

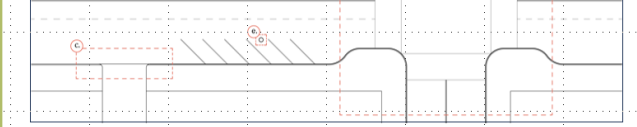
DRAFT
PRE-APPROVED PARKLET
USER GUIDE

ABOUT THE USER GUIDE

The Pre-Approved Parklet User Guide provides step-by-step instructions for creating your own parklet using pre-approved designs. The guide is designed to assist you from initial design through construction and maintenance. Ideal for business owners, parklet operators, and designers, this guide simplifies the process by focusing on approved specifications and compliance with local regulations.

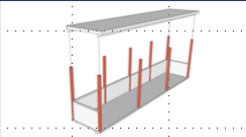
This guide is tailored to help you seamlessly navigate the process of constructing your pre-approved parklet by integrating essential steps directly into each section. Here's how to use it effectively:

1. **Follow the Embedded Checklists:** Each page of the guide includes a specific checklist related to that section's content. These checklists ensure that you meet all necessary requirements and adhere to City regulations.



1.1 Applicable Locations		CHECKLIST
1.1.a	The parklet is located in an eligible area within the University Avenue and California Downtown areas. See Appendix A for maps of the eligible areas.	<input type="checkbox"/>
1.2 Site Requirements		
1.2.a	The parklet does not obstruct a restricted zone - loading zone, bus zone, no parking zone, public utilities, telecommunication vaults	<input type="checkbox"/>
1.2.b	Crosswalk Clearance: minimum 20' setback from a crosswalk <i>Note: not applicable if there is a bulb-out between the parklet and crosswalk</i>	<input type="checkbox"/>
1.2.c	Driveway and alleyway clearance: minimum 15' setback from any driveways and alleyways <i>Note: not applicable if there is a bulb-out between the parklet and crosswalk</i>	<input type="checkbox"/>

2. **Make Decisions:** As you complete each checklist, you'll be prompted to make decisions regarding elements such as materials, dimensions, and additional features. This approach allows you to tailor the pre-approved designs to fit your specific needs and preferences.

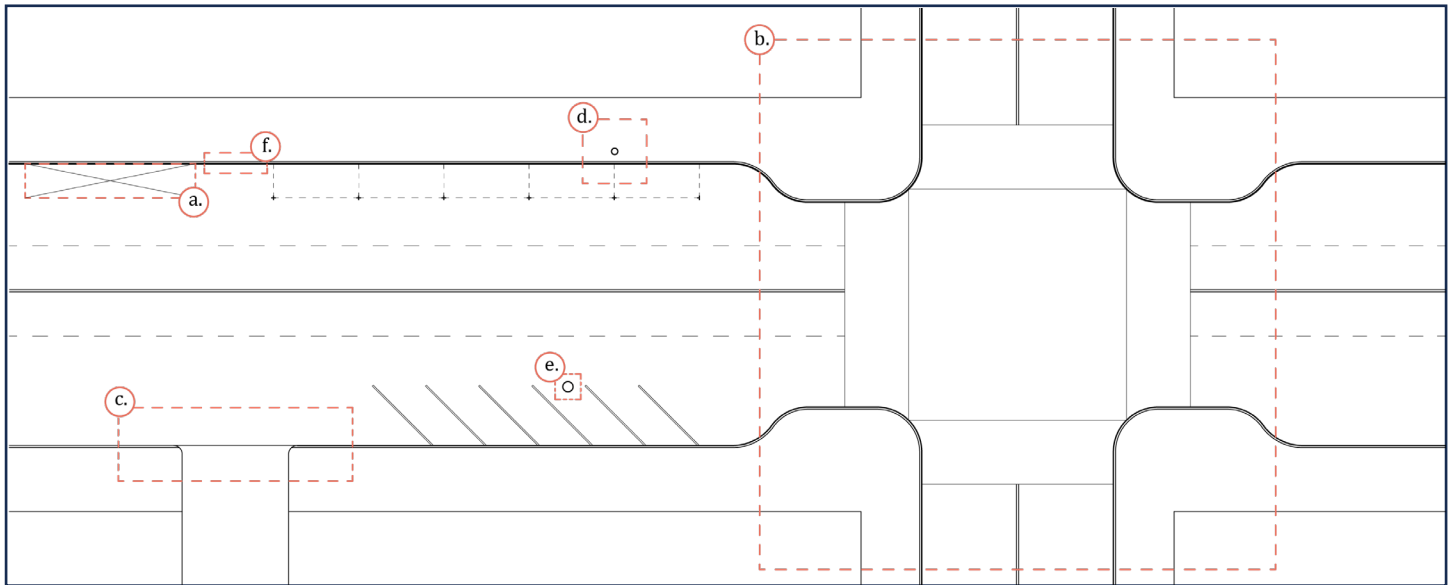
Parklets With or Without a Roof		CHECKLIST
		
6.1 Parklet Post Material		
6.1.a The parklet post shall be constructed the following approved materials. Please select one of the following:		
• Light-Gauge Steel		<input type="checkbox"/>
• Pressure-treated wood		<input type="checkbox"/>

3. **Document your parklet details in "My Parklet" Sections:** Alongside the checklists and decision points, you'll find "My Parklet" sections. Here, you can write the details of your choices and the specifications of your parklet design. This documentation will help you track your progress and ensure that every aspect of your parklet is planned and executed according to plan.

3.3.a	The parklet must be setback 3' from the outer edge of the parking space the travel lane. This setback must be kept clear at all times. The only objects permitted in this setback are reflective delineator posts.	
3.3.b	The setback between angled parking parklets shall be minimum 6' (3' for each parklet)	
My Parklet		
What is your parking space type (circle one):		Parallel Angled
How many parking spaces will you use? _____		
What is your parklet's approximate size after the setbacks: _____ square feet		
• Length (feet): _____		
• Width (feet): _____		

STEP 1: SITE PLANNING

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



1.1 Applicable Locations

- 1.1.a The parklet is located in an eligible area within the University Avenue and California Downtown areas. See **Appendix A** for maps of the eligible areas.

CHECKLIST

☐

1.2 Site Requirements

- 1.2.a The parklet does not obstruct a restricted zone - loading zone, bus zone, no parking zone, public utilities, telecommunication vaults

☐

- 1.2.b Crosswalk Clearance: minimum 20' setback from a crosswalk
Note: not applicable if there is a bulb-out between the parklet and crosswalk

☐

- 1.2.c Driveway and alleyway clearance: minimum 15' setback from any driveways and alleyways
Note: Setback not needed if there is a bulb-out between the parklet and crosswalk

☐

- 1.2.e Fire Hydrant Clearance: minimum 15' setback from a fire hydrant.

☐

- 1.2.d Manhole Cover: minimum 5' setback from a manhole cover

☐

- 1.2.f Storm Drain Catch Basin: minimum setback from a storm drain catch basin
Encroaching over a neighboring property

☐

1.3 Applicable Parking Stalls

- 1.3.a The parklet is located in front of your business.

☐

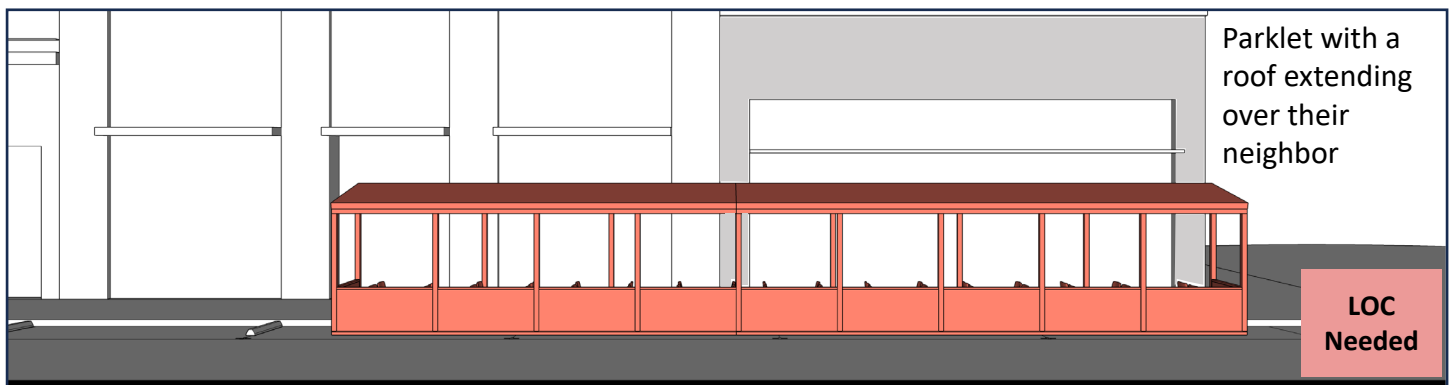
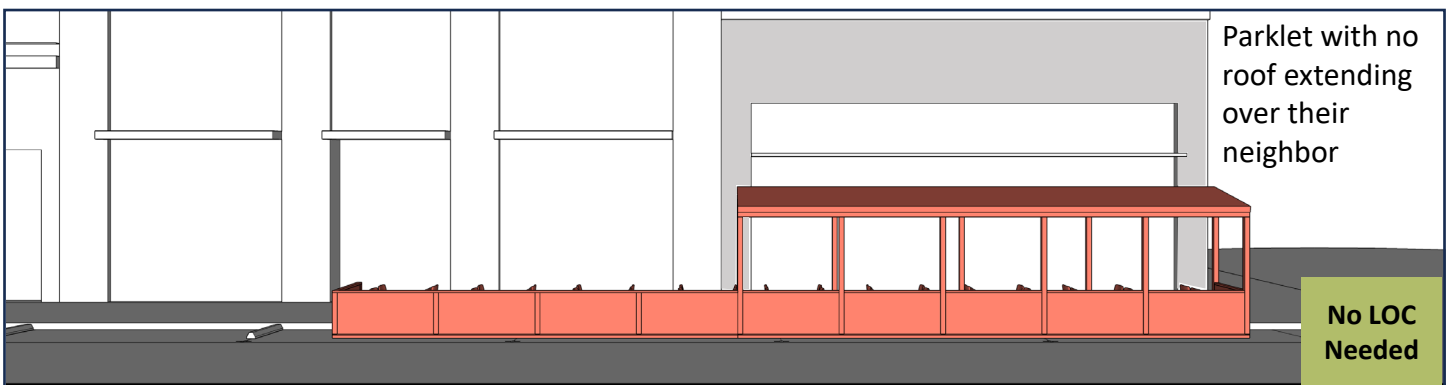
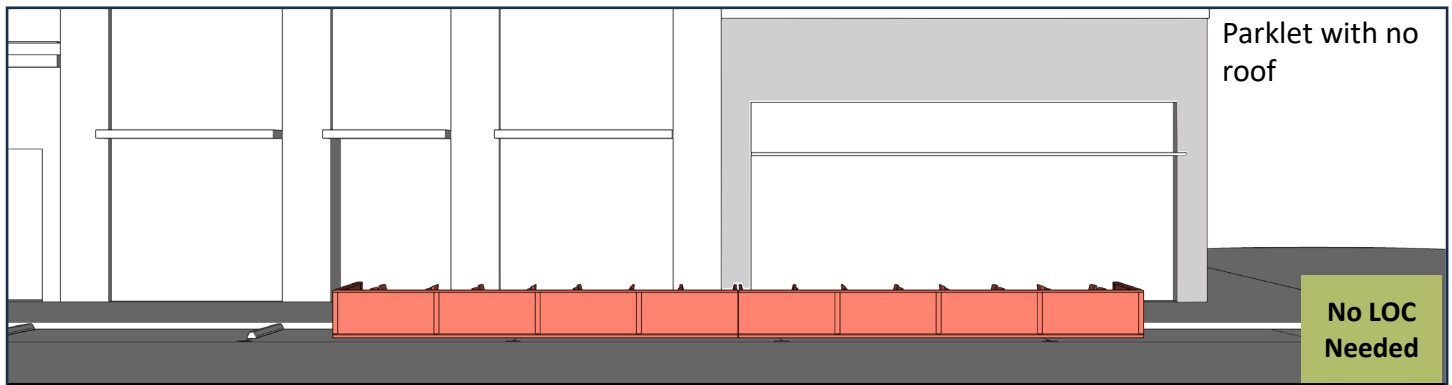
If required, you have a letter of consent from your neighbor.

☐

See the next page to determine if you need a letter of consent from your neighbor

STEP 2: LETTER OF CONSENT (LOC) REQUIREMENT

Review the letter of consent (LOC) requirements below.



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.

2.1 Letter of Consent Requirement

2.1.a Parklet does not have a roof or sidewalls: letter of consent not required.

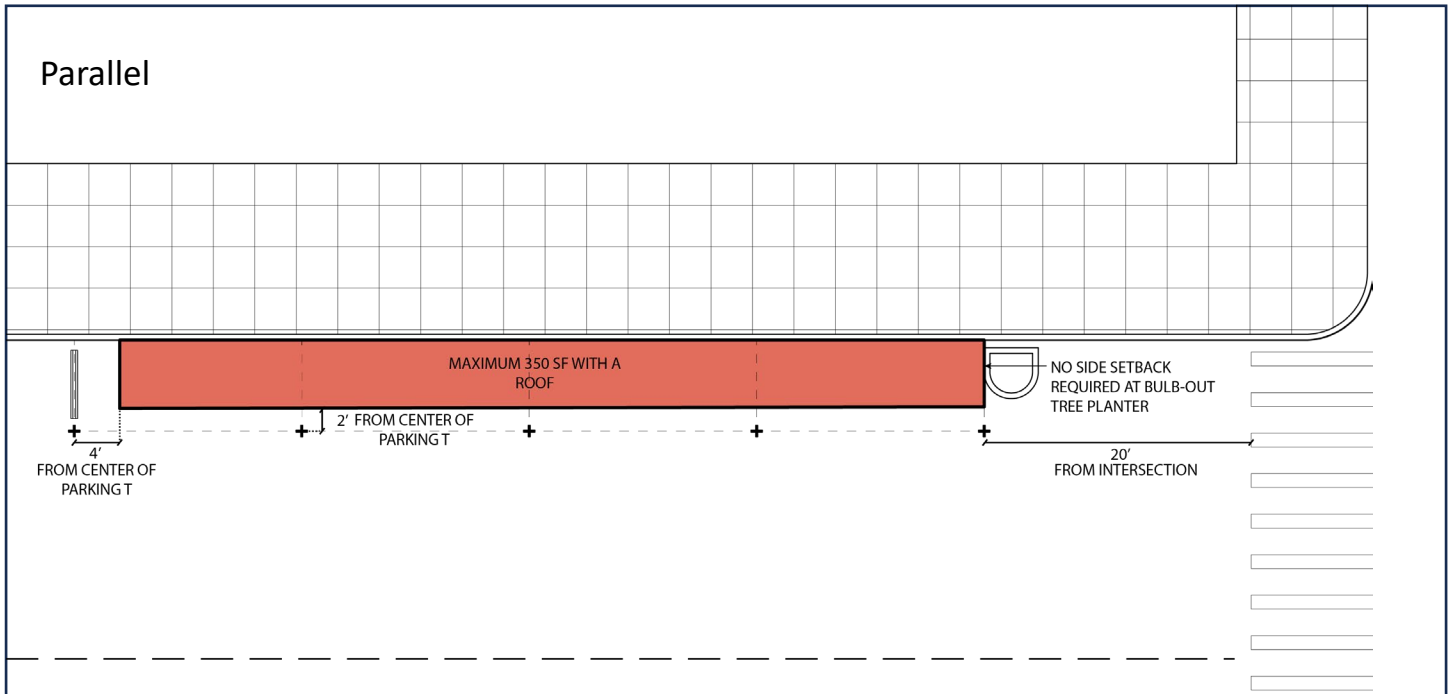
2.1.b Parklet does have a roof or sidewalls:

- Does not extend beyond applicant's storefront: letter of consent not required.
- Does extend beyond applicant's storefront: letter of consent is required.

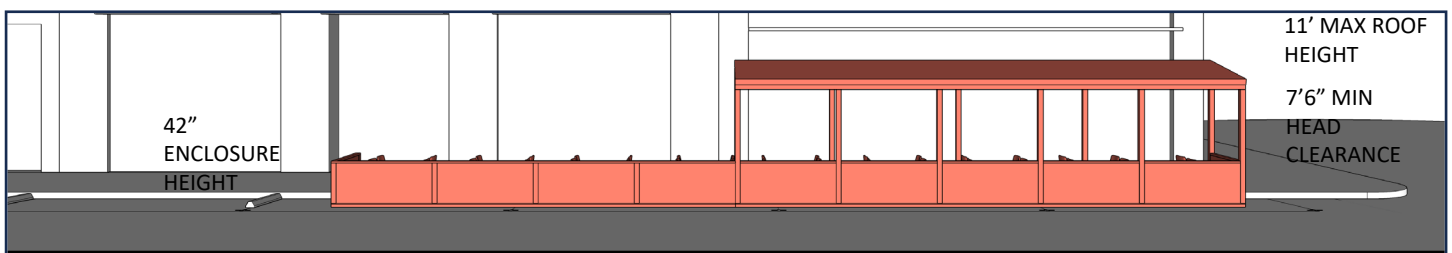
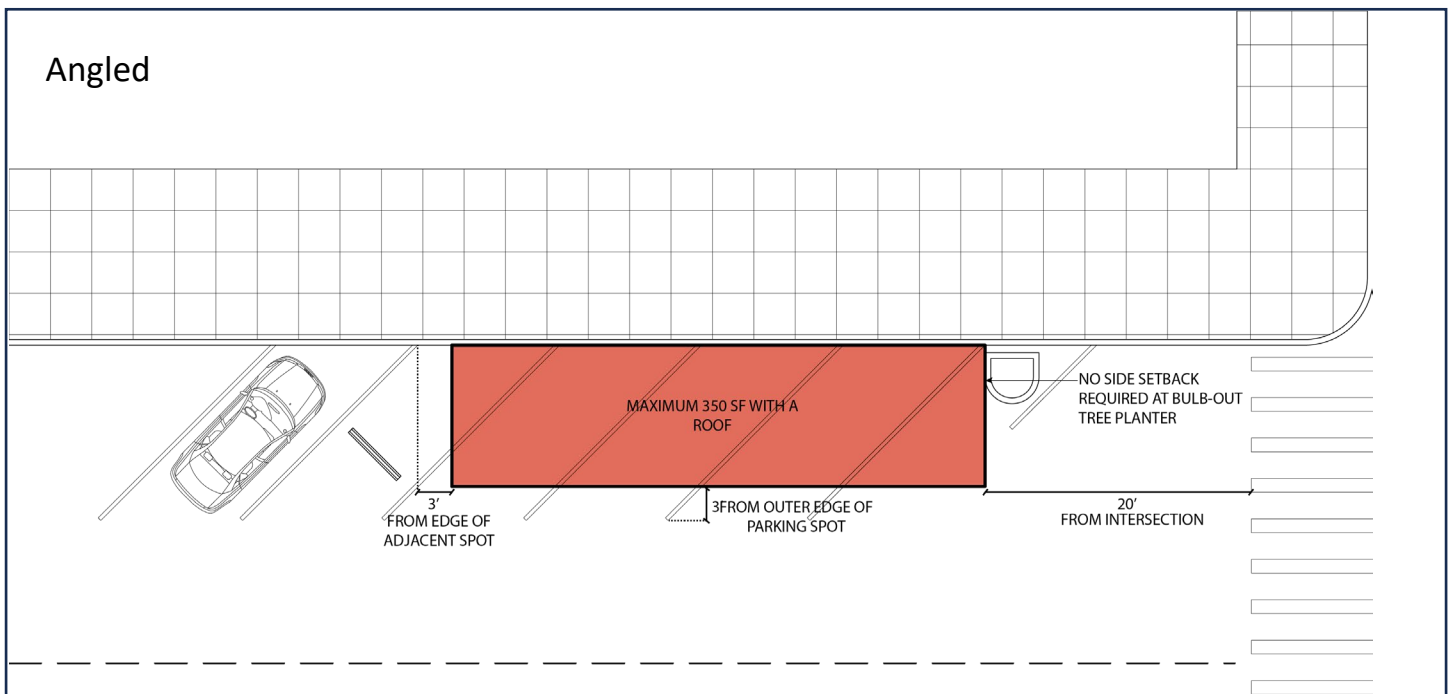
STEP 3: PARKLET ENVELOPE

Parklet Envelope

Parallel



Angled



STEP 3: PARKLET ENVELOPE

Confirm your parklet meets the requirements below. Determine your parklet size.

3.1 Parklet Size	CHECKLIST
3.1.a Parklets <i>with a roof or trellis</i> can be a maximum of 350 square feet.	<input type="checkbox"/>
3.2 Parklets in Parallel Parking Spaces	
3.2.a The parklet must be setback 4' from the adjacent marked parking space. This setback must be kept clear at all time for emergency access. <i>Note: Setback not needed if there is a bulb-out between the parklet and crosswalk.</i>	<input type="checkbox"/>
3.2.b 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. The only objects permitted in this setback are reflective delineator posts.	<input type="checkbox"/>
3.2.c The distance between parklets in parallel parking spaces shall be minimum of 8'.	<input type="checkbox"/>
3.3 Parklets in Angled Parking Spaces	
3.3.a The parklet must be setback 3' from the adjacent marked parking space. This setback must be kept clear at all time for emergency access. <i>Note: Setback not needed if there is a bulb-out between the parklet and crosswalk.</i>	<input type="checkbox"/>
3.3.b The parklet must be setback 3' from the outer edge of the parking space along the travel lane. This setback must be kept clear at all times. The only objects permitted in this setback are reflective delineator posts.	<input type="checkbox"/>
The setback between parklets in angled parking spaces shall be minimum of 6'.	<input type="checkbox"/>

My Parklet

What is your parking space type (circle one): Parallel Angled

How many parking spaces will you use? _____

What is your parklet's approximate size after the setbacks: _____ square feet

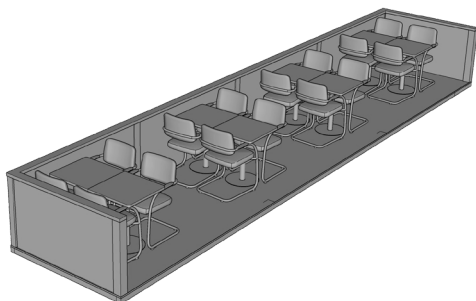
- Length (feet): _____
- Width (feet): _____
- Area (square feet): _____

STEP 4: SELECT YOUR PARKLET TYPE

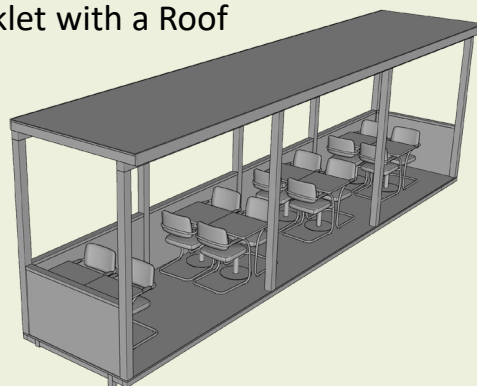
Choose what type of parklet you want to build.

4.1 Parklet Type: Choose One

Parklet with no Roof

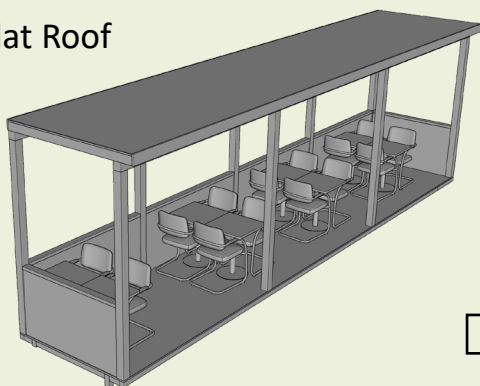
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Parklet with a Roof

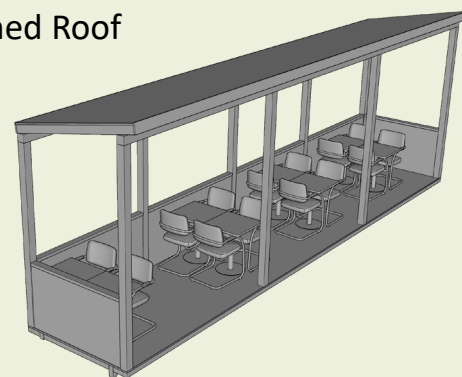
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2 Roof Shape: Choose One

Flat Roof

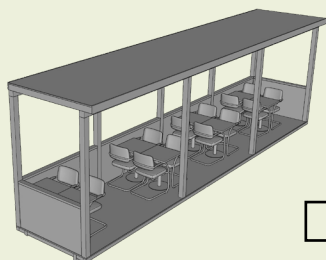
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Shed Roof

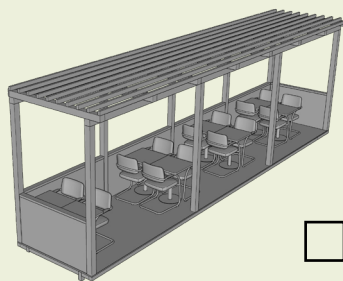
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3 Roof Type: Choose One

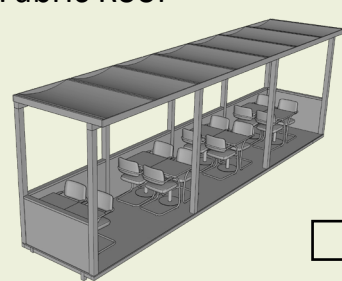
Solid Roof

☐

Lattice Roof

☐

Fabric Roof

☐

4 Letter of Consent: Select the applicable requirement

The roof will not extend beyond applicant's storefront: letter of consent not required.

☐

The roof will extend beyond applicant's storefront: letter of consent is required.

☐

STEP 5: PREPARE FOR YOUR DESIGN

Confirm which components your parklet will have for the frame and finishes.

1 Parklet Frame – vertical and roof frame..... STEP 6

Parklets with or without a roof:

☐ Posts

Parklets with roofs will also require the following:

☐ Roof frame

☐ Roof to frame connection

2 Parklet Finishes

Parklets with or without a roof:

☐ Flooring STEP 7

☐ Enclosure STEP 8

☐ Planters STEP 9

Parklets with roofs will also require the following:

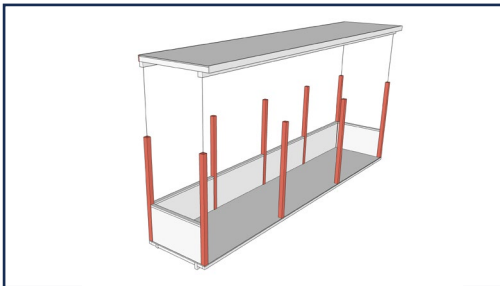
☐ Roof coverings STEP 10

☐ Sidewalls STEP 11

STEP 6: DESIGN YOUR PARKLET *FRAME*

Select your designs for the parklet post, roof frame and roof-frame connection

Parklets With or Without a Roof



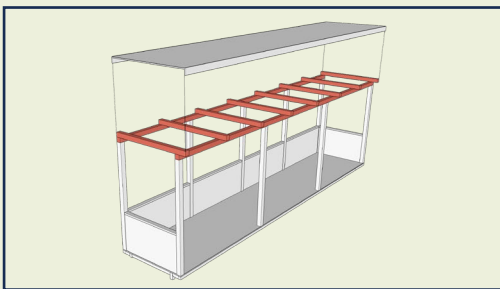
6.1 Parklet Post Material

CHECKLIST

6.1.a The parklet post shall be constructed the following approved materials. Please select one of the following:

- Light-Gauge Steel ☐
- Pressure-treated wood ☐

Parklet With A Roof

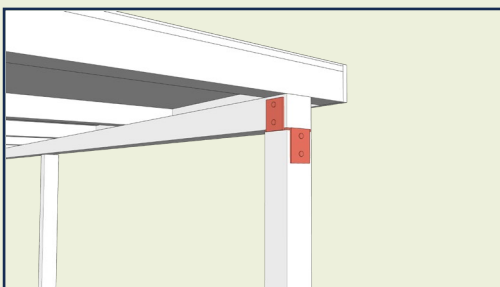


6.2 Parklet Roof Frame Material

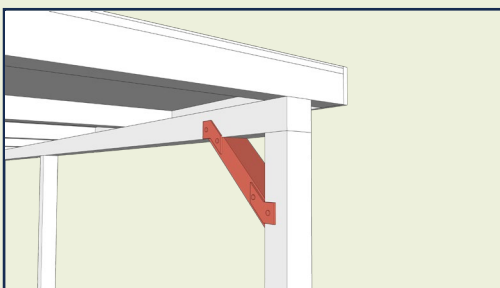
6.2.a The parklet roof frame shall be constructed the following approved materials. Please select one of the following:

- Light-Gauge Steel ☐
- Pressure-treated wood ☐

Parklet Roof Frame Connection *(for parklets with a roof)*



Option 1



Option 2

6.3 Parklet Roof Frame Connection Design

6.3.a Select one of the following design options for your Roof-Frame connection. The connection material will be consistent with your roof frame material selection:

- Option 1: Diagonal Brackets ☐
- Option 2: Standard Connection ☐

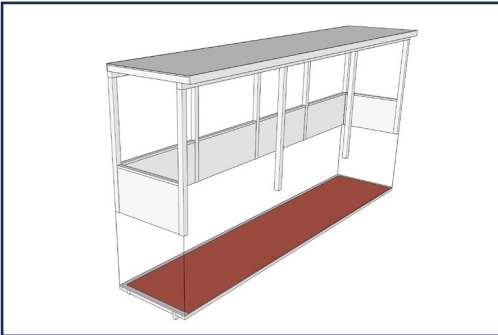
Light Gauge
steel example

Wood example

STEP 7: DESIGN YOUR PARKLET *FLOORING*

Select a flooring product for your parklet. The flooring product will be installed overtop the parklet platform frame and will be flush with the sidewalk.

Parklet Flooring Requirements *(for parklets with or without a roof)*



7.1 Materials

- 7.1.a The parklet flooring shall be an exterior-grade material
- 7.1.b The parklet flooring shall not be one of the following prohibited materials: metal, glass, materials designed for interior use.

7.2 Safety

- 7.2.c The parklet flooring has a finishing & slip resistance of BH minimum 0.6 Coefficient of Friction

My Parklet Flooring *(for parklets with or without a roof)*

CHECKLIST

Select Option 1 or 2 below.

Option 1: Select one of the following flooring materials (see product specifications attached)

☐☐☐☐

Option 2: Select a flooring material that meets the requirements above and attach the product specifications to your parklet application

☐

Flooring material name: _____

☐

Meets the requirements above.

☐

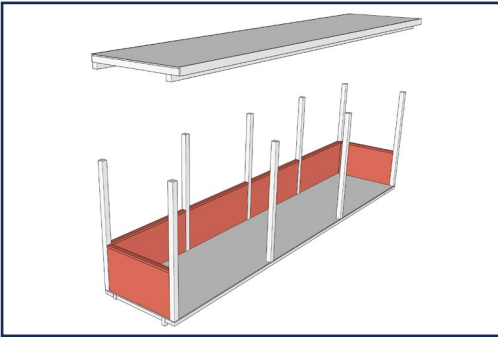
Product Specification attached.

☐

STEP 8: DESIGN YOUR PARKLET *ENCLOSURE*

Select enclosure finishes for your parklet. The enclosure will connect to a horizontal rail that extends between posts.

Parklet Enclosure Requirements *(for parklets with or without a roof)*



8.1 Material

8.1.a The parklet enclosure shall **not** be one of the following prohibited materials: particle board, vinyl, soft plastic or tarps.

8.2 Safety

8.2.a Any gaps in the enclosure shall be smaller than 4" sphere

My Parklet Enclosure *(for parklets with or without a roof)*

CHECKLIST

Select Option 1 or 2 below.

Option 1: Select one of the following enclosure material and designs (see specifications attached)

☐☐☐☐

Option 2: Select an enclosure material that meets the requirements above and attach the product specifications to your parklet application

☐

Enclosure material name: _____

☐

Meets the requirements above.

☐

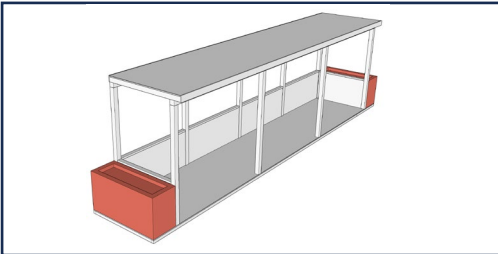
Product Specification attached.

☐

STEP 9: DESIGN YOUR PARKLET *PLANTERS*

Select planter designs for your parklet. Parklets in parallel parking spaces will locate planters on either side of the parklet. Parklets in angled parking spaces will locate planters along the outer edge; parallel to the travel lane.

Parklet Planter Requirements *(for parklets with or without a roof)*



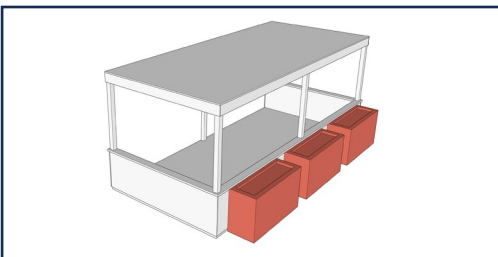
9.1 Material

9.1.a The parklet planter shall be constructed of wood, steel, cold form fiberglass, or plastic materials.

9.1.b The following materials are prohibited: clay, porcelain, and concrete.

9.2 Safety

9.2.a The planter shall be bolted to the parklet floor.



My Parklet Planter *(for parklets with or without a roof)*

CHECKLIST

Select Option 1 or 2 below.

Option 1: Select one of the following planter material and designs (see specifications attached)

☐☐☐☐

Option 2: Select a planter material that meets the requirements above and attach the product specifications to your parklet application

☐

Planter material name: _____

☐

Meets the requirements above.

☐

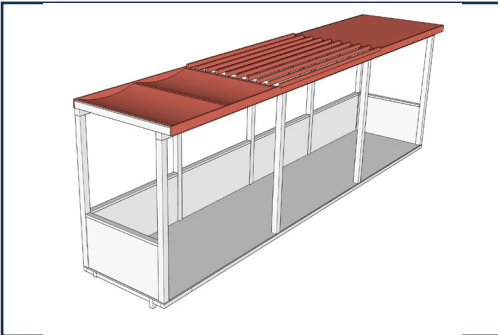
Product Specification attached.

☐

STEP 10: DESIGN YOUR PARKLET *ROOF COVERINGS*

If your parklet will have a roof, select the roof covering and designs for your parklet roof. Roof coverings will be affixed to your roof frame.

Parklet Roof Covering Requirements *(for parklets with a roof)*



10.1 Design

- 10.1.a The parklet roof design shall be one of the following: solid roof, open framing, fabric shades.

9.2 Materials

- 9.2.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.

The roof material shall be maximum 20psf in weight.

The following materials are prohibited: clay, porcelain tile, acrylic corrugated plastic, vinyl, soft plastic, tarps.

My Parklet Roof Covering *(for parklets with a roof)*

CHECKLIST

Select Option 1 or 2 below.

Option 1: Select one of the following roof material and designs (see specifications attached)

☐☐☐☐

Option 2: Select a roof covering material that meets the requirements above and attach the product specifications to your parklet application

☐

Parklet Roof Design: _____)

☐

Roof covering material name: _____

☐

Meets the requirements above.

☐

Product Specification attached.

☐

STEP 11: DESIGN YOUR PARKLET *SIDEWALLS*

If your parklet will have sidewalls, select the design from the options below. Sidewalls will be affixed to your posts.

Parklet Sidewall Requirements *(for parklets with or without a roof)*



11.1 Design

11.1.a Parklets may include either a solid transparent sidewall or an open semi-transparent sidewall.

11.2 Materials

11.2.a The following material is permitted for solid sidewalls: plexiglass

11.2.a The following materials are permitted for open sidewalls: pressure-treated Wood (stained or painted), exterior grade wood

My Parklet Sidewalls *(for parklets with a roof)*

CHECKLIST

Select Option 1, 2, or 3 below.

Option 1: The parklet will not include sidewalls.

☐

Option 2 (if including sidewalls): Select one of the following sidewall material and designs (see specifications attached)

☐☐☐☐

Option 3 (if including sidewalls): Select a sidewall design and material that meets the requirements above and attach the product specifications to your parklet application

☐

Parklet Roof Design: _____

☐

Roof covering material name: _____

☐

Meets the requirements above.

☐

Product Specification attached.

☐

STEP 12: HEATING

Heaters are not required but are permitted in parklets in accordance with Section IV.D.4 of the Parklet Standards. Review the requirements below and indicate your selection.

Heating Devices *(for parklets with or without a roof)*

Heating devices are not required for operation, however, if a parklet wishes to include heating in conjunction with their parklet, they shall comply with the requirements below:

12.1	Electric Heaters	CHECKLIST
12.1.a	Electric heaters must be an outdoor approved type	<input type="checkbox"/>
12.2.b	Electric heaters must be located in accordance with manufacturing instructions and placed at least 3 feet away from any combustible materials or as required by manufacturer's instruction, whichever is more restrictive.	<input type="checkbox"/>
12.2.c	A fire extinguisher is required to be mounted within sight and have appropriate signage per the Fire Code.	<input type="checkbox"/>
12.2.d	Use of electric heaters must comply with the power supply requirements in section IV.D.2 of the parklet standards.	<input type="checkbox"/>
12.2.e	Any electrical equipment must be listed and carry a product certificate for its intended use by a recognized electrical testing laboratory.	<input type="checkbox"/>
12.2	Propane Heaters	
12.2.a	Propane heaters are permitted with a valid HAZMAT permit from the Palo Alto Fire Department and CERS submittal.	<input type="checkbox"/>
12.2.b	Propane heaters are prohibited in parklets with a roof or trellis.	<input type="checkbox"/>

My Parklet

Parklet heater and type:

- ☐ No heaters
- ☐ Electric heaters
- ☐ Propane heaters (if yes, see section below)

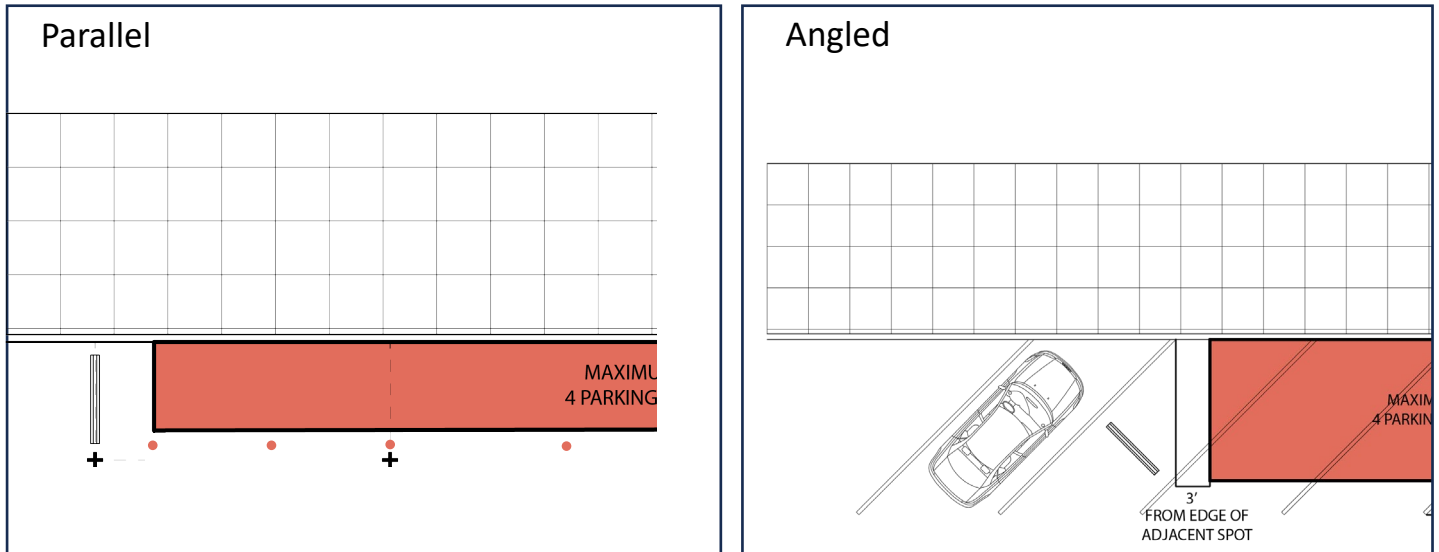
If using propane:

- ☐ Your parklet will not have a roof.
- ☐ You will obtain a HAZMAT permit.

IMPORTANT: If using propane heaters, parklet applications will not be approved until a valid HAZMAT permit is provided.

STEP 13: TRAFFIC SAFETY

Review the requirements below for parklet traffic safety. These measures will apply to all parklets following parklet design, approval, and construction.



13.1 Wheel Stops (see section IV.C of the parklet standards for full details)

CHECKLIST

- 13.1.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. ☐
- 13.1.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 ☐
- 13.1.c The wheel stop shall measure 3 feet long by 4 inches high. It shall be constructed of concrete or rubber. ☐
- 13.1.d Parklets extending the length between two in-street tree wells, as on University Avenue, may omit wheel stops. ☐
- 13.1.e Wheel stops are not required between two adjacent parklets with no active parking stalls between them. ☐

13.2 Reflective Delineator

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

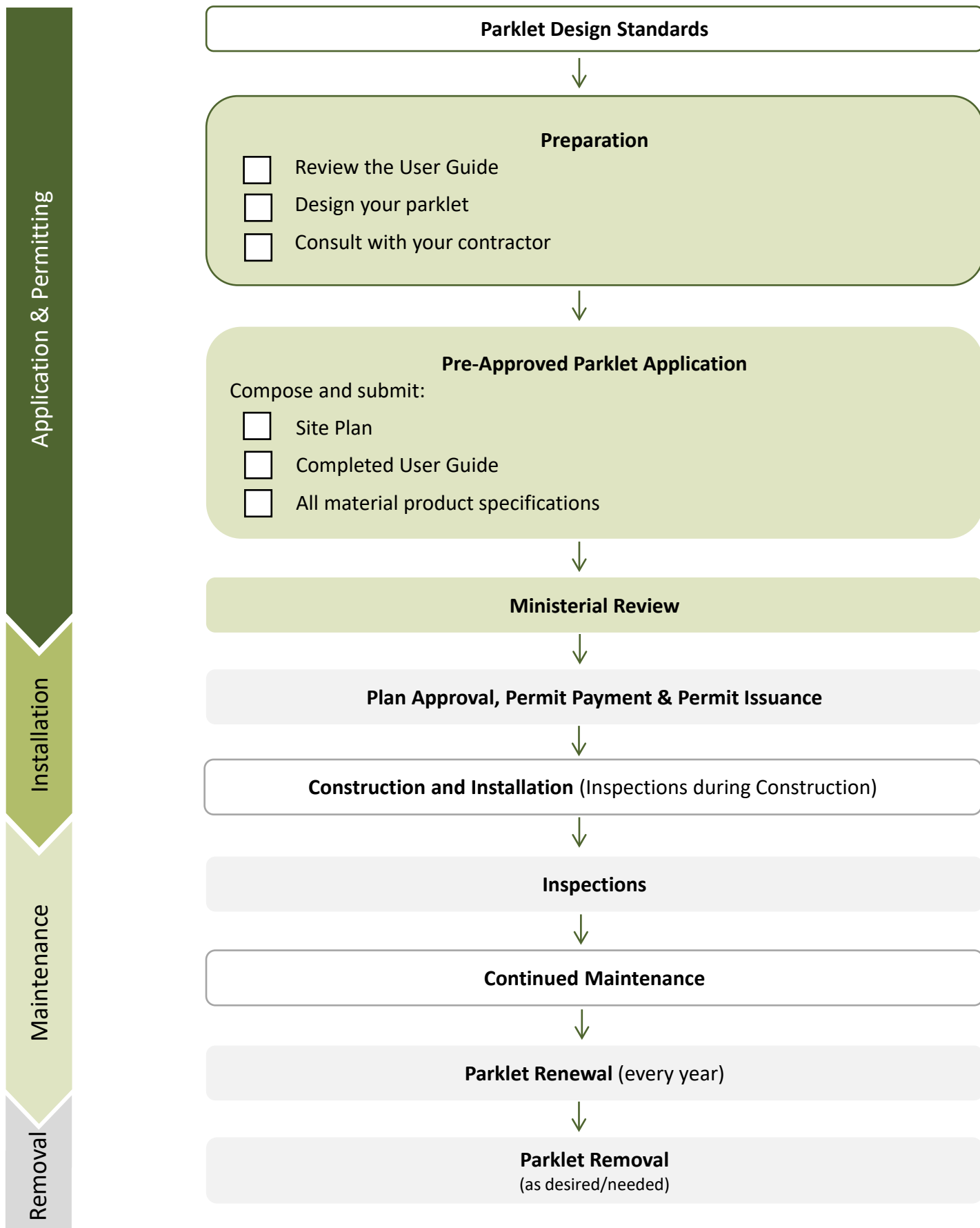
STEP 14: OPERATIONS & MAINTENANCE

Review the requirements below for parklet operations and maintenance. These measures will apply to all parklets following parklet design, approval, and construction.

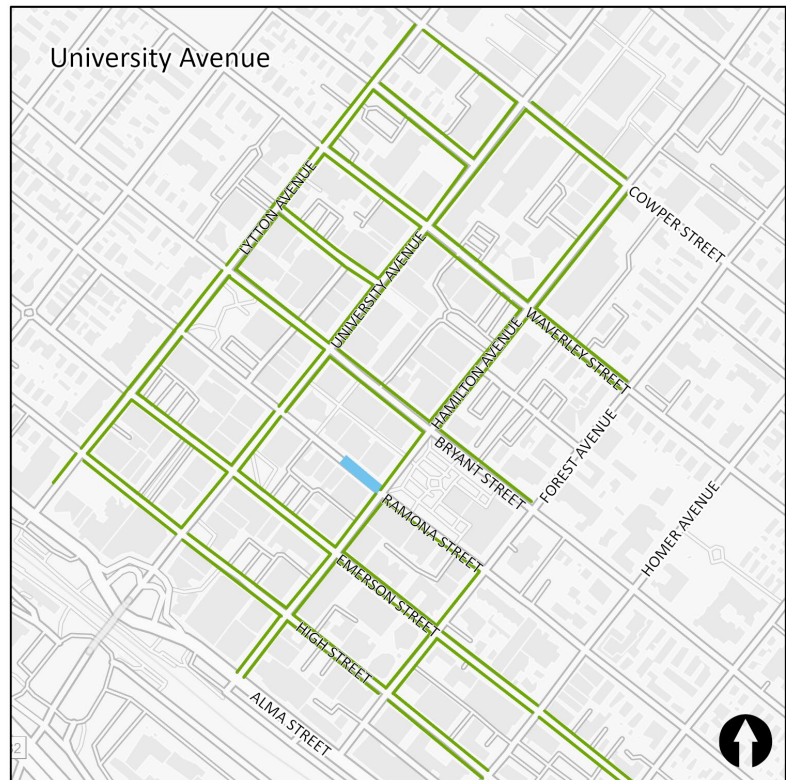
14.1 Site Maintenance	CHECKLIST
14.1.a Parklets and the sidewalk adjacent to the parklet shall be kept clean and litter free. Any food or drink stain shall be cleaned up immediately. Power washing is required monthly.	<input type="checkbox"/>
14.1.b The drainage grates at the side of the parklet shall be maintained and kept clean and clear at all times to allow free flow of water. Any debris and leaves shall be removed immediately by the permittee.	<input type="checkbox"/>
14.2 Hours of Operation	
14.2.a The parklet shall adhere to the same approved hours of operation as the associated business.	<input type="checkbox"/>
14.2.b In the Neighborhood Commercial (CN) or Service Commercial (CS) zone districts, a CUP is needed to operate between the hours of 10:00 p.m. and 6:00 a.m. and approval conditions for operations during these hours are to ensure the operation is compatible with the abutting (or within 50 feet of) residential property.	<input type="checkbox"/>
14.3 Amplified Sound	
14.3.a Amplified is not permitted on parklets. Any ambient sound may only originate from the interior of the business's occupied building.	<input type="checkbox"/>
14.4 Alcohol Service	
14.4.a Businesses with parklets that serve alcoholic beverages on the parklet shall include appropriate fencing or other barriers to delineate the space and adhere to Department of Alcohol Beverage Control (ABC) regulations.	<input type="checkbox"/>
14.4.b All physical requirements of ABC should be reflected in the design submitted for review.	<input type="checkbox"/>
14.4.c A Conditional Use Permit (CUP) is required to allow alcohol service at a parklet.	<input type="checkbox"/>
Parklet Removal	
If a business with a parklet decides they no longer want a parklet, the business is responsible for notifying the City and removing it at the business's own expense.	<input type="checkbox"/>
Immediately upon removal, the parklet area shall be cleaned and restored to its previous condition to the satisfaction of the City.	<input type="checkbox"/>
In instances of advanced notice (such as street repaving, planned maintenance, etc.), a business may need to remove and reinstall the parklet at their sole expense. If the sponsor cannot remove the parklet, the City will remove the parklet.	<input type="checkbox"/>

PERMITTING PROCESS CHECKLIST

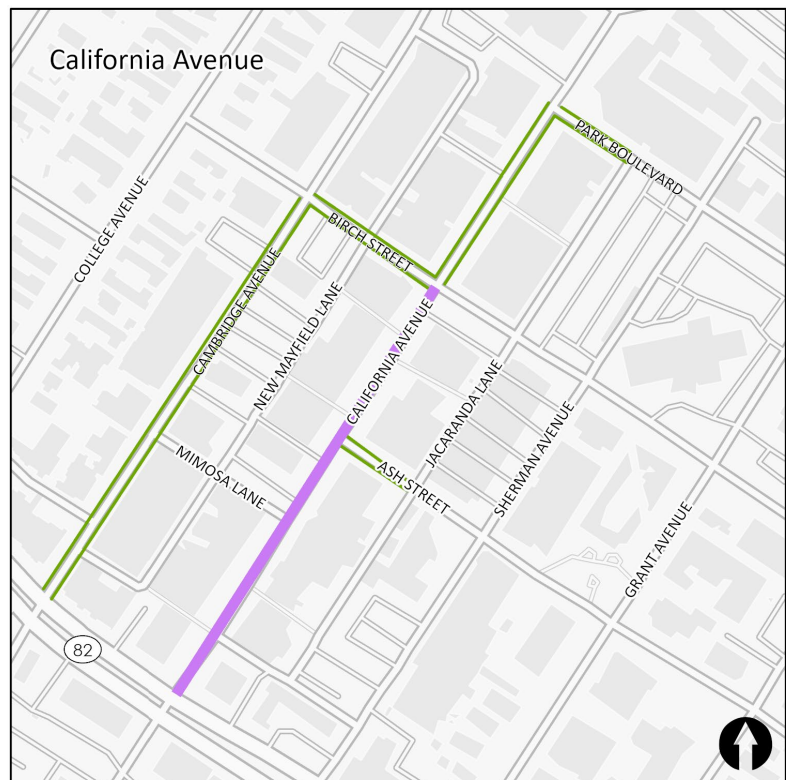
Review and confirm your parklet design. Compile your application documents.



APPENDIX A: PARKLET LOCATIONS



- Closed Street and Parklets Allowed
- Parklets Allowed



- Closed Streets
- Parklets Allowed