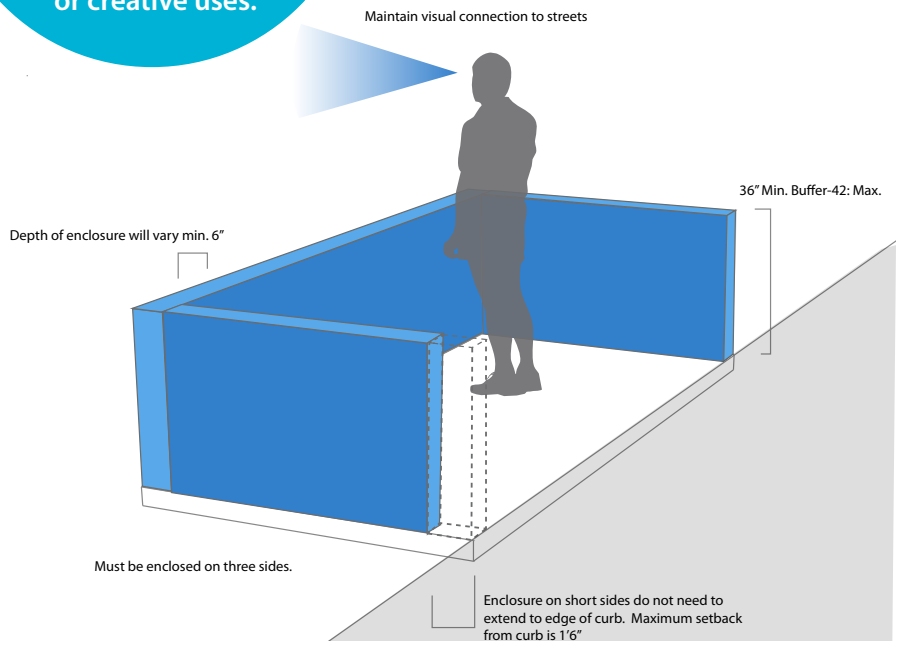
Enclosure

There are a few main features to consider when designing the enclosure. See diagram below. The enclosure functions to differentiate the parklet edge. The purpose is to create a sense of space while functioning as a buffer between users of the parklet and traffic. The enclosure can be designed creatively with a range of materials while adhereing to the basic guidelines below. Overhead elements will be considered on a case-by-case basis, with a minimum vertical clearance of 84".

Materials

The City encourages applicants to consider local and sustainable materials. Additionally, using recycled and reclaimed materials can reduce costs to the applicant. Materials should be selected based on their ability to withstand the impacts of the urban environment and their ability to be maintained.

There are a few main features to consider when designing the enclosure. Clear, unobstructed sightlines to and from the street. The enclosure can also function as art panels, planters, or other inventive or creative uses.



Seating

The City requires that each parklet include seating or benches. These features encourage gathering, rest and enjoyment of the public space. Seating can be movable or stationary.

Parklet on West 29th St , Minneapolis image- Musicant group

Parklet in San Francisco

Parklet in San Francisco

Parklet on Central Ave NE, Minneapolis

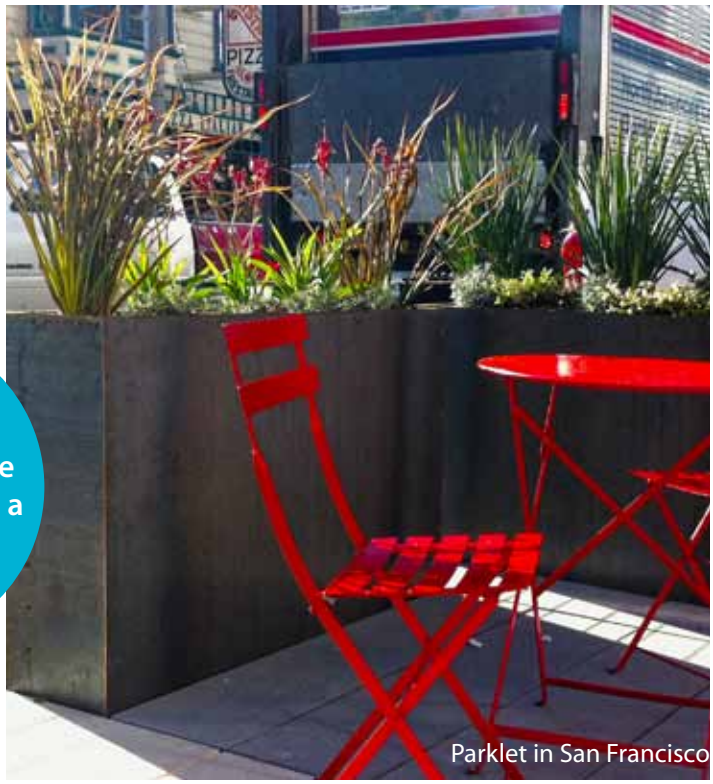
Parklet on Bryant Ave S. Minneapolis Image- Sarah Sularz

Parklet in San Francisco

Vegetation

Vegetation adds character to a parklet and can be used in a range of ways. Vegetation should be selected on hardiness, durability, and interest. Plants are not to be poisonous, noxious or invasive. Plants must be pruned to maintain clear sight lines to and from the street.

Plants can be integrated into the enclosure creating a beautiful buffer.



Parklet in San Francisco

Parklet in San Francisco

Parklet on Nicollet Ave, Minneapolis

DESIGN | OTHER AMMENITIES

Other Amenities

Amenities are the features that create a sense of place in a parklet. These features range from seating, tables, umbrellas, planting, bike racks, to perhaps art. The integration of amenities in a parklet will make the space desirable.

The City invites a range of designs, layouts and forms to be submitted. Minneapolis has a rich artistic heritage and we would encourage that expression on our streets in the designs. Diversity of design can lead to a diversity of use.

Parklet on Bryant Ave S. Minneapolis

Parklets designed by artists or parklets that include public art must be approved by the Arts Commission.

Parklet in San Francisco

Parklet in San Francisco

Parklet on West 29th St. Minneapolis

IMPLEMENT

Parklet on Nicollet Ave, Minneapolis

IMPLEMENTATION TIMELINE

1

Request for Parklet Proposals (February/March)
The City will notify the opening of the parklet pre-application. This time will be reserved for completing and submitting the confirmation of eligibility form.

2

Applicant Confirmation of Eligibility Form (March/April)
Applicants are required to submit a Confirmation of Eligibility form in advance of the full application. Applicants must submit Confirmation of Eligibility forms by the end of the two-week proposal window.

3

The City staff reviews eligibility (March/April)
The Confirmation of Eligibility form will be reviewed by City staff to ensure the site meets minimum requirements and does not conflict with any capital or street maintenance or adjacent development projects for that year. The staff review time is 10 business days from the pre-application closing date.

4

Applicants notified of eligibility to proceed to full application (March/April)
Following approval of the site based on the Confirmation of Eligibility form, and barring any street conflict, applicants are invited to proceed to the full application stage.

City Staff Committee Review (April)
Following submission of applications, City staff will review applications based on the following criteria:

- *Accessibility*
- *Property owner support*
- *Capacity to design, construct and maintain*
- *Adherence to the design minimum requirements*
- *Quality of design proposal*

City staff requires four weeks for proposal review

Applicants Notified of Approved Sites (April/May)
Following committee review, applicants will be advised if their site and application has been approved. At this stage the applicant will begin construction drawings of the approved proposal.

5

Site visit with City staff
Following notification of approval applicants will be required to attend a site visit with City staff to the site to discuss any traffic, operations or design issues that should be considered. This will be scheduled within two weeks of notification.

6

Applicant Submits final construction plans
Applicant has four weeks to submit construction plans to the City.

IMPLEMENTATION TIMELINE

7 **Applicant applies for encroachment permit**
Applicant will apply for an encroachment permit and will discuss with a representative of the City parking services to discuss meter hooding and fees. Applicant will also apply for any additional construction permits as required by City ordinance including: Lane Use/Obstruction Permit for construction.

8 **Encroachment Permit**
Information: http://www.minneapolismn.gov/publicworks/permits/public-works_pw-use-permits
Application: http://www.minneapolismn.gov/www/groups/public/@regservices/documents/webcontent/convert_272083.pdf

9 **Lane Use/Obstruction Permit**
Information: http://www.minneapolismn.gov/publicworks/permits/public-works_pw-streetuse-permits
Application: http://www.minneapolismn.gov/publicworks/permits/public-works_laneuse

10 **Maintenance Agreement**
The City will send the applicant a maintenance agreement regarding the parklet and the daily services required. The applicant must sign document and submit to the City.

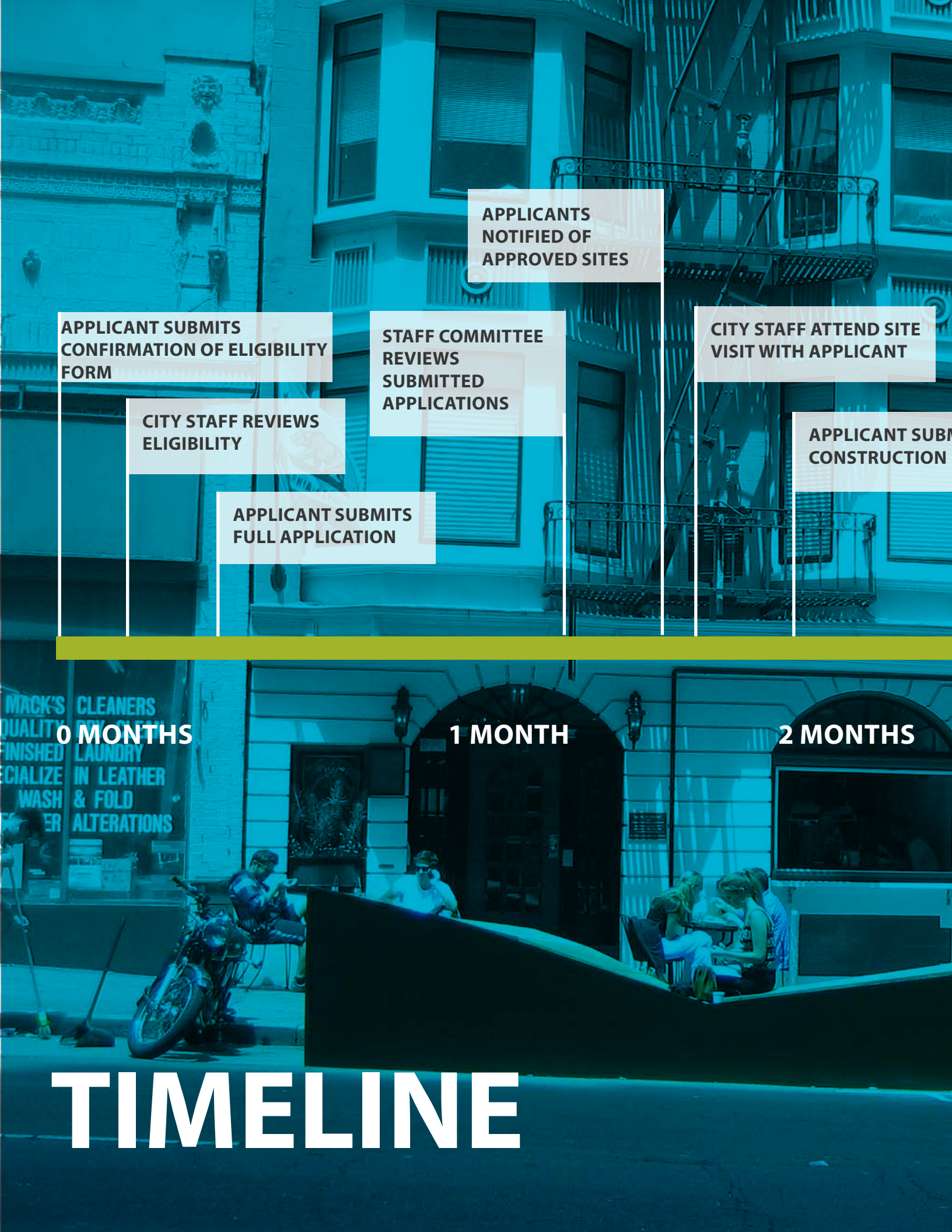
11 **Construction (1 week)**
Following signing of the maintenance agreement and receipt of the agreement by the City, the applicant will be approved to begin construction. The applicant has no more than one week for construction. It is strongly encouraged that applicants assemble as much of the parklet offsite as possible, therefore reducing the time within the right-of-way. Any contractors and sub-contractors performing installation and removal must acquire appropriate obstruction permits and traffic control approvals via Lane Use Permitting, City of Minneapolis Traffic.

12 **Construction Inspection**
At some point during the construction period City staff will visit the site.

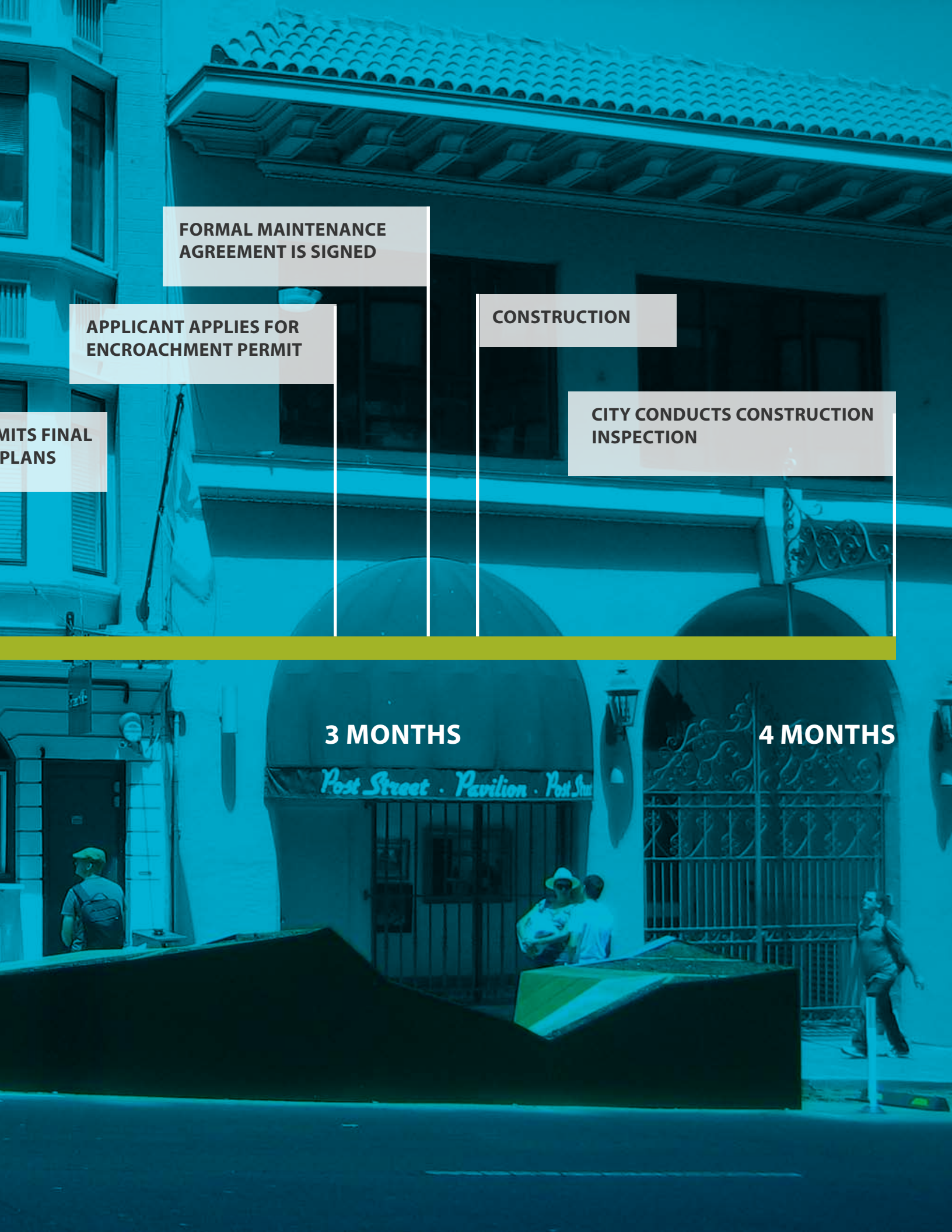
13 **Activities**
Activate the parklet with events, activities and amenities throughout the season to attract the people and keep the community involved.

14 **Maintenance**
The parklet will be maintained by the applicant for the duration of the season which will extend to October 31 (weather permitting).

15 **Removal (November)**
Removal of the parklet at the beginning of November


APPLICANTS NOTIFIED OF APPROVED SITES
APPLICANT SUBMITS CONFIRMATION OF ELIGIBILITY FORM
STAFF COMMITTEE REVIEWS SUBMITTED APPLICATIONS
CITY STAFF ATTEND SITE VISIT WITH APPLICANT
CITY STAFF REVIEWS ELIGIBILITY
APPLICANT SUBM CONSTRUCTION
APPLICANT SUBMITS FULL APPLICATION
0 MONTHS
1 MONTH
2 MONTHS

TIMELINE


FORMAL MAINTENANCE AGREEMENT IS SIGNED
APPLICANT APPLIES FOR ENCROACHMENT PERMIT
MITS FINAL PLANS
CONSTRUCTION
CITY CONDUCTS CONSTRUCTION INSPECTION
3 MONTHS
4 MONTHS
Post Street · Pavilion · Post Stre

MATERIALS & MAINTENANCE

Materials and Construction

Approval required by Public Works. All locations will include flexible bollards and wheel stops as directed by Public Works.

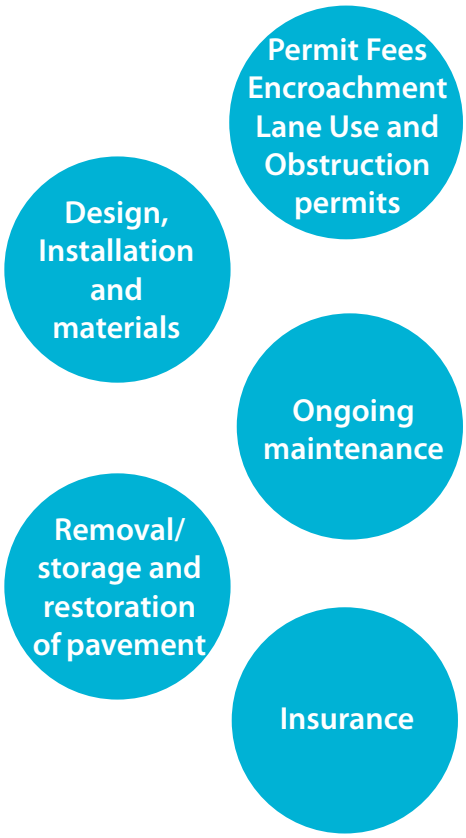
Parklet construction and installation must be overseen by an insured, certified contractor.
Elements should be assembled offsite to the extent possible, thereby reducing the amount of time of installation in the street.

Operations and Maintenance

The parklet sponsor is responsible for the day-to-day upkeep, including debris removal, garbage clearing, plant pruning and watering and securing furniture at night.

- *Parklets will be open to the public.*
- *Parklets will be installed May-June and will be removed at the end of October of the same year.*
- *Parklets are positioned adjacent to the sidewalk and will be no greater than 32' long by 6' wide.*
- *Parklets require a letter of support from a business/property partner committing to sponsor the parklet for the term of the installation.*
- *Parklet sponsors are responsible for day-to-day management and upkeep, including debris removal, garbage clearing, plant pruning and watering, graffiti removal and securing furniture at night.*

Funding and Insurance Costs Born by Applicant



ACTIVITIES

Programming a Parklet

One of the most crucial aspects to a successful Parklet is programming. Programming is the planned use of the site in the form of events or performances. Parklets can be successful based on a number of criteria, including siting, adjacent uses, attractiveness of design and of course program. Examples of successful programs in parklets exist across the country and include activities such as:

- Yoga Instruction
- Book Club
- Knitting Circle
- Kids Activities
- Concert
- Pop-up Art Gallery
- Gardening Workshop
- Game Night
- Performance
- Coffee Club

Talk with neighbors and community groups for creative ways to activate your parklet

FAQ

What is a Parklet?
A parklet is a temporary space in the public right-of-way dedicated for public use. It is an expansion of the existing sidewalk designed for the public to relax and enjoy the urban environment.

Are Parklets open to the public?
Yes, parklets are public spaces.

Who pays for a Parklet?
Parklets are funded and maintained by the sponsor group or organization.

Are Parklets permanent or temporary?
Temporary. Parklets are deployed in the spring after street sweeping and are removed in the fall.

Can businesses serve patrons in a Parklet?
Currently, businesses are not allowed to establish table service in a parklet, although just as in any public space, people may buy food or refreshment inside a cafe and then bring it outside to the parklet. The City plans to explore whether allowing private or semi-private parklets in some cases would be allowable in some cases, but for now all parklets must operate as public space without exception.

Where can I put a Parklet?
Parklets are to be located in commercial corridors, community corridors, activity centers, or commercial nodes; be placed within unrestricted parking lanes; not block existing drainage patterns; be located in streets where traffic speeds are 30 mph or less; be located in areas of demonstrated community support; and not block existing critical infrastructure.

How do I apply for a Parklet?
Follow link here: http://www.minneapolismn.gov/pedestrian/

FAQ

Do Parklets require permits?
Yes, parklets require an encroachment permit and a Lane Use/ Obstruction wPermit.
Encroachment Permit
Information: http://www.minneapolismn.gov/publicworks/permits/public-works_pw-use-permits
Application: http://www.minneapolismn.gov/www/groups/public/@regservices/documents/webcontent/convert_272083.pdf

Lane Use/Obstruction Permit
Information: http://www.minneapolismn.gov/publicworks/permits/public-works_pw-streetuse-permits
Application: http://www.minneapolismn.gov/publicworks/permits/public-works_laneuse

Do Parklets have to comply with the Americans with Disabilities Act?
Yes, parklets must be in compliance (http://www.ada.gov/) and feature a level base flush with the curb.

Can Parklets be forcibly removed?
Parklets may need to be temporarily or permanently removed under certain circumstances. The City reserves the right to remove part or all of the parklet for street improvements, utility work, emergencies, violation of the agreement and/or permit or other outstanding circumstances deemed necessary by the City.

Parklet on Bryant Ave S. Minneapolis image- Sarah Sularz

EXAMPLE FORMS

EXAMPLE ELIGIBILITY CHECKLIST

Proposed Parklet Site: Confirmation of Eligibility

1. **Name**
   first and last name

2. **Contact Information**
   email address and a phone number where we can reach you

3. **Parklet Sponsor**
   business, organziation, property owner, or other entity

4. **Proposed Parklet Site Address**

5. **Is the proposed Parklet site on Commercial Corridor, Community Corridor, Activity Center or Commercial node?**
   View map (pdf) below this form or follow link and see page 15.
   http://minneapolismn.gov/www/groups/public/@cped/documents/webcontent/wcms1p-137706.pdf
   Mark only one oval.
   - ◯ yes
   - ◯ no
   - ◯ unsure

6. **Is the proposed Parklet site in an unrestricted parking lane?**
   Mark only one oval.
   - ◯ yes
   - ◯ no

7. **Is the proposed Parklet site on a street with a steep slope?**
   Mark only one oval.
   - ◯ yes
   - ◯ no

EXAMPLE | ELIGIBILITY CHECKLIST

8. **Is the proposed Parklet site at least one parking space (20 feet) away from nearest intersection?**
Mark only one oval.

- ◯ yes
- ◯ no

9. **Is the proposed Parklet site at least 20 feet from a the nearest bus stop?**
bus stop is defined as the entire bus loading area that is signed No Parking
Mark only one oval.

- ◯ yes
- ◯ no

10. **Is the proposed Parklet lsite at least 15 feet away from any catch basins (storm drains)?**
Mark only one oval.

- ◯ yes
- ◯ no

11. **Will the proposed Parklet site block or impede any existing utilities?**
utilities = street lights, fire hydrants, utility boxes, manhole covers.
Mark only one oval.

- ◯ yes
- ◯ no

12. **Are adjacent business and property owners supportive of this proposed Parklet site?**
Mark only one oval.

- ◯ yes
- ◯ no
- ◯ pending

EXAMPLE | APPLICATION FORM

Parklet Application

The Parklet program objective is to enable and empower community groups and businesses to enhance the pedestrian friendliness of their street and encourage people's engagement with the urban environment through the creation of alternative public space. The goal of the parklet program is to make the City more livable, walkable, and beautiful. This program is a step towards the enhancement of the public realm using new tools and techniques.

Program Benefits
- Transform underutilized street space into vibrant public space
- Support local business communities by activating community corridors
- Foster community interaction and social engagement
- Empower more groups and entities to provide pedestrian enhancements that contribute to livability
- Attract pedestrians

1. **Proposed Parklet Location**
   Address

2. **Cross Street**

3. **Sponsor Name/Organization**

4. **Mailing Address**

5. **Contact Name**

6. **Contact Phone Number**

7. **Contact Email Address**

EXAMPLE APPLICATION FORM

8. **I have read and understood the Parklet Manual including the applicant roles and responsibilities**
Please find Application at this link: http://bit.ly/1zrahEy
Check all that apply.

- [ ] Yes
- [ ] No

9. **Name of Adjacent Property Owner (s)**

.....

10. **Property Owner Address**

.....

11. **Property Owner Phone Number**

.....

12. **Property Owner Email Address**

.....

13. **Designer Information**
Mark only one oval.

- ◯ I don't know yet
- ◯ I will design myself
- ◯ I will hire a designer

14. **Designer Name/Firm**

.....

15. **Designer Phone Number**

.....

16. **Designer Email Address**

.....

17. **Parking Information**
Parking Spaces to be occupied
Mark only one oval.

- ◯ 1
- ◯ 2

EXAMPLE APPLICATION FORM

18. **Meter Numbers**

19. **City Council Ward**

Mark only one oval.

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10
- 11
- 12
- 13

20. **Email the following materials to: parklets@minneapolismn.gov**

In subject of email please use: "Site Name_Document Type", example: "Spyhouse Coffee_Site Plan"

Check all that apply.

- [ ] Site Plan
- [ ] Site Photos, please label
- [ ] Specification or materials sheet-i.e. photos of proposed materials used for construction

EXAMPLE | MAINTENANCE LETTER

Jane Smith
The Coffee Shoppe
123 Main Street
Minneapolis, MN 12345

May 12, 2015

Mackenzie Turner Bargen
309 South Second Avenue – Room 300
Minneapolis, MN 55401

Agreement to Support and Maintain Parklet in the Public Right of Way

Dear Mackenzie Turner Bargen,

On behalf of The Coffee Shoppe, we are writing to express our support of our/design team's proposal to implement a temporary Parklet outside The Coffee Shoppe on Main St.

We are enthusiastically in support of the creation of a publicly accessible temporary seating area adjacent to The Coffee Shoppe. We recognize that the Parklet will be installed immediately adjacent to the curb within the confines of two parking spaces. Further The Coffee Shoppe understand the following:

- The Parklet will be installed and removed by November 7, 2015.
- The Parklet will be open to the public.
- The Parklet is temporary

The Coffee Shoppe agrees to keep the Parklet free and open to all members of the public, regardless of whether or not they patronize the business or any other businesses on Main St. The Coffee Shoppe will not provide table service at the Parklet. Further we will provide timely tidying as necessary in the Parklet to ensure it remains clean and well maintained.

The Coffee Shoppe will notify the City of installation at least one week prior to installation and removal. Further, The Coffee Shoppe will be notified at least one day in advance of any changes or modifications which may impact use or operation of the space.

The Coffee Shoppe will be responsible for the day-to-day operation and maintenance of the Parklet. This includes, but is not limited to, the removal of debris and garbage, the watering and pruning of plants, and securing the movable furniture when The Coffee Shoppe is closed. The Coffee Shoppe has the staff capacity to complete the day-to-day maintenance.

Thank you for the opportunity.

Sincerely,

Jane Smith
The Coffee Shoppe

EXAMPLE | MAINTENANCE CHECKLIST

Maintenance Checklist Example

City of Minneapolis Parklet Program
Daily Care and Upkeep Checklist

- ☐ Clean up rubbish within and around the parklet
- ☐ Sweep the area in and around the parklet
- ☐ Remove debris against the outside edge of the parklet
  (Especially at the curb to help maintain free flow of storm water drainage.)
- ☐ Water, and maintain plantings
- ☐ Place furniture each morning
- ☐ Place and open umbrellas, weather permitting (keep an eye on the wind)
- ☐ Wipe down tables and chairs as needed
- ☐ Take down and secure furniture and umbrellas overnight
- ☐ Comments, questions, or concerns?

Please direct community members to provide feedback through 311, by phone or online. You may also forward feedback to parklets@minneapolismn.gov Feedback collected will be used to evaluate the parklet program.