



# Gladstone City Hall

18505 Portland Ave. | Gladstone OR 97027

(503) 656-7957

<b>PARKLETS &amp; OUTDOOR DINING/RETAIL IN PARKING LOT APPLICATION</b>		Application Date:
<b>Applicant</b>		
Name of Business:		
Business Address:	City, State, Zip:	
Contact Name:	Phone:	
Email:	City Business License Number:	
<b>Parklet or Outdoor Dining in Parking Lot:</b>	Parklet	Dining in Parking Lot
	Both	Renew
<b>Parklet Design (show on attached site plan)</b>		
Slip Resistant Surface	1/4- inch maximum vertical drop from curb	Cable Barriers: 6-inch minimum spacing
Umbrellas or sails	1/2- inch max. horizontal gap from curb	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-ft minimum above sidewalk	Angle Parking: 18-inch setback	Parallel parking: 24-inch setbacks
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		
<b>Outdoor Dining in Parking Lot Design (show on attached site plan)</b>		
No landscaping removed.	No ADA parking or adjacent striping used.	Lighting over 40W shielded
No change to ingress/egress of lot	One Table minimum for ADA patrons	Minimum 8-ft vertical clearance
No new gravel, sand or other surface materials	No chain link fencing, construction fencing, or pallets.	
The space is designed for easy removal and does not contain permanent fixtures.		
Barriers to delineate/protect the dining/shopping area from the parking lot. <b>Material:</b>		
No cords, structures, sails, coverings, or similar cover or extend over vehicle maneuvering or parking areas.		
Up to 50% of the spaces owned by the business may be used for Outdoor Dining in Parking Lots		
<b>SEE SECOND PAGE OF THIS FORM FOR PROVISIONS AND CONDITIONS</b>		
Permission is requested to construct, maintain and use a parklet or outdoor dining in parking lot as described. It is understood that the application is limited to the parklet or outdoor dining in parking lot 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			
<b>Parklets</b>	Location	Street Speed limit per standards	Location not a prohibited space
	Coverings	Umbrellas Contained in footprint Umbrellas 20 feet from stop signs	No obstruction to adjacent business visibility No sightline obstruction per GMC 17.54
<b>Outdoor Dining</b>	Approved by Gladstone Planning Department		Approved by Gladstone Fire Department
<b>Permit Fee</b>	\$25.00 Permit Fee Collected	Receipt Date and Number:	
Certificate of insurance naming the City		Dimensioned site plan meets standards	Release and Indemnity Agreement
Packet complete	Yes	No	Expiration Date: Permit Number:
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 Gladstone, 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 August 14 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/](http://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 outdoor dining in parking lots for conformance with plans and standards required. A minimum of **72 hour 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 REVERENCED CONDITIONS	
Applicant's Signature:	Date:
Applicant's Printed Name:	Title/Organization: