



Gladstone City Hall

18505 Portland Ave. | Gladstone OR 97027
(503) 656-5225

APPLICATION - PARKLETS & SIDEWALK SEATING		Application Date:	
Applicant			
Name of Business:			
Business Address:		City, State, Zip	
Contact Name		Phone	
Email		City Business License Number	
Parklet or Sidewalk Seating Information:	Parklet	Sidewalk Seating	Both Renew
Parklet or Sidewalk Seating Location and Description:			
One parklet allowed per business using one parking space adjacent to business. If parking spaces unmarked, place may be 9 feet wide by 20 feet long			
Parklet Design			
Slip Resistant Surface		1/4- inch maximum vertical drop from curb	
Cable Barriers: 6-inch minimum spacing		1/2- inch maximum horizontal gap from curb	
Umbrellas or sails	12-inch curb flow-through	Weighted structures at ends	
ADA Access Point		One Table minimum for ADA patrons	
Vertical elements for visibility		Reflective measures	
Lighting:	Over 40W Shielded	8-foot minimum above sidewalk	
Parallel parking: 24-inch setbacks		Angle Parking: 18- inch setback	
Additional Elements:			
SEE SECOND PAGE OF THIS FORM FOR PROVISIONS AND CONDITIONS			
Permission is requested to construct, maintain and use a parklet as described. It is understood that the application is limited to the parklet description 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 repair or replacement of any existing improvement damage as a result.			
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	Location	Street Speed limit per standards	Location not a prohibited space
	Coverings	Umbrellas Contained in footprint	No obstruction to adjacent business visibility
		Umbrellas 20 feet from stop signs	No sightline obstruction per GMC 17.54
Sidewalk Seating	Minimum 4-foot ADA pathway		
Certificate of insurance naming the City		Release and Indemnity Agreement	Dimensioned site plan meeting standards
Packet complete	Yes	No	Expiration Date: Permit Number:
Issued by			Date:

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

- 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
- 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.
- Signage. Signage on parklet subject to City sign code and standards. Signs or covers may not obstruct abutting businesses or their signage.
- Maintenance. Minimum weekly debris, graffiti, and grime removal required. Parklet maintenance the responsibility of the business including daily sweeping.
- Restricted items. No audio system may be used on parklets. No smoking or vaping permitted within a parklet at any time.
- 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.
- 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.
- Permit is void before March 15 and after November 30.
- Permit original issuance and annual review and renewal under separate processes.
- Permit revocable at any time by the City.
- A copy of this permit shall be kept at the business address identified on page one of this form.
- 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.
- Fire Department access to fire hydrants shall always be maintained.
- 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.
- 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 REVERENCED CONDITIONS

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