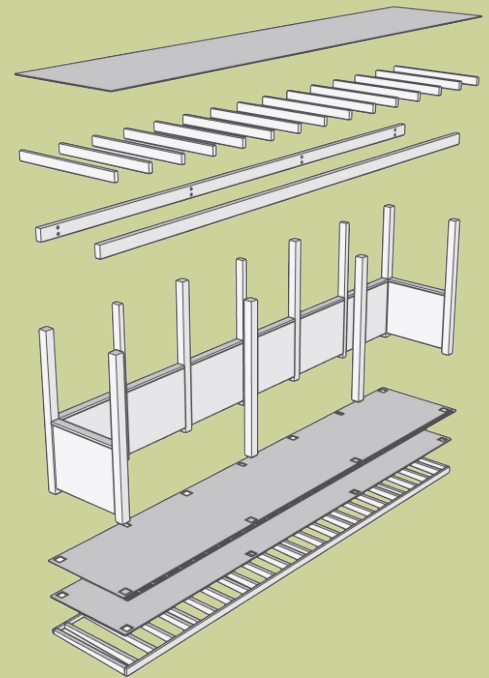


**USER GUIDE** 2024

# Pre-Approved Parklets



# ABOUT THE USER GUIDE

This User Guide provides an overview of the pre-approved parklet designs and outlines the step-by-step process for business owners, parklet operators, and designers to plan, design and apply for their own parklet using the pre-approved parklet plans.

The pre-approved parklets are available with or without roofs for both parallel and angled parking space configurations. The parklets can be scaled to any size and customized with your selection of materials and finishes.

## STEP 1: CONFIRM ELIGIBILITY

Determine if your site is eligible for a parklet

<b>Location</b> .....	<b>3</b>
<b>Site Requirements</b> .....	<b>4</b>

## STEP 2: PLAN

Review the parklet types and design requirements to help you plan and design your parklet.

<b>Size Requirements</b> .....	<b>5</b>
<b>Parklet Types</b> .....	<b>6</b>
<b>Parklet Design</b> .....	<b>7</b>
<i>Roofs</i> .....	<i>7</i>
<i>Flooring</i> .....	<i>8</i>
<i>Railing</i> .....	<i>9</i>
<i>Sidewalls</i> .....	<i>10</i>
<b>Parklet Heating</b> .....	<b>11</b>
<b>Traffic Safety Requirements</b> .....	<b>12</b>

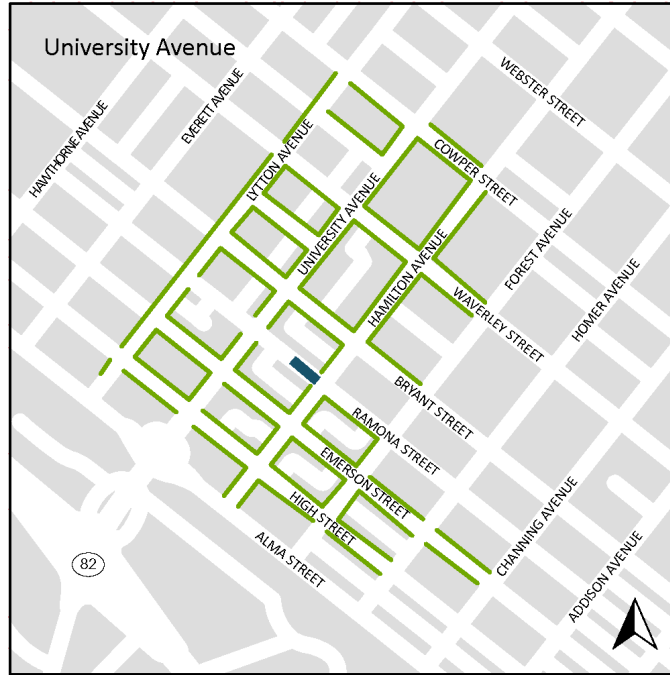
## STEP 3: PREPARE YOUR APPLICATION



Work with your contractor to complete the pre-approved plan set and finalize your parklet design. When you're ready to apply, review the application process and fill out the application checklist to ensure streamlined City review.

<b>Pre-Approved Plan Set</b> .....	<b>13</b>
<b>Application Process &amp; Checklist</b> .....	<b>14</b>

# LOCATION

The pre-approved parklet are only applicable to the areas marked below. Confirm your business is located in an eligible location before proceeding through the parklet guide.



-  Parklets Allowed
-  Closed Street and Parklets Allowed<sup>1</sup>

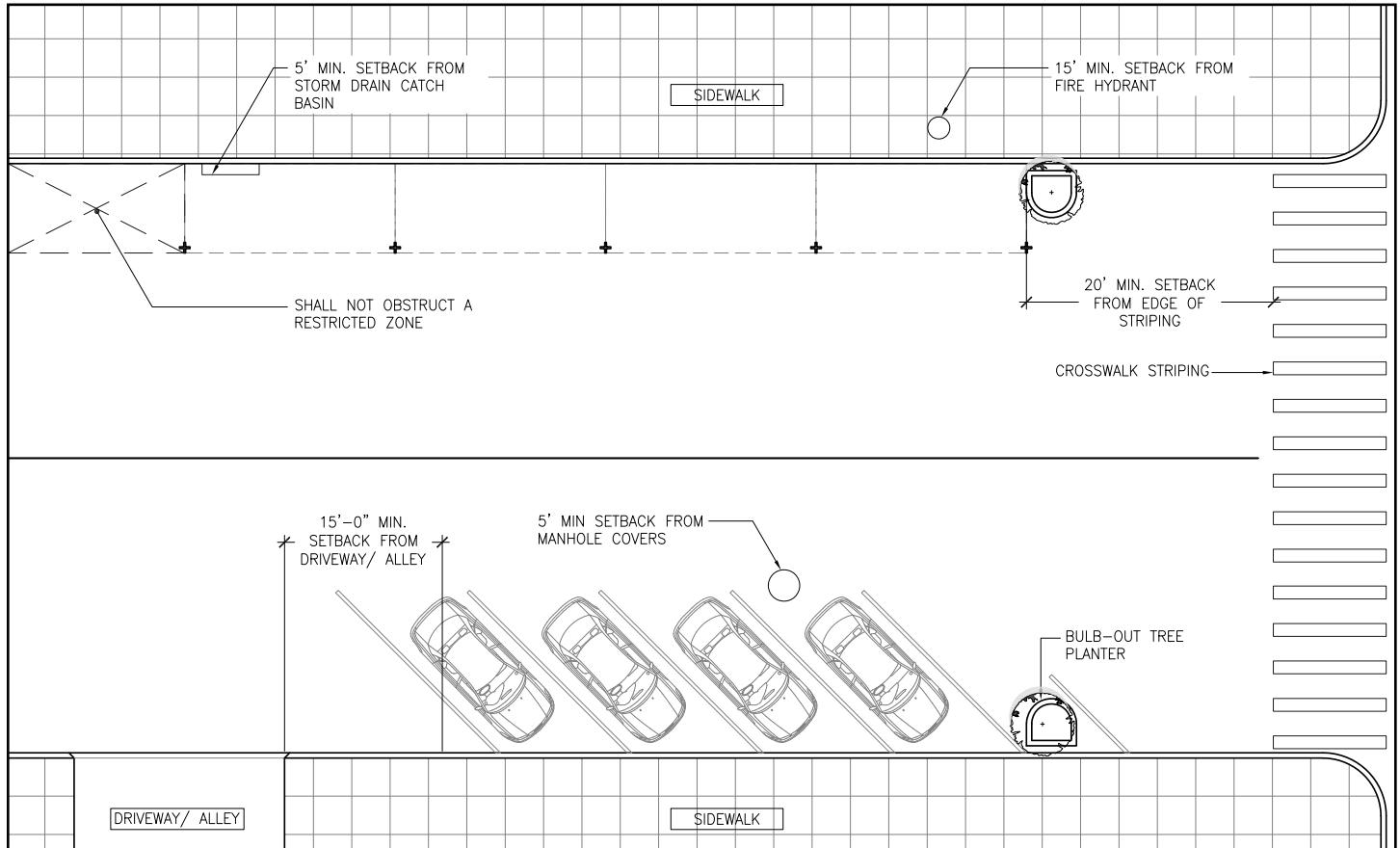


-  Parklets Allowed

<sup>1</sup> Parklets on the car-free portion of Ramona Street fall under the Interim Parklet Program until March 31, 2025. The Interim Parklet Program information is available on the City's website here: [www.CityofPaloAlto.org/Parklets](http://www.CityofPaloAlto.org/Parklets).

# SITE REQUIREMENTS

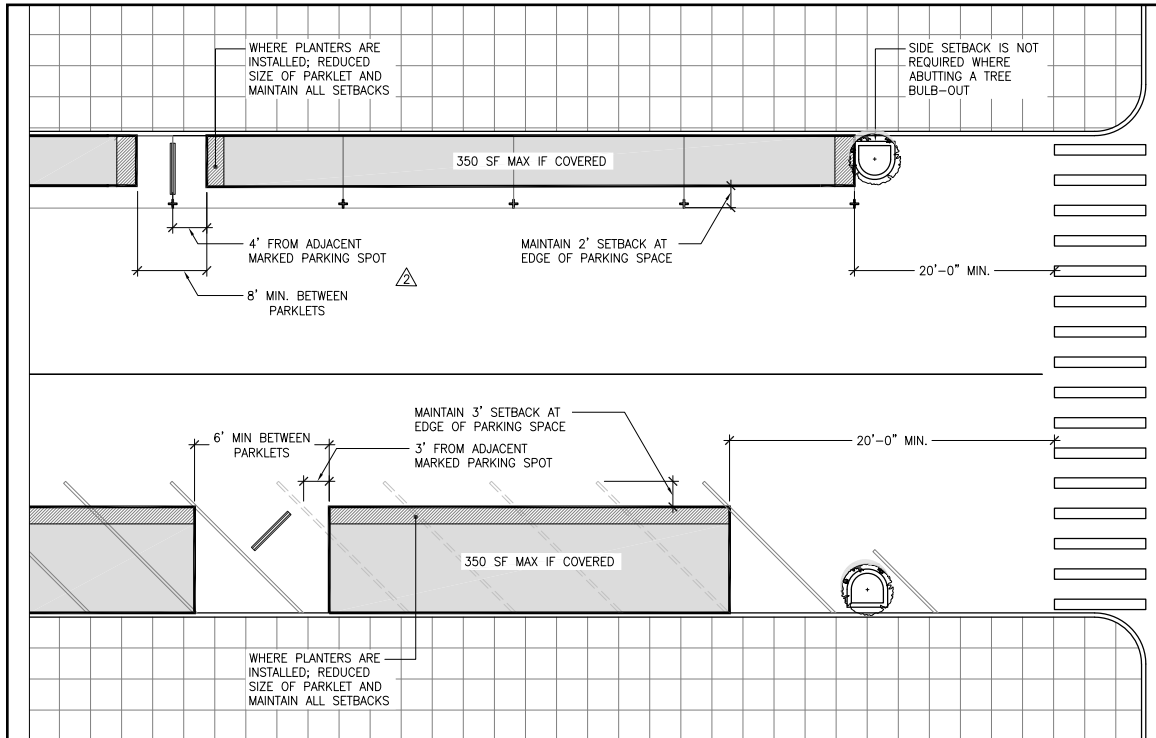
Confirm your parklet site meets the requirements below. These requirements ensure a safe streetscape for pedestrians, vehicles, and parklet patrons.



- A.** The parklet does not obstruct a restricted zone- loading zone, bus zone, no parking zone, public utilities, telecommunication vaults.
- B.** **Crosswalk Clearance:** minimum 20' setback from exterior edge of cross walk striping.  
*Note: Setback not needed if there is a bulb-out between the parklet and crosswalk.*
- C.** **Driveway and alleyway clearance:** minimum 15' setback from driveways and alleyways.  
*Note: Setback not needed if there is a bulb-out between the parklet and crosswalk.*
- D.** **Fire Hydrant Clearance:** minimum 15' setback from a fire hydrant.
- E.** **Manhole Cover:** minimum 5' setback from a manhole cover.
- F.** **Storm Drain Catch Basin:** minimum 5' setback from a storm drain catch basin.

## SIZE REQUIREMENTS

Review the parklet size requirements below to plan your parklet footprint and location. These requirements provide safe access for emergency services and ensure a vibrant and safe streetscape for pedestrians, vehicles, and parklet patrons.



- A. Parklets with a roof or trellis cannot exceed 350 square feet.
- B. Planters are not required. However, you may choose to incorporate them into your design. Planters must be located within the required setbacks described above.

### SETBACKS (PARALLEL)

- C. The parklet must be setback 4' from the adjacent marked parking space. This setback must be kept clear at all time for emergency access.  
*Note: Setback not needed if there is a bulb-out between the parklet and crosswalk.*
- D. The parklet must be setback 2' from the outer edge of the parking space "T" along the travel lane. This setback must be kept clear at all times with the exception of reflective delineator posts.
- E. The distance between parklets in parallel parking spaces shall be minimum of 8'.

### SETBACKS (ANGLED)

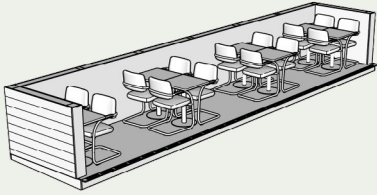
- F. The parklet must be setback 3' from the adjacent marked parking space. This setback must be kept clear at all time for emergency access.  
*Note: Setback not needed if there is a bulb-out between the parklet and crosswalk.*
- G. The parklet must be setback 3' from the outer edge of the parking space "T" along the travel lane. This setback must be kept clear at all times with the exception of reflective delineator posts.
- H. The distance between parklets in parallel parking spaces shall be minimum of 6'.

# PARKLET TYPES

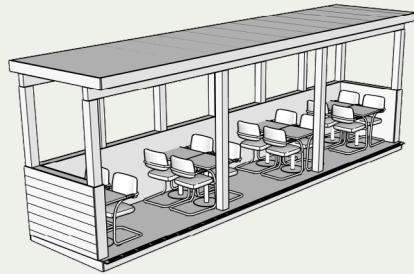
Review the following types pre-approved parklets. Each type can be scaled to any size and customized with materials of your choice. Your final selections will be made in consultation with your contractor and indicated on the pre-approved plan set (see pg. 13).

## PARKLET TYPES

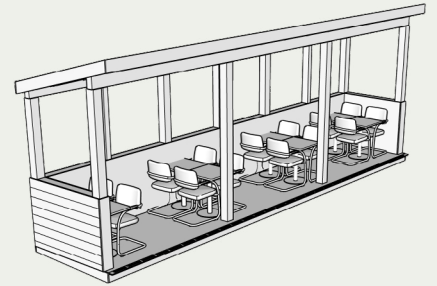
Option 1: No Roof



Option 2: Flat Roof



Option 3: Shed Roof



### NOTE: LETTER OF CONSENT REQUIREMENT

A letter of consent is required to extend a roof, trellis, or sidewall, beyond your storefront. Parklets without a roof, trellis, or sidewalls, may extend in front of a neighbor without a letter of consent.

See **Appendix A** for more information

## FRAME MATERIAL

\* Pre-approved parklets can be built using either **pressure-treated wood** or **light-gauge steel**. However, using wood requires a minimum curb height and street slope. The parklet material will depend on your specific curb height and street slope. Consult with your contractor to determine which material is best suited to your site.

Option 1: Wood\*



Option 2: Light-gauge Steel

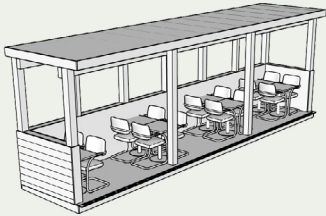


# PARKLET DESIGN - ROOFS OPTIONAL

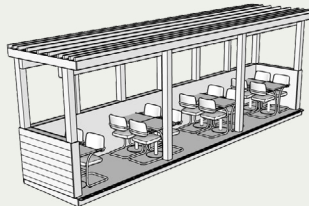
Review the following roof design and material standards. Your final design and material selection will be made in consultation with your contractor and indicated on the pre-approved plan set (see pg. 13).

## ROOF COVERING DESIGN TYPES FOR FLAT OR SHED ROOFS

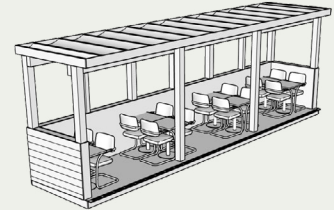
**Option 1: Solid Roof**



**Option 2: Lattice Roof**

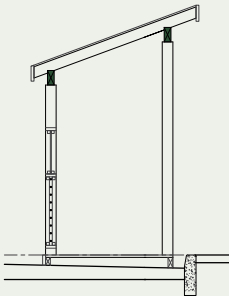


**Option 3: Fabric Roof**

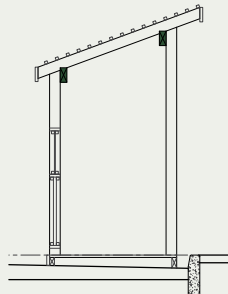


## ROOF FRAMING DESIGN TYPES FOR FLAT OR SHED ROOFS

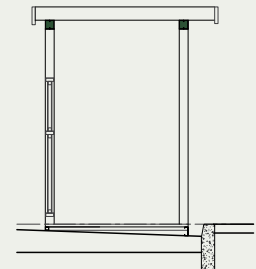
**Option 1: Inline Wood Beam**



**Option 2: Inboard Wood Beam**



**Option 3: Inline Steel Beam**



## MATERIAL STANDARDS

- A.** The following materials are permitted for roof coverings: pressure-treated wood, exterior-grade wood, steel, fabric (flame retardant), corrugated metal, plywood (with treatment), asphalt tiles, wood shingles.
- B.** The roof covering material shall be maximum 20psf in weight.
- C.** The following roof covering materials are prohibited: clay, porcelain tile, acrylic corrugated plastic, vinyl, soft plastic, tarps.

## EXAMPLES

You may select any roof covering provided it meets the requirements above. Indicate the product name and specification for your desired roof covering on your plan set sheet A0.0.



Canvas



Corrugated Metal



Asphalt Tiles



# PARKLET DESIGN - FLOORING

Review the following flooring design, material and safety standards. Your final material selection will be made in consultation with your contractor and indicated on the pre-approved plan set (see pg. 13).

## DESIGN STANDARD

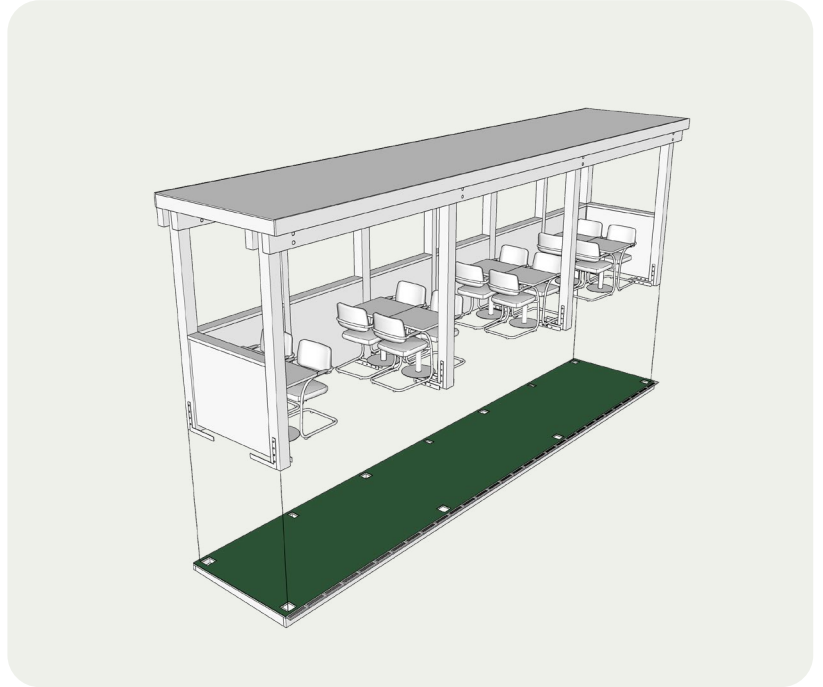
- A. The flooring shall be easily removable for maintenance and inspection by City staff.

## MATERIAL STANDARDS

- B. Flooring shall be an exterior-grade material.
- C. Flooring shall not be one of the following prohibited materials: metal, glass, materials design for interior use.

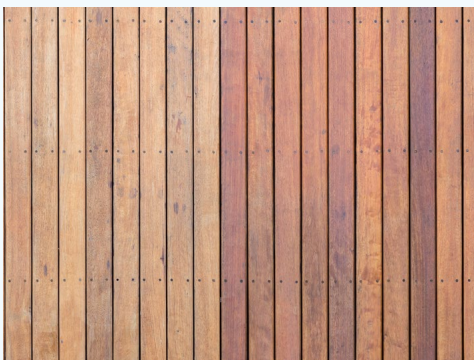
## SAFETY STANDARD

- E. Flooring shall have a finishing & slip resistance of BH minimum 0.6 coefficient of friction.

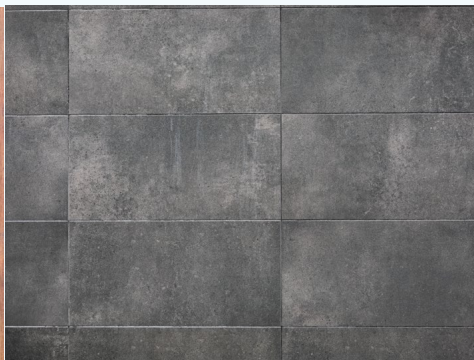


## EXAMPLES

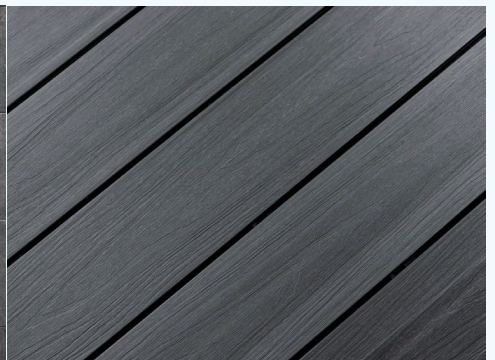
You may select any flooring material provided it meets the requirements above. Indicate the product name and specification for your desired material on your plan set sheet A0.0.



Wood Decking



Exterior Tile  
*INSTALLED TO BE REMOVABLE*



Composite Decking



# PARKLET DESIGN - RAILING

Review the following railing material and safety standards. The complete railing is made up of 1) the rail, and 2) the enclosure. Your railing and enclosure selection will be made in consultation with your contractor and indicated on the pre-approved plan set (see pg. 13).

## MATERIAL STANDARD

- A. The enclosure shall not be one of the following prohibited materials: particle board, vinyl, soft plastic or tarps.

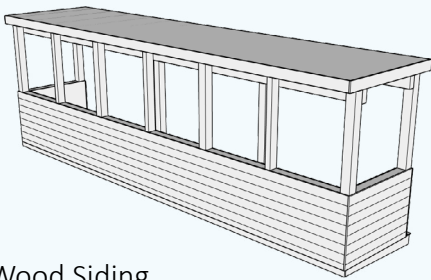
## SAFETY STANDARD

- B. The rail shall be 42" in height, as measured from the surface of the platform.
- C. The rail shall withstand at least 200 lbs of horizontal force.
- D. Any gaps in the enclosure shall be smaller than 4" sphere.

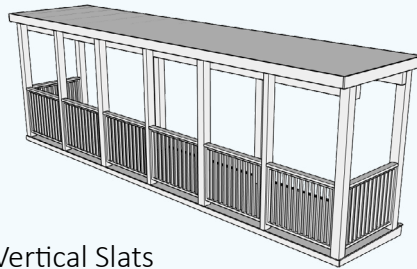


## EXAMPLES

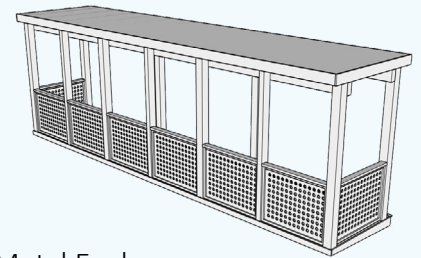
You may select any enclosure material provided it meets the requirements above. Indicate the product name and specification for your desired material on your plan set sheet page A0.0.



Wood Siding



Vertical Slats



Metal Enclosure



Wood Siding



Plywood (painted)



Steel Cables

# PARKLET DESIGN - SIDEWALLS **OPTIONAL**

Review the following sidewall design and material standards. Sidewalls are optional, but if you choose to include them, your final material selection will be made in consultation with your contractor and indicated on the pre-approved plan set (see pg. 13).

## DESIGN STANDARD

- A.** Parklets may include either a solid transparent and un-tinted sidewall or an open semi-transparent sidewall.

## MATERIAL STANDARDS

- B.** The following material is permitted for solid sidewalls: un-tinted plexiglass.
- C.** The following materials are permitted for open sidewalls: pressure-treated wood (stained or painted), exterior-grade wood.
- D.** The following materials are prohibited: vinyl, soft plastic, glass, or tarps.

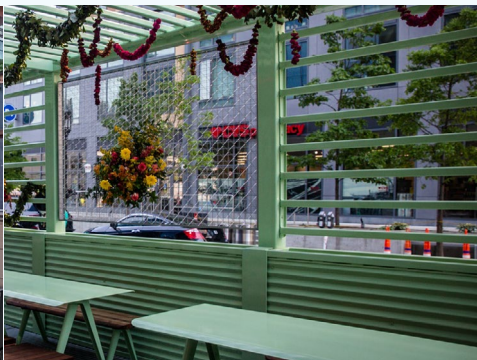


## EXAMPLES

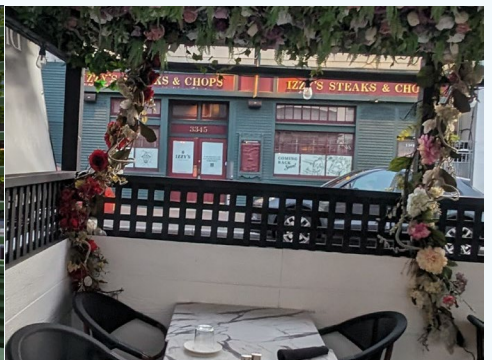
Sidewalls are an optional feature. You may select any sidewall material provided it meets the requirements above. Indicate the product name and specification for your desired material on your plan set sheet A0.0.



Plexiglass



Pressure-treated wood



Open

## **PARKLET HEATING** **OPTIONAL**

Heaters are optional but are permitted in accordance with Section IV.D.4 of the Parklet Standards. Review the heater types and standards below. Your final selection will be made in consultation with your contractor and indicated on the pre-approved plan set (see pg. 13).

### **ELECTRIC HEATERS**

- A.** Electric heaters must be an outdoor approved type.
- B.** Electric heaters must be located in accordance with manufacturer's instructions and placed at least 3 feet away from any combustible materials or as required by manufacturer's instructions, whichever is more restrictive.
- C.** A fire extinguisher is required to be mounted within sight and have appropriate signage per the Fire Code.
- D.** Use of electric heaters must comply with the power supply requirements in Section IV.D.2 of the parklet standards.
- E.** Any electrical equipment must be listed and carry a product certificate for its intended use by a recognized electrical testing laboratory.

### **PROPANE HEATERS**

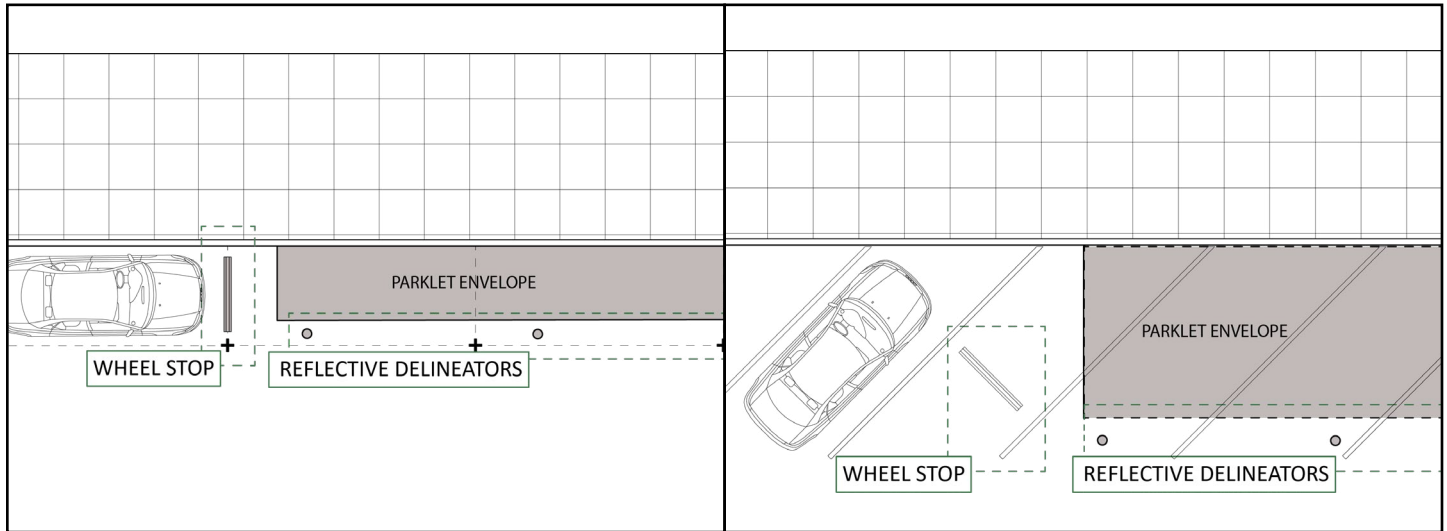
- F.** Propane heaters are prohibited in parklets with a roof or trellis.
- G.** Propane heaters are permitted with a valid HAZMAT permit from the Palo Alto Fire Department and CERS submittal.

#### **NOTE: ADDITIONAL PERMIT REQUIREMENTS**

- The installation of a GFCI electrical outlet or any other permanent wiring for the use of electric heaters will require an electrical permit from the Building Department. This permit is separate from the parklet permit and must be applied for separately.
- A valid Hazmat Permit is required for the use of propane heaters. This permit is separate from the parklet permit and must be applied for separately with the Palo Alto Fire Department.

# TRAFFIC SAFETY REQUIREMENTS

Review the parklet size requirements below to plan your parklet footprint and location. These requirements provide safe access for emergency services and ensure a streetscape for pedestrians, vehicles, and parklet patrons.



## WHEEL STOPS

- A.** When a parklet is adjacent to active parallel parking spaces, a wheel stop must be installed to delineate the 4-foot setback from adjacent parking spaces.
- B.** When a parklet is adjacent to an active angled parking space, a wheel stop must be installed in the center of the parking space next to the parklet structure.
- C.** The wheel stop shall measure 3 feet long by 4 inches high. It shall be constructed of concrete or rubber.
- D.** Parklets extending the length between two in-street tree wells, as on University Avenue, may omit wheel stops.
- E.** Wheel stops are not required between two adjacent parklets with no active parking stalls between them.

## REFLECTIVE DELINEATORS

- F.** The parklet shall include installation of the California Manual of Uniform Traffic Control Devices (MUTCD) approved delineator posts or flexible bollards.
- G.** Delineator posts shall be surface mounted to the roadway via epoxy and/or glue down methods.
- H.** Reflective delineators must be installed at the outside corners of the parklet. Additional delineators must be placed at least every 10 feet.



# PRE-APPROVED PLAN SET

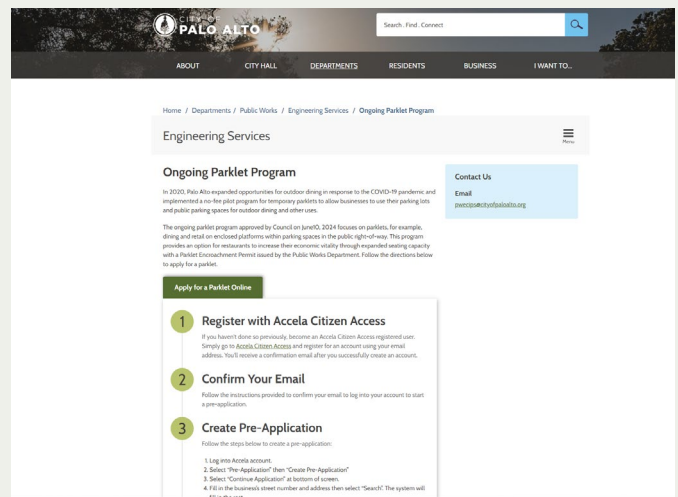
The Pre-approved parklet plans are available for download on the City's website here. After reviewing this User Guide, confirming your eligibility and beginning to plan your parklet design, work with your contractor to finalize your parklet design and prepare your plan set. You or your contractor will indicate your parklet information, site plan, and design selections directly on the pre-approved plan set in the marked areas. Please fill out ALL applicable marked areas on the plan set to streamline your permit review process.

## DOWNLOAD THE PRE-APPROVED PLAN SET



Go to the City's website to download the plan set.

[www.CityofPaloAlto.org/Parklets](http://www.CityofPaloAlto.org/Parklets)



## WORK WITH YOUR CONTRACTOR TO PREPARE THE PLAN SET

The **green shaded areas** of the plan set indicate the areas that you and your contractor must fill out, including:

- Selecting your design features and parklet type.
- Filling in the required parklet information.
- Indicating your materials choices
- Planning your site and parklet configuration.

### Pre-Approved Parklet Plans

Project Address: \_\_\_\_\_

GENERAL NOTES	PROJECT DIRECTORY	SHEET INDEX	APPLICABLE CODES	SCOPE OF WORK
<p><b>GENERAL NOTES:</b></p> <p>1. THE CONTRACTOR SHALL VERIFY ALL DIMENSIONS AND CONDITIONS AT THE JOB SITE PRIOR TO COMMENCING WORK. ANY DISCREPANCIES SHALL BE REPORTED TO THE CITY ENGINEER IMMEDIATELY.</p> <p>2. ALL WORK SHALL BE DONE IN ACCORDANCE WITH ALL APPLICABLE CODES, REGULATIONS AND ORDINANCES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE CITY ENGINEER PRIOR TO COMMENCING WORK.</p> <p>3. THE CONTRACTOR SHALL MAINTAIN ACCESS TO ALL UTILITIES AND SERVICES AT ALL TIMES. ANY DISRUPTIONS SHALL BE REPORTED TO THE CITY ENGINEER IMMEDIATELY.</p> <p>4. THE CONTRACTOR SHALL MAINTAIN ACCESS TO ALL UTILITIES AND SERVICES AT ALL TIMES. ANY DISRUPTIONS SHALL BE REPORTED TO THE CITY ENGINEER IMMEDIATELY.</p> <p>5. THE CONTRACTOR SHALL MAINTAIN ACCESS TO ALL UTILITIES AND SERVICES AT ALL TIMES. ANY DISRUPTIONS SHALL BE REPORTED TO THE CITY ENGINEER IMMEDIATELY.</p>	<p><b>PROJECT DIRECTORY:</b></p> <p>PROJECT: _____</p> <p>ADDRESS: _____</p> <p>CITY: _____</p> <p>CONTRACTOR: _____</p> <p>DATE: _____</p>	<p><b>SHEET INDEX:</b></p> <p>1. COVER SHEET</p> <p>2. PROJECT DIRECTORY</p> <p>3. DESIGN FEATURES</p> <p>4. PARKLET INFORMATION</p> <p>5. OPERATIONS &amp; MAINTENANCE</p>	<p><b>APPLICABLE CODES:</b></p> <p>1. PALO ALTO CITY CHARTER</p> <p>2. PALO ALTO CITY ORDINANCES</p> <p>3. CALIFORNIA STATE LAWS</p> <p>4. FEDERAL AND STATE REGULATIONS</p>	<p><b>SCOPE OF WORK:</b></p> <p>1. INSTALLATION OF PARKLET</p> <p>2. REMOVAL OF PARKLET</p> <p>3. MAINTENANCE OF PARKLET</p>
<p><b>DESIGN FEATURES (OWNER/CONTRACTOR TO COMPLETE):</b></p> <p>1. PARKLET TYPE: <input type="checkbox"/> SIDEWALK PARKLET <input type="checkbox"/> STREET PARKLET</p> <p>2. PARKLET MATERIALS: <input type="checkbox"/> CONCRETE <input type="checkbox"/> METAL <input type="checkbox"/> WOOD</p> <p>3. PARKLET COLOR: <input type="checkbox"/> GREEN <input type="checkbox"/> GREY <input type="checkbox"/> BROWN</p> <p>4. PARKLET HEIGHT: <input type="checkbox"/> 4" <input type="checkbox"/> 6" <input type="checkbox"/> 8" <input type="checkbox"/> 10"</p> <p>5. PARKLET WIDTH: <input type="checkbox"/> 4' <input type="checkbox"/> 5' <input type="checkbox"/> 6' <input type="checkbox"/> 7' <input type="checkbox"/> 8'</p>	<p><b>PARKLET INFORMATION (OWNER/CONTRACTOR TO COMPLETE):</b></p> <p>PARKLET ID: _____</p> <p>DATE OF INSTALLATION: _____</p> <p>DATE OF REMOVAL: _____</p> <p>INSTALLER: _____</p> <p>REMOVER: _____</p> <p>LOCATION: _____</p> <p>STATUS: <input type="checkbox"/> ACTIVE <input type="checkbox"/> INACTIVE</p> <p>REASON FOR INACTIVE: _____</p> <p>REMARKS: _____</p>	<p><b>OPERATIONS &amp; MAINTENANCE:</b></p> <p>1. THE CONTRACTOR SHALL MAINTAIN ACCESS TO ALL UTILITIES AND SERVICES AT ALL TIMES. ANY DISRUPTIONS SHALL BE REPORTED TO THE CITY ENGINEER IMMEDIATELY.</p> <p>2. THE CONTRACTOR SHALL MAINTAIN ACCESS TO ALL UTILITIES AND SERVICES AT ALL TIMES. ANY DISRUPTIONS SHALL BE REPORTED TO THE CITY ENGINEER IMMEDIATELY.</p> <p>3. THE CONTRACTOR SHALL MAINTAIN ACCESS TO ALL UTILITIES AND SERVICES AT ALL TIMES. ANY DISRUPTIONS SHALL BE REPORTED TO THE CITY ENGINEER IMMEDIATELY.</p>		

**LEGEND:**

SIDEWALK PARKLET

STREET PARKLET

CONCRETE

METAL

WOOD

GREEN

GREY

BROWN

**APPROVED:**

DATE: \_\_\_\_\_

BY: \_\_\_\_\_

REMARKS: \_\_\_\_\_

**CITY OF PALO ALTO**

**Engineering Services**

**City Engineer**

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

**Date:** \_\_\_\_\_

**City Seal:** \_\_\_\_\_

# APPLICATION PROCESS & CHECKLIST

The pre-approved parklet process is outlined below, including the Application Checklist. Ensure you submit **ALL** the required checklist items for review.

## PREPARE

- Review this User Guide and the Checklist below
- Plan your parklet
- Determine if you need a letter of consent (see Appendix A)
- Consult your contractor and finalize parklet design

## APPLICATION CHECKLIST

- Permit Application (Click here for application)
- Certificate of Insurance (Click here for guidelines)
- Letter(s) of Consent (if applicable)* (Click here for sample letter of consent)
- Electric Permit (if applicable)*
- HAZMAT Permit (if applicable)*
- Completed Pre-Approved Plan Set
- All product specification sheets
- Pictures of Existing Conditions. Min. three (3) photos showing the existing built parklet or the proposed parking space(s) to be converted into a parklet, the adjacent sidewalk and store frontage.

## MINISTERIAL REVIEW

## PLAN APPROVAL, PERMIT PAYMENT & PERMIT ISSUANCE

## CONSTRUCTION & INSTALLATION

## INSPECTIONS

## CONTINUED MAINTENANCE

## PARKLET RENEWAL (every year)

## PARKLET REMOVAL (as desired/needed)



# LETTER OF CONSENT REQUIREMENTS

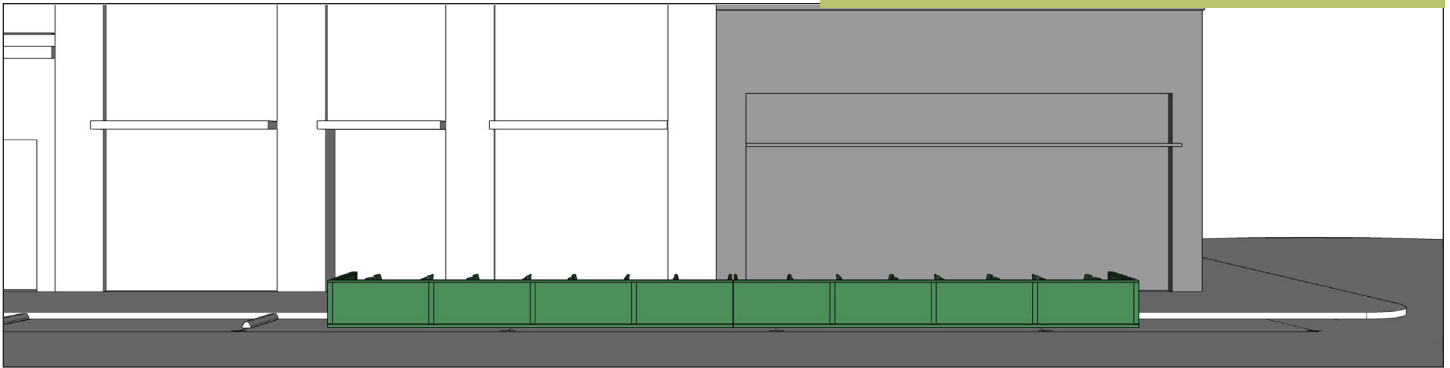
Parklet applicants must obtain a letter of consent from adjacent ground-floor tenant(s) to extend a roof, trellis, or sidewall, beyond their own storefront. Parklets without a roof, trellis, or sidewalls, may extend in front of a neighbor without a letter of consent, but must provide written notice to the affected neighbor at the time of the application.

## DO I NEED A LETTER OF CONSENT?

- A. Parklet does not have a roof or sidewalls: letter of consent not required.
- B. Parklet does have a roof or sidewalls:
  - Does not extend beyond applicant’s storefront: letter of consent not required.
  - Does extend beyond applicant’s storefront: letter of consent is required.

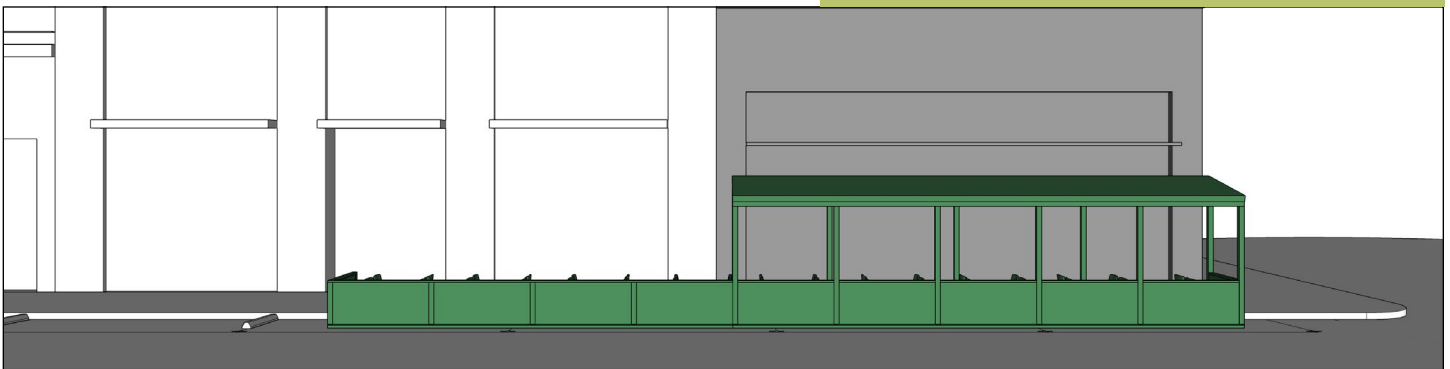
**Parklet with No Roof**

**No LOC Needed; Notification Letter Req'd**



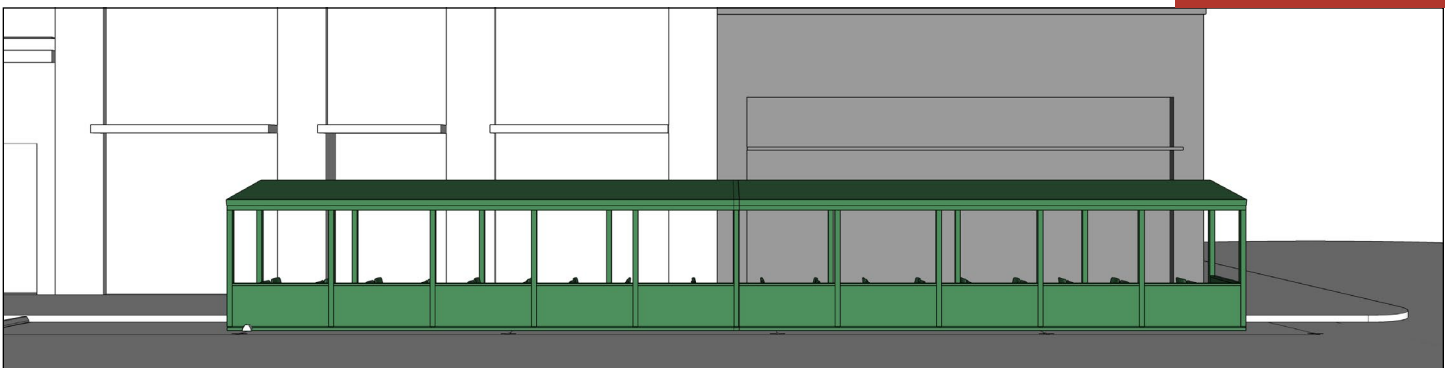
**Parklet with No Roof Extending Over Their Neighbor**

**No LOC Needed; Notification Letter Req'd**



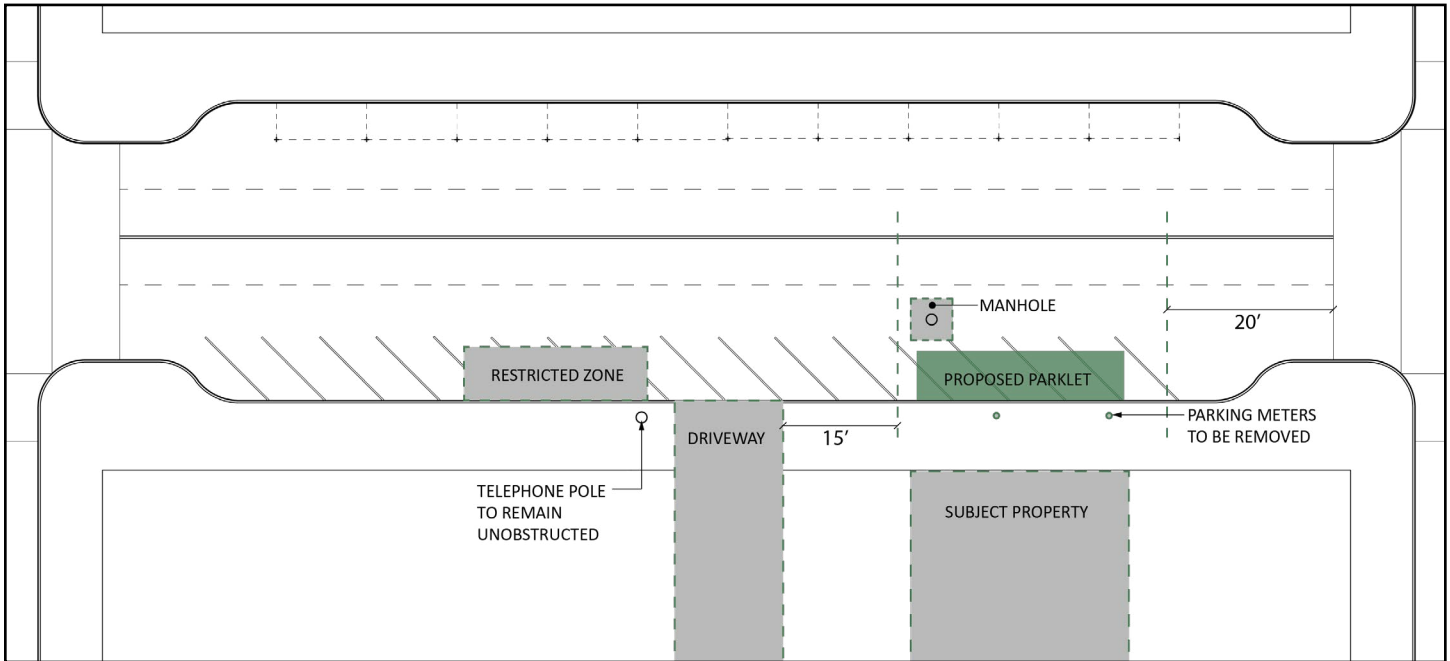
**Parklet with a Roof Extending Over Their Neighbor**

**LOC Needed**



# SITE SKETCH EXAMPLE

On Sheet A0.1 of your plan set you will provide a sketch of your parklet. The following is an example.



## PROJECT TEAM



CITY OF  
**PALO ALTO**

Public Works Department

URBAN  
PLANNING  
PARTNERS  
INC.

Urban Planning Partners



Syncopated Architecture



REI Build UP



# City of Palo Alto

Public Works Engineering  
250 Hamilton Avenue  
Palo Alto, CA 94301  
Phone: (650) 329-2295  
Email: pwecips@cityofpaloalto.org

## ENCROACHMENT PERMIT PARKLET PROGRAM

PERMIT TYPE: ENCROACHMENT PERMIT PARKLET PROGRAM

EXPIRATION (1 YEAR FROM ISSUANCE): \_\_\_\_\_

PERMITTEE NAME AND ADDRESS:

LOCATION OF ENCROACHMENT:

INSURANCE EXPIRATION: \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**--PW STAFF USE ONLY--**  
FEES:  
  
See attached receipt

APPLICANT/PERMITTEE MUST COMPLY AND ADHERE TO ALL APPLICABLE LAW, INCLUDING THE MOST RECENT SANTA CLARA COUNTY HEALTH ORDER AND BY SIGNING THIS APPLICATION APPLICANT AGREES TO COMPLY

Pursuant to the provisions of Chapter 12.11 of the Palo Alto Municipal Code, permission is hereby requested to construct and maintain an encroachment, or to use City-owned property, at the above location and in the manner described below. The applicant must provide a plan that meets all requirements in the parklet guidelines. The plan must show all existing facilities such as signs, trees, bike racks, trash receptacles, benches, streets lights, and news racks, as well as all proposed encroachments.

**DESCRIPTION OF ENCROACHMENT:** \_\_\_\_\_

Permittee shall, at Permittee expense, remove said encroachment or any improvements constructed, and this permit shall terminate within thirty (30) days after written notice from the City Engineer. Permittee agrees that in the event of failure to remove such encroachment/improvement within the time specified, the same may be removed, and the City's property or easement restored, by the City, and the cost thereof made a lien upon/against Permittee, pursuant to the provisions of Chapter 12.11 of the Palo Alto Municipal Code. For health and safety violations, or continuing violations, as determined by the City Engineer in his sole discretion, the permit may be terminated and the encroachment required to be removed immediately.

Permittee agrees to hold harmless, indemnify and defend the City of Palo Alto, its elected and appointed officials, employees, and agents (collectively "Indemnified Parties") from and against any and all claims, loss, liability, damage, and expense arising out of, connected to, or caused in whole or in part by Permittee's activity, operations, structures under this permit (collectively "Claims"). Permittee's obligations hereunder include, without limitation, the duty to hold harmless, indemnify, and defend the City, its elected and appointed officers, agents, employees, and volunteers from claims for property damage or personal injury arising from an alleged dangerous condition of public property used by Permittee in its operations under this permit, claims of violation of applicable law including the Americans with Disabilities Act or current health orders, or arising from allegations that any person has contracted COVID-19 as a result of such operations. The obligations under this Paragraph shall survive the termination of this permit.

Permittee agrees to maintain the required liability insurance and evidence thereof, for the life of the encroachment, that indemnifies, holds harmless and provides for the defense of the Indemnified Parties for any and all Claims.

The Permittee agrees and understands that this permit vests no estate.

Permittee shall be responsible for obtaining any and all permits which may be required by a government agency having jurisdiction over the property and/or proposed use. Notwithstanding the above, nothing contained herein shall obligate City to issue any permits or approvals required for construction.

Permittee hereby accepts this permit subject to all conditions set forth herein and in the attached Special Provisions, and agrees that all of said conditions and provisions shall be binding on Permittee, co-owners, heirs, assigns, transferees and successors in interest of every nature. This permit shall expire if work on the encroachment described within does not commence within sixty (60) days of the date of approval, or by the anticipated start date as indicated above, whichever is later.

X \_\_\_\_\_  
Permittee Authorized Representative Signature

Printed Name

\_\_\_\_\_ Date

X \_\_\_\_\_  
Approved By

\_\_\_\_\_ Issuance Date

Inspector: \_\_\_\_\_ Permit No. ENC- \_\_\_\_\_ Date: \_\_\_\_\_

## SPECIAL PROVISIONS

1. Permittee shall provide the City evidence of Personal Injury and Property Damage insurance in a form acceptable to the City's Risk Manager, in the minimum amounts of \$2,000,000 each for personal injury and property damage or else as indicated below. Said insurance shall name the City of Palo Alto, its officers and employees as an additional insured and shall be primary insurance with any City insurance being excess only. Said insurance shall be maintained so long as this permit remains in force, and evidence of said current insurance and subsequent renewals shall be submitted to the City of Palo Alto, Public Works Engineering Division.
2. Encroachment, construction or use shall not extend beyond the area identified and specified as part of this permit.
3. Encroachment shall not restrict visibility to any traffic control devices or signs.
4. No encroachment is permitted in exclusive bike lanes (where parking is not permitted); bus stops, or "no parking zones" unless specifically authorized within this permit.
5. Encroachment shall not block or cover access to any utility pole, manhole, vault, cleanout, valve, junction or meter box.
6. Permittee shall maintain encroaching or constructed facility and/or the property in a good and safe condition. Construction shall be in conformance with plans approved by the City.
7. Parklet requires Public Works Inspection prior to the start of construction.
8. Whenever construction, reconstruction or maintenance work to City facilities requires relocation or modification of the encroachment, construction or use, such relocation or modification work shall be done by Permittee at Permittee's sole expense.
9. Permittee shall assure adequate visibility of encroachment, construction or use during daytime and nighttime hours.
10. Permittee shall conform to all requirements of the Palo Alto Traffic Control Manual, as applicable.
11. Any public and/or private improvements damaged by the encroaching activities must be repaired or replaced in-kind to the satisfaction of the improvement owner and at Permittee expense.
12. Permittee shall comply with all applicable law including the Palo Alto Municipal Code, State and County Health Orders in effect, and City ordinances, resolutions and regulations/guidelines (including the Parklet Standards, Requirements for parklets and Weatherization Standards).
13. Permittee shall maintain the site in accordance with the parklet cleanliness standards.
14.      See Attachment(s) A B C D E F \_\_\_\_\_ for additional permit conditions.
15.   X   OTHER:



# Insurance Certificate Submission Guide

## PUBLIC WORKS

Engineering Services Division

[pwecips@cityofpaloalto.org](mailto:pwecips@cityofpaloalto.org) – 650.329.2151

To obtain a permit for working or placing a private facility in the public right-of-way or public property, it is necessary to file with the Public Works Engineering Services Division an approved insurance certificate prior to permit issuance. See reverse page for sample certificate.

## COVERAGE REQUIREMENTS

Coverage Type	Requirement	Minimum Limits*	
		EACH OCCURRENCE	AGGREGATE
<b>Comprehensive General Liability:</b> INCLUDING: <ul style="list-style-type: none"> <li>• Occurrence-based Coverage</li> <li>• Personal Injury</li> <li>• Broad Form Property Damage</li> <li>• Blanket Contractual</li> </ul>	Bodily Injury Property Damage	\$1,000,000 \$1,000,000	\$1,000,000 \$1,000,000
	Bodily Injury & Property Damage Combined	\$1,000,000	\$1,000,000
<b>Comprehensive Automobile Liability**:</b> INCLUDING: <ul style="list-style-type: none"> <li>• Owned</li> <li>• Hired</li> <li>• Non-Hired</li> </ul>	Bodily Injury (Each Person)	\$1,000,000	
	Bodily Injury (Each Occurrence)	\$1,000,000	
	Property Damage	\$1,000,000	
	Bodily Injury & Property Damage Combined	\$1,000,000	

\* These minimums may be raised for some permits based on the evaluation by the City Risk Manager.

\*\* Automobile liability insurance is required for a Street Work Permit only.

- (A) **BEST'S KEY RATING GUIDE** Required insurance coverage shall be provided through carriers with a **Best's Key Rating of A:VII or higher** and are admitted to do business in the State of California. The certificate of insurance must be completed and executed by an authorized representative of the company providing insurance. This required insurance must be maintained for the life of the permit.
- (B) **ADDITIONAL INSURED** For the Comprehensive General Liability policy, provide an endorsement that explicitly names the city as additional insured with the following statement: ***"The City of Palo Alto, its Officers, Officials, Employees, Agents and Volunteers are named additional insured"***. This statement must be placed on a CG 20 12 (*Additional Insured - State or Political Subdivision - Permits*). The form must state the policy number(s) to which it applies and be certified by an authorized insurance agent. Reference to this attachment must be provided on the face of the certificate.
- (C) **PRIMARY COVERAGE** An included endorsement and statement on the certificate specifying the following: ***"This insurance is primary coverage and that any city insurance is excess coverage only"***.
- (D) **CERTIFICATE HOLDER** The City of Palo Alto, Public Works Engineering Services Division, 285 Hamilton Avenue Palo Alto CA 94301, must be named as Certificate Holder.
- (E) **CRANE WORK** Where work involves a crane, riggers coverage shall be provided in the amounts above.
- (F) **POLICY NUMBERS** Relevant policy numbers must be shown on the face of the certificate and all attachments.
- (G) **INSURED NAME** The insured shall be the same party as the applicant. If the application is made for a "d.b.a." name, that name must also appear on the certificate as an insured.
- (H) **CANCELLATION** The provision for 30 day notice to the City of Palo Alto for cancellation or change of coverage.
- (I) **EFFECTIVE PERIOD** There must be a definite period of applicability. "Open" or "continuous" are not acceptable expiration dates.
- (J) **INDEMNIFICATION** The liability insurance policy shall include a contractual liability endorsement providing insurance coverage for the Permittee's agreement to indemnify the City.

-- Please see reverse for sample certificate --





## Sample Letter of Consent



CITY OF  
**PALO  
ALTO**

### Neighbor Acknowledgement Form for Parklets and At-Grade Uses

PUBLIC WORKS

[pwecips@cityofpaloalto.org](mailto:pwecips@cityofpaloalto.org) – 650.329.2295 or 650.329.2496 x. 8

#### FOR PERMIT APPLICANT TO FILL OUT:

Business Name	
Business Physical Address	
Contact Name	
Contact Phone and Email	
Adjacent property Business Name or Address	Number of parking spaces in front of the adjacent business or property you are seeking to use

#### FOR NEIGHBORING TENANT TO FILL OUT:

The business listed above is seeking your consent to use the on-street parking spaces in front of your business for a parklet or other on-street use. By signing below, I understand and agree to the following:

1. I am the **Ground Floor Tenant** at the business listed below. This property is adjacent to the Applicant's business listed above.
2. I **consent** to allow the Applicant, located at the address listed above, to occupy the number of parking space(s) listed above in the parking lane fronting my business. I understand that the Applicant's occupancy will be consistent with an encroachment or parklet permit in accordance with the Palo Alto Municipal Code and corresponding regulations.
3. I **acknowledge** that I am not prohibited by any lease or rental agreement from granting this consent to this neighboring business.
4. **This consent** is for the permittee's upcoming permit cycle, which will last until the end of March 31, 2024. I acknowledge that any enforcement action against a permittee for revoked neighbor consent may be suspended until the time of the permit expiration.

Signature	Print Name	Date
Title		
Business Name		
Business Address		
Contact Phone and Email		

PLEASE EMAIL THIS COMPLETED FORM TO: [pwecips@cityofpaloalto.org](mailto:pwecips@cityofpaloalto.org)