

# City of Oklahoma City Parklet Guidelines

## What are parklets?

Parklets transform normal on-street parking spaces into user-friendly settings that include features found in a traditional park. It is built on a platform over the parking spaces at sidewalk level where pedestrian amenities, such as landscaping, tables, chairs, exercise equipment, benches and bicycle racks are then placed.

Parklets are sponsored by private partners, but all amenities in a parklet must remain free and open to the public. The spaces are not exclusive to any business and cannot contain advertising. A permit is required to build a parklet, the type depends on the length of time it will be in place.

## Who can build a parklet?

- Cultural or business districts
- Neighborhood associations
- Non-profit organizations and foundations
- Property owners and storefront tenants
- Others considered on a case-by-case basis

## How to apply for and receive a permit?

Submit parklet plan and a [special events application](#), also available at [www.okc.gov/specialevents](http://www.okc.gov/specialevents), to the City's Special Events Permitting Office. Contact them at 297-2890 for assistance with the application process. Once the application and plan are submitted, applicant must present the plan to the Parklet Review Board. After the Board's approval, a revocable permit will be presented to the City Council for approval or denial.

## Parklet rules - Not following these rules may cause the application to be denied and/or permit to be revoked.

### General

- Each parklet application will be approved on a case-by-case basis.
- Applicant must meet application deadline, see the parklet permits section for deadlines.
- Permit must be issued before on-site construction begins.
- Parklets are established in rights-of-way and must be free and open to the public.
- Requirements may change depending on desired location.
- Letters of support from neighboring businesses and property owners are encouraged.
- Food and beverages may be brought into and consumed in a parklet. However, no sales of any kind are allowed.
- State Law does not allow alcohol in public places.
- Setup and teardown dates must be included in the time allotted through the permit.
- Up to two parallel parking spaces or up to three angled spaces may be used for the parklet.
- Affected business and property owners must give consent to the applicant's request to transform the parking space to a parklet. The applicant must have 100 percent support for a parklet

permit application to be approved. A street closure petition is required and must have signatures from all property owners on the blockface.

- Street closure petition: (<http://www.okc.gov/specialevents/StreetClosurePetition.pdf>)
- The applicant must provide written notice to all business and property owners on the opposite side of the street of where the parklet will be located at least 10 days before the permit start date.
- The City will post written notification on the sidewalk 10 days before the permit start date.
- The public can file complaints with the Special Events Permitting Office. The permit holder will be notified about the complaints.

#### *Parklet locations*

- Parklets are to be placed in existing on-street parking or other areas as approve by City Council.
- Are only allowed on streets with speed limits of 30 mph or less.
- Cannot block storm drains, gutters, or access to City utilities.
- Cannot be within 15 feet of a fire hydrant.
- Must be at least 60 feet from bus stops.
- Cannot use handicapped parking spaces.

#### *Parklet construction*

- Must be constructed to have access from the curbside only.
- Three sides (excluding curbside) can't be entry points.
- Solid/heavy materials such as vertical planters, cinder blocks, vertical pallets, wood construction, etc. should be at least 3 feet tall and line the parklets on the parking and traffic sides. These elements must create a solid barrier on the parking and traffic sides.
- Reflective tape must be applied to barriers.
- Must have channels between the street and the platform to facilitate drainage.
- No bolting or any other damage to the street is allowed.
- Must have a minimum of 2 feet of clearance from the lane of traffic on the traffic side of the parklet.
- Edge of parklet must be at least 2 feet away from abutting parking spaces.
- Gap between the sidewalk curb and the platform of the parklet must be 1/2 inch or less.
- Must be ADA compliant.
- Electricity considered on a case-by-case basis.
- No rooftops allowed.

#### *Use and Maintenance*

- No sales of any kind allowed in the parklet. However, food and beverage can be brought into and consumed in the parklet.
- Permit holder will be held responsible for all actions that take place in the parklet.
- Parklet cannot contain advertising of any sort. However, a plaque no larger than 8 ½ inches x 11 inches recognizing the parklet permit holder is allowed.
- Permit holder is responsible for maintaining the parklet including daily cleaning, maintenance and pest control.

#### **Insurance requirement**

Permit applicant must provide evidence of liability insurance for a minimum coverage of \$1 million naming the City of Oklahoma City as additional insured and valid for the duration of the permit.

## Parklet Permits

There are two types of parklet permits. Setup and teardown must take place in the permitted time.

- **30-day parklet permit** is issued through a revocable permit and requires City Council approval. Applications for the 30-day parklet permit must be submitted no later than 75 days prior to the parklet start date. The 30-day parklet permit is eligible for one renewal.
- **90-day parklet permit** is issued through a revocable permit and requires City Council approval. Applications for the 90-day parklet permit must be submitted no later than 75 days prior to the parklet start date. The 90-day parklet permit is eligible for one renewal. The parklet may continue upon additional approvals through the City Council.

## Fees

**30-day parklet** - \$100 revocable permit, plus parking meter(s) reservation fee, if applicable.

- 75-day deadline for application. Issued for 30-day parklet that conforms to the parklet guidelines. Permit is eligible for one renewal. The renewal requires an additional \$100 revocable permit fee.

**90-day parklet** - \$100 revocable permit, plus parking meter(s) reservation fee, if applicable.

- 75-day deadline for application. Issued for 90-day parklet that conforms to the parklet guidelines. Permit is eligible for one renewal. The renewal requires an additional \$100 revocable permit fee.

## Checklist

- |                       |                                     |
|-----------------------|-------------------------------------|
| ✓ Application & fees  | ✓ Construction material description |
| ✓ Liability insurance | ✓ Construction material diagram     |
| ✓ Posted speed limit  | ✓ Parking closure petition          |
| ✓ Site plan           | ✓ Emergency contact list            |
| ✓ Parklet dimensions  | ✓ Maintenance plan                  |

## Parklet removal

The permit holder is responsible for coordinating and paying for removal of their parklet. If the permit holder fails to remove the parklet, the City will remove it at the expense of the permit holder. Reasons for removal include:

- Expiration of permit
- Failure to resolve complaints
- Lapses in insurance
- Failure to pay fees