



City of Woodland
Community Development Dept.
300 First St, Woodland CA 95695
(530) 661-5820
www.cityofwoodland.org

Citywide Parklet Program

For restaurant / café establishments

APPLICATION & PERMIT

- Annual Permit fee: \$500 per public parking space, up to two spaces -

This Program authorizes a business-to-consumer restaurant / café ("food") establishments to expand onto a maximum of two (2) City owned parking spaces in a row despite the businesses that it serves, in the absence of, or limited private outdoor seating. The applicant is subject to an annual review by the City, in addition to a fee of \$500 per parking space. Permit validity runs until November 1, 2024, unless terminated by City or Applicant Business beforehand, or unless extended by City Council. Upon signing this application, the Applicant agrees to the provisions outlined in this document and "Appendix I – Rules and Regulation".

SUBMIT APPLICATION TO THE COMMUNITY DEVELOPMENT FRONT DESK AT 300 FIRST STREET OR VIA EMAIL TO

CDD-ECONOMICDEV@CITYOFWOODLAND.ORG

1. GENERAL

NAME OF APPLICANT: _____

NAME OF BUSINESS: _____

ADDRESS: _____

PHONE NUMBER: _____ **EMAIL:** _____

DAYS AND HOURS OF OUTDOOR DINING/USE OPERATION: _____

(IF DIFFERENT FROM BUSINESS OWNER):

NAME OF PROPERTY OWNER _____

PHONE NUMBER: _____ **EMAIL:** _____

SIGNATURE OF PROPERTY OWNER, AUTHORIZING USE OF PUBLIC RIGHT-OF-WAY FOR PARKLET: _____

2. OUTDOOR USE FORMAT

Check all that apply:

Request for use on PUBLIC property Sidewalk seating/use Parklet

3. INITIAL CONSENT CHECKLIST

➔ **INITIAL HERE** if submitting a written request to anchor/drill into sidewalk or road: _____

➔ **INITIAL HERE** to consent to own and maintain all improvements placed on public property AND to carry out repairs / replacement of Parklet amenities within 14 days of notification from the City: _____

➔ **INITIAL HERE** to consent to responsibility for maintenance of the gutter to ensure flow under/through any improvements placed adjacent the gutter, and provide access to underground utilities under Parklet or furniture upon City request within 24 hours: _____

➔ **INITIAL HERE** to provide \$1M General Liability Certificate of Insurance AND Policy Endorsement stating City of Woodland as Additional Insured before (re)construction of Parklet

➔ If expanding onto adjacent businesses' storefront(s):

INITIAL HERE to certify that you have received consent from adjacent business/property owner to expand onto adjacent space: _____

Adjacent business/property owner's name: _____

Phone number: _____

SIGNATURE OF ADJACENT OWNER, AUTHORIZING USE OF PUBLIC RIGHT-OF-WAY FOR PARKLET:

NAME AND SIGNATURE OF CITY STAFF VERIFYING ADJACENT BUSINESS ENCROACHMENT REQUEST:

4. DESCRIPTION OF ZONE USE

Provide a brief description of layout and furniture materials used **AND attach a SITE PLAN (diagram/drawing)** of how you plan to set up the zone, including tables, chairs, shade coverings, trash cans, etc. Please label streets if not apparent in diagram. Please note that an ADA accessible path of at least 4 feet must be ensured between the zone and storefront.

5. SUBMISSION CHECKLIST

- Application form** (present document)
- Site Plan** (diagram/drawing), including number and spacing of tables, path of travel, shade structures, etc.
- Certificate of Insurance AND Policy Endorsement for applicant business AND contractor** (if applicable) of \$1M General Liability stating City of Woodland (its agents, officers, and employees.) as insured (applicable if on PUBLIC property), specifically referring to Parklet or Sidewalk. See Appendix 1 "Rules & Regulations for details.
- Confirm having read and consent to requirements in Appendix I "Rules & Regulations"

6. SIGNATURES

Signature of Business Owner

Signature of Property Owner (if different from Business Owner)

Print Name

Print Name

Date

Date

7. APPROVAL AND CONDITIONS (TO BE COMPLETED BY CITY OF WOODLAND)

CITY APPROVAL STAMP & DATE (REQUIRED PRIOR TO PARKLET SETUP)

CONDITIONS OF APPROVAL (IF APPLICABLE)