

PROJECT ADDRESS: _____

**SUBMITTAL REQUIREMENTS FOR PARKLET ENCROACHMENT PERMIT APPLICATIONS
REQUIREMENTS MAY VARY WITH INDIVIDUAL PROJECTS – CONTACT STAFF FOR DETAILS**

All projects requiring Planning and Zoning Commission review require a pre-application meeting with Planning staff. Such projects include parklets requesting use of 2 parallel or 3 angle parking spaces and parklets proposing new materials. Please reach out to the Planning Division in advance of application submittal at planning@albanyca.org.

As part of the application, the following requirements must be included, and each box checked by the applicant certifying that requirements have been satisfied.

Project plans include the following for a complete submittal:

- Dimensioned Site Plan to Include:**
 - Existing building walls, entries, windows
 - Utilities, including access panels and storm drain inlets
 - Identified all areas of proposed parklet use within public right-of-way
 - Note any curb color designations for parking spaces
 - Proposed outdoor furniture
 - Proposed location of 3-stream waste bins or add note to plan that restaurant staff will clear tables and dispose of waste indoors
 - ADA accessible path of travel
 - Adjacent sidewalk areas, sidewalk furnishings, fire hydrants with 5-foot buffer, 6-foot sidewalk path of travel, and restaurant service path of travel to the parklet
 - Platform plan and detail (if proposed) or ramp plan and surface slopes (if no platform)
- Proposed Elevations**
 - Exterior railing or barrier dimensions and detail
 - Roof dimensions and detail (if proposed)
 - Detail of post-to-roof connection and guardrail connection
 - Detail gutter clearance (staff is recommending screened 4"x20" opening as opposed to 6"x6" in original regulations to accommodate platform depth and leaf accumulation)
- Exhibits or Product Specifications of Other Parklet Elements (if proposed)**
 - Outdoor furniture
 - Lighting
 - Planters and Plantings
 - Heating fixtures
- Electrical (if running electricity to Parklet) – Add note to plan that:**
 - All cords and devices must be UL listed for outdoor use
 - All cords must have at least 7 feet vertical clearance above any walking surface
 - All cords must be secured to parklet where possible and kept away from potential contact with surface water
 - All cords must be plugged into GFIC outlet in primary business

Before a parklet encroachment permit can be issued, the following materials will also be required to be submitted:

- Certificate of Insurance listing City of Albany as an Additional Insured to your Commercial General Liability Insurance policy in the minimum amounts specified in the Parklet Regulations
- Business owner signature accepting parklet program regulations and encroachment permit requirements

I have included the above information and understand that if there any incomplete information, my application will not be processed.

Sign: _____ Date: _____

Print Name: _____