



CHARLOTTE.

City of Charlotte
Pilot Parklet Program

June 2015



Streets make up the greatest amount of public space in Charlotte,



which means the majority of our public space is used to move and store cars.

PILOT PARKLET PROGRAM

So you want to build a parklet! In response to recent requests by Charlotte residents to establish Parklets, the Charlotte Department of Transportation (CDOT) has developed a Pilot Parklet Program which explores whether a permanent program would be a good fit for Charlotte. Parklets aim to activate streets, create more vibrant neighborhoods, and support economic vitality. The CDOT Right-of-Way Management Section manages the Pilot Parklet Program and is committed to ensuring that our public rights-of-way serve the traveling public (pedestrians, cyclists, transit riders, freight, and drivers) and the people living and working along them. The Pilot Parklet Program will create new public spaces while maintaining a healthy parking supply and ensuring our streets continue to efficiently move people and goods.

The city will evaluate the pilot program over the next year and decide whether to transition into a permanent program in 2016. The information in this manual is provided for those interested in applying to be part of the pilot program, but is subject to change if the program becomes permanent.





Purpose & Overview

This manual provides a framework and outlines basic procedures and requirements for the conversion of public parking spaces for use as public Parklets. The manual supports the inherent relationship between the vitality of private property and the presence of pedestrian activity and amenities within the public realm. Some standards in this manual are mandatory requirements for the establishment of any Parklet, while others are guidelines intended to assist individuals or groups in creating Parklets that offer the greatest possible complement to the pedestrian experience in Charlotte.

What is a Parklet?

A Parklet is a small public park serving as an extension of the sidewalk over an on-street parking space. Parklets offer a way to reclaim a small amount of public space to contribute to an active, accessible, and vibrant urban environment. Typically, Parklets are no more than two parking spaces long and extend out from the sidewalk to the width of the adjacent parking space.

Parklets may be privately maintained, but must be publicly accessible. Parklets provide amenities like bicycle parking and places to stop, sit, and rest while enjoying the activity of the street. Parklets also contain vegetation to provide green space within the city. A Parklet may be thought of as semi-permanent, but must be designed for quick and easy removal in the case of an emergency, or other reasons such as snow removal or utility work, without damaging the curb or street.

Parklets are a way to reclaim a small amount of public space to beautify and enliven our streets and neighborhoods.

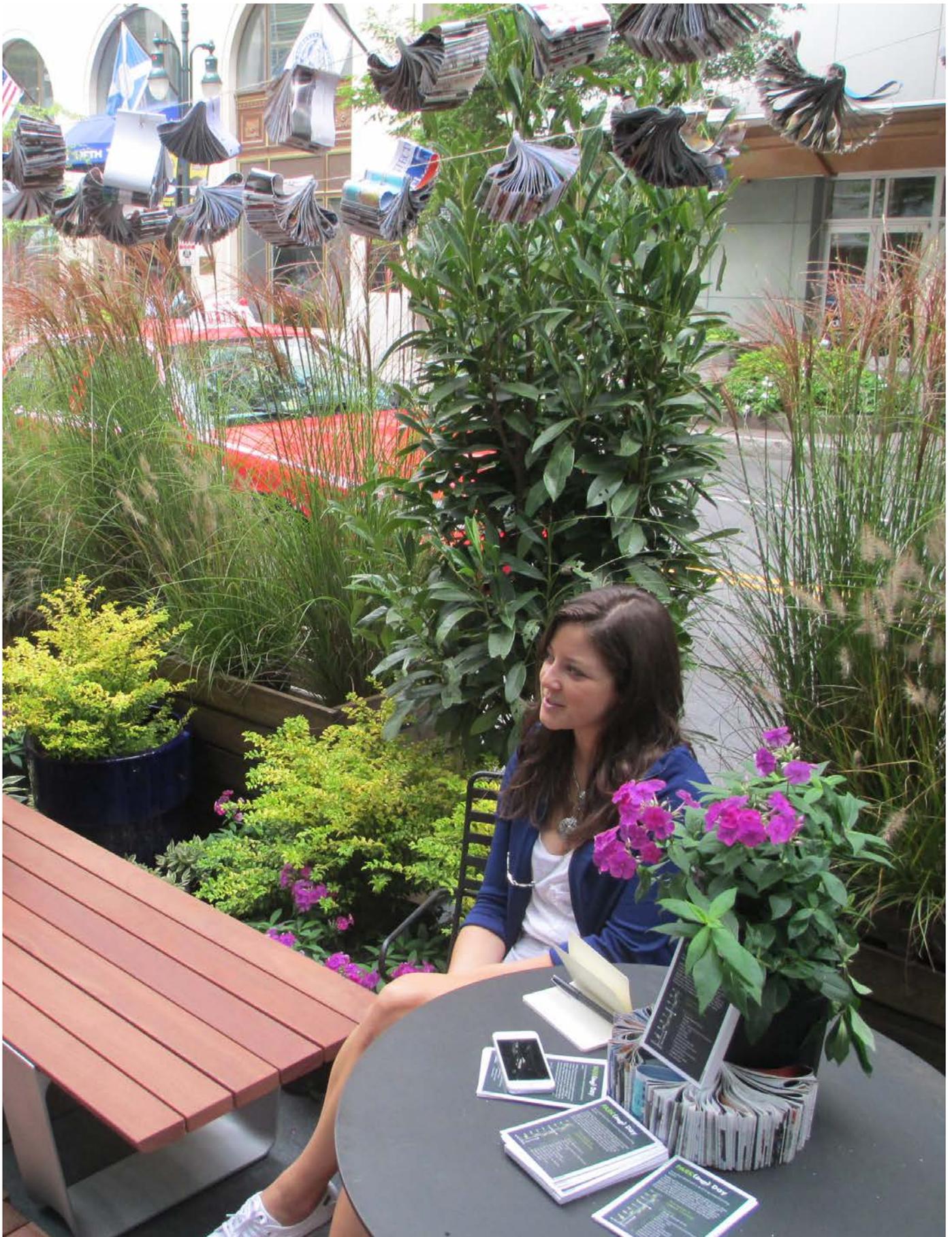
TABLE OF CONTENTS

Location.....	1
Design Requirements.....	3
Design Guidelines.....	7
Approval Process.....	11
Application Forms.....	15



City of Charlotte
Department of Transportation
Right-of-Way Management Section
600 East Fourth Street
Charlotte, NC 28202-2816

www.charlottenc.gov
704-336-7600



LOCATION

Permitted Locations

Except in exceptional circumstances, Parklets will only be permitted in locations that satisfy all of the following criteria.

Parklets should be located:

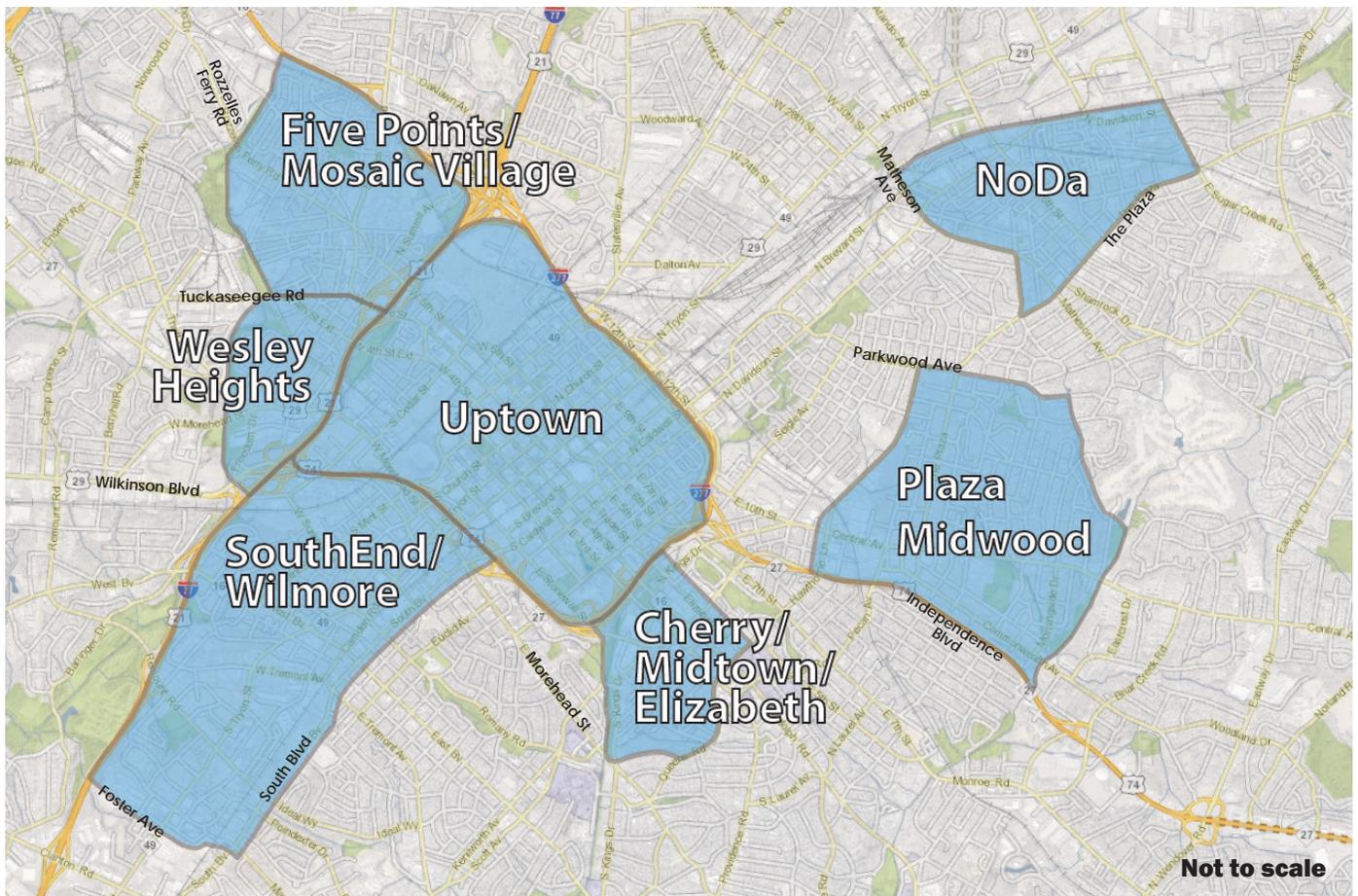
- Within marked, on-street, parallel, public parking spaces;
- In areas with existing pedestrian activity due to the presence of retail, mixed-use, commercial or high-density residential development;
- On streets with a posted speed limit of 35 mph or less; and
- In spaces where parking is normally permitted during all hours of the day/night.

The map below illustrates some (not all) neighborhoods where the presence of pedestrian-oriented land uses and marked on-street parking spaces may provide an ideal environment for Parklets.

Prohibited Locations

Parklets are prohibited:

- Within 20 feet of intersections,
- Within 10 feet of driveways and bus stops,
- In front of planting strips,
- In parking spaces with a running slope greater than or equal to 5%,
- Above manholes or other utility access,
- Within 5 feet of fire hydrants or stand pipes,
- Where resurfacing or other street improvements are scheduled to occur within 1 year,
- In bus lanes or loading zones (unless accompanied by a previous removal request),
- In accessible parking spaces,
- On bridges,
- On NCDOT roads,
- In close proximity to other parklets as determined by the CDOT Director or his/her designee, and
- In any other location deemed inappropriate by the CDOT Director or his/her designee.





DESIGN REQUIREMENTS

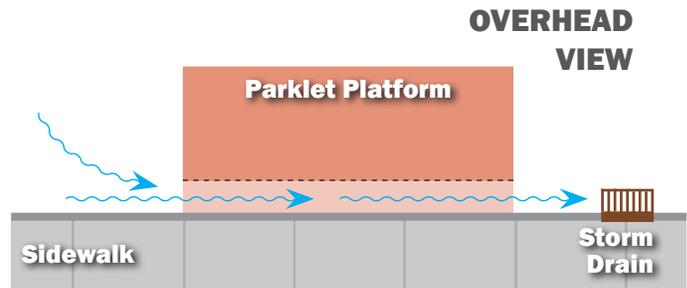
The following are mandatory requirements for all Parklets permitted within the public right-of-way.

Dimensional Requirements

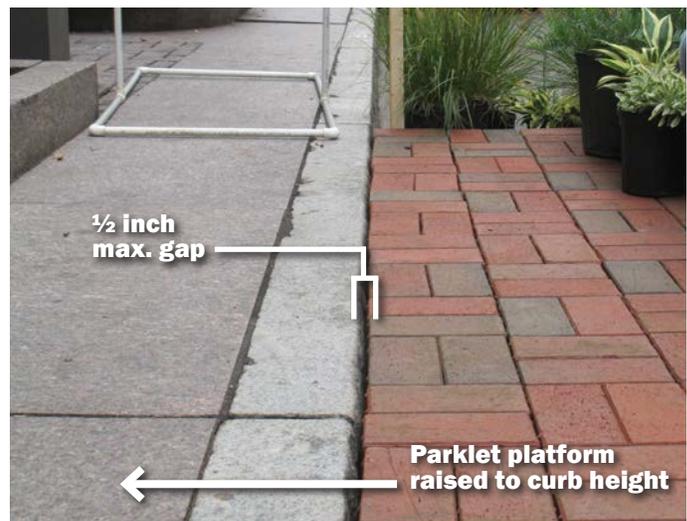
- Parklets, including all associated barriers or buffer materials, must be no wider than the parking stall width. Depending upon operating speeds of the adjacent roadway, additional shy distance from travel lanes may be required.
- Parklets may have a maximum length of 2 consecutive parking spaces.

Construction Requirements

- Parklets must be constructed to be load bearing to a maximum of 750 lbs per square foot.
- Parklets must be designed to be easily removed without damaging the curb, sidewalk, any drainage structures, and the underlying roadway.
- No portion of the Parklet may be glued, nailed, bolted, cemented, or otherwise affixed to the street or curb.
- Parklets must not impede curbside drainage.
- Each Parklet, or a substantial portion thereof, must be designed to be accessible in accordance with the Americans with Disabilities Act (ADA).
- Parklet platforms must not exceed a 2% cross slope.
- Any overhead elements projecting over the sidewalk must provide a minimum of 108 inches of vertical clearance and may not interfere with the visibility of any traffic or wayfinding signage.
- Parklets must maintain a visual connection from the street to the sidewalk. While buffers are required (see next section), continuous opaque walls above 42 inches that block the view from the street into the Parklet are prohibited.
- Parklets must maintain adequate sight distance from any driveway or street intersection as determined by CDOT.



Drainage: Parklets, cannot impede the flow of curbside drainage. Designers should cover gutter openings at either end of the parklet with screens to prevent blockage from debris.



Accessibility: Parklets, or a substantial portion thereof, must be designed and constructed to be ADA accessible.

The preferred method for achieving ADA accessibility is to raise the Parklet to be flush with the adjacent curb height, **as illustrated above**. The horizontal gap between the Parklet and the curb in such instances can be no greater than 1/2 inch.

Ramps from the curb, with appropriate landings, may also be used to achieve accessibility, **as illustrated below**.



Buffers

Parklets must be buffered from adjacent parking spaces and vehicular travel lanes as follows:

- Depending on the location, buffers between the Parklet and adjacent parking and travel lanes may take the form of planters, railing, cabling, or other mechanism deemed appropriate by the city. (See images, opposite.)
- Wheel stops must be provided between the Parklet and any adjacent parallel parking space(s). (See image, below right.)
- Reflective elements must be installed at the Parklet corners.

Parklets are intended to invite pedestrian activity. Parklets must be designed and constructed as a publicly accessible extension of the sidewalk and include signage that indicates the Parklet space is for public use. Parklets must also include wheel stops with reflective elements to prevent vehicles from encroaching into the Parklet space. (See the required signage at right and an example of a reflective wheel stop below.)

Signs

- Parklets must include signage indicating that the Parklet space is open and accessible to the public. The city will provide the required sign(s) (see below) when the Parklet is approved.
- Advertisements shall not be permitted within Parklets, nor shall any other signs in violation of city code or policy.





Buffers: Parklets must be buffered from adjacent parking spaces and vehicular travel lanes. Buffering techniques may vary depending upon the design intent and Parklet location.

In the examples above, the use of raised planter boxes and tall vegetation creates an effective natural barrier.

In the example at right, seating oriented toward the sidewalk keeps pedestrians within the designated Parklet space.

In the examples below, a shipping container modified for use as a Parklet creates a more substantial separation from vehicular traffic.

Each example illustrates an effective method for providing a clear delineation of space and buffering Parklet users from moving traffic.





DESIGN GUIDELINES

The following guidelines are intended to assist individuals or groups in creating Parklets that offer the greatest possible complement to the pedestrian experience in Charlotte.

Design Guidelines

- Parklets should be designed to be visually distinguishable from any adjacent private cafes or seating areas.
- Parklets should be visually permeable to allow views into the space from the street and sidewalk.
- Parklets should include opportunities for seating. Both fixed (to the Parklet base) and moveable seating are appropriate and may be used in combination. Where fixed seating is provided it should be oriented toward the sidewalk to invite pedestrians into the space.
- Parklets should include plantings that provide year-round interest. Native and drought-tolerant plants are preferred.
- Bicycle parking is strongly encouraged. Bicycle parking may be incorporated as a part of a Parklet or installed adjacent to a Parklet as a bike corral on the street.
- The use of local and sustainable construction materials is strongly encouraged.
- Other amenities such as stationary bikes and exercise stations are encouraged. (Any lighting must be consistent with the lighting requirements for the zoning district in which the Parklet is located.)



Seating and Plantings: Most successful Parklets include seating and plantings as primary design components. The best Parklets coordinate the design of these elements to introduce a natural landscape element within the urban streetscape and invite pedestrians to sit and linger.

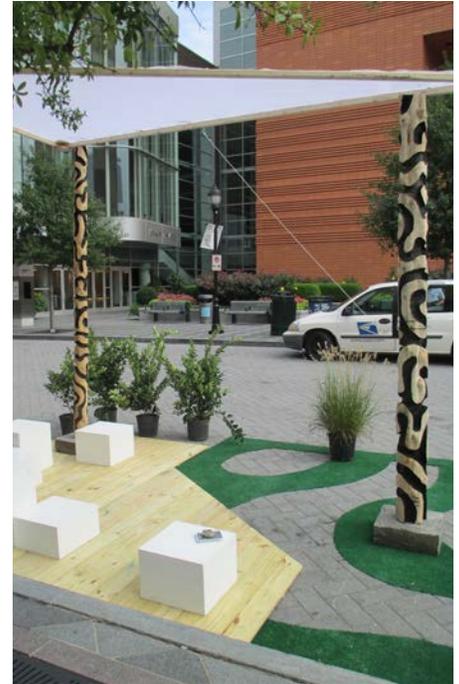
In the examples above and below, a variety of seating types and plantings are used to create visual interest and contribute to the required buffer between the Parklet and the adjacent travel lane.





Amenities: The use of interesting amenities are the difference between Parklets that are rarely used and Parklets that provide a valuable addition of street life and activity to a block. In addition to basic seating areas and plantings, other amenities may include exercise stations, games, public art, places to eat, educational activities, reading areas, Wifi access, canopies, etc.

The examples on these pages offer some ideas for amenities that may be incorporated into Parklets. Design elements that serve as conversation-starters tend to be very successful. The more creative, interesting and interactive, the better!





APPROVAL PROCESS

The Parklet approval process outlined in this section is for applicants that want to obtain a permit for the sole purpose of placing a publicly accessible temporary sidewalk extension in the public right-of-way. The process is administered by the CDOT Right-of-Way Management Section.

Required Permit

A Temporary Agreement of Understanding is required for all Parklets. Such permits are subject to the following standards.

- The initial permit validity period under the Pilot Parklet Program shall be at the sole discretion of the CDOT Right-of-Way Management Section. Upon such time that the Parklet Program becomes permanent, a standard permit validity period will be established as follows:
 - Permits are valid for one year (July 1 through June 30).
 - Parklet permits are revocable without notice and require annual renewal.
 - All permit renewal applications must be submitted by June 30 to the CDOT Right-of-Way Management Section.
- Any time the scope of use, ownership, or location changes, a new permit application must be submitted, unless otherwise required by the city.
- At the time of permit application submittal, applicants are required to provide an email address for the contact person. (All contacts will be added to a listserv created for permit-holders). The CDOT Right-of-Way Management Section maintains records of all permits including contact information.
- The CDOT Right-of-Way Management Section notifies applicants regarding the status of their permit approval.
- The CDOT Right-of-Way Management Section will notify the Solid Waste Services - Special

Services Division Manager prior to installation of an approved Parklet.

- The CDOT Right-of-Way Management staff will meet the applicant on-site 1 month after permit approval to evaluate the conditions of the Parklet and identify any necessary repairs. If repairs are identified, such repairs must be completed within the timeframe established by CDOT.
- The permit holder is liable for all damages and repairs to the streetscape, trees and vegetation, sidewalks, streets, or other public amenities that directly relate to the use of the permitted spaces
- If at any time the Director of the Charlotte Department of Transportation (CDOT), or his/her designee, shall require the removal of or changes in the location of the parklet, the Permit holder binds itself, its successors and assigns to promptly remove or alter the parklet in order to conform to such requirement, without any cost to the city.
- Permit holders may be required to remove private materials or accessories to allow street, sidewalk, or utility access for maintenance operations or during approved special events.
- The permit holder is responsible for keeping track of upcoming special events that may affect their Parklet. The Parklet permit holder may continue to operate the Parklet during special events if the permit holder attains granted written permission from the event sponsor/organizer to operate within the designated event area. For more information about special events, the applicant should subscribe to the [CDOT Street Use Notice \(SUN\)](#).



Parklet applicants are responsible for coordinating the operation of their Parklet with any special event street closures. Applicants should subscribe to the CDOT Street Use and Event Notice for regular updates on special events that may affect their Parklet.

PARKLET APPROVAL PROCESS

The Parklet approval process is administered by the CDOT Right-of-Way Management Section. Please, call 704-336-4119 for more information.

STEP 1: Confirmation of Proposed Site

Once you have a general idea of where you might want to build your Parklet, talk to the CDOT Right-of-Way Management Section. We'll give you some helpful tips about appropriate Parklet locations.



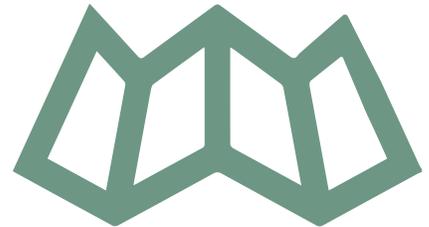
STEP 2: Demonstrate Neighborhood Support

We know *YOU* think your Parklet is a great idea, but we want make sure your neighborhood is on board too. Reaching out to your neighbors helps you and the city avoid any unwanted surprises.



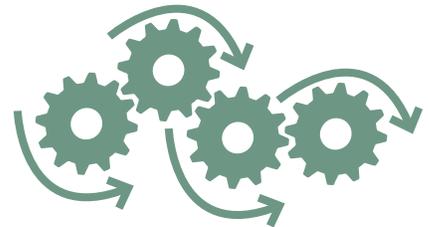
STEP 3: Parklet Application

Now that your site is confirmed and your neighbors are on board, it's time to put together the details. Be sure to follow the requirements and guidelines in this Parklet Design Manual. *Have fun and be creative!*



STEP 4: Review and Revisions

Once you submit a *complete* application, the city will review it and get back to you within 6 to 8 weeks with any required revisions. *Remember we can't give you final approval until you've paid your fees.*



STEP 5: Allocation of Parking Space(s)

THAT'S IT! We will notify you that we've allocated the space(s) and you can begin to build your Parklet. We'll check back now and then to make sure everything is still looking great!



Parklet Approval Process

STEP 1: Confirmation of Proposed Site

Anyone interested in establishing a Parklet should obtain preliminary confirmation of their proposed location from the CDOT Right-of-Way Management Section. This is required prior to submitting a formal Parklet Petition so the applicant understands where a Parklet can and cannot be located.

STEP 2: Demonstrate Neighborhood Support

Demonstrating support for proposed Parklet projects is an essential part of the process and should be included with the initial Parklet application.

Applications that do not include documentation of community outreach will not be considered. Full consensus in support of a proposed Parklet from every property on the block is not a requirement for a proposal to move forward, but it's important to demonstrate adequate community outreach.

- **Fronting Businesses & Property Owners:** At a minimum, applicants must demonstrate the support of any businesses and property owners which front a proposed Parklet location.
- **Neighborhood Organizations:** Applicants must also notify any adjacent neighborhood association, merchant's association or municipal service district of the proposed Parklet location and preliminary design. No formal approval from a neighborhood organization is required, although it is welcome.

- **Signatures of Support:** Applicants are also encouraged to obtain signatures of support from nearby property owners, businesses and tenants that aren't immediately adjacent to the proposed Parklet. *See the Parklet Petition form at the end of this manual.*

STEP 3: Parklet Application

Prepare and submit a complete Application submittal package to the CDOT Right-of-Way Management Section. Application submittal packages must include all of the items included on the Parklet Application Checklist. *See the Parklet Application form at the end of this manual. (NOTE - incomplete submittal packages will not be reviewed)*

STEP 4: Review and Revisions

Allow approximately 6-8 weeks for review and processing. Plan review comments will be sent directly to the applicant via the email address provided. If revisions to the Parklet Application are required, such revisions must be completed and submitted as required by the CDOT Right-of-Way Management Section.

STEP 5: Allocation of Parking Space(s)

Once a Temporary Agreement of Understanding is approved and any required fees have been paid to the City of Charlotte, the CDOT Right-of-Way Management Section will allocate the requested parking space(s) and the applicant will be notified by email. Parklets should be constructed off-site to minimize the amount of time necessary to assemble



and install them within the Right-of-Way. The CDOT Right-of-Way Management Section will stipulate the amount of time the applicant has to complete the installation and any necessary traffic control measures.

Fee Schedule

- **Administrative Fee:** CDOT is finalizing its fee schedule for Temporary Infrastructure review, such as Parklets, and will determine when those application fees will go into effect. During the first months of the Pilot Parklet Program, there may not be any administrative fees for application processing or the Temporary Agreement of Understanding.
- **Parking Encumbrance Fee:** The permit holder will be charged a Parking Encumbrance Fee before Parklet construction begins. This fee will be determined by the CDOT Public Service and Communications Division.
- Payments are processed by the City of Charlotte, and must be submitted via a check made payable to the City of Charlotte.

Maintenance: Parklet permit holders bear all responsibility for the maintenance and security of their Parklets. Appropriate maintenance, as illustrated **below**, includes pruning plants, cleaning seating and surfaces, and clearing debris from the gutter.



Maintenance

- The permit holder is responsible for the regular maintenance, upkeep and security of the Parklet, plantings, furnishings and related accessories. The permit holder will keep leaves and other debris from collecting under the Parklet to allow adequate drainage.
- When, at the sole discretion of the City of Charlotte, it is discovered that repairs or replacement are necessary, such work must be completed within 10 days of notification to the permit holder unless a safety related issue requires immediate repair/removal.

Violations

- The permit holder is liable for all damages and repairs to the streetscape, trees and vegetation, sidewalks, streets, or other public amenities that directly relate to the use of the permitted space.
- The permit holder is responsible for remedying any violations within the time period specified in the notice of violation. Beyond that, fines or subsequent revocation of permits shall apply as per the City of Charlotte Municipal Code and policies.

APPLICATION FORMS

The forms on the following pages have been provided to help with the preparation of the required Parklet Application.

Don't forget to contact the CDOT Right-of-Way Management Section (704-336-4119) to discuss your proposed Parklet location before you begin gathering neighborhood support and preparing your application.





PARKLET APPLICATION

A Parklet is a small public space serving as an extension of the sidewalk over an on-street parking space. (For more information on Parklets, see the [City of Charlotte Parklet Design Manual](#).)

Prerequisites

DO THIS BEFORE PREPARING YOUR PARKLET APPLICATION

- **STEP 1 - Confirmation of Proposed Site:** Applicants must obtain preliminary confirmation of the proposed Parklet site prior to submitting a Parklet Application. Please, contact the CDOT Right-of-Way Management Section (704-336-4119) to confirm the proposed Parklet location.
- **STEP 2 - Demonstrate Neighborhood Support:** Demonstrating neighborhood support for proposed Parklet projects is an essential part of the process and should be included with the Parklet application. Applicants should attempt to confirm neighborhood support prior to expending time and resources to assemble a detailed application. See the Parklet Petition form at the end of this manual or contact the CDOT Right-of-Way Management Section (704-336-4119) for more information.

Applicant Contact Information

Name _____

Address _____

E-mail _____, Phone _____

Proposed Parklet Location

This is an application for a public Parklet on the _____ side of
(give approximate cardinal direction)

_____ near _____
(name of desired street) (closest address)



PARKLET APPLICATION

A Parklet is a small public space serving as an extension of the sidewalk over an on-street parking space. (For more information on Parklets see the [City of Charlotte Parklet Design Manual](#))

Submittal

Application packages must be submitted to the CDOT Right-of-Way Management Section as follows:

- One (1) complete application package in PDF format (Do not submit individual sheets as separate PDF files), AND
- One (1) printed set of complete application package (Sheet sizes shall be no larger than 24" x 36").

Please allow approximately 6-8 weeks for review and processing. Plan review comments will be sent directly to the applicant via the email address provided. If revisions to the Parklet Application are required, such revisions must be completed and submitted (as required by the CDOT Right-of-Way Management Section). Once a Temporary Agreement of Understanding is approved and any required fees have been paid to the City of Charlotte, the CDOT Right-of-Way Management Section will allocate the requested parking space(s) and the applicant will be notified by email. Permits are revocable without notice at the City of Charlotte's sole discretion.

Application Checklist

A Temporary Agreement of Understanding is required for all Parklets. Application submittal packages for such agreement must include the following (*NOTE - incomplete submittal packages will not be reviewed*):

- Demonstration of Neighborhood Support (see the Parklet Petition form for details);
- A printout from the Virtual Charlotte website (<http://vc.charmeck.org/>) showing the property owners on the adjacent blockfaces, or within 300 feet of the proposed Parklet, whichever is less;
- A written description, purpose, timetable, and method of installation for the proposed Parklet;
- Detailed Construction Plans: Plans should show the location of existing trees, street furniture, hydrants and parking meters within 20' of the proposed Parklet boundaries and should note the dimensions of the proposed Parklet. Plans must include a detail of the barrier type(s) to be used and indicate how the proposed Parklet will be ADA accessible.;
- Four (4) or more color photos (at least 8.5" x 11") of the existing site from different viewpoints;
- An Indemnity Agreement releasing the City of Charlotte from liability for damages incurred by clients using the public right-of-way (this language will be included in the Temporary Agreement of Understanding);
- Applicant Certificate of Insurance: A Certificate of Insurance must be provided for the life of this agreement in the amount of \$1 million per occurrence in General Liability insurance with the City of Charlotte named as the certificate holder and as Additional Insured.; AND
- Contractor(s) Certificate of Insurance: If the permit holder contracts for construction of this Parklet, Auto Liability in the amount of \$1 million per occurrence and Workers' Compensation with Employers' Liability limits of \$100,000 per accident limit, \$500,000 disease per policy limit, and \$100,000 disease each employee limit must be provided by the primary contractor and all subcontractors.



PARKLET PETITION

A Parklet is a small public space serving as an extension of the sidewalk over an on-street parking space. (For more information on Parklets, see the [City of Charlotte Parklet Design Manual](#).)

Demonstrate Neighborhood Support

This Parklet Petition form is provided to assist applicants in gathering neighborhood support for a proposed Parklet. Demonstrating support for proposed Parklet projects is an essential part of the process and should be included with the initial Parklet application. **Applications that do not include documentation of community outreach will not be considered.** Full consensus in support of a proposed Parklet from every property on the block is not a requirement for a proposal to move forward, but it's important to demonstrate adequate community outreach. Applicants should attempt to confirm neighborhood support prior to expending time and resources to assemble a detailed application.

- **Fronting Businesses & Property Owners:** At a minimum, applicants must demonstrate the support of any businesses and property owners which front a proposed Parklet location.
- **Neighborhood Organizations:** Applicants must also notify any adjacent neighborhood association, merchant's association or municipal service district of the proposed Parklet location and preliminary design. Parklet applications should identify any adjacent neighborhood organizations and confirm that they have been notified. No formal approval from a neighborhood organization is required, although it is welcome
- **Signatures of Support:** Applicants are also encouraged to obtain signatures of support from nearby property owners, businesses and tenants that aren't immediately adjacent to the proposed Parklet.

Please include petitions in the initial Parklet application and submit to the CDOT Right-of-Way Management Section.

Proposed Parklet Location

This is a petition in support of a public Parklet on the _____ side of
(give approximate cardinal direction)

_____ near _____
(name of desired street) (closest address)



PARKLET PETITION

A Parklet is a small public space serving as an extension of the sidewalk over an on-street parking space. (For more information on Parklets, see the **City of Charlotte Parklet Design Manual**.)

Signatures of Support

By signing this petition, I (we) certify that I (we) support the installation of a public Parklet *at the location described on the first page of this Parklet Petition*.

Address	Property Owner/Leaseholder	Property Owner/Leaseholder Signature	Date	Phone

Please write legibly. Include petitions in the initial Parklet application and submit to the CDOT Right-of-Way Management Section.



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