



OREGON CITY

Public Works

13895 Fir Street | PO Box 3040 | Oregon City OR 97045
Ph (971) 204-4601 | Fax (503) 908-1128

APPLICATION – PARKLETS & SIDEWALK SEATING/SALES			Application Date:
Applicant			
Name of Business:			
Business Address:		City, State & Zip:	
Contact Name:		Phone:	
Email:		Oregon City Business License Number:	
Parklet or Sidewalk Seating/Sales Information <input type="checkbox"/> Parklet or <input type="checkbox"/> Sidewalk Seating/Sales <input type="checkbox"/> New or <input type="checkbox"/> Renewal			
Parklet or Sidewalk Seating/Sales Location and Description: One parklet allowed per business using one parking space adjacent to business. If parking spaces unmarked, space may be 9 feet wide by 20 feet long.			
Parklet Design (See Design Standards)			
<input type="checkbox"/> Slip-resistant surface		<input type="checkbox"/> 1/4-inch maximum vertical drop from curb	
<input type="checkbox"/> Umbrellas or sails		<input type="checkbox"/> 12-inch curb flow-through	
<input type="checkbox"/> ADA access point		<input type="checkbox"/> One table minimum for ADA patrons	
<input type="checkbox"/> Vertical elements for visibility		<input type="checkbox"/> Reflective measures	
<input type="checkbox"/> Lighting: <input type="checkbox"/> Over 40W shielded		<input type="checkbox"/> 8-foot minimum above sidewalk	
<input type="checkbox"/> Parallel parking: 24-inch setbacks or <input type="checkbox"/> Angle parking: 18-inch setbacks			
SEE BACK PAGE OF THIS FORM FOR PROVISIONS AND CONDITIONS			
Permission is hereby requested to construct, maintain, and use a parklet as described hereto. It is understood that this application is limited to the parklet described herein and that the business shall comply with the provisions of this application and all other applicable rules, regulations and standards of the City, County and State. The permittee assumes full responsibility for said compliance and for repair or replacement of any existing improvement damaged as a result of the parklet.			
PROPERTY OWNER SIGNATURE			
SIGNATURE OF ABUTTING BUSINESS		Address	
SIGNATURE OF ABUTTING BUSINESS		Address	
Attach additional pages with signatures as needed.			
I CERTIFY THE ABOVE INFORMATION IS CORRECT		Applicant's Signature:	
OFFICE USE ONLY			
Parklets	<input type="checkbox"/> Location: Street speed limit per standards <input type="checkbox"/> Location not a prohibited space		
	<input type="checkbox"/> Coverings: Umbrellas contained in footprint <input type="checkbox"/> No obstruction to adjacent business visibility <input type="checkbox"/> Umbrellas 20 feet from stop signs <input type="checkbox"/> No sightline obstruction per OCMC 10.32		
Sidewalk Seating/Sales		<input type="checkbox"/> Minimum 4-foot ADA pathway	
<input type="checkbox"/> Certificate of Insurance naming the City <input type="checkbox"/> Release and Indemnity Agreement <input type="checkbox"/> Dimensioned site plan meeting standards			
Packet Complete: <input type="checkbox"/> Yes <input type="checkbox"/> No			Expiration Date:
Issued by:			Date:

PERMIT NUMBER _____ IS ISSUED & ACCEPTED SUBJECT TO THE FOLLOWING CONDITIONS & PROVISIONS:

1. Street impact. Parklet shall not encroach into street. Parklet shall not be bolted to curb or street. Parklet design shall include ability for easy removal in case of need for utility or other access. Any damage to or unauthorized alteration of the right-of-way is to be repaired by permittee to City standards
2. Overhead covers. Sails or umbrellas must be able to withstand environmental loads equally to those on private property. Covers may not be comprised of more substantial materials such as wood or metal. Membrane pop-up structures such as canopies are not permitted.
3. Signage. Signage on parklet subject to City sign code and standards. Signs or covers may not obstruct abutting businesses or their signage.
4. Maintenance. Minimum weekly debris, graffiti, and grime removal required. Parklet maintenance the responsibility of the business including daily sweeping.
5. Restricted items. No audio system may be used on parklets. No smoking or vaping permitted within a parklet at any time.
6. Coordination. Separate OLCC or OHA licenses or permits are the responsibility of the business. Adjoining businesses may combine parklets at property line to avoid setback between two parklet.
7. Permittee agrees to save, keep and hold harmless the City of Oregon City, its officers, agents and employees from all damages, costs or expenses in law or equity that may at any time arise or be set up because of damage to property, or of personal injury received by reason of or in the course of use of the right-of-way authorized by this permit which may be occasioned by any act or omission of the permittee, his agents or employees.
8. Permit is void before March 15 and after November 30.
9. Permit original issuance and annual review and renewal under separate processes.
10. Permit revocable at any time by the City.
11. A copy of this permit shall be kept at the business address identified on page one of this form.
12. Permittee shall adequately safeguard all construction or assembly and disassembly of a parklet with barricades, lights and/or other suitable safety devices per a temporary traffic control plan submitted to and approved by the City that follows the current "MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES" (mutcd.fhwa.dot.gov/), Federal Highway Administration, and all OSHA rules and regulations.
13. Fire Department access to fire hydrants shall always be maintained.
14. Inspection of completed parklet or sidewalk seating for conformance with plans and standards required. A minimum of **72 hours' advance notice** must be given for inspection requests (exclusive of Saturdays, Sundays, and holidays). Setup approval shall not be granted until construction debris and excess material is removed and right-of-way is deemed to be restored to acceptable condition as determined by the City.
15. Failure to secure permits for previous work or failure to pay fees due on previous permits shall render the applicant, permittee or employees ineligible for any other City permit until such fees and penalties are paid.

I AGREE TO COMPLY WITH THE PERMIT AND ALL ABOVE-REFERENCED CONDITIONS

Applicant's Signature:	Date:
Applicant's Printed Name:	Title / Organization:

Rev 2022-01-18