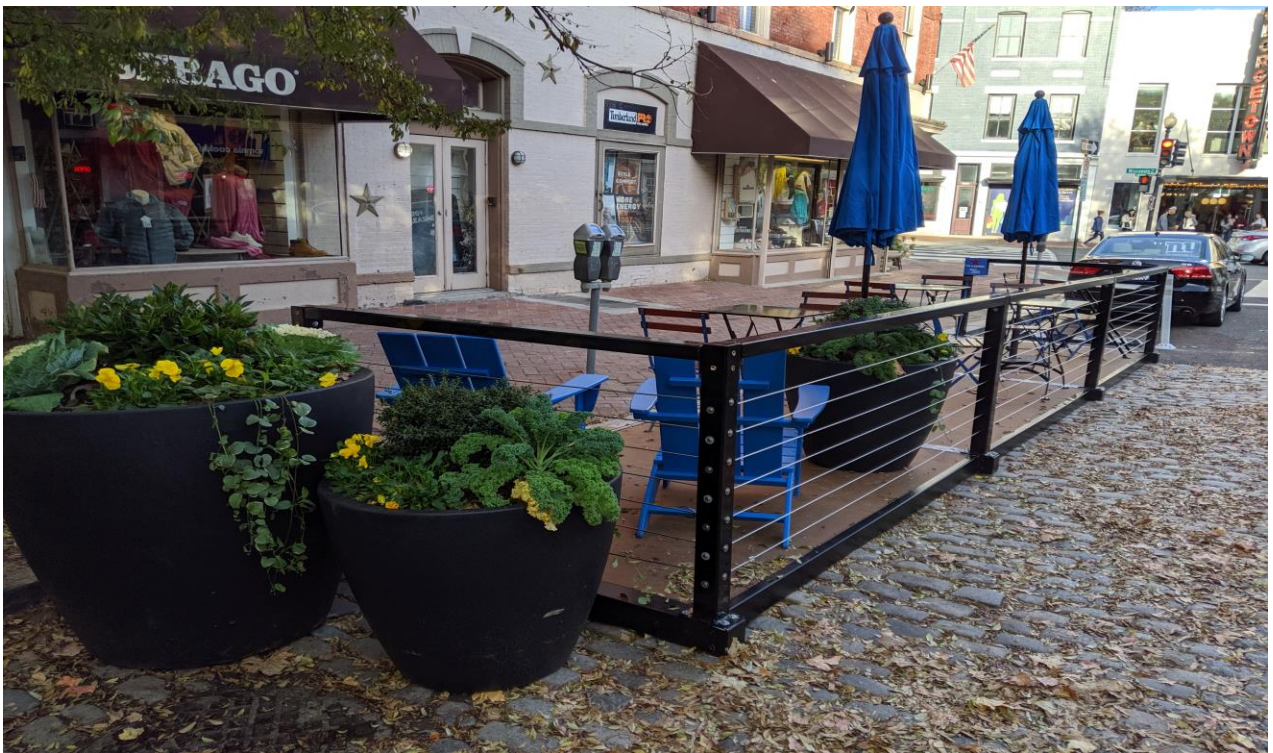


# Parklets

## Program Guidelines



*Georgetown | O Street NW*

## Introduction

The District Department of Transportation (DDOT) piloted the Parklet Program in the summer of 2015. Building off the success of PARK(ing) Day, the program takes the concept of a pop-up public park transformed from an on-street parking space, and turns it into something more permanent. These small street parks provide space to sit, relax, and socialize in commercial areas.

DDOT is committed to increasing the number of parklets throughout the District of Columbia. These guidelines will assist applicants in understanding where parklets are permitted, their design requirements, and the approval process.

## What is a Parklet?

A parklet is an extension of the sidewalk into the street, exchanging curbside road space for additional public gathering space. Parklets repurpose, activate, and expand public space in an innovative way, creating space for all people. DDOT's Parklet Program allows parklets to be installed year-round.



*Golden Triangle Business Improvement District (BID) | K Street NW*

## Eligible Organizations

The following organizations are eligible to apply for a parklet:

- Business Improvement Districts (BIDs);
- Ground-floor business owners;
- Property-owners adjacent to/fronting the parklet; and
- Nonprofits and community-based organizations.

Parklets are typically associated with these organizations because a high-level of responsibility is involved including maintenance, insurance, and annual costs. Other organizations are also eligible to apply for a parklet upon receiving approval from the property owner adjacent to the proposed parklet location.

## Parklet Location Guidelines

Parklets are permitted within the District at the locations that meet the following location criteria:

<b>Location</b>	<ul style="list-style-type: none"><li>▪ <i>Streets with speed limits of 25 mph or less</i></li><li>▪ <i>Metered parking spaces only</i></li><li>▪ <i>Cannot be within a Metrobus zone or other restricted area</i></li></ul>
<b>Parking Restrictions</b>	<ul style="list-style-type: none"><li>▪ <i>Rush hour restricted locations are not eligible (i.e. a parking lane that becomes a travel lane at any time of the day)</i></li><li>▪ <i>High turnover and activity parking zones (i.e. banks, post office, and reserved take out/delivery service parking or food truck zones) are not eligible</i></li></ul>
<b>Driveways and Intersections</b>	<ul style="list-style-type: none"><li>▪ <i>Must be located at least one parking space away from an intersection, curb cut, or street corner<sup>1</sup></i></li><li>▪ <i>Prohibited on street curves or hills where horizontal or vertical sight-distance is an issue</i></li></ul>
<b>Public Utilities</b>	<ul style="list-style-type: none"><li>▪ <i>Cannot block public utilities and access points (i.e. manholes and fire hydrants)</i></li></ul>
<b>Traffic and Safety Conflicts</b>	<ul style="list-style-type: none"><li>▪ <i>Cannot be installed in locations where traffic congestion is an issue or where congestion could be an issue in the short-term</i></li><li>▪ <i>Cannot be installed in areas with a history or high risk of vehicle collisions</i></li></ul>

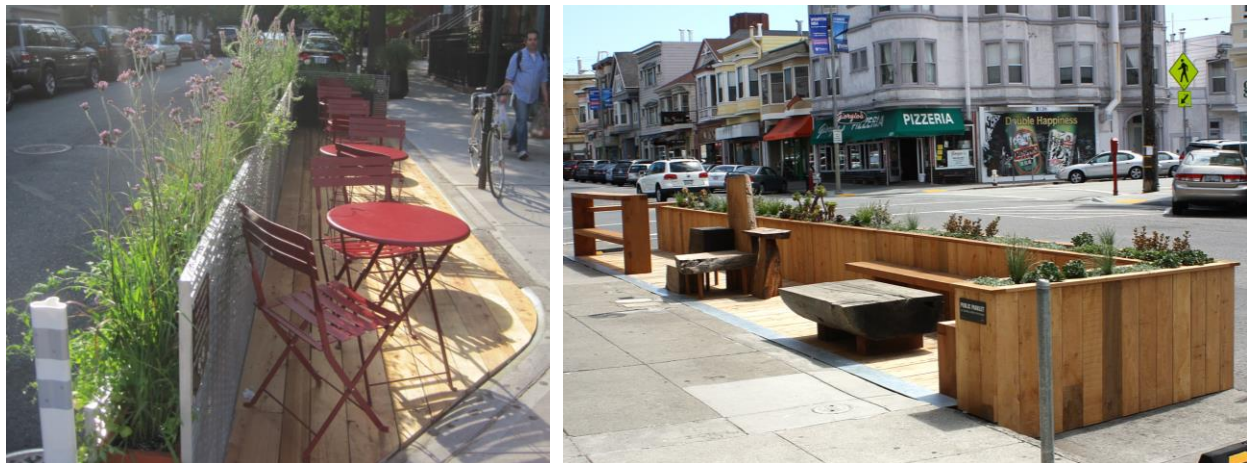
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<sup>1</sup> The city may consider corner locations that feature a curb-extension (bulb-out), or some other physical barrier that would protect the parklet



## Parklet Design Requirements

- **Dimensions.** All parklets are required to include four-foot setbacks on either side to buffer the parklet from adjacent on-street parking spaces and driveways. Parallel parking spaces in the District typically measure eight (8) feet wide by 20 feet long. Additionally, the outer edge of the parklet must have a two-foot clear zone from the adjacent travel lane. With standard setbacks, the dimensions of a parklet would be six (6) feet by 12 feet in one parking space and six (6) feet by 32 feet in two adjacent spaces.
- **Buffer the ends.** The parklet must have a physical edge to buffer the street. This can take the form of planters, railing, cabling, or some other appropriate buffer (see examples below). The height and scale of the buffer required will vary depending on local context. For example, on some low-traffic streets, a continuous edge may not be required. If cable railing is used, spacing between cables cannot exceed six (6) inches. Minimum height is 36 inches, maximum is 42 inches.



*Examples of parklets with a continuous roadway edge*

- **Maintain a visual connection to the street.** The parklet's design should maintain a visual connection to the street and should not obstruct views. Walls, fencing, and other vertical elements, should be transparent (not opaque) and cannot exceed 42 inches. Any enclosed parklets with canopies cannot exceed 84 inches in overhead clearance and should not obstruct line of sight.
- **Platform surface.** The top of the parklet platform must be flush with the sidewalk with a maximum gap of one-half inch for Americans with Disabilities Act (ADA) compliance.
- **Accessibility compliance.** A minimum 36-inch clear width entryway to the parklet must be maintained, without vertical protrusions, at all times to comply with ADA Standards.
- **Access.** The space underneath the platform surface must be accessible for maintenance through access panels, removable pavers, etc.
- **Structural details.** Parklets should be finished with quality materials and must support 100 pounds per square foot. All rails must be capable of withstanding a 200-pound horizontal force. Applicants interested in utilizing fabric sails or other architectural features which may "catch"

wind, must provide proof of wind loads. The final construction plans must be signed off by a registered professional engineer.

- **Safety devices.** A three (3) foot wheel stop must be installed one (1) foot from the curb at the edge of the front and back parking spaces. Wheel stops should be setback four (4) feet from the parklet structure. There must be reflective flex-posts at the outside corners. They must align with the end of the platform and not encroach on the travel lane.
- **Table service.** At this time, there is no commercial table service allowed in the parklet. Parklets are free and open to all members of the public to use. The applicant will be responsible for ensuring that there is no table service in the parklet, including the placement of condiments or napkins. Furniture must be distinct from any other used by a sponsoring business.
- **Drainage.** Design parklets to provide positive drainage along the gutter with sufficient clearance to meet DDOT spread requirements. Design the structure to maximize the drainage capacity and provide maintenance access to the drainage channel. Each structure will need spread calculations demonstrating that the depth and width of flow meet DDOT requirements.

# Parklet Review & Approval Process

Step		Time
<b>1</b>	<b>Find a Suitable Location</b>	
	Use the parklet location guidelines on page 3 to identify a permitted location within the District.	--
<b>2</b>	<b>Initial Consultation*</b>	
	Email the DDOT Parklet Coordinator to schedule an initial consultation to discuss the proposed parklet design and location. Staff will provide feedback and raise any preliminary issues or concerns with the proposal.	1 day
<b>3</b>	<b>Preliminary Review*</b>	
	Submit the preliminary parklet design to the Parklet Coordinator via email. The coordinator will disseminate plans to the relevant DDOT divisions for review. The parklet design should be 90% complete in order for staff to provide a comprehensive review. Please refer to the required construction documents.	1-2 months
	DDOT will respond via email with any remaining issues or concerns. Comments will include input from the Planning and Sustainability Division (PSD), Traffic Operations and Safety Division (TOSD) and the Office of Civil Rights for compliance with the Americans with Disabilities Act (ADA), and others.	
<b>4</b>	<b>Public Space Permit</b>	
	At the guidance of the Parklet Coordination, the Applicant should submit a formal "Public Space Rental/Annual Permit" for a Parklet in TOPS. The application should include all of the required construction and operational documents (see pages 7 and 8 of this document).	2-3 months
	DDOT will evaluate the proposal for compliance with parklet regulations. If there are outstanding issues, DDOT will notify the Applicant that revisions are needed. If the proposal is compliant, DDOT will approve the public space permit.	
<b>5</b>	<b>Parklet Approved</b>	
<b>6</b>	<b>Public Notice</b>	
	Login to TOPS to print the public space permit and public notice sign. Place the public notice sign in the front window of the adjacent property for 10 calendar days.	10 calendar days
<b>7</b>	<b>Installation</b>	
	Install the parklet consistent with the approved plans.	--
<b>8</b>	<b>DDOT Inspection</b>	
	A DDOT inspector from the Public Space Inspections Branch will inspect the parklet to ensure compliance with public space laws and regulations.	--
<b>Enjoy the Parklet!</b>		

The parklet permit is valid up to one year. The permit can be renewed 30 days before the expiration date and up to 30 days after the expiration date. DDOT highly recommends that the Applicant reach out to DDOT at least three (3) months before the permit expires to evaluate the potential to renew.

*\*This step is not required for final approval but is highly encouraged to ensure a timely approval process in TOPS.*

# Required Construction Documents

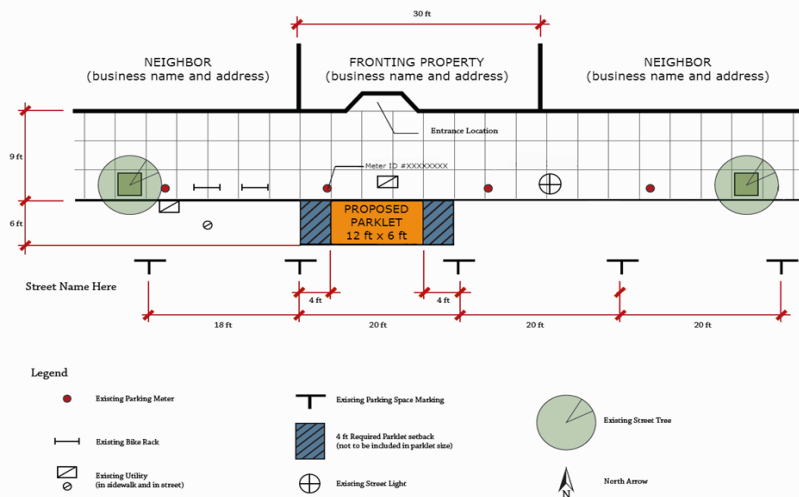
## 1. Parklet Location and Context Plan

- ✓ Your building, adjacent properties (include addresses), their building entrances and existing sidewalk width(s)
- ✓ Existing curb cuts and/or driveways
- ✓ Adjacent bike lane or auto traffic lane
- ✓ Existing parking spaces with dimensions
- ✓ Existing parking meters, with numbers of all meters to be removed (these numbers are generally posted on the meter facing the street, and are formatted as follows: XXX-XXXXX)
- ✓ Other existing sidewalk features near the proposed parklet area (fire hydrants, streetlights, utility access panels, bike racks, etc.)
- ✓ Existing utilities in the street, on the sidewalk, covered by or adjacent to the proposed parklet
- ✓ Existing street trees and tree pits
- ✓ Proposed parklet footprint and dimensions, including setback dimensions (48 inches from adjacent parking spaces and 12 inches from adjacent bike or auto traffic lane)

## 2. Site Plan

- ✓ Various elements included in the design
- ✓ Different materials to be used in the design
- ✓ Plant types and/or species to be used
- ✓ Dimensions of parklet and parklet elements (including buffer areas)

Example:



## 3. Elevations (All Sides)

*These side view drawings of your proposed design should include:*

- ✓ Various elements included in the design
- ✓ Different materials to be used in the design
- ✓ Dimensions of parklet, parklet elements and buffer areas

## 4. Sections

- ✓ These are “cut-through” drawings of your parklet design that articulate complex design elements, such as how accessibility is provided

<b>5. Construction Details</b> <i>These drawings show how your parklet will be assembled or constructed and must be stamped by a certified PE.</i>	<ul style="list-style-type: none"> <li>✓ Any hardware such as fasteners to be used in the construction process</li> <li>✓ A detail showing how you will maintain positive drainage flow along the curb line. You should also articulate how you will access the drainage channel if it gets blocked.</li> <li>✓ Drainage calculations for spread, ponding depth, and drainage channel capacity.</li> </ul>
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## Additional Required Documents

- Signed maintenance and operation agreement
- Liability insurance
- Hold-harmless (indemnity) agreement
- List of community stakeholders engaged in the process
- Demonstration of broad neighborhood support through a combination of any of the following:
  - Letters of support from:
    - Property owners
    - Adjacent business
    - BID
    - Neighborhood organizations
    - Business associations
  - Petition signed by customers or nearby residents
  - ANC resolution

## Contact Information

<b>Parklet Coordinator</b>	Kimberly Vacca (DDOT) <a href="mailto:Kimberly.vacca@dc.gov">Kimberly.vacca@dc.gov</a> (202) 671-2268
<b>Parklet Website</b>	<a href="https://ddot.dc.gov/page/parklet-program">https://ddot.dc.gov/page/parklet-program</a>



## **Insurance Requirements**

The Event Organizer shall procure and maintain, during the entire period of performance under the approved license or permit, the types of insurance specified below. These are the required minimum insurance requirements established by the District of Columbia Office of Risk Management. HOWEVER, THE REQUIRED MINIMUM INSURANCE REQUIREMENTS PROVIDED BELOW WILL NOT IN ANY WAY LIMIT THE EVENT ORGANIZER'S LIABILITY UNDER THIS CONTRACT.

If the requested license or permit is approved by either Metropolitan Police Department (MPD) or Department of Consumer and Regulatory Affairs (DCRA) if applicable, then the Event Organizer shall have its insurance broker or insurance company submit a Certificate of Insurance to the Office of Risk Management, giving evidence of the required coverage prior to commencing any activity in connection with the requested license or permit. In no event shall any activity be performed until the required Certificates of Insurance, signed by an authorized representative of the insurer(s) have been provided to, and accepted by the Office of Risk Management. All required liability policies shall include the Government of the District of Columbia as an additional insured and shall contain a waiver of subrogation. All insurance shall be written with financially responsible companies authorized to do business in the District of Columbia or in the jurisdiction where the activity is to be performed and have an A.M. Best Company rating of A- VIII or higher. The Event Organizer shall require all of its event vendors to carry the same insurance required herein. The Event Organizer shall ensure that all policies provide that Office of Risk Management shall be given written notice within a reasonable period of time in the event the stated limit in the declarations page of the policy is reduced via endorsement or the policy is canceled prior to the expiration date shown on the certificate. The Event Organizer shall provide the Office of Risk Management with ten (10) days prior written notice in the event of non-payment of premium.

<b>MINIMUM INSURANCE REQUIREMENTS</b>
<b>BASIC COVERAGES</b>
<b><i>Commercial General Liability:</i></b> Per Occurrence: \$500,000 Aggregate: \$1,000,000 Products and Completed Operations: \$500,000 Personal/Advertising Injury: \$500,000
<b>Note:</b>
<ol style="list-style-type: none"><li><i>1. Insurance carrier must have an A.M. Best Company rating of A / VIII or higher.</i></li><li><i>2. If applicable, The Event Organizer shall require all of its vendors to carry the same insurance required herein.</i></li><li><i>3. All required liability policies shall include the <b>Government of the District of Columbia</b> as an <b>additional insured</b> and shall contain a <b>waiver of subrogation</b>.</i></li></ol>