



City of Healdsburg
 401 Grove Street
 Healdsburg, CA 95448
 707.431.3128

ONGOING PARKLET PERMIT – APPLICATION

CONTACT INFORMATION

Business name:	Owner (Applicant):
Primary phone:	Email:
Physical address:	
Business type: <input type="checkbox"/> Retail <input type="checkbox"/> Restaurant <input type="checkbox"/> Tasting room	
Existing TPP Permit No. (if applicable):	Existing Building Permit No. (if applicable):
Note: Unless otherwise specified by City staff, businesses who hold a Building Permit along with their existing TPP and are approved for a Ongoing Parklet Permit will not be required to re-apply for a Building Permit. However, any modification to your parklet structure will require written approval and may also require a Building Permit depending on modification.	

ENCROACHMENT DETAILS

Public space requested (check all that apply): <input type="checkbox"/> Parking Stall(s) <input type="checkbox"/> Sidewalk <input type="checkbox"/> Other Right-of-Way (describe below):
Public space purpose (check all that apply): <input type="checkbox"/> Outdoor Dining / Food Service <input type="checkbox"/> Alcohol Sales / Service <input type="checkbox"/> Outdoor Retail / Display <input type="checkbox"/> Other (describe):

SUMMARY

Please provide a description of your business with summary of proposed outdoor activities and hours of operation. Include a list of all improvements, structures, equipment and/or materials to be used to facilitate outdoor activities:

TIMELINE	
DATE	ONGOING PARKLET PERMIT (OPP) (Expires 1/17/2024)
November 30, 2022	Ongoing Parklet Permit Applications Due
Tuesday, January 17, 2023	Temporary Parklet Permits Expire All Parklets Must Have an Ongoing Parklet Permit Approved and Yearly Fees Paid
Wednesday, January 18, 2023	Any Parklet Without a Permit Will Need to be Removed
Wednesday, January 17, 2024	Renewal of Ongoing Parklet Permit All Annual Fees Must Be Paid

PARKLET AMENITIES

Please confirm the following parklet amenities you will include in your operation:

<input type="checkbox"/> Decks / Platforms <input type="checkbox"/> Handrailing <input type="checkbox"/> Canopy / Shade Covers <input type="checkbox"/> Lighting <input type="checkbox"/> Landscaping / Planters	<input type="checkbox"/> Signage (Material type: _____) <input type="checkbox"/> Sidewalls (Material type: _____) <input type="checkbox"/> Heating devices (Type: _____) <input type="checkbox"/> Seating (No. of Seats _____) <input type="checkbox"/> Road Barriers (Type: _____) (Fill material: _____)
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Please include all checked items on your Map / Layout (see below) and indicate specific location of each. Any non-checked items may require approval after your permit has been issued and a modification to your permit may be required. See Ongoing Parklet Permit – Agreement & Guidelines for specific restrictions and additional permit requirements.

AMERICANS WITH DISABILITIES ACT (ADA)

All Ongoing Parklet Permit holders must adhere to the laws and regulations set forth in the Americans with Disabilities Act of 1990 (ADA). You must always keep a 48” walkway open for pedestrians, do not allow customers to move chairs or tables that infringe on the public walkway. As the business and parklet owner, you are responsible for understanding and meeting all requirements of the Americans with Disabilities Act (ADA).

I understand.

MAP / LAYOUT

Please **attach** visual representations of the area in which the proposed parklet would be located along with details on how the space will be utilized. Include the specific locations of all structures, equipment and/or materials to be used to facilitate outdoor activities. Vague or incomplete maps/layouts will not be accepted and may delay issuance of a permit.

ALL maps must include the specific location (or provide notation) of:

- Parklet footprint / boundaries

- White parking markers in relation to decking, equipment, barriers, etc.
- Street names
- All Parklet Amenities (noted above)
- Nearby City utilities (Fire hydrants, utilities boxes/covers, etc.)
- Nearby City infrastructure (Benches, signs, trees, planters, etc.)
- Neighboring business names with address
- Vertical clearance of canopies, umbrellas, signage, etc.
- Americans with Disabilities Act (ADA) notations (48" path of travel, access into parklet, curb interface, etc.)

Important:

Please see the Ongoing Parklet Permit – Agreement & Guidelines for additional details to include on your map / layout.

ATTACHMENTS

All Ongoing Parklet Permit Applications must include the following attachments:

- Detailed Map / Layout (instructions above)
- Initialed and signed Temporary Parklet Permit - Agreement & Guidelines
- Proof of Liability Insurance with Endorsement
- Copy of Temporary ABC COVID Catering Permit (if serving alcohol)
- Any supplemental materials, photos, maps, layouts, or permits

FEES

Fees are to be paid annually. Rent Fee is calculated at \$1.50 per square foot per month of public right of way made unusable to the public do to the Parklet. Administrative Fee is calculated at \$200 per month per parklet. Please refer to Ongoing Parklet Program Guidelines for further detail on annual fee calculation. The fee must be paid prior to issuance of annual permit and is **non-reimbursable** if parklet use is terminated for any reason.

I understand.

INSURANCE

A Certificate of Liability Insurance with Endorsement is required for utilization of public property.

- Please see the Temporary Parklet Permit – Agreement & Guidelines for specific details / requirements
- Proof of insurance is not required at time of application but must be submitted and approved prior to issuance of a Ongoing Parklet Permit.
- Parklet Permit Owners insurance will be held liable for any damages cause by impeding stormwater drainage.

I understand.

EMERGENCIES & CITY REPAIR

As determined by the City, a business shall remove a parklet installation or portion of a parklet at its own cost for:

- **Public utility maintenance, upgrades, repair, or inspection purposes**
- **Street maintenance, upgrades, repair, or inspection purposes**
- **Access below ground, street level, or above ground utilities, trees, and other City infrastructure**
- **Storms, floods, high wind advisories, and other weather-related events**
- **Upgrade, maintenance, or regular inspection of public utilities**
- **Access to fire hydrants, manholes, valves/covers, drainage, and other utility or utilities**
- **Securing, altering, relocating, and/or items contained within for safety reasons**
- **Other purposes as determined by the City or as directed by the City Manager**
- **Vacating or moving location – this permit does not transfer to the new Tenant**

The City will make a reasonable attempt to contact the parklet owner with a timeline for any parklet disruption or outage, however, in an immediate emergency this may not be possible. **In an emergency, the City reserves the right to dismantle or remove a section or sections of a parklet in whatever manner it chooses to address the emergency and assumes no responsibility for returning the parklet to its original condition.** Due to the nature of the emergency, repair, maintenance, inspection, or other essential purpose that requires removal, displacement, destruction or disruption of a permitted parklet, an exact timeline may not be immediately known and could exceed days, weeks, or months.

I understand.

EMERGENCY CONTACT

Primary name:	Secondary name:
Primary phone 1:	Secondary phone 1:
Primary phone 2:	Secondary phone 2:
Primary e-mail:	Secondary e-mail:

PRIVATE PROPERTY

Property owner support is **required**. Property owner must sign below acknowledging your request for a Ongoing Parklet Permit.

Will proposed outdoor activity require use of private property not owned/leased by applicant? Yes No

If yes, please describe:

Property Owner Signature:	Date:
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BUSINESS NOTIFICATION

Support and approval of your immediate neighbors by way of signature on the Ongoing Parklet Permit Application is **required**. Any immediately adjacent business has the right to revoke their support at any time. All adjacent neighbors must sign below acknowledging their support of your Ongoing Parklet Permit.

	Business:	Owner:	Signature:	Date:
1)				
2)				
3)				
4)				

SIGNATURE

The undersigned applicant is twenty-one years of age or over. I have read and understand the information provided in the [Ongoing Parklet Permit - Agreement & Guidelines](#) and will abide by all applicable requirements. The applicant agrees that they will be responsible for the use and care of city property. Applicant agrees to indemnify and save harmless the City of Healdsburg, its officers, agents and employees and against any and all loss, damage and/or liability that may be suffered or incurred by the City of Healdsburg, its officers, agents and employees, and against any and all claims, demands and causes of action that may be brought against the City of Healdsburg, its officers, agents and employees, caused by, arising out of or in any way connected with the use by the undersigned of the City of Healdsburg facility or the exercise of the privilege herein granted, except that arising out of the sole negligence of the City. I hereby declare that I have read and understand and agree to abide by and to enforce the rules, regulations, and policies affecting the use of the facilities. I understand that vague and/or incomplete applications will delay the approval process.

Applicant signature:	Date:
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