

FOR OFFICIAL USE ONLY

UPON APPLICATION SUBMITTAL,
INSERT RECEIVED DATE STAMP HERE

2018 PARKLET APPLICATION

NOTICE:

1. It is required that the applicant, or a representative, meet with a Planner prior to completing this application. Adequate time shall be provided prior to an application deadline.
2. The submittal of the following application represents the intent of the applicant to construct a parklet according to all regulations of the City of West Palm Beach contained in Chapter 78, Article XVIII of the city code.
3. Once the application is submitted, the city will evaluate the proposed location to determine its suitability for a parklet (Qualification Phase). If only one acceptable application is received for a specific block face, and such application meets all location requirements, the application may proceed to the parklet permit review process (Permit Review Phase). If more than one acceptable application is received for a specific block face, a lottery drawing will be held to select an application to proceed to Parklet Permit Review Phase.
4. The applicant must fill out and sign the form below, and provide all material listed in this application.

PARKLET SPONSOR NAME (Associated Business): _____

PROPOSED PARKLET LOCATION: Nearest Street Address: _____

City: West Palm Beach State: FL Zip Code: _____

APPLICANT: _____

AGENT/CONTACT PERSON: _____

PHONE NO.: _____ FAX NO.: _____ E-MAIL: _____

MAILING ADDRESS: Street Address: _____

City: _____ State: _____ Zip Code: _____

(I) (WE) affirm and certify that (I) (WE) understand and will comply with the provisions and regulations of the City of West Palm Beach Zoning and Land Development Regulations. (I) (WE) further certify that the above statements and the statements and showings made in any paper or plans submitted herewith are true to the best of (my) (our) knowledge and belief. Further, (I) (WE) understand that the application, attachments and fees become part of the Official Records of the Development Services Department – Planning Division and are not returnable. (I) (WE) also recognize that if one or more deficiencies exist in the application, (I) (WE) will be notified of the deficient items, and the department shall take no further action on the application until the required information is submitted. (I) (WE) understand that misrepresentation of information contained within this application may be cause to void any development approvals associated with this application.

SIGNATURE OF APPLICANT: _____ DATE: _____

DEADLINES

Parklet Proposal Submittal Qualification Phase	Selection Awarded	Parklet Permit Review Submittal Permit Review Phase
2nd Tuesday of March	By the 3rd Tuesday of March	By the 3rd Tuesday of April

IMPORTANT (PLEASE READ THE FOLLOWING):

- All application deadlines are strictly enforced. The applicant must have an appointment with a Planner to submit the application. **The applications for the qualification must be submitted to the Development Services Department – Planning Division office no later than 12:00 p.m. (noon) on the day of the deadline. The application for the permit review phase must be submitted to the Development Services Department – Construction Services Division office no later than 5:00pm on the day of the deadline. In order to be accepted, the application must contain all required items and information described in the application.**
- Within ten (10) working days following the application deadline, the Development Services Director or his/her designee shall determine whether or not the application contains sufficient information for substantive reviews. The applicant will be notified of any deficiencies and the nature of the information.

QUALIFICATION PHASE

REQUIRED MATERIALS

Please refer below to determine the materials required for the Parklet Application. The Development Services Director or his/her designee has the discretion to require from the applicant additional studies, data, or analysis upon an evaluation of the application. The application may not move forward until this additional information is provided. The Development Services Director or his/her designee shall allow the applicant reasonable time to prepare and submit this information.

		Qualification Phase
A.	Parklet Application	X
B.	Application Fee	\$35
C.	Narrative description of proposed parklet	X
D.	Location map	X
E.	Schematic design of parklet concept	X

Key: (X) = Items required by the applicant.

IMPORTANT: All items shall be submitted in hard copy format and electronic format. Additional formats may be required for certain items. Please refer to each item description for more information.

A. PARKLET APPLICATION – Refer to Page 1.

B. FEES – Only application fee (\$35) due at the submittal of the Qualification Phase.

IMPORTANT: Please make all checks payable to “City of West Palm Beach.” Additionally, separate applications/fees may be required by other departments as part of the development process

C. NARRATIVE DESCRIPTION OF PROPOSED PARKLET

Applicant shall provide a narrative description of the proposed parklet project. The narrative shall describe the design concept, the intended use for the space, furnishings to be included, and the associated business or institution.

D. LOCATION MAP

Applicant shall provide a location map indicating the exact location of the parking spaces proposed as parklet.

E. SCHEMATIC DESIGN OF PARKLET CONCEPT

Applicant shall provide a schematic design of the proposed parklet indicating the deck size, proposed screen and fixtures, as well as the existing elements surrounding parklet such as trees, light poles, benches etc. Schematic design shall include the location of the parklet in relation with the associated business, if any.

PERMIT PHASE

REQUIRED MATERIALS

Please refer below to determine the materials required for the parklet application. The Development Services Director or his/her designee has the discretion to require from the applicant additional studies, data, or analysis upon an evaluation of the application. The application may not move forward until this additional information is provided. The Development Services Director or his/her designee shall allow the applicant reasonable time to prepare and submit this information.

		Permit Phase
A.	Parklet Application	x
B.	Application Fee	TBD
	Planning Review Fee	\$150
	Engineering Review Fee	\$150
	Parking removal Fee	\$3,000-\$4,200 annually, per stall, varies by location (see map page 7)
C.	Narrative description of proposed parklet	X
D.	Location map	X
E.	Design of parklet concept	X
F.	Survey	X
G.	Site Plan drawings	X
H.	Engineering drawings	X
I.	Copy of general liability insurance	X
J.	Bonds	X

Key: (X) = Items required by the applicant.

IMPORTANT: All items shall be submitted in hard copy format and electronic format. Additional formats may be required for certain items. Please refer to each item description for more information.

A. PARKLET APPLICATION – Refer to Page 1.

B. FEES

1. **Application Fee** for the Permit Phase will be determined by the value of the proposed Parklet.
2. **Planning Review Fee** – \$150.
3. **Engineering Review Fee** – \$150.
4. **Parking Removal Fee** – Varies by location, refer to map on page 7. The fee shall be paid annually.

IMPORTANT: Please make all checks payable to “City of West Palm Beach.” Additionally, separate applications/fees may be required by other departments as part of the development process

C. NARRATIVE DESCRIPTION OF PROPOSED PARKLET

Applicant shall provide a narrative description of the proposed parklet project. The narrative shall describe the design concept, the intended use for the space, furnishings to be included, and the associated business or institution.

D. LOCATION MAP

Applicant shall provide a location map indicating the exact location of the parking spaces proposed as parklet.

E. DESIGN OF PARKLET CONCEPT

Applicant shall provide a schematic design of the proposed parklet indicating the deck size, proposed screen and fixtures, as well as the existing elements surrounding parklet such as trees, light poles, benches etc. Schematic design shall include the location of the parklet in relation with the associated business, if any.

F. SURVEY

A Specific Purpose Survey signed by a Florida Registered Land Surveyor pursuant to Chapter 5J-17.052, Standards of Practice. The Specific Purpose Survey shall also provide the following:

- All information shall be provided for the area of the proposed parklet plus 20 feet on every side of the proposed parklet. Distance to edge of pavement/curb on opposite side of the street shall also be shown.
- Vicinity map showing the subject parklet area in reference to nearby street, and associated building, including the total width of the sidewalk.
- Substantial, visual improvements (in addition to buildings) such as tree grates, trees, signs, light poles, hydrants, bike racks, or any other elements present within the sidewalk area.
- Adjacent parking spaces, if striped, the striping and type (e.g. handicapped, motorcycle, regular, etc.) and number of parking spaces.
- Location of utilities as determined by observed evidence together with evidence obtained from utility companies.

G. SITE PLAN DRAWINGS

- Submit detailed site plan, drawn to scale, of the parklet footprint and 20 feet in every direction.
- Plan shall accurately depict the dimensions of the existing area and adjacent private property, the proposed location of the parklet, size and number of tables, chairs, benches, steps, planters, umbrellas, location of doorways, trees, tree grates, parking meters, trash/recycle receptacles, light poles, fire hydrants, transit stops, transit shelters, and any other sidewalk obstructions, either existing or proposed, within the pedestrian area.
- Site plan shall indicate the plant material proposed within parklet.

IMPORTANT: All Architectural Drawings shall also be submitted in .PDF and .PNG graphic format.

H. ENGINEERING DRAWINGS

- Submit detailed engineering drawings for the construction of the proposed deck and associated elements.
 - Wind load resistance calculation shall be included for proposed parklet. Who will review?
-

I. GENERAL LIABILITY INSURANCE

- Before issuance of a parklet permit, the applicant shall obtain and keep in force a policy or policies of general liability and property damage insurance in an amount to be determined by the city for combined single limit, per occurrence, bodily injury, and property damage. A Certificate of Insurance shall be submitted to the city prior to issuance of the parklet permit and shall name the city, its commissioners, officers, employees and agents as additional insured parties. The permittee shall provide the City with its certificate of insurance upon each renewal of the insurance policy.
- By obtaining a parklet permit, the permittee agrees that it shall indemnify and hold harmless the city and its commissioners, officers, employees and agents from all liabilities, damages, losses and costs, including but not limited to reasonable attorneys' fees, arising from applicant's installation or use of the parklet. The permittee shall pay all claims and losses and shall defend all suits, in the name of the city, its employees and officers, including but not limited to appellate proceedings, and shall pay all costs, judgments and attorneys' fees which may issue from any such proceedings.

J. BONDS

- The applicant for a parklet permit shall post a parklet bond or deposit, in an amount satisfactory to the city, to cover the costs associated with removal of the parklet and restoration of the right-of-way in the event the applicant fails to do so when required. Only the following types of bonds or deposits will be accepted:
 - i. Bond issued by a surety company authorized to do business in Florida;
 - ii. Deposit of a cashier check or bank draft of any national bank or state bank;
 - iii. Deposit of a certified check drawn on a financial institution acceptable to the City, as determined by the Finance Department;
 - iv. Letter of Credit drawn on a financial institution acceptable to the City, as determined by the Finance Department; or
 - v. Deposit of a U.S. Postal Money Order.

PARKLET PARKING FEES MAP

