



# Central Business District Parklet Guidelines

## LOCATION

- Shall be placed a minimum of one parking space in advance or prior to an intersection (22').
- If a bump out for parking is present then the parklet may be considered in the first parking space located adjacent to the bump out.
- Shall not be located within 15' of a fire hydrant.
- Cannot replace an accessible parking space.
- Shall not be located in a loading zone unless businesses on the block agree.
- Shall not be located in a fire lane.
- Shall not be allowed in front of a fire hydrant, or over a manhole, public utility valve or cover or MUNI guy wires.
- Shall not be allowed on state maintained highways.
- Shall not be placed on roadways with a posted speed greater than 30 mph.
- Sidewalk defects or empty tree wells at the parklet location will need to be repaired with a permit to ensure safe ingress and egress to the parklet.
- Sidewalk shall be clear of any obstructions with a minimum of 48" in width adjacent to any parklet. If this width cannot be maintained the parklet shall not be approved at this location.

## MATERIALS

- Parklet shall be made of all-weather material; preferred material shall be wood decking or composite decking.
- It shall be at the same height of the top of curb
- There shall be no more than a 1/2" gap between the parklet surface and the face of curb
- The flow line of the curb shall not be obstructed with supports of the parklet structure
- Must maintain curb line drainage
- Decking shall be able to handle a live load of 150 lbs/sf.
- Railing shall be impact resistant

## DIMENSIONS

- Parklet dimensions 7' x 36'
- Parking blocks will be placed 3' from parking T on either side of the parklet.
- Parklet shall be a minimum of 12" from the live lane of traffic. Flexible delineators meeting IDOT Standard Detail 701901-03 shall be placed at 12" offsets from the parklet along the edge of traveled way.
- Parklet shall have a safety barrier at edge of the platform to protect people for walking out into live traffic. This barrier shall be a minimum of 42" from the top of the finished surface of the parklet and the spindles shall be a maximum of 4" on center.
- A minimum of 108" in height must remain clear of any obstructions along parklet's path of travel, entry and accessibility areas on the parklet. Obstructions may include but are not limited to tree branches and foliage, overhanging sign panels on posts, and/or applicant's addition of architectural elements to the parklet.
- All cross slopes of parklet shall be all ADA codes for Illinois.

## COSTS

- 2 parking meters will be taken out of service. \$4.50 per day
- Permit Fee will depend on the amount of time the parklet is out on the street.
- Obstruction permit for the parklet shall be granted to the permittee when parklet is approved.

## TIME OF YEAR

- Permitting shall be allowed between May 1 and October 31 of any given year.

## NEIGHBORHOOD/PUBLIC SUPPORT

- The applicant shall submit a letter of support from the adjacent property owners.
- The applicant shall understand that the parklet is on public space and as such cannot be reserved for private use. Parklets shall be open to use by all.



# Central Business District Parklet Application

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Requested Meter Numbers (found on pole): \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Applicant Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Signature: \_\_\_\_\_

• • •

## FOR OFFICE USE ONLY

Permit #: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

Time: \_\_\_\_\_

Staff: \_\_\_\_\_

Parking                      Approved                      Denied                      Date: \_\_\_\_\_

Traffic Engineer                      Approved                      Denied                      Date: \_\_\_\_\_

Director                      Approved                      Denied                      Date: \_\_\_\_\_