

APPLICATION PACKAGE SUBMITTAL CHECKLIST

1. **Application Form:** Please submit the completed and signed application.
 2. **Parklet Permit Deposit:** The applicant shall submit a deposit of \$1,200 to cover staff time for the review, coordination, and inspection of the parklet design and construction. Any unused portion of the deposit fund that remains at the conclusion of the permit process will be returned to the applicant. Similarly, additional payment may be required if the application review expenses exceed 100% of the initial deposit.
 3. **Site plan:** The applicant shall provide a detailed site plan that is drawn to scale and that shows the footprint of the proposed parklet installation. Please consult the “Parklet Plan Checklist” for a list of the required parklet site plan elements.
 4. **Photos of existing site:** Please submit photos of the location where you would like to install the parklet, including the parking spaces, the sidewalk, and building façade in front of the proposed location. Please consult the “Initial Specific Plan Checklist” for required photo perspectives.
 5. **Initial Concept Description:** A brief summary explaining your project goals and the vision for your parklet. 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?
 6. **Community feedback on Parklet Design:** Prior to permit approval, the applicant must submit the parklet application to the Board–appointed Municipal Advisory Council (MAC) for review and comment. If a MAC does not exist in the area of the project, please consult Public Works staff on whether outreach can be conducted with other community groups in the area.
 7. **Letter of Authorization** from fronting and adjacent property owner(s) (see description on Page 21)
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