



# Parklet Permit

## Design Development Application

STAFF USE ONLY	
Date Received:	_____
Date Complete:	_____
Date Approved:	_____
Permit Number:	_____
Staff:	_____

### Disclaimer

While the City recognizes the potential for Parklets to enhance the public realm, the grant of a permit is a privilege and not a right. All Parklet permits are wholly of a temporary nature and can be revoked by the City of Tulsa at any time. All Parklets must be maintained within the confines of the approved drawings at all times. Further, the City will, and by law must, retain the right to deny, restrict, or revoke this privilege in any instance where the public benefit of said permit is in doubt. Franchisees or other right-of-way occupants reserve the right to request a permit revocation at any time based on their ability to adequately provide services. Parklet permit holders must comply with the terms and conditions of the permit, and must keep the right-of-way clean, safe for pedestrians, and clear of unauthorized obstructions. In the event that a Parklet does not meet the terms and conditions of the permit, the City of Tulsa may issue a Notice of Violation or may revoke the permit.

An encroachment (e.g., moving furniture into the Pedestrian Zone) placed upon or maintained within the public right of way or a public easement contrary to the terms of the Parklet Permit shall constitute a public nuisance. Permittees that have encroached upon a public right of way or public easement shall remove the violation or the City of Tulsa may revoke the permit. The encroachment shall not return to the public right of way or public easement unless or until the issue has been completely resolved either by appeal, amendment, or re-permitting.

All Parklets must comply with the Americans with Disabilities Act (ADA) and be accessible to all users, including people with physical disabilities, wheelchair users, and those with impaired vision. If Permittee fails to comply with these regulations, the City of Tulsa will issue a Notice of Violation or may revoke the permit.

The City of Tulsa will strive to give adequate notice when possible to permit holders (typically 30-days) in the event that the Parklet area must be removed from the right-of-way for an event, construction, or for any other reason. In an emergency, or any other instance, the City of Tulsa may immediately clear the Parklet to preserve public health and safety. If this should occur, the City of Tulsa will not be responsible for damages, including revenue losses.

In the event the City of Tulsa revokes the Parklet permit, the permit holder is responsible for coordinating and paying for removal of their Parklet within 24 hours of receiving a Notice of Removal.

A new permit is required if a business is sold and/or changes ownership. A permit amendment is needed if site conditions will change. If an Amendment Form was not submitted prior to making modifications, and/or the modifications are not in compliance with Parklet regulations or the original approved permit application, the permit will be revoked.

### 1. Contact Information

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

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

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

### 2. Business Information

Legal Business Name: \_\_\_\_\_

Common Name (Doing Business As): \_\_\_\_\_

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

Business Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

### 3. Complete Application & Project Checklist

The following materials must be submitted to complete your application; if all materials are not received within 30 days of initial submittal, your application will be returned as incomplete.

#### Application Checklist

Design Development Application (this form)

Design fee payment (see page 4 in permit program manual)

Maintenance and Storage Agreement

Signed and Stamped Design Documents

Copies of City/ State Food Licenses (for private parklets)

Product brochures, color photographs, and/or manufacturer cut sheets of proposed furniture

#### Project Checklist

Parklet Location and Context Plan

Detailed Site Plan

Cross-sections

Elevations

Accessibility Plan

Construction Details