

COMMERCIAL PARKLET LICENSE PROGRAM HANDBOOK

*Use this handbook to successfully plan your parklet space
and apply for the required Commercial Parklet License.*

*For more information, visit
www.bendoregon.gov/parklets*

THE BASICS

What is a Commercial Parklet & License?

A commercial parklet provides a small outdoor seating area in on-street parking spaces, a loading zone, or alley space, as applicable, adjacent to the restaurant, bar, or retail business, for use for longer than one week. Commercial parklets are generally one or two parking spaces long, although they can stretch for more spaces depending on a business's frontage length. Commercial parklet operators must obtain a Commercial Parklet License and comply with this handbook, City design standards, and other City requirements.

For uses of less than one week, parking spaces may be reserved through the City's parking permit system. Visit www.bendoregon.gov/parking for more information.

License Information

A commercial parklet license will be issued for a period of one (1) calendar year, beginning on January 1st and ending on December 31st of the permitted year. A Commercial Parklet License can be renewed starting in November for the following calendar year. Licenses are non-transferable to new business owners.

Five percent of all on-street parking spaces in downtown Bend are available for parklet use. Licenses will be issued on a first come, first served basis while available.

APPLICATION REQUIREMENTS

COMPLETE applications consisting of items 1-12 as outlined below must be emailed to licensing@bendoregon.gov. Please **do not** email elements of your application in multiple, separate emails over multiple days. Once applications are received, applicants will be directed to make their application fee payment by calling the Permit Center Cashiering Staff at 541-388-5580 ext. 1. For more information, please visit www.bendoregon.gov/parklets.

1. **General Application Form** – Available online at www.bendoregon.gov/parklets
2. **Business Registration** - All applicants for Commercial Parklet Licenses must have an active Business Registration or a pending application at the time of application submittal for the license. Find out more at www.bendoregon.gov/businessregistration
3. **Sidewalk Cafe License** - A Sidewalk Cafe License is required to use sidewalks for seating in addition to the parklet. Obtaining this license will also satisfy the insurance requirements for the Commercial Parklet License application. More information is available online at www.bendoregon.gov/sidewalkcafe.
4. **Certificate of Insurance** – If a business does not need a Sidewalk Café License in addition to their parklet operations, they must still satisfy City of Bend insurance requirements, as follows:

- a. Certificate of Insurance naming the City of Bend as Additional Insured with Additional Insured Endorsement in the amount of \$2,000,000 per occurrence and \$2,000,000 aggregate from insurance company.
 - i. If serving/selling alcohol, an additional liquor liability rider in the amount of \$2,000,000 per occurrence will also be required on Certificate of Insurance.

Items 5 - 9 further explained [below](#)

5. **Detailed Location & Site Plan** – To be created by the applicant.
6. **Elevations Plan** – To be created by the applicant.
7. **Emergency Preparedness Plan** – To be created by the applicant.
8. **Sanitation Plan** – To be created by the applicant.
9. **Property & Business Owner Authorizations** – Form available online at www.bendoregon.gov/parklets.

Items 10 & 11 further explained [below](#)

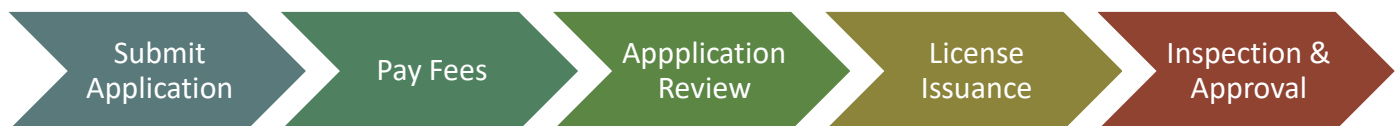
10. **Commercial Parklet Design & Safety Standards Acknowledgement** –Form available online at www.bendoregon.gov/parklets.
11. **Use of ROW Agreement** – Form available online at www.bendoregon.gov/parklets.
12. **Pre-parklet Construction Photos** – Dated photos of the proposed parklet space must be submitted with your application materials, so as to determine any damage to existing infrastructure and/or public property while the parklet is in use and after the parklet has been removed.

Pre-application meetings are available upon request from the applicant. Submit requests to licensing@bendoregon.gov.

Inspection Requirement

Once a license is issued, construction of the parklet may begin. Prior to use of the space, it must be inspected and approved for use by City of Bend staff. All commercial parklets are subject to final and ongoing safety inspections.

Application & Approval Process



Required Plan & Document Definitions

| Document/Plan | Description |
|--|---|
| Detailed Location & Site Plan | <p>This plan includes the applicant’s building address, adjacent property addresses and the location of the building entrances for where the proposed parklet will be located.</p> <p>Include description of existing sidewalk width, curb cuts and/or driveways, adjacent bike lane or vehicle traffic lane, existing parking spaces with dimensions, other existing sidewalk features near the proposed commercial parklet area (fire hydrants, street lights, utility access panels, manholes, bike racks, etc.), existing utilities in the street, on the sidewalk, adjacent to the proposed parklet, existing street trees and tree pits, and the proposed commercial parklet footprint and dimensions.</p> <p>Include the location of all emergency access points, water supply (e.g. fire hydrants), tents, canopies, heat sources, and temporary structures.</p> <p>This plan must also illustrate the various elements included in the design (tables/chairs/retail product locations), different materials to be used in the design, plant types and/or species to be used (if any) and the dimensions of the commercial parklet including its features and elements (including buffer area).</p> |
| Elevations Plan | <p>Elevation drawings of all sides, side view drawings of the proposed design including various elements included in the design, different materials to be used in the design, dimensions of the commercial parklet, parklet elements and buffer areas.</p> |
| Construction Details Plan | <p>Describe/list the construction plan for the parklet, including materials and any hardware, such as fasteners, to be used in the construction process and a detailed plan showing how positive drainage flow will be maintained along the curb line. The applicant needs to articulate how drainage channels will be accessed if they become blocked. Utilize the Design & Safety Standards below to complete this plan and use the approved materials for a safe parklet.</p> |

| Document/Plan | Description |
|---|--|
| Emergency Preparedness Plan | Describe how emergency services will be able to access the parklet space and around the parklet elements; include all emergency access points, water supply (e.g. fire hydrants), tents, canopies, heat sources and temporary structures. |
| Sanitation Plan | Demonstrate the plan for trash management and general cleanliness of the expanded area of business operations that meets Downtown Bend Business Association (DBBA) sanitation standards. If operating year-round, demonstrate compliance with leaf and snow removal requirements for your parklet space. |
| Property & Business Owner Authorizations | Authorization is required from all businesses and property owners that will be impacted by the commercial parklet. Includes neighboring business & property owner authorization if the commercial parklet will extend in front of other businesses buildings. |

Required Agreements & Standards

All applicants must review, sign and submit the following agreements with their application. These are available online at www.bendoregon.gov/parklets.

| Agreement | Description |
|---|--|
| Commercial Parklet Design & Safety Standards Acknowledgement | Acknowledgement of required maintenance and operations |
| ROW (Right of Way) Agreement | Agreement for the use of the City of Bend Right of Way |

Required Fees

Applicants for a commercial parklet license are responsible for the following fees, as set by the City of Bend Fee Schedule. See www.bendoregon.gov/fees and line item 4.1.16.

| Fee Type | Description |
|---|--|
| Accessibility Plan Review | Accounts for the time required for the Accessibility Manager to review the application and onsite inspection. Typically assessed only on initial applications or renewal applications proposing major changes. |
| Initial Commercial Parklet Application | Accounts for the staff time required to process and review an application, issue a license and complete onsite inspections. |

| Fee Type | Description |
|---|--|
| Monthly Commercial Parklet Fee – per space or portion thereof | Accounts for the use of parking spaces that would normally be available to the public for parking. |
| Commercial Parklet Renewal Application - minimal or no changes proposed | Accounts for the cost of staff time to process the license renewal application and issue a renewed license. |
| Commercial Parklet Renewal Application - major changes requiring staff inspection proposed | Accounts for the cost of staff time to process the license renewal application and issue a renewed license. If major changes are proposed for the parklet, additional staff time will be required for review and an onsite inspection is required. |

Design & Safety Standards

Any applicant for a commercial parklet license is required to comply with the Design & Safety Standards of the City of Bend as outlined below:

1. Parklets must include a solid barrier or open guardrail to define the space. The short ends of the parklet perpendicular to the street should be solid and made of concrete, stone, or metal with minimum dimensions of 72” x 36” with a maximum height of 42” in order to maintain the safety and security of parklet users and pedestrians. Barriers must be capable of withstanding at least 200 pounds of horizontal force and construction plans must demonstrate this capability.
2. If the parklet stretches the entire width of a curb, accessibility and sightlines must be accounted for with no obstruction to sight distance.
3. Parklets will have a minimum width of 6 feet with four-foot setbacks on either side to create a buffer between the parklet and adjacent on-street parking spaces and/or driveways. The outer edge of the parklet must have two feet of clearance from the adjacent travel lane.
4. The parklet will have an appropriate buffer from the edge of the street/travel way. The buffer areas may be created by the use of planters, railings, cabling or some other appropriate materials. An open guardrail can be utilized to define the space. Railings will be a minimum of 42 inches tall and shall be capable of withstanding at least 200 pounds of horizontal force.
5. Vertical elements that make the parklets visible to traffic such as flexible posts or bollards must be included in the design.
6. Reflectors must be included in the designs for the ends of the parklet space.
7. Parklet coverings or sun shades must be included in the design and should be constructed from sturdy materials (i.e. no tent material).
8. Licensee acknowledges that this license does not give permission to place umbrellas in the parklet unless applicant can provide proof that the lowest

hanging point of the umbrella is not less than 6'7" from the ground. This is a PROWAG and safety requirement.

9. The design of the parklet will not prohibit the stormwater runoff. Small channels should be incorporated as necessary between the base and platform to facilitate drainage.
10. Parklets will have a flush transition at the sidewalk and curb to permit easy access and avoid trip hazards. The maximum gap cannot exceed one-half inch, with a vertical transition of no more than ¼ inch without bevels or ramps.
11. Parklets are prohibited in front of active driveways, at cross walks, on street curves, or where horizontal or vertical sight distance is an issue. Parklets located next to driveways must be set back two feet from the outside edge of the driveway. Parklets will not be constructed in areas with yellow curb painting.
12. The substructure of the parklet will depend on the slope of the street and overall design of the structure. The substructure must accommodate the crown of the road and provide a level surface for the parklet.
13. Slip resistant surfaces are required to minimize hazards and shall be accessible to wheelchair users. A minimum 36" ADA accessible entryway to the parklet must be maintained.
14. At a minimum, the live load-bearing weight shall be 100 pounds per square inch.
15. Parklets are prohibited in bus lanes, in front of fire hydrants, fire department connections, at utility access points such as manholes and water shut off valves and catch basins, and at high turnover parking spaces, such as those located in front of banks, reserved take out/delivery service parking or handicap spaces.
16. The space under the parklet must be accessible for maintenance through access panels, removable pavers, etc.
17. All cords running to the parklet must be adequately covered to ensure ADA/Accessibility and to decrease the possibility of tripping hazards.

Parklet Operations

MAINTENANCE

- Parklet licensees manage the upkeep of their parklets and are responsible for all maintenance duties and costs to keep the parklet in good condition.
- Parklet licensees are responsible for leaf and snow removal if the parklet is operated through the fall and/or winter.
- Parklet licensees are responsible for the costs to fix any damage to the public infrastructure and/or public property where they are located if damage was created by the parklet construction and/or parklet use.

HOURS OF OPERATIONS

Commercial parklets work great when they are used and may become eyesores to the public if they go unused for long periods of time. To ensure your parklet supports our vibrant downtown please follow these suggestions:

- Do your best to operate the parklet during general business hours.
 - Most business are open from 9 a.m. to 5 p.m.

CHANGE OF OWNERSHIP

- If a parklet licensee's business changes ownership, then new owners are required to apply for their own Commercial Parklet License. The parklet may remain in place during the change of ownership or it may be removed and re-created by the new business owners.

MAKING CHANGES TO YOUR PARKLET

- Minor changes can be made to the parklet after installation and include:
 - Changing the type of movable furniture;
 - Putting in new plants;
 - Changing colors (paint)
- City staff review is needed for changes to materials, function, footprint, and/or any change that significantly alters the appearance of the parklet, or for major modifications, such as extending a parklet's decking.

PARKLET REMOVAL

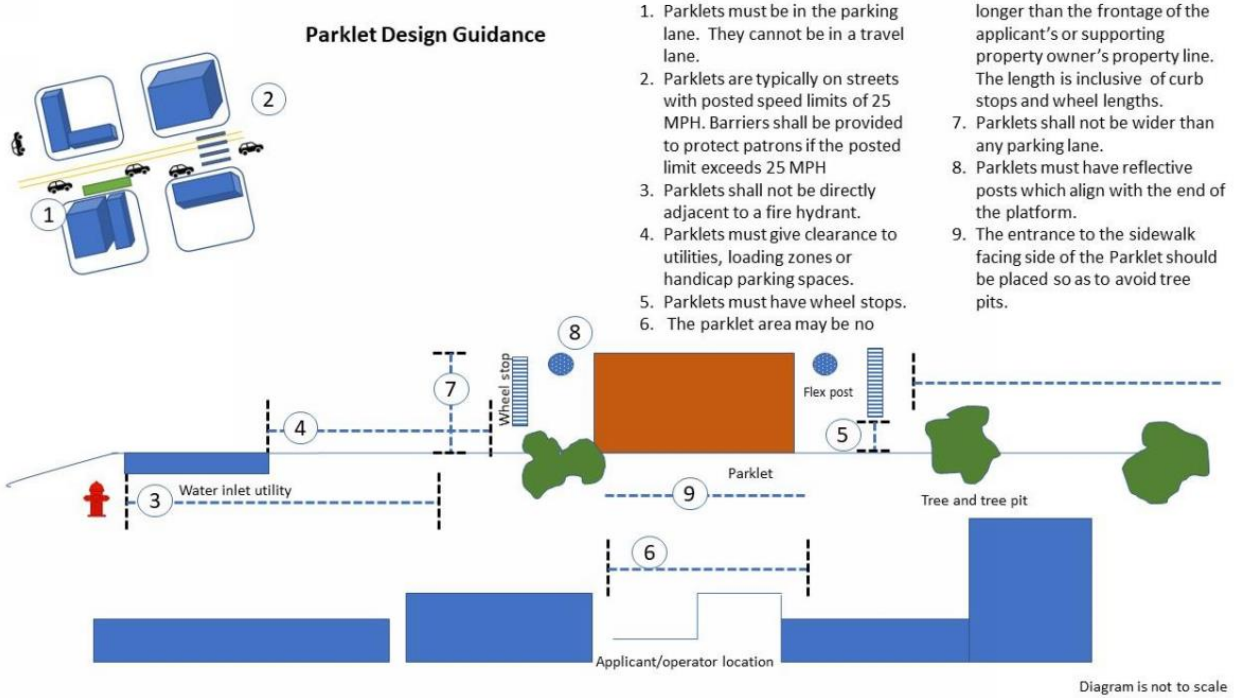
- All parklets must be constructed and installed in a way that allows for easy removal.
- Parklets need to be removed if a business closes or if a business does not utilize their parklet for an extended period of time. Parking spaces are then put back into the pool of available on-street parking in the downtown district.

THINGS TO KEEP IN MIND:

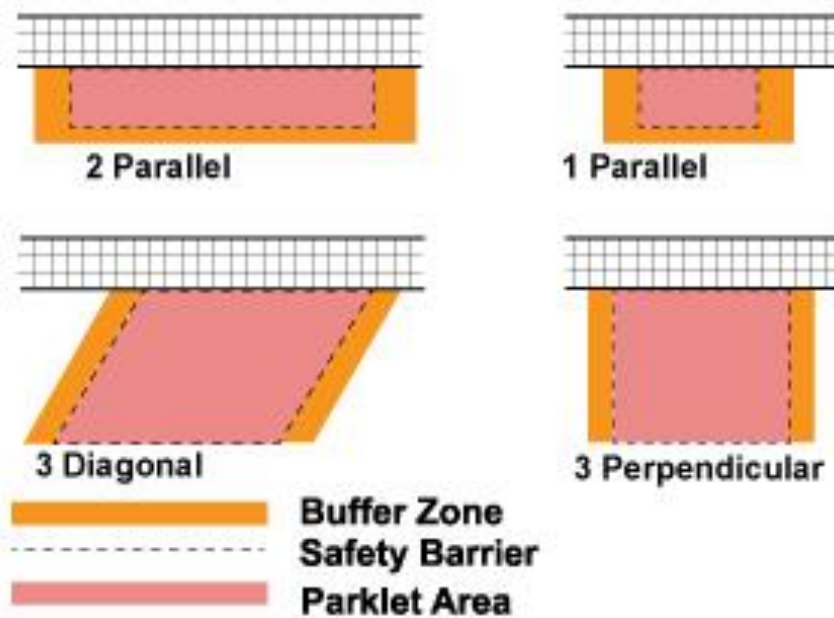
- The City reserves the right to remove a parklet if street or utility work needs to be conducted. Parklet licensees are responsible for all costs associated with the disassembly and removal of a parklet.
- If a request for temporary or permanent removal of a parklet has been made, the parklet licensee must remove the parklet within 30 days of the notice date.
- Commercial Parklet Licenses are subject to revocation if the license holder is found in violation of any City code requirements, standards or agreements. Licenses are also subject to revocation if the license holder loses or discontinues their Business Registration, if the license holder loses or discontinues their Sidewalk Café License and fails to provide insurance coverage separately, if insurance coverage lapses and no new insurance is provided to the City of Bend in a timely manner, or if ownership of the business holding the license changes and new business owners fail to apply for their own license in a timely manner.

Reference Diagrams

General Info



Use of Parking Spaces



Horizontal view of parklet base/flooring set up

