

## APPLICATION FOR PARKLET PERMIT

Please complete all information below. Current telephone and email are required to process application. Application shall be completed only by a business owner, non-residential property owner, and/or non-profit/community-based organization (CBO).

<b>Business/Organization Name:</b>		
<b>Site Address:</b>		
<b>Applicant's Name</b>	<b>First:</b>	<b>Last:</b>
<b>Applicant's Telephone / Email</b>	<b>Phone:</b>	<b>Email:</b>
<b>Relationship:</b>	Business Owner <input type="checkbox"/>	Non-Residential Property Owner <input type="checkbox"/>
	Non-profit/CBO <input type="checkbox"/>	Other <input type="checkbox"/>
<b>Flex Street Permit Number:</b>		
<i>If you have an existing Parklet issued under the Flex Streets Program expiring on June 30, 2023.</i>		

- Question 1:** Does the parklet design extend more than 3' into a neighboring frontage?  
*If yes, Applicant shall provide documentation of adjoining neighbor's consent.* Yes \_\_\_ No \_\_\_
- Question 2:** What is the overall square footage of the parklet design? \_\_\_\_\_
- Question 2a:** Does the parklet design include a tent, canopy or roof?  
*Parklets with tents, canopies or roofs that are greater than 400 sf must also have a separate permit from the Oakland Fire Department prior to use of parklet.* Yes \_\_\_ No \_\_\_
- Question 3:** What is the total number of proposed seating spaces within the parklet design? Provide 12 to 15 square feet per seat. \_\_\_\_\_
- Question 3a:** What is the total number of proposed wheelchair accessible seating spaces within the parklet design? Provide at least one accessible seat per 20 total seats (5.0%).  
*Do not include seating spaces that are provided within an adjacent Sidewalk Café.* \_\_\_\_\_
- Question 4:** Is the parklet proposed for installation within legal parking spot(s) in front of the permittee's business frontage (not in a red, blue, green, yellow, or white zone)? Yes \_\_\_ No \_\_\_
- Question 5:** Does the parklet design include the use of heaters?  
*Location and type of all heating equipment must be shown on the site plan. Propane or Liquefied Petroleum Gas (LPG) heaters require a permit from Oakland Fire Department. Permits will be granted after field verification.* Yes \_\_\_ No \_\_\_
- Question 6:** Are you interested in applying for the City's Equity Fee Waiver Program?  
*If interested, please include documentation of prior year's gross receipts.* Yes \_\_\_ No \_\_\_

<b>APPLICANT HAS READ AND ACKNOWLEDGES THE FOLLOWING:</b>		
<ol style="list-style-type: none"> <li>1) Permit fee(s) owed per City of Oakland Master Fee Schedule.</li> <li>2) To renew a Parklet permit, it must NOT have expired. Operating without a valid Parklet permit is subject to stop work order, additional fees, penalties, and may result in renewal delays.</li> <li>3) This application is specific to the review and approval of a proposed Parklet; proposed Sidewalk Cafes shall be approved via separate permit application and review process.</li> <li>4) The Certificate of Insurance must meet the City of Oakland requirements (Refer to FAQ's to understand the City's Standard Insurance requirements for parklets).</li> <li>5) A signed and notarized Maintenance Agreement will be required prior to permit issuance.</li> <li>6) Parklet designs shall meet the minimum requirements of the City of Oakland's Parklet Program Guidelines, except upon review and approval of the City Engineer or designee.</li> <li>7) By signing below, applicant certifies that all information provided herein is true and correct to the best of their knowledge.</li> </ol>		
<b>Signature</b> _____  <b>Print Name</b> _____  <b>Date</b> _____	<b>THIS BOX FOR OFFICE USE ONLY</b>    <b>DATE</b> – Counter Staff Routes Application to Engineer  <b>ENGINEER ASSIGNED:</b>	
Print name and title under signature(s)		

## **PARKLET PERMIT SUBMITTAL CHECKLIST**

Complete the checklist below and submit with your application.

<b>Item</b>	<b>Description</b>	<b>Check</b>
<b>1</b>	<p>Legible, detailed site plan(s), elevations, and section view(s) of the proposed Parklet designed and stamped by a licensed architect or engineer. Plans shall show and label the business address, business frontage, and neighboring frontages. Plans shall also depict all nearby existing sidewalk obstructions and public right-of-way features such as trees and tree boxes, curb height, utility poles and boxes, hydrants, parking meters, crosswalks, parking space markings, curb markings, storm water catch basins, bike lanes, etc.</p> <p>Plans shall also include elevations, section view(s), and/or product specification for seating, including wheelchair accessible seating, and furnishings to be included within the Parklet. Plans shall also show the location and type of heating equipment, where provided, within the Parklet. All parklet customers must have a seat; no standees.</p> <p>Parklet designs shall conform with the City of Oakland’s Parklet Program Guidelines, except upon review and approval of the City Engineer or designee:</p>	Yes ___ No ___
<b>2</b>	Certificate of Insurance that complies with the City’s Standard insurance requirement and is issued to Applicant prior to permit issuance (Refer to FAQ’s to understand the City’s Standard insurance requirement for parklets).	Yes ___ No ___
<b>3</b>	Documentation of Applicant seeking consent from adjoining neighbors for Parklet designs which extend more than 3’ into a neighboring frontage or extends in front of adjacent frontage entrance.	Yes ___ No ___
<b>4</b>	OPTIONAL: Documentation of the prior year’s gross receipts for business. (If interested in applying for the City’s Equity Fee Waiver Program).	Yes ___ No ___
<b>5</b>	<b>REQUIRED:</b> Email electronic copies to: <a href="mailto:DOTOnlinePermits@oaklandca.gov">DOTOnlinePermits@oaklandca.gov</a> (Include address and permit type in subject line)	Yes ___ No ___

## **Frequently Asked Questions FAQ's for a Parklet Permit**

### **Who can apply for a Parklet?**

Business owners, non-residential property owners, and community-based organizations (CBO) may be considered.

### **How do I apply for a new Parklet permit?**

Applicants can apply for a permit at the [Online Permit Center](#), by emailing [DOTOnlinePermits@oaklandca.gov](mailto:DOTOnlinePermits@oaklandca.gov), or by appointment at the Permit Counter. The OakDOT Permit Counter is open to the public on the 2<sup>nd</sup> Floor of 250 Frank H. Ogawa Plaza. Click [here to schedule an appointment](#).

### **How much does a Parklet permit cost?**

Parklet permit costs are documented in the [Master Fee Schedule](#). New Parklet permit fees include an application fee, records management & technology fee, along with fees to cover OakDOT staff time to review and to inspect the installed parklet, and an annual parking space rental fee. Staff estimate new Parklet permit fees will be about \$2,400.

### **Does the Parklet permit expire?**

Yes, each Parklet permit expires after 365 days and must be renewed annually.

### **What must I submit with the Parklet permit application?**

Parklet applicants must submit a completed two-page application, along with site plan, elevations, and sections stamped by a licensed architect or engineer; and the certificate of insurance. If the proposed Parklet structure extends more than 3' in front of a neighbor, applicants must also seek their neighbor's written consent. Additionally, if interested in applying for the City's Equity Fee Waiver program, documentation of the prior year's gross receipts for the business must also be submitted.

### **Can the City help fund the Parklet?**

Parklet costs are eligible for City of Oakland I & Tenant Improvement Program funds. [Check their website](#) for more information on the next call for applications. The City of Oakland Economic & Workforce Development Department, Race & Equity Department, and Transportation Department (OakDOT) are also developing an Equity Fee Waiver program to support applicants.

### **I have an existing parklet, can I keep it?**

All Flex Street permits (the name of the temporary Parklet program established during COVID-19 pandemic) expire on June 30, 2023, per [City Council direction](#). The new [Parklet Program Guidelines](#) take effect on July 1, 2023. Flex Street permit holders are required to apply for a new Parklet permit and meet the new Parklet Program Guidelines.

### **Is there a grace period for existing permittees?**

OakDOT is committed to supporting businesses during the transition to the permanent Parklet Program. OakDOT staff are available to answer any specific questions. Please email [DOTOnlinePermits@oaklandca.gov](mailto:DOTOnlinePermits@oaklandca.gov). OakDOT plans to start enforcing the new Parklet permit after September 1, 2023, or as soon as the FY 2023 – 2024 Master Fee Schedule is adopted, whichever is later.

**How were the new Parklet Program Guidelines developed?**

The City of Oakland Parklet Program Guidelines were developed based on lessons learned from Oakland's temporary pandemic-era Flex Streets Program, as well as best practices gleaned from thirteen peer cities, including San Francisco, Seattle, Los Angeles, New York, Washington, D.C., Boston, and Philadelphia. To refine the Parklet Program Guidelines, OakDOT staff hosted a series of office hours in July 2022 and solicited feedback from Oakland's Business Improvement Districts, existing Flex Streets Program permittees, regional agencies, and community members. OakDOT staff received over 170 survey responses and letters from stakeholders. Background on the development of the Parklet Program can be found [here](#).

**What is the difference between a Sidewalk Café and Parklet?**

Both Sidewalk Cafés and Parklets activate streets by accommodating outdoor dining in the public right-of-way. For the purposes of this application, a Sidewalk Café is distinguished from a Parklet in that a Sidewalk Café is located on the sidewalk area within the business frontage whereas a Parklet is designed to occupy parts of a parking lane located within the business frontage. Sidewalk Cafés shall be approved via a separate [Minor Encroachment Permit](#).

**Can I have a food cart in a Parklet?**

No. The Parklet Permit is not a vending permit. In Oakland, Parklets are intended as a way for abutting businesses to extend their existing business by adding outdoor seating to create more vibrant streetscapes

**Can neighboring businesses apply for and build a single parklet, spanning across multiple storefronts/business frontages?**

No, in accordance with the [Parklet Program Guidelines](#), a single parklet may only occupy up to two parallel parking spaces –or three diagonal spaces, that are located in front of the permittee's business frontage. This is to ensure that minimum setbacks and emergency access to businesses are maintained between the sidewalk, parking lane, and vehicular lanes. Neighboring businesses are encouraged to coordinate materials and design with adjacent parklets to create a more integrated streetscape but should regardless still apply via separate applications for each parklet.

**What does a Parklet permit entitle me to?**

Parklet permits are issued to owners of abutting businesses and represents a revocable permission for the permittee to occupy public space. The permittee never gains any ownership of the public space. They only own, and are responsible for, the facility that is to be installed within the public space [i.e., the parklet]. The City of Oakland allows abutting business owners to establish these parklets for their exclusive use and are not required to make their parklets available to those who are not their customers.

**What are the City's Standard insurance requirements?**

Contact your insurance company and have the City of Oakland added as an Additional Insured to your Commercial General Liability Insurance policy. The minimum amounts specified in such public liability policy or policies shall be \$300,000 for each occurrence for public liability insurance and \$50,000 for each occurrence for property damage insurance. Coverage shall be at least as broad as Insurance Services Office Commercial General Liability coverage (occurrence Form CG 00 01).

The Additional Insured language should name "the City of Oakland, its Councilmembers, directors, officers, agents, employees and volunteers" as insureds under your commercial general liability policy. General Liability coverage can be provided in the form of an endorsement to the Vendor's insurance (at least as broad as ISO Form CG 20 10 (11/85) or both CG 20 10 and CG 20 37 forms, if later revisions used). If you submit the ACORD Insurance Certificate, the insured status endorsement must be set forth on an ISO form CG 20 10 (or equivalent). A STATEMENT OF ADDITIONAL INSURED STATUS ON THE ACORD INSURANCE CERTIFICATE FORM IS INSUFFICIENT AND WILL BE REJECTED AS PROOF OF MEETING THIS REQUIREMENT.

## HOW ARE PARKLET PERMIT FEES CALCULATED?

The fees for a Parklet Permit issued from OakDOT are calculated based upon the approved City of Oakland Current Master Fee Schedule.

### Parklet Permit (Review by Engineering Service and Inspections)

No.	Description	Amount	
1	New Parklet		
	a. Permit (includes two hour of inspection and two hours of review)	994.41	Permit / Year
	b. Reduced Fee Permit (for applicants who meet certain equity criteria)	100.00	Permit / Year
2	Annual Parklet Renewal		
	a. Permit (includes max two hour of inspection)	479.33	Permit / Year
	b. Reduced Fee Permit (for applicants who meet certain equity criteria)	50.00	Permit / Year
3	Parking Space(s)		
	a. Annual Parking Space(s) Rental	1,000.00	Per Parklet
	b. Reduced Rental (for applicants who meet certain equity criteria)	0.00	Per Parklet

### ADMINISTRATIVE **\*\* Non-Refundable per Master Fee Schedule added to all permits**

1	Application Fee	76.00	Each Permit
2	Record Management and Technology Fee	14.75%	Permit Total

*Note that separate permit fees from Oakland Fire Department (OFD) may also apply.*

### Example Permit Fee Breakdowns

#### **New Parklet**

Application Fee	\$76.00
Permit	\$994.41
Annual Parking Space(s) Rental	\$1,000.00
Record Management and Technology Fee	\$305.39
<b>Grand Total for New Parklet</b>	<b>\$2,375.80</b>

#### **New Parklet (with Equity Fee Waiver)**

Application Fee	\$76.00
Permit	\$100.00
Annual Parking Space(s) Rental	\$0.00
Record Management and Technology Fee	\$25.96
<b>Grand Total for New Parklet (with Equity Fee Waiver)</b>	<b>\$201.96</b>

**LETTER OF CONSENT/NON-CONSENT FROM ADJOINING NEIGHBORS FOR APPLICATION FOR PARKLET PERMIT**

Per the Parklet Program Guidelines, Applications for Parklet Permits require the Applicant to seek the written consent of any adjacent business or community-based organization (CBO) (or adjacent property owner in the absence of a ground-floor tenant) in which the proposed parklet: 1) extends more than 3' into the frontage of the adjacent business or CBO, or 2) extends into their frontage entrance. This written consent shall be documented at each permit renewal for the parklet. Note that non-consent from a neighbor does not constitute an automatic rejection of an Application for Parklet Permit or renewal.

<b>To Be Completed By Applicant</b>			
<b>Applicant's Name:</b>			
<b>Project Address:</b>			
<b>Scope of Work:</b>			
<b>Record Number:</b> <i>(if available)</i>		<b>Date:</b>	
<p>I certify that the plans presented to the neighbor for his/her review are identical to those plans an Application for Parklet Permit is being requested:</p> <p style="text-align: right; margin-top: 20px;">_____ Signature</p>			

<b>To Be Completed By Neighbor</b>
<p>I, _____, am the legal tenant/owner/representative of property located  <small>(Name)</small>            at _____, which is an adjoining property to the project  <small>(Address – number and street)</small>            address. I am aware that Applicant is applying for a proposed Parklet and have reviewed the plans presented to me by the Applicant for the proposed design and construction and/or renewal.</p>

- I HAVE **NO OBJECTION** TO GRANTING MY CONSENT FOR THE AFOREMENTIONED APPLICATION FOR PARKLET PERMIT. I UNDERSTAND THAT THE PROPOSED PARKLET WILL EXTEND MORE THAN 3' INTO THE FRONTAGE OF MY BUSINESS/PROPERTY OR INTO MY FRONTAGE ENTRANCE.
- I **OBJECT** TO THIS APPLICATION FOR PARKLET PERMIT (NOTE THAT NEIGHBORS ARE UNDER NO OBLIGATION TO SIGN). I UNDERSTAND THAT NON-CONSENT MAY NOT RESULT IN REJECTION OF AN APPLICATION FOR PARKLET PERMIT OR RENEWAL.

_____ Neighbor's Signature	_____ Date
_____ Print Name	

**Comments (for neighbor to complete)**

Comments may also be submitted via email to [DOTOnlinePermits@oaklandca.gov](mailto:DOTOnlinePermits@oaklandca.gov). Include address, permit type, and record number (if available) in the subject line.