

Sacramento Parklet Application Instructions

Application Checklist:

1. **Initial Application Form.** Use these instructions and the worksheet found at the end of this document to help you prepare for the online application form.
2. **Existing Conditions Photos.** Please submit photos of the location where you would like to install the parklet, including the parking spaces, the sidewalk, and building facade in front of the proposed location. Please consult the “Parklet Design and Construction Guidelines” for required photo perspectives. Please submit *.jpg* files.
3. **Initial site plan.** Please provide a measured drawing that shows the footprint of the proposed Parklet installation. This initial site plan can be hand-drawn; a designer is not needed at this stage. Please consult the “Parklet Design and Construction Guidelines”, which include a sample plan and design parameters. Please submit as a *pdf* file
4. **Initial concept description:** A brief summary explaining your project goals and the vision for your parklet. Submit this using the online application form. Why have you chosen this location? What activities would you like to promote on the parklet? How do you anticipate the community will be involved in the creation and use of the new Parklet?
5. **Proof of notification.** Documentation notification from your building or property owner is required for all Initial Application Proposals.
6. **Neighborhood outreach/Petition of Support.** It is important that you involve your community in the development of your design proposal. Please submit please submit documentation of community outreach. Please attempt to acquire signatures of support from surrounding business around the proposed locations. You are required to notify property owners as well as adjacent businesses. We request that you receive support from the businesses and or residents along the block face, across the street of the block face, and each of the corner properties that could be impacted by the change in parking of the proposed location of the Parklet by acquiring signatures in support the proposal. In addition it is also helpful as an example for additional support to by:
 - Notification or letters of support from local BID or PBID. If no BID or PBID is present, letters from adjacent businesses on the block.
 - Notification or letters of support from local institutions, residents or other adjacent organizations.

Questions ?

For any questions regarding this RFP or the Pavement to Parks program, please email sacparkletprogram@cityofsacramento.org.

Please include “RFP Parklet Demo” in the subject line, and include the potential parklet address in the body of the email

Initial Application ?

Please fill out the online application and submit all the above materials on our website at: <http://www.sacparklet.org>

1. Application

Sacramento Parklet Application Worksheet

APPLICANT INFORMATION

Address of Proposed Parklet: _____ Zip: _____
 Cross Street: _____ Block#: _____ Lot#: _____
 Councilmember District #: _____

Name Sponsoring Business/Organization: _____

Mailing Address: _____ Zip: _____

Contact Name 1: _____ Title 1: _____

Phone 1: _____ Email 1: _____

Contact Name 2: _____ Title 2: _____

Phone 2: _____ Email 2: _____

Business Certificate: _____ OR Driver's License: _____

_____ I have read and understood the "Parklet Design and Construction Guidelines"

Name(s) of Property Owner: _____

Property Owner Address: _____ Zip: _____

Phone: _____ Email: _____

DESIGNER INFORMATION

_____ I don't know yet _____ I'll design it myself _____ I'll hire a Designer

Designer Name (if known): _____

Design Firm (if known): _____

Phone: _____ Email: _____

PARKING INFORMATION

Number of parking spaces to be occupied: _____ Parallel _____ Angled / Perpendicular

Meter numbers on parking meters to be removed

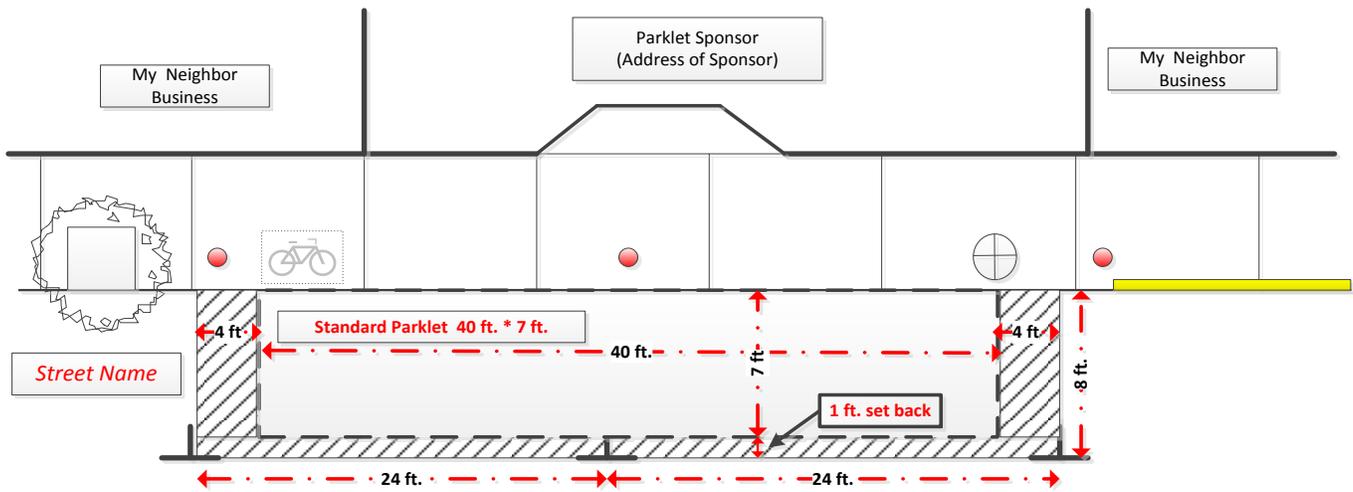
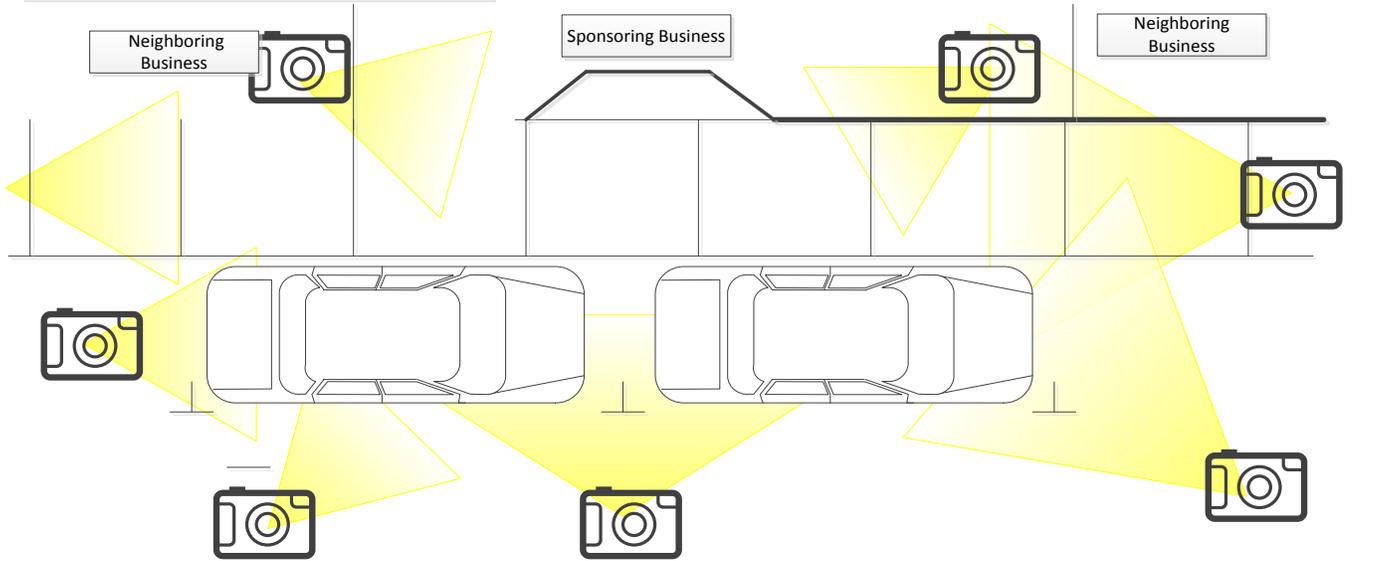
(found on the meter facing the street.)

Is there a colored curb(s) in your proposed location? _____ YES _____ NO

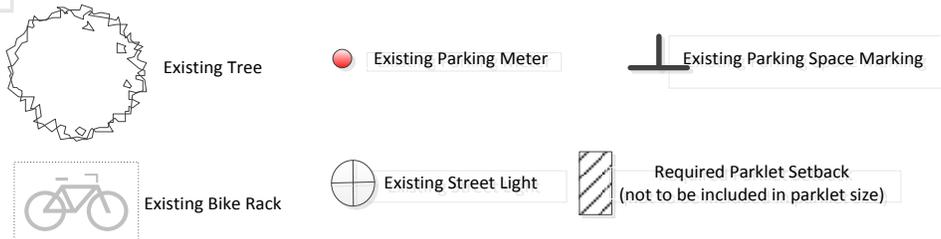
Length: _____ Red _____ Yellow _____ Blue _____ White _____ Green

Sacramento Parklet Application Worksheet

2. Existing Conditions Photos



Legend



Things to include in your site plan:

4. Initial Site Plan

- Your building and neighboring Properties (Including addresses)
- Proposed Parklet and dimensions (don't forget to leave 4 ft buffer)
- Existing parking meters to be removed (don't forget to include meter number "PKGS#####")
- Any colored parking sidewalk features adjacent to your parklet (e.g. trees, utility access panels, bike racks, street lights. You can make up your own graphic symbols)
- Dimensions (you will probably have to measure with tape measure not all spaces are exactly 24ft.)

Hand Drawn images are fine. You may consider using graph paper to help scale streetscape features.

Sacramento Parklet Application Worksheet

5. Sample Letter of Support



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To whom it may concern,

I am writing to express my support for a parklet to be constructed in front of "**Business Name**" located at "**Address of Proposed Parklet**". I understand that the parklet would take the place of "**Number of spaces proposed**" parking spots. This parklet will be a great asset to the neighborhood in addition to being a space for patrons of the "**Street Name of Proposed Parklet**" businesses to congregate without blocking the sidewalk or venturing into the street.

Sincerely,

(Signature)

Name (printed)

Contact (phone or email)

Address

Date

6. Sample Petition of Support

"Parklet Sponser's Name"

"Parklet Sponser's Address"

I support a "Parklet" in front of "**Parklet Sponser's Name**". Thank you for sponsoring the improvement of this public space on "**Street Name of Proposed Parklet**".

Signature	Name	Address	Phone	Email	Blocks of Proposed Parklet