



CITY OF FORT LAUDERDALE  
**PARKLET PILOT PROGRAM  
APPLICATION**



CITY OF FORT LAUDERDALE  
DEPARTMENT OF SUSTAINABLE DEVELOPMENT

700 NW 19th Avenue • Fort Lauderdale, FL 33311  
Telephone: (954) 828-3266 • Fax (954) 828-5858  
[www.fortlauderdale.gov/sustainable\\_dev](http://www.fortlauderdale.gov/sustainable_dev)

## PROGRAM OVERVIEW

Fort Lauderdale's Parklet Program aims to facilitate the conversion of inactive and often underutilized on-street parking spaces into publicly-accessible open space available for all to enjoy. The Parklet Pilot Program provides a path for merchants to take individual actions in the development and beautification of the City's public realm. The first formal public parklets were initially conceived and installed in San Francisco in 2010. Since that time the program has become very successful and is being emulated in cities around the world.

Parklets are intended as aesthetic enhancements to the streetscape, providing an economical solution to the need for increased public open space. They provide amenities like seating, planting, bike parking, and art. They reflect the City's commitment to encouraging walking and biking, creating pedestrian-friendly streets, and strengthening our communities by providing an economical solution to the need for increased public open space. While Parklets are funded and maintained by neighboring businesses, they are publicly accessible and open to all.

Typically the materials consist of semi-permanent decks that expand the pedestrian realm beyond the sidewalk, allowing business owners to increase outdoor seating, without requiring permanent street re-design and construction. They may include amenities such as seating, planters, bike parking, art and other associated improvements, generally located in front of and developed and operated by the adjacent business.

## PROGRAM GOALS

### **Reimagine the potential of city streets.**

Public rights-of-ways make up approximately 25 percent of the City's land area. Parklets promote a low-cost, easily implementable approach to public space improvement through projects that energize and reinvent the public realm. They help address the desire and need for increased public open space and wider sidewalks.

### **Encourage non-motorized transportation**

Parklets encourage walking by providing pedestrian amenities like street furniture, landscaping and public art. Parklets often provide bicycle parking and thus increase the visibility of bicycling in Fort Lauderdale.

### **Encourage pedestrian activity.**

Parklets provide pocket spaces for pedestrians to sit and relax, while also improving walkability.

### **Support local businesses.**

Parklets attract attention to businesses and provide additional seating that can be used by cafe customers and others. A parklet also beautifies the street and creates a neighborhood destination.

# PARKLET LOCATION CRITERIA

## SPEED LIMIT.

Parklets are permitted on City-controlled streets with speed limits of 25 mph or less and on Oakland Park Boulevard and Commercial Boulevard between US 1 and the Intracoastal Waterway

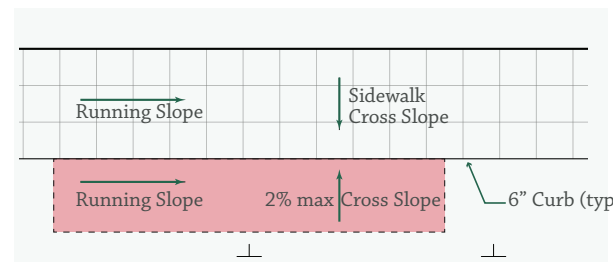
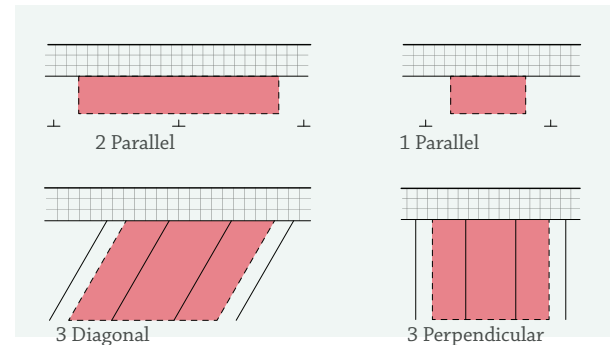
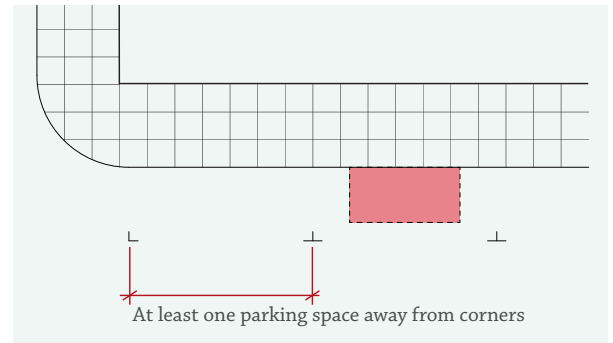
## PARKING SPACES.

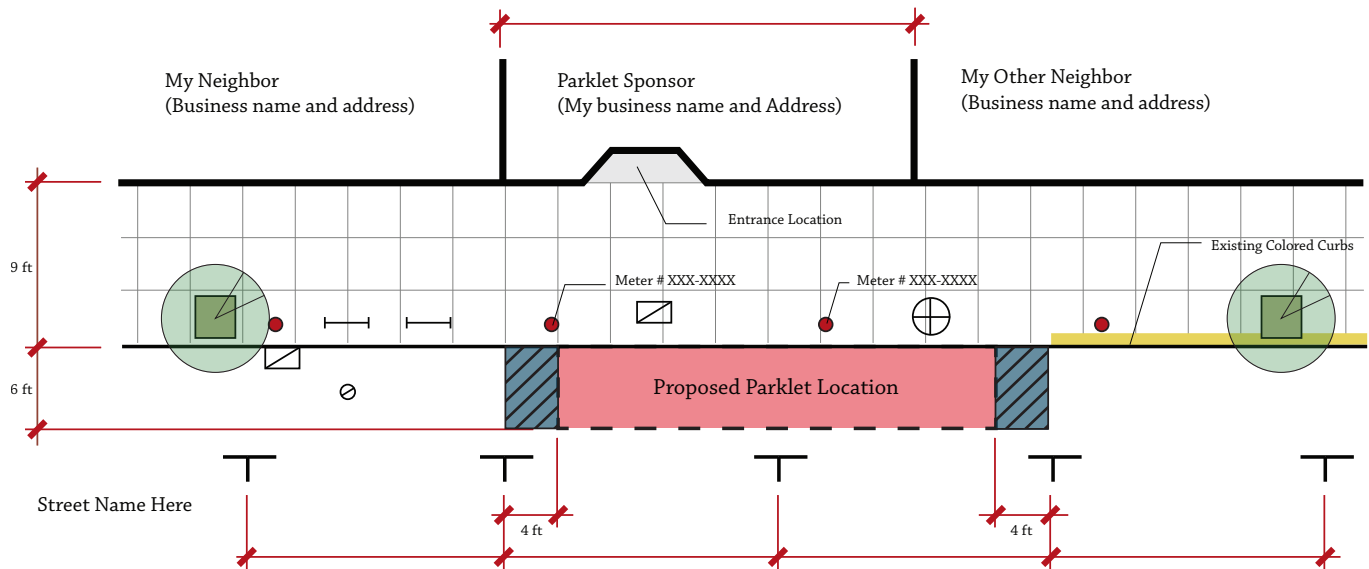
Parklets can be sited along the curb line on streets where on-street parking spaces exist. They can be considered in any location where there are space(s) for on-street parallel, angled, or perpendicular parking, including spaces with metered or unmetered parking.

## STREET SLOPE.

Parklets are generally permitted on streets with a running slope (grade) of five percent or less. When installed on streets with running slopes of three percent or greater, parklets will need to include a wheelchair rest area.

Parklets may be permitted on streets over five percent if they can provide safe access and turnaround area for wheelchair users.





### Legend

- Existing Parking Meter
- Existing Parking Space Marking
- Existing Bike Rack
- Existing Utility (in sidewalk and in street)
- 4 ft Required Parklet setback (not to be included in parklet size)
- Existing Street Light
- Existing Street Tree
- North Arrow

### REFLECTIVE ELEMENTS AT CORNERS.

Reflective elements are required at the outside corners of all parklets. Soft-hit posts are a standard solution deployed at the outside edges; however the City will consider additional reflective elements incorporated in the parklet design.

### WHEEL STOPS.

For parklets in parallel parking spaces, a three-foot wheel stop must be installed one foot from the curb at the edge of the front and back parking spaces. When parklets are installed adjacent to parallel parking spaces, wheel stops should be setback four feet from the parklet structure. For angled parking spaces and adjacent to driveways, City staff will work with you to determine the appropriate location for wheel stops. Wheel stops should be made of recycled rubber; concrete wheel stops are discouraged.

### SITE CONDITIONS.

Your initial site plan should accurately reflect the existing site conditions and include streetscape features like adjacent bike racks, utility covers, street poles, existing signs, street trees, tree wells, etc.

### SIGHT TRIANGLE.

Parklets must not interfere with sight triangles. A sight triangle is a triangular shaped portion of land established for unobstructed visibility of motorists entering or leaving a street or driveway intersection in which nothing, whether stationary or moveable (i.e., vehicles, vehicular maneuvering area, signs, landscaping or objects of any kind) is permitted to be located between a height of two and one-half (2½) and eight (8) feet above the elevation of the adjoining edge of pavement. An exception to the prohibition is a tree with clear trunk between two and one-half (2½) and eight (8) feet.

### PARKING METER LOCATION NUMBERS.

If your parklet is located in an area with metered parking, you will need to show the locations of the parking meters to be removed and include their associated parking meter number(s). The number can be found on the parking meter.

## THE PLATFORM

The platform provides the structural base for the parklet. The City strongly recommends consulting a design or construction professional to ensure that the platform will be sturdy and safe.

### BOLTING.

Bolting into the street or penetrating the surface of the road in any way is strongly discouraged and may not be allowed without a restoration plan and an excavation bond posted by the applicant and their contractor. Parklets may be bolted to the existing curb, with specific restoration requirements.

### PLATFORM SURFACE.

The top of the parklet platform must be flush with the sidewalk with a maximum gap of one-half inch. In the case of a sloping street, staff will work with the designer to address issues of access.

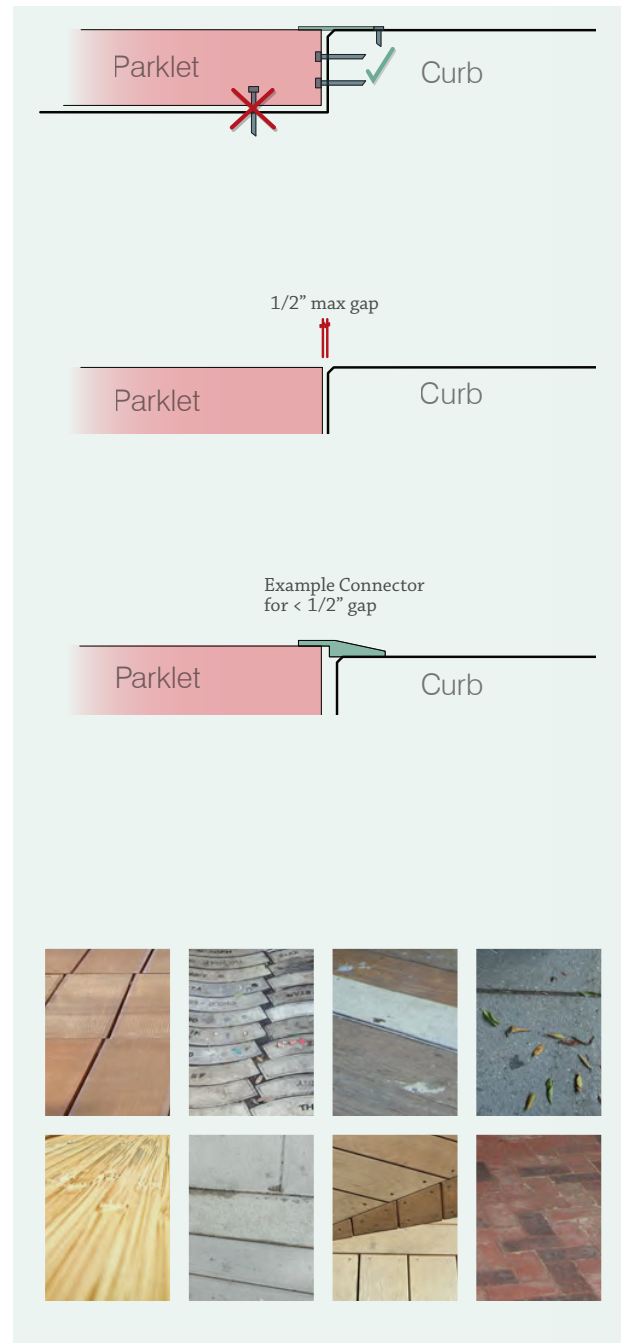
### ACCESS.

If the platform base is not solid, the space underneath the platform surface must be accessible for maintenance through access panels, removable pavers, etc.

### CONCRETE.

If using a concrete base for the parklet floor, the concrete cannot be poured directly on the road surface. A plastic slip-sheet can be used to prevent the concrete from binding to the roadbed below. To facilitate easy removal of the parklet, the concrete floor should not include structural rebar and must weigh less than 200 pounds per square foot.

Surface materials. Loose particles, such as sand or loose stone, are not permitted on the parklet.



### DRAINAGE.

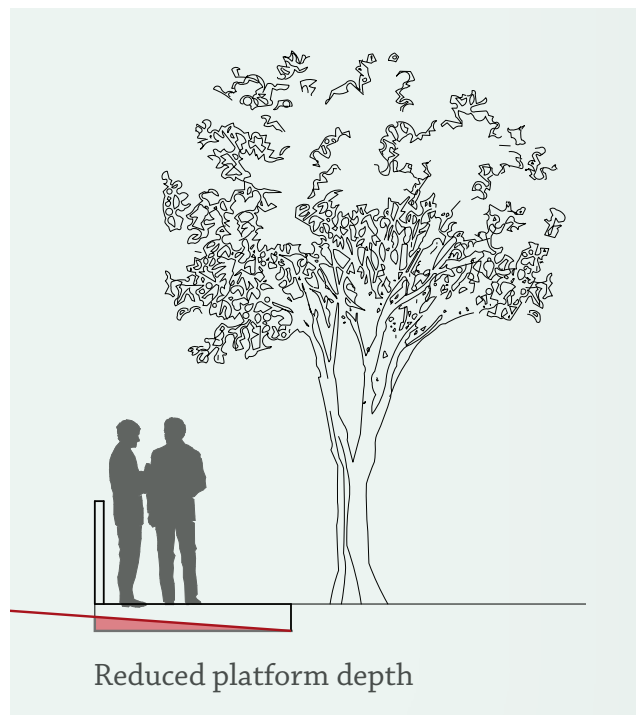
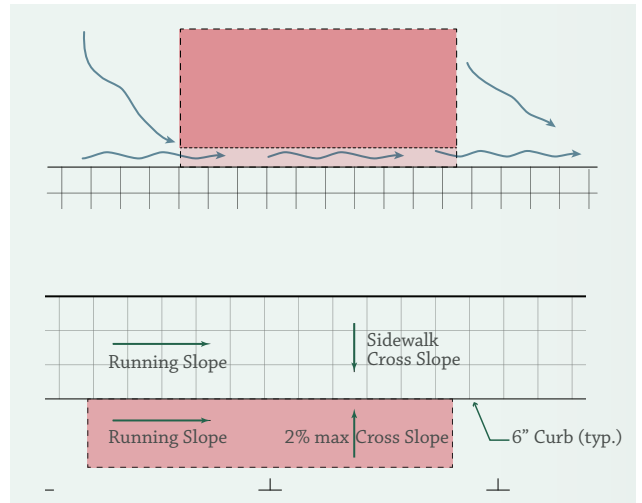
The parklet cannot impede the flow of curbside drainage. Designers are strongly encouraged to cover openings at either end of the parklet with screens to prevent blockage from debris.

### PLATFORM CROSS SLOPE.

Parklet platform rest areas cannot exceed two percent cross slopes. Your final construction drawings will need to show spot elevations for both the sidewalk and the platform areas.

### STREET CROWN AND CURB HEIGHT.

Most Fort Lauderdale streets are crowned (parabolic in cross-section) and typically edged with a six-inch-high curb. This is to ensure that stormwater flows towards the curb and gutter during a rainstorm. The curb is intended to prevent water from jumping the curb and flooding adjacent buildings. This means that the elevation of the street rises the further you move from the curb, effectively reducing the amount of space to build the parklet platform. Whereas along the curb there may be 6 inches of clearance for your platform structure, clearance can be reduced to as little as 2 inches further into the street. Furthermore, both curb heights and street crown heights vary with each street segment. Applicants and designers are strongly advised to take field measurements before beginning the design to make sure their proposed platform solution will fit within the allotted space and satisfy all slope and accessibility requirements.



## REQUIRED MATERIALS



### NO PARKING SIGNS

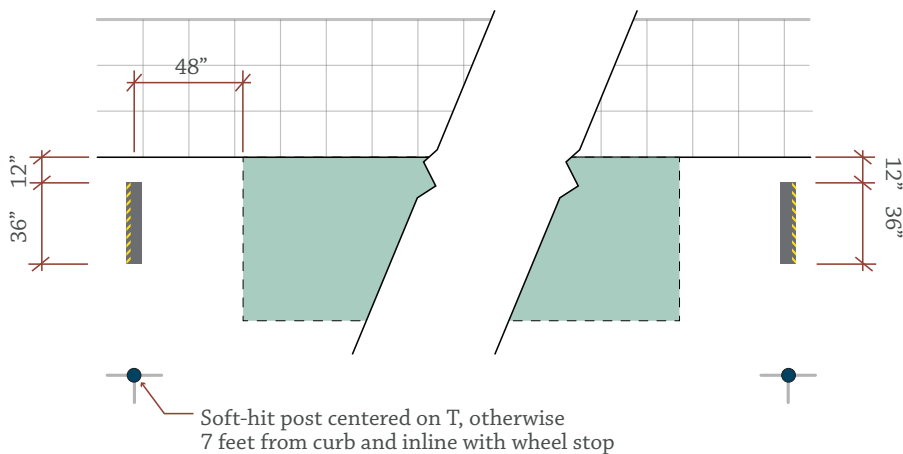
Clear the area for installation by placing temporary no-parking signs in the parking spaces that your parklet will occupy a minimum 72 hours before installation. The signs are available from the Department of Sustainable Development, 954-828-3266. The permittee is responsible for maintenance, upkeep, and replacement of the signs should they get removed.



### SOFT-HIT POSTS

Purchase two standardized safe-hit posts, one for each end of the parklet. The City purchases its posts at: Flex-stake, Fort Meyers, FL (800-348-9839). You may purchase the posts from any vendor, but they must meet these specifications:

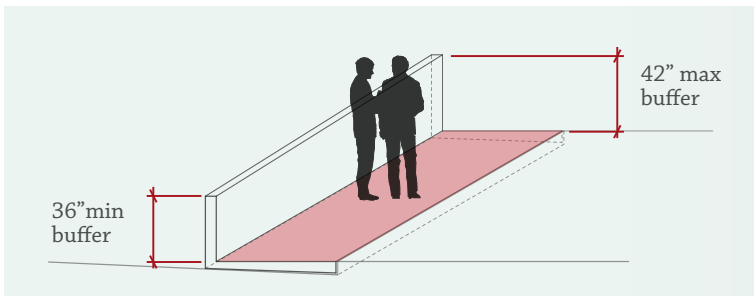
- Safe Hit Type 2 Guide Post 36", White.
- Surface Mount Pin Lock Base.
- Butyl Adhesive Pad or 10 oz. Epoxy Kit.



# THE ENCLOSURE

## BUFFER THE EDGES.

Depending on the location, the parklet should have an edge to buffer the street. This can take the form of planters, railing, cabling, or some other appropriate buffer. The height and scale of the buffer required will vary depending on local context. For example, on some low-traffic streets, a continuous edge may not be required. (If cable railing is used, spacing between cables cannot exceed six inches).

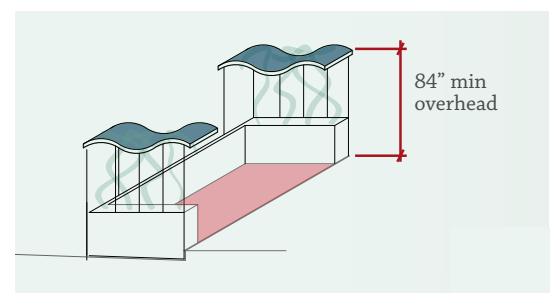
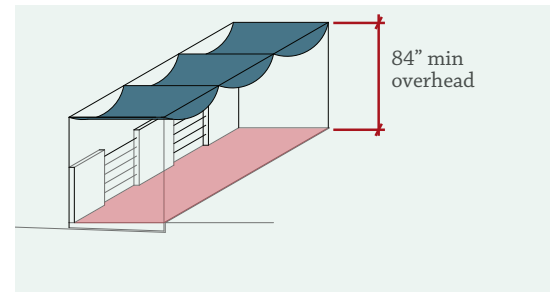
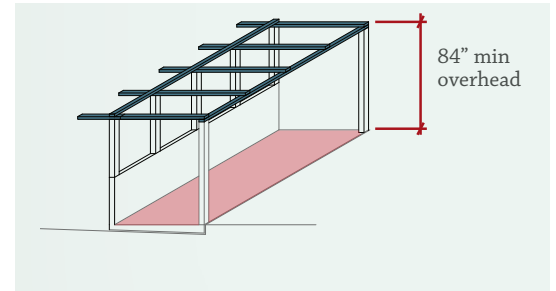
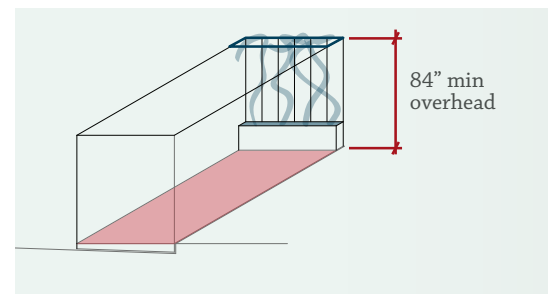
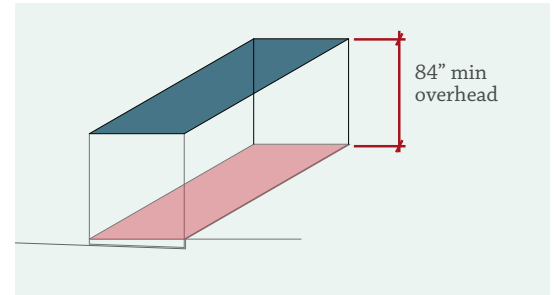
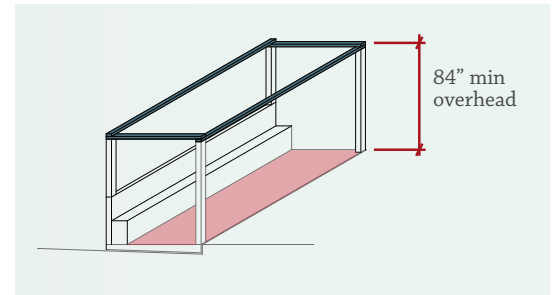


## MAINTAIN A VISUAL CONNECTION TO THE STREET.

Your parklet design should maintain a visual connection to the street. Continuous opaque walls above forty-two inches that block views into the parklet from the surrounding streetscape are prohibited. You are allowed to include columns and other vertical elements.

## AVOID OVERHEAD ELEMENTS THAT SPAN THE SIDEWALK.

Overhead elements that span the sidewalk and connect the parklet to the adjacent building façade are discouraged. Such proposals may be considered on a case-by-case basis, and will require a minimum vertical clearance of eighty four inches above grade.





## 1. SUBMIT APPLICATION

**a. Application Form.** All Applicants must complete the attached application form.

Applications maybe denied for the following reasons;

- (1) Incomplete applications will not be accepted.
- (2) Inactivity for a period of three (3) months since the last action was taken.
- (3) Failing to meet any required deadlines.

**b. Site Plan.** All Applicants shall provide a plan with their application form that clearly includes and indicates all of the following information:

- (1) The footprint of the proposed Parklet, including sufficient detailed information to illustrate the design elements on either end of the proposed Parklet.
- (2) Indicate all property lines, right-of-way lines, sidewalk width, Parklet length and width, existing parking stalls, and all surface obstructions within 15 feet of the occupied area (e.g., fire hydrants, streetlights, parking meters, street trees, utility access covers).
- (3) The number(s) on all parking meters that are to be removed must also be included in all drawings. These numbers are generally posted on the meter.
- (4) Provide as much detail as possible to aid in the City's review of the application.

**c. Parklet Programming.** Indicate what type of elements you are proposing on the Parklet (e.g. tables and chairs, benches, landscaping, bike parking, etc.)

**d. Support.** A letter from fronting property owners is required. Each Applicant must adequately and robustly involve the surrounding community in the development of the proposal by involving neighbors and tenants of the subject property, and any existing merchant or neighborhood groups. The Applicant must provide reliable and verifiable documentation of support in the form of a letter, a petition, email, etc.

**e. Indemnity and Hold Harmless Statement.** Each applicant shall provide a signed agreement to defend, indemnify, save, and hold harmless the City and all its officer, agents, or employees from any liability for damages resulting from any and all operations under the permit in a form approved by the City Attorney.

## 2. DEPARTMENTAL REVIEW

An interdepartmental committee (Transportation and Mobility, Public Works, Sustainable Development) will review applications, on a first-come-first-served basis, to ensure that Applicants conceptually meet program criteria.

## 3. PERMIT APPLICATION

For those Applicants with an accepted conceptual application; the next step is to submit a construction permit application and fully detailed site plan, including but not limited to items such as cross sections, elevations, structural details, safety treatments, existing utilities and maintenance of traffic plans. City staff will work with the Applicant in a collaborative fashion during this period to ensure that the Parklet design is appropriate and that the final drawings produced meet requirements.

## 4. CONSTRUCTION PERMIT APPROVAL

**a.** Within 10 days from submittal of a Final Plan, if it is determined by the Director/Department that the application satisfies all policy requirements and the Applicant has paid all necessary fees, the Department of Sustainable Development will grant final approval and issue a permit.

## 5. CONSTRUCT PARKLET

Upon permit issuance and as a condition of permit approval, Applicants are required to inform the Department of

Sustainable Development no less than ten (10) days before beginning any site work. Installation of the Parklet must be completed within 2 weeks of permit issuance.

## 6. OTHER PERMITS

In conjunction with the Parklet permit, the Applicant is required to obtain any other applicable permits that may be required by other agencies.

## 7. PARKLET REMOVAL

Permittee, at Permittee's sole cost, shall be responsible for removal of the Parklet and restoring the ROW to its original condition upon the occurrence of one (1) or more of the following:

- (1) the cessation of use,
- (2) failure to comply with permit conditions or other legal requirements, or
- (3) the Parklet poses a dangerous condition or threat to life or property.

The City may remove the Parklet for any of the following reasons:

- a. Failure to maintain,
- b. Violation of this Pilot Program Policy,
- c. Violation of the Permit,
- d. Modifications unapproved by the City,
- e. When the Parklet encroachment causes a dangerous condition or threat of danger to life or property as determined by the Director of Public Works. This includes but is not limited to:
  - The Parklet is encroaching into a travel lane or bike lane
  - The Parklet has lost structural integrity
  - A gap develops between the Parklet and sidewalk
  - The Parklet creates a visibility issues
- f. As a condition of permit issuance, the Parklet Permittee shall agree in writing to authorize the City to remove the Parklet at the Permittee's sole cost in the event that any of the occurrence of any of the circumstances for removal herein.

If any of the above violations occur, the applicant will be sent notice of the violations and. Except in the case of dangerous or threatening conditions, will be given a maximum of five (5) working days to remedy the condition or remove the Parklet. If in the event that the Permittee fails to timely or adequately maintain or repair the encroachment or remove the encroachment within the five (5) working days, the permit will be terminated. Once the permit is terminated, the Parklet must be removed at the sole cost of the Permittee within three (3) calendar days. When the encroachment causes a dangerous condition or threat of danger to life or property, the permit will be terminated without the five (5) day notice and removed immediately at Permittee's cost.

The City, at its sole discretion, may remove the Parklet and restore the public right-of-way to its previous condition upon a finding that it is in the public interest for the City to fund or partially fund removal of the Parklet.

## TRANSFER OF PERMITS

If the Permittee sells its business interests, one of the following must be done:

1. Remove the Parklet; or
2. With the City's approval, Purchaser and Permittee must come into the Department and execute a new permit in the purchaser's name with their signature and comply with all other requirements for the issuance of a permit, such as insurance.

## PILOT PROGRAM CHANGES

The City reserves the right to amend the Parklet Pilot Program and all terms contained within it up until the point that a final permit is issued. Applicants may withdraw their application if they do not agree with any of the Policy changes.



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# PARKLET PERMIT APPLICATION

All Parklet applications will be reviewed on a first come – first serve basis.

Date Submitted: \_\_\_\_\_ New \_\_\_ Revised \_\_\_ Application

## APPLICANT (Print)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone# (M-F, 8am-5pm): \_\_\_\_\_ Alt. # (emergency number): \_\_\_\_\_

Federal Tax ID Number (FEIN): \_\_\_\_\_

City Business Tax Receipt #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

## PARKLET OPERATOR, IF OTHER THAN APPLICANT:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone# (M-F, 8am-5pm) \_\_\_\_\_ Alt. # (emergency number) \_\_\_\_\_

## BUSINESS ENTITY (PERSON) PARKLET OPERATION WILL SERVE IF OTHER THAN APPLICANT

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Contact Number: \_\_\_\_\_

**ENGINEER/ARCHITECT:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Contact Names, number(s) & email \_\_\_\_\_

**COMMENTS:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PARKING INFORMATION**

Number of Parking Spaces to be occupied: Parallel \_\_\_\_\_ Angled / Perpendicular \_\_\_\_\_

Meter number(s) on Parking Meters to be removed:

\_\_\_\_\_  
\_\_\_\_\_

**ADDITIONAL INFORMATION**

1. Name of Insurance Company (attach Insurance Certificate) \_\_\_\_\_

Commercial General Liability Insurance with a policy limit of \$1,000,000 per occurrence and a \$2,000,000 General Aggregate. The policy must include coverage for the liability assumed by the applicant under the indemnity provision of the permit, coverage for Premises/Operations, Products/Completed Operations, Broad form Contractual Liability and Independent Contractors.

2. Zoning District of the Parklet area \_\_\_\_\_

3. Location/address of the Parklet area \_\_\_\_\_

4. Distance from closest fire hydrant or fire connection to building \_\_\_\_\_ ft.

(cannot be closer than 10' to nearest hydrant or fire connection to a building)

**Acknowledgement and Agreement to Terms and Conditions**

By my signature, I, (Applicant Name) \_\_\_\_\_, acknowledge that I have received a copy of the Parklet Pilot Program Manual and agree to abide by the terms and conditions set forth in the Manual, along with any terms and conditions included during the permitting process and any other applicable federal, state, county, and local laws as amended during the term of the approved Permit. Failure to abide by such terms and conditions, or misuse of the Parklet Permit, may result in the suspension and/or revocation of the Parklet Permit as specified in the Ordinance.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

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# CHECK LIST OF ITEMS TO INCLUDE WITH PARKLET PERMIT APPLICATION

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- 1. Completed and signed Parklet permit application.
- 2. A copy of a current Business Tax Receipt from the City of Fort Lauderdale.
- 3. Current liability insurance Certificate and documentation of Parklet insurance requirements.
- 4. A Parklet operations plan, including a sketch or drawing of the Parklet operations area, bicycle lanes, fire hydrant and fire connection locations, and
  - a. Location Map
  - b. Plan showing dimensions, features, traffic device placement and location of Parklet
  - c. Elevations
  - d. Construction details and structural design, signed and sealed by an engineer.
  - e. Photos of proposed Parklet area from 4 different viewpoints
  - f. A bond to secure restoration of the right-of-way.
  - g. And any other requirements as determined by the Interdepartmental Committee
- 5. A non-refundable application fee of \$100.00 plus \$650.00 per parking space required for the proposed Parklet.

If the application has insufficient space for you to complete any item, you may attach additional sheets that are labeled with the applicant's name and applicable section of the application.

## **NOTE:**

**The Parklet Permit application must include all required attachments before acceptance.**

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## **ACKNOWLEDGMENT**

**The City of Fort Lauderdale thanks the City of San Francisco for its leadership in developing the Parklet concept. San Francisco's Parklet Manual was invaluable in the creation of the City of Fort Lauderdale Pilot Program Application.**

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