



City of Richmond Parklets Application Form

Department of Planning & Development Review
900 East Broad Street, Room 511
Richmond, VA 23219
804-646-3409

For Office Use Only: Enter as an Encroachment
Parklet Plan #: _____ Parklet Permit #: _____ Date Issued: _____

Applicants must schedule a **pre-application conference** with parklet program manager to make sure the proposed parklet meets the criteria outlined for approval and other issues that may be involved prior to making application. When your parklet proposal is ready to submit you will pay an initial intake fee of \$300.

PARKLET APPLICATION - I: Application Form

Applicant Information

Name and address of business or organization requesting the permit: _____

Name of applicant/contact information: _____

Phone #: _____ Email: _____

Parklet Location Information

Street Proposed: _____ between _____ and _____

Address(es) of property immediately in front of proposed parklet (on same block face), as applicable: _____

Returning Parklet?

Yes No

If Yes, write your permit number below and indicate whether the parklet design has changed since your last application: _____

Property Owner(s) of Business Proposing Parklet

Name of property owner immediately in front of proposed location (if different than proposed Permittee named above): _____ Phone #: _____

Email: _____

If different from above, name of property manager / business owner for property: _____ Phone # _____ Email _____

Signatures

Application is hereby made thru Department of Planning & Development Review (PDR) to Department of Public Works (DPW) for a revocable permit to install a parklet. Applicant acknowledges and agrees that applicant has read and understands the Parklet Permit Special Conditions and agrees to be bound by the terms thereof upon receipt of a permit to install and operate a parklet.

Applicant

(Name) (Signature) _____ (Date)

The following individuals (as applicable) support this application:

Property owner (if different than applicant)

(Name) (Signature) _____ (Date)

Property manager / business owner for property at the requested location (if different than above)

(Name) (Signature) _____ (Date)

NOTE: Please attach the required items, application form, including a completed checklist and the application fee (\$300). Upon approval of the Parklet, a **Work in Street and Alley Permit Application Package** must be submitted with an appropriate fee. Checks should be made payable to the "City of Richmond"

For Office Use Only
Parklet permit application fee:\$300
Parklet total outdoor area: _____
Receipt #: _____



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PARKLET APPLICATION - II: Check List

Applications must include the following:

- A site plan diagram (no larger than 11' x 17'), to scale, showing the location and dimensions of the parklet and other objects in the immediate area (same block). The map shall include (but not be limited to):
 - a.** The street number addresses of nearby buildings;
 - b.** The direction of traffic;
 - c.** The presence and location of: vacant lots or buildings, driveways, fire hydrants, manholes, stormwater inlets, bike parking, utilities (including, but not limited to tree grates, vault, covers, manholes, junction boxes, signs, lights, and poles), street furniture (including but not limited to bus shelters, honor boxes, and benches), cafe seating;
 - d.** Existing parking regulations (including, but not limited to; handicap parking, loading zones and metered parking);
 - e.** The length of the applicant's street frontage;
 - f.** Elevation Plans and a rendering.
- At least two photographs from different angles along the sidewalk/street where the pedestrian enhancement is to be installed. Applicants are encouraged to include photographs of potential location-related conflicts (proximity to other street utilities, street furniture, etc.) noted in the detailed site plan diagram.
- Project narrative: this is a short project description (about 800 words) explaining your vision for the parklets. Applicants are encouraged to emphasize:
 - a.** Vision for the parklet;
 - b.** How the immediate neighborhood will benefit from the parklet;
 - c.** Ideas about how the community can participate in the creation and / or stewardship of the parklet;
 - d.** Ideas for activation and programming of the parklet;
 - e.** If known, include information about who will design the parklet.

In addition to you project narrative; you may also submit design drawings, sketches, or other documents. These optional supplemental materials may help clarify your parklet vision to the City.

- Letter(s) of support from property owners abutting the parklet.

Application must be submitted in an electronic format (PDF). Submit applications as a single PDF. Submit applications to:

Ms. Yessenia Revilla
Department of Planning & Development Review
900 East Broad Street, Room 511
Richmond, VA 23219
804-646-3409
Email: Yessenia.Revilla@richmond.gov