Parklet Program Manual

April 2024

CITY OF TULSA
CITY EXPERIENCE

Cover, Above, and Right: Hope Street, Downtown Los Angeles. Photos courtesy LADOT.

About This Manual
This manual is intended to guide applicants through the process of applying for a parklet within the City of Tulsa. It provides an overview of the process, fees, design standards, and permit details for creating parklets in the public right-of-way. All potential applicants are encouraged to read this manual thoroughly prior to beginning the application process, and to reach out to the Tulsa Planning Office with any questions.

Disclaimer
All parklet requirements, review processes and fees, application criteria, and applicant responsibilities listed in this manual are subject to change. The City of Tulsa may amend any aspect of this program at any time.

Last updated: April 2024

For questions, contact:
studio@cityoftulsa.org

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175 E. 2nd St., Suite 480
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Table of Contents

Program Overview **1**

Process Overview 2

Important Considerations 2

Process 3

Fees 4

Phase I: Initial Application **5**

The Application 5

Location Guidelines 5

Site Plan Requirements 6

Documentation of Community Support 7

Proof of Insurance 7

Phase II: Design Development **8**

Design Document Requirements 8

Design Standards 9

Phase III: Fabrication and Installation **10**

Additional Applicant Responsibilities **11**

Food and Beverage Control 11

Hours of Operation 11

Permit Expiration/Renewal 11

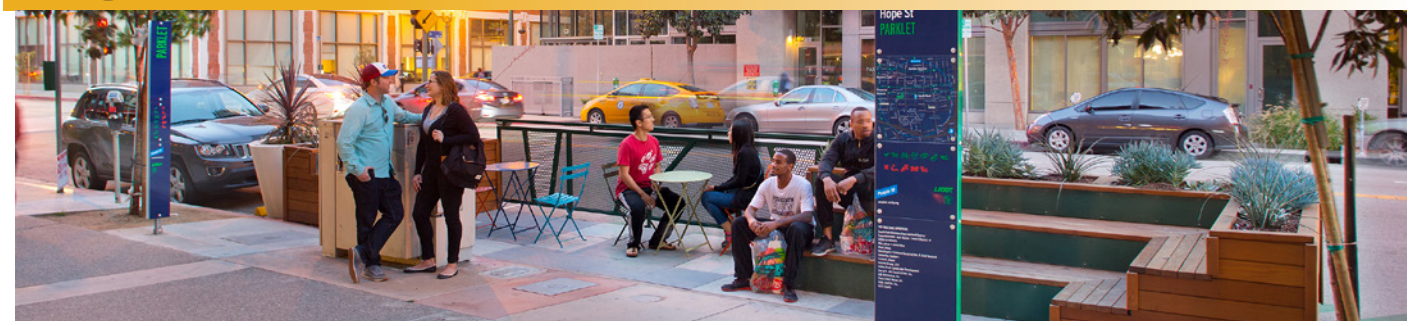
Permit Conditions/Revocation 11

Request for Review or Reconsideration 12

Evaluation 12

Frequently Asked Questions **13**

Program Overview



Hope Street, Downtown Los Angeles. Photo courtesy LADOT.

Parklets are small platforms that take the place of one or multiple on-street parking spaces, which extend the sidewalk to provide new space for seats, tables, or other public amenities.

Parklets are built, operated and maintained by an adjacent business or organization, and they offer residents and visitors new opportunities to stop, sit, and enjoy the surrounding neighborhood street life. They increase street vibrancy and can improve the quality of life in Tulsa's commercial corridors.

The City of Tulsa encourages the formation and use of parklets to invigorate the pedestrian realm with activity, thereby contributing to a 24-hour urban core.

Not only are parklets a great business amenity, but they are also an effective public safety tool because parklet users act as "eyes on the street", a concept fostered by Jane Jacobs, which creates a sense of safety for people using the street and sidewalk. With proper design and management, parklets add vitality to the street by encouraging walking, shopping, dining, and socializing, which in turn boost economic development efforts.

This document outlines the Parklet Permit Program. In the event that you are applying for two permits simultaneously (e.g., Parklet Permit and Sidewalk Café Permit), both manuals must be followed, and staff will consider the applications together.

Parklets are permitted through the City Design Studio at The City of Tulsa. To apply for a parklet, first submit an initial application demonstrating that your parklet idea is consistent with the guidelines and standards established in this document. Specifically, parklet applications must demonstrate that:

- The parklet location is appropriate.
- The parklet design is appropriate.
- The parklet has support from the abutting property owners.
- The parklet can be appropriately maintained & insured.

Public vs. Private Parklet

There are two types of parklets—a **public parklet** must be a public space at all times and cannot include table services from the adjacent business, while a **private parklet**, which includes table service from the adjacent business, is open only to that business's patrons during business hours, and must be open to the public after operating hours. If a parklet does not fit your needs, consider the Sidewalk Café or Tables and Chairs Permit Programs, also managed by the City Design Studio.

A parklet may also act as a sidewalk extension beyond the curbline to be used as a pedestrian thoroughfare. In this scenario, a parklet can be used exclusively as the pedestrian pathway so the entirety of the sidewalk width can be used for business uses. The sidewalk extension must always be open to the public and must be compliant with ADA rules and all regulations in this manual. If for any reason the parklet (sidewalk extension) is taken out of order, the sidewalk used by business operations shall immediately accommodate pedestrian thoroughfare.

Temporary Parklets

Temporary Parklets are one or more on-street parking spaces which provide space for seating, tables, amenities, or other uses on a short-term basis.

Temporary Parklets may utilize the existing parking space and are not required to build a platform. Temporary Parklets must be located adjacent to an operating business and cannot operate as a stand-alone business.

Temporary Parklet permits shall not be issued for more than a 120-day period per applicant, and only one Temporary Parklet permit may be issued to an applicant. The City Council may extend or waive this deadline pursuant to the Mayor issuing a civil emergency declaration. All requirements in this Manual are applicable to Temporary Parklets unless otherwise stated.

Parklet Process Overview

Motor Avenue, Los Angeles. Photo courtesy LADOT.

Motor Avenue, Los Angeles. Photo courtesy LADOT.

Huntington Drive, Los Angeles. Photo courtesy LADOT.

Huntington Drive, Los Angeles. Photo courtesy LADOT.

Spring Street, Los Angeles. Photo courtesy LADOT.

There are three major phases in the process: **Initial Application**, **Design Development**, and **Fabrication & Installation**. Each phase of the process is described in detail in the following pages. All staff reviews for each step shall be completed within 30 days after receiving a complete submission.

Important Considerations

Listed below are important factors to consider before beginning the Parklet Permit Program process. This information is not intended to be a detailed list of all requirements, reviews, and documents needed to receive a final Parklet Permit. Please read the entire manual before submitting the initial parklet application.

Site Selection

The proposed location of your parklet should have high pedestrian volumes and support surrounding uses. The parklet cannot restrict traffic sight lines, access to utilities, or pedestrian/bike flow. Before embarking on the parklet program process, ensure that your location meets the location requirements on page 5. If you are unsure, please reach out to the City Design Studio staff to discuss by emailing: studio@cityoftulsa.org. Even if the site location meets all the location criteria, approval is subject to staff review.

Applicant Responsibilities

Applications for a Parklet Permit may be submitted by the business OR property owner adjacent to or directly in front of the parking space(s). All parklet proposals are required to include a letter of consent from the property owner(s) from whom the parklet applicant leases its space and whose property fronts the proposed parklet. The Parklet Permit is specific to the applicant and cannot be transferred to others.

Applicants are responsible for conducting neighborhood outreach, designing, funding, and constructing the parklet. Applicants also assume liability for the parklet and ensure the parklet is well-maintained and kept in good repair.

Review Considerations

This review is based on City of Tulsa standards in this document, but is subject to additional review at any time, due to site specific conditions or needs of franchisees or right-of-way occupants. The parklet approval is ultimately subject to the discretion of the City of Tulsa.

Disclaimer

The City of Tulsa reserves the right to amend any aspect of these guidelines at any time. Applicants who do not agree with the amended terms may withdraw their applications.

Parklet Process Overview

Phase I: Initial Parklet Application*

After reviewing this manual, every parklet applicant must prepare and submit an initial parklet application. Initial applications must include all documentation listed on page 5. Designs can be conceptual at this phase but an initial site plan showing the existing street and sidewalk environment is required with all proposals. At this stage, staff is primarily trying to determine if the proposed site meets all location requirements and is appropriate for a parklet.

- **Initial Application Review** - Applications are evaluated based on the quality and completeness of the initial application, site conditions (identified through application review and during staff site visit), compliance with location requirements (based on staff review of the initial site plan), and documentation of community support.
- **Site Visit #1** - This site visit allows staff to visualize the existing conditions of the proposed parklet site.

Due to the costs associated with design and construction, applicants should receive written confirmation from the City Design Studio before moving into the Design Development phase. For **Temporary Parklets**, a self-certification form will be utilized to gather all necessary information in additon to proof of insurance and a minimum of three (3) photographs from both sides of the proposed parklet location as well as facing the location from the opposite side of the street.

Phase II: Design Development**

After staff has notified the applicant that the initial parklet application is accepted, the applicant can begin the design development phase. At the design phase, the applicant is required to submit design drawings and produce all required final materials listed on page 8. All applicants are required to obtain sealed and stamped drawings and plans from a licensed engineer. Compliance with all technical standards (structural integrity, stormwater requirements) is the responsibility of the licensed engineer.

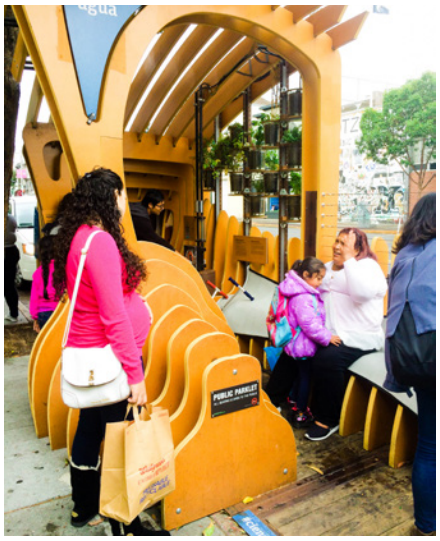
- **Design Review** - Staff reviews for compliance with the design standards of this manual. Applicants are required to submit design plans that meet the Americans with Disabilities Act (ADA) standards for accessibility as well as all City regulations.
- **Notice** - Applicants must display a notice in the window of the subject property for 10 days after the design review has been initiated. Any comments can be submitted to the City Design Studio at studio@cityoftulsa.org The City Design Studio will provide notification to the applicable City Councilor and Mayor.
- **Permit Decision** - Staff issues the permit after the applicant successfully completes all steps and the necessary agreements with the City are finalized. An approved permit is in effect from the date of approval through March 31st of the same year or the next year, whichever comes first.

Phase III: Fabrication & Installation

After the parklet permit is issued, staff will work with the applicant to schedule the installation. The parklet must have the ability to be installed in one day.

- **Inspection*** ** - Staff visits the parklet within 60 days after installation to ensure the parklet follows all approved plans.

**Initial application fee **Design review fee ***Inspection fee*



Buena Vista Horace Mann School, San Francisco.
Photos courtesy San Francisco Planning Department.

Fees

All applicable application fees are due prior to the Initial Application Review, Design Review, and Installation. Payment may be made at the City Hall by cash, or check made payable to the City of Tulsa.

Applicants may withdraw their application at any time without a penalty.

All fees are non-refundable.

	Initial Application	Annual Renewal/ Reinstatement
Initial Review	$50	$50
Design Review	$100	—
Inspection (each)	$50	$50
Resubmission or Amendment		
First Resubmission or Amendment	—	—
Subsequent Resubmissions or Amendments	$50	$50
Parking (per metered space)		
Private Parklet	$1,175	
Public Parklet	$585	
Totals		
Private Parklet	**$1,375**	**$1,275**
Public Parklet	**$785**	**$685**

Submit completed Initial Applications and applicable fees to:

City Design Studio
175 E. 2nd St., Suite 480
Tulsa, OK 74103

Spring Street, Los Angeles. Photo courtesy LADOT.

Phase I Detail: Initial Application

Initial applications must include all of the following:

- **Application Form**
  Includes contact and site information
- **Project Narrative & Parklet Description**
  Tell us how your parklet will serve the area, and briefly describe your planned parklet (1-2 pages)
- **Photographs of the Proposed Site Area**
  Minimum of 3 photos; at least one from across the street and one from each end of the proposed parklet
- **Property Owner Consent Form**
  For property subject to the application
- **Initial Site Plan**
  Submit a measured, scaled drawing that shows the footprint of the proposed parklet. This initial site plan can be hand-drawn; a designer is not required at this stage. See page 6 for the initial site plan requirements.
- **Documentation of Community Support**
  See page 7 for more information on documentation
- **Proof of Insurance**
  Includes: current certificate of insurance, additional insured endorsement form, and notice of cancellation endorsement
- **Optional: Illustrative design concepts or sketches**
  (This is not a site plan)

Motor Avenue, Los Angeles. Photo courtesy LADOT.

Location Guidelines

Parklet locations are subject to review from staff. Locations must fit in the following parameters:

Zoning District & Street Requirements

- Within an MX1, MX2, MX3, CS, CG, CH, CBD, IMX, or MPD zoning district. Find zoning at tulsaplanning.org.
- On a City-owned street (state and county streets are not eligible).
- On a street with a speed limit of 25 mph or lower.

Placement within a block

- Parklet must be on the same side of the street as the applicant's business or property.
- Parklet must be placed directly in front of or adjacent to the applicant's business or property.
- At least 4 feet of unobstructed horizontal clearance to aboveground utilities, loading zones or handicapped parking spaces.
- Maintain unobstructed clearance to any overhead power line as required by the National Electric Code (NESC), Table 234-1.
- Be in an on-street, full-time, legal parallel or angled parking space.
- At least 15 feet away from any fire hydrant and not be located within a fire lane.
- At least 20 feet away from any marked crosswalk, or 35 feet from the block corner at any intersection without a marked crosswalk.
- Not block access to any utilities, unless access can be provided without removal of the entire parklet (e.g. a hatch). This includes: manholes, sewer grates, storm drains, gas meters, electric meters, signal boxes, etc.
- Not be in a travel lane.

Additional Location Considerations

- Placement on slopes. The City will consider applications on significantly sloped streets provided the applicant can make the parklet ADA accessible without compromising any of the other design guidelines outlined in this document.
- Number of parking spaces. A parklet can use one or two spaces under these application guidelines. A request for 3+ spaces requires further review by staff and will result in a longer approval process.
- Number of parklets. If there are currently other permitted parklets on the block you are considering, this will require further review by staff and will result in a longer approval process.

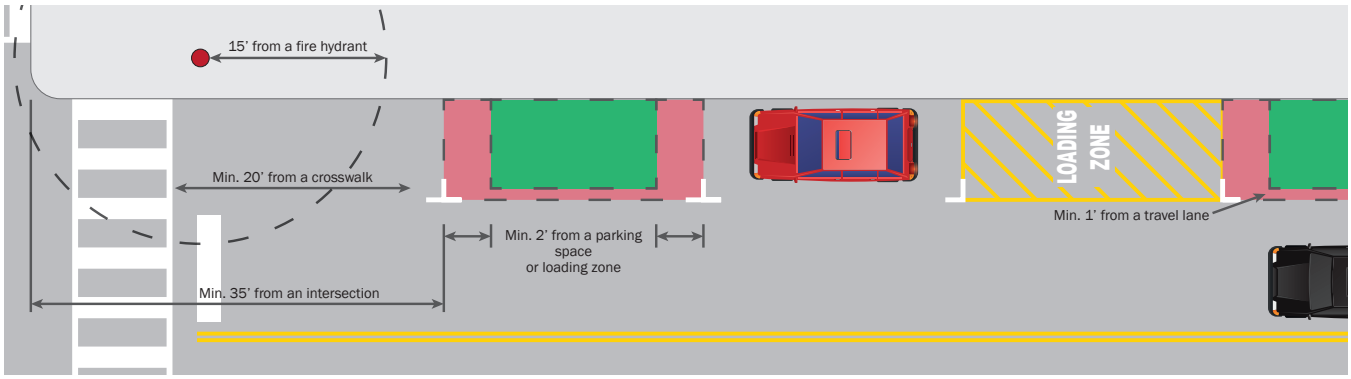


Figure 1 – Location Requirements

Initial Site Plan Requirements

An initial site plan showing the existing street and sidewalk environment is required with all proposals. The site plan does not need to show the proposed parklet design but should show the footprint of the proposed parklet and all street and sidewalk elements a minimum of 20 feet on either side of the proposed location. All setbacks should meet the location requirements on page 5. Site plans must be drawn to scale. The initial site plan may be hand drawn, as long as it is legible and includes all the existing elements listed below:

- Your building, adjacent properties (include addresses) and their building entrances
- Sidewalk width(s) (measured from face of building to back of curb)
- Curb cuts and driveways
- Adjacent bicycle lane, buffer and auto traffic lane and their widths
- Parking spaces with dimensions
- Parking kiosks
- Street trees and tree pits
- Utilities in the street and on the sidewalk (manholes, vaults, etc.)
- Other sidewalk features near the proposed parklet area (fire hydrants, streetlights, utility access panels, bicycle racks, sign poles, etc.)
- All specialized curb zones near the location (loading zones, bus stops, handicapped parking spaces, fire lanes, etc.)
- Proposed parklet footprint and dimensions
- Parklet setback dimensions (24 inches from adjacent parking spaces and 12 inches from adjacent bicycle lane or auto traffic lane)
- North arrow

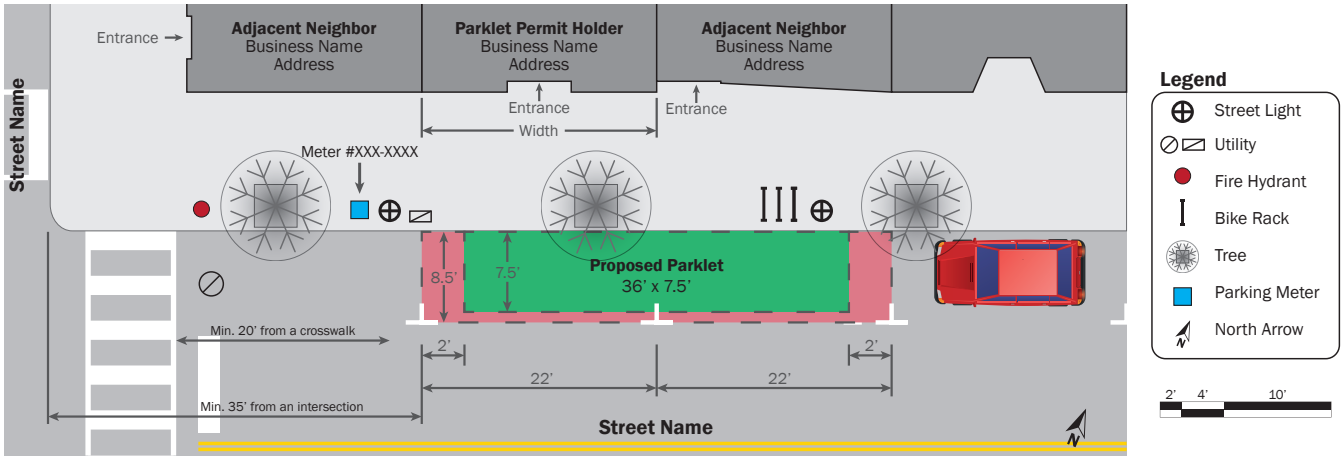


Figure 2 – Site Plan Requirements

Phase I: Initial Application

Documentation of Community Support

Applicants are required to show support from property owners adjacent to both sides of the subject property.

Applicants must also provide two additional support letters from property owners or business owners on the same or adjacent block.

Proof of Insurance

The applicant shall provide proof of at least one million dollars ($1,000,000.00) liability insurance coverage, per occurrence, while the Permit is in effect, including potential claims for bodily injury, death, or disability and property damage which could occur at or be related to the parklet area.

The insurance policy shall be issued by an insurance company licensed to do business in the State of Oklahoma. Insurance documents shall include specific endorsements. Written notice of cancellation of insurance is required 30 days prior to cancellation date, with 10 days written notice required for cancellation due to nonpayment of premium.

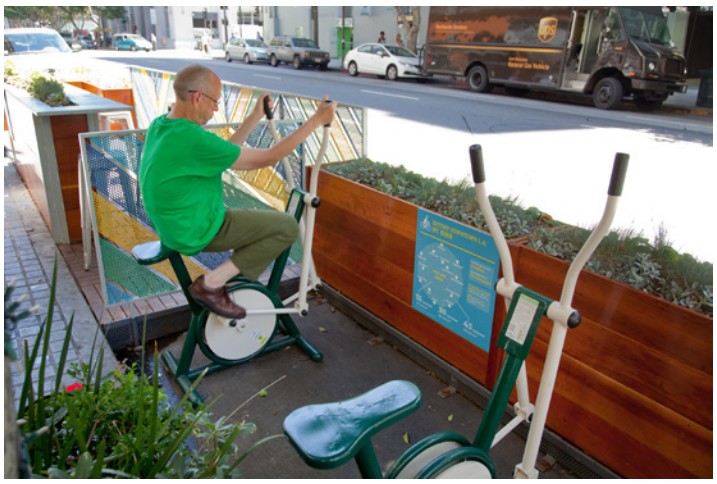
Permit holders shall furnish a replacement Certificate of Insurance to the City Design Studio when any required insurance policy expires or is canceled, so that insurance coverage is continuous.

All Certificates of Insurance submitted must be approved by the City Design Studio. Any deficient Certificates of Insurance must be corrected as required by the City Design Studio or the Office of the City Attorney if an issue with the insurance arises that cannot be resolved by the Tulsa Planning Office.

Failure by a Parklet Permit holder to maintain the required insurance coverage(s) is a violation of the conditions of approval of the Parklet Permit and may result in consequences up to and including revocation of the Parklet Permit.

The applicant shall indemnify and hold harmless the City of Tulsa, its officials, officers, employees, and agents against any liability, claims, causes of action, judgments, or expenses, including reasonable attorney fees, resulting directly or indirectly from any act or omission of the Permit Holder, its subcontractors, anyone directly or indirectly employed by them, and anyone for whose acts or omissions they may be liable, arising out of the Permit Holder's use or occupancy of the public place. (See the Parklet Insurance and Endorsement Information sheet.)

3876 Noriega Street, San Francisco. Photo courtesy San Francisco Planning Department.



Spring Street, Los Angeles. Photo courtesy LADOT.

Phase II: Design Development

Once staff has reviewed and approved the initial parklet application, the applicant can begin the parklet design phase. Applicants will be responsible for producing all required final materials and documentation, including:

- **Final Site Design Documents** with a complete set of construction documents that are drawn to scale and show dimensions, materials, and assembly details.
- **Fabrication Strategy** (timeline, designer, fabricator)
- **Renderings and Perspectives** (optional but recommended)
- **Proposed Furniture Information**: brochures, color photographs, and/or manufacturer cut sheets
- **Cost Estimate** for design and construction
- **Maintenance and Storage Agreement**
- Copies of **City and State Food Licenses**, where table service is offered (private parklets only)

At the design phase, applicants are required to obtain sealed and stamped drawings from a licensed engineer. Any drawings that are not sealed and stamped will not be reviewed. Compliance with all design standards (structural integrity, stormwater requirements) is the responsibility of the licensed engineer.

Final Site Design Document Requirements

The final site design documents will show compliance with design standards outlined in this document (see pages 9-10), and must include all of the following plans:

- **Parklet location and context plan**
  This plan shows your parklet in relation to the surrounding context, including buildings, property lines, intersections, driveways, bike and traffic lanes, and street features (e.g., trees, utilities, fire hydrants). This plan will also display dimensions of the parklet footprint, including the width and length of the parklet and the height of all vertical elements, and placement in the parking spot with required setbacks shown from existing elements (e.g., adjacent sidewalks and surrounding parking spaces).

- **Detailed site plan**
  Shows furnishings, plantings, bike racks, lighting, or other amenities included in proposed parklet. This plan will also show all materials included in the design.

- **Cross-sections**
  (2 min.; one length-wise, one width-wise)
  These “cut-through” drawings of your parklet design articulate complex design elements such as how accessibility is provided, how drainage is achieved at the gutter, or how the parklet is assembled.

- **Elevations**
  These side-view drawings display parklet dimensions (including height), materials, parklet elements, and buffers. (2 min.; one from the sidewalk facing the street, one from the street facing the sidewalk)

- **Accessibility Plan**
  This plan shows how your parklet meets the required ADA accessibility standards.

- **Construction details**
  These drawings show how your parklet will be assembled or constructed. These drawings highlight the hardware and fasteners that will be used in the construction process, as well as how you will maintain drainage flow along the curb.

Balboa Street, San Francisco. Photo courtesy San Francisco Planning Department.

Phase II: Design Development

Parklet Design Standards

Parklets should be designed for easy assembly and disassembly. Thus, the platform may NOT be attached to or damage the street. Any restoration of the right-of-way from damage as a result of the installation or removal of the parklet or any additional required elements shall be made by the City at the expense of the applicant.

Design Checklist

Dimensions

- There must be a 2-foot buffer between the parklet and any parking space.
- Since parking spaces tend to be about 20 feet long, a parklet comprising 2 parking spaces could be expected to be about 36 feet long.
- A maximum of ½" horizontal gap is allowed between the sidewalk and the platform.
- The outer edge must be set back 12 inches from the travel lane.
- If Parklet is to be used as a pedestrian thoroughfare, at no point may the Parklet be less than 5 feet wide.

Platform *(not required for Temporary Parklet)*

- The platform must be able to support at least 100 lbs per sq ft of live load.
- The deck should weigh less than 200 lbs per sq ft.
- Parklet platform cannot exceed a 2% cross slope.
- The platform must be designed to allow rainwater to flow along the curb without obstructions. To satisfy this requirement, a pedestal support system for the parklet frame is suggested, but not required, so rainwater can pass under the entire structure.
- There must be a horizontal gap between the curb and the base of the frame of at least 6 inches, and a minimum 2-inch vertical gap between the street surface and the bottom of the parklet decking.
- The parklet deck must be flush with the curb, such that the parklet becomes an extension of the sidewalk. If the top of the deck is higher than the curb to meet the minimum vertical clearance requirement, an ADA-accessible ramp is required.
- Parklets must be designed to provide access under the platform to allow for maintenance (e.g. repairs or clearing debris). Access can be provided through access panels, removable pavers, or other means.

Safety Features

- A 3-foot wheel stop must be installed one foot from the curb at the edge of the front and back of the parklet. *(Not required for Temporary Parklet)*
- Reflective elements are required at all outside corners. These usually take the form of soft-hit posts.
- The outside edge of the parklet closest to the street should contain a beam with a minimum cross-section of 6"x6" or equivalent. *(Not required for Temporary Parklet)*

Railing/Buffer

- Only the sidewalk-facing side of the Parklet can be open to pedestrians.
- Parklets must have some form of buffer on all non-sidewalk edges.
- Buffers can be planters, railings, cabling, or another creative approach.
- Buffers must be 36" in height, and must be able to withstand a 200-lb horizontal force.
- Buffers cannot impede the visibility of the street.
- Buffers cannot be designed such that they create a ladder for climbing.

Please note: Unless otherwise specified, all heights should be measured from adjacent sidewalk grade.

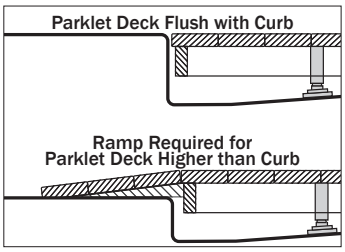


Figure 3 – If the top of the deck is not flush with the curb, a ramp is required.

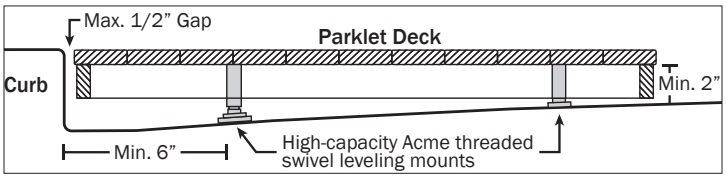


Figure 4 – Platform Design Requirements

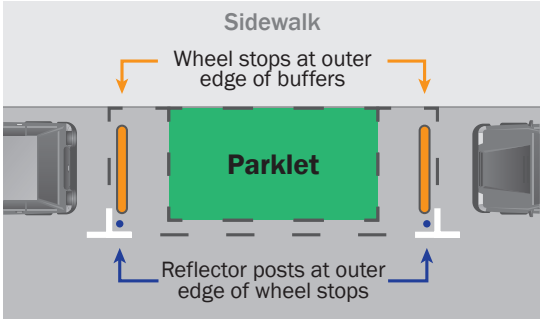


Figure 5 – Required Safety Features

ADA Accessibility

The structure must uphold the standards set out in the Americans with Disabilities Act and its Accessibility Guidelines, as adopted by Title 5, Chapter 1, Section 111 of Tulsa Revised Ordinances. Applicants are responsible for familiarizing themselves with these standards, but a few considerations specific to parklets are:

- Entry must be at least 48" wide and sloped less than 2%.
- Gaps between the sidewalk and the parklet deck can be a maximum of ½".
- Include a wheelchair turning space within the Parklet (5' by 5' clear area).
- Include 30" x 48" clear floor area at all approaches.
- If tables, counters, benches or other furniture is provided, at least one of each type must be ADA accessible.
- Parklet platforms cannot exceed a 2% cross slope.
- Parklet entrances and seating areas must provide ADA access.
- Applicants must be able to demonstrate that alternate ADA-compliant outdoor dining is provided if a Temporary Parklet does not meet ADA regulations.

Materials

The parklet should be constructed of high-quality, durable, and aesthetically pleasing materials. Steel, finished woods, salvaged building materials, and sustainably sourced materials are recommended.

All walking surfaces should be non-slip and weather resilient to ensure safety and accessibility. Loose particles, such as sand or loose stone, are not permitted on the parklet.

Since parklets are intended to be temporary structures, it is also important to consider the ease of disassembly and potential for recycling or reuse of materials.

Amenities

Amenities can include permanent or moveable seating, planters, bicycle parking, etc. on the parklet.

Heating and Overhead Elements

Heating elements and free-standing umbrellas are allowed within the footprint of the parklet but must not encroach on the street or sidewalk. Heating elements must be of a type permitted by the City of Tulsa Fire Marshal and must be temporary in nature and easy to remove.

An umbrella is not considered to encroach on the street or sidewalk if:

- The opened portion is located at least 8' above sidewalk grade;
- The umbrella does not block the visibility of traffic control devices;
- The use of the umbrella is within the parklet area; and
- The umbrella installation meets the intersection sight-triangle requirements of Title 24, Section 103, Tulsa Revised Ordinances.

Overhead Elements are allowed only when the parklet location has no overhead obstructions, such as power lines, and may require additional review, as regulated by the National Electrical Code (NESC), Table 234-1.

Amplified Sound

The use of speakers and other amplified sound equipment with cords that obstruct the pedestrian zone are **not allowed** within parklets.

Use of wireless speakers and amplified sound from the building is allowed, but the maximum volume may not exceed 65 decibels within the parklet. Download a decibel measuring app on a smartphone device to check your decibel level.

All parklets are subject to Title 27, Chapter 14, Section 1400 Noise Ordinance for the City of Tulsa.

Maintenance and Storage

Parklets may remain year-round but must be kept clean and clear of all leaves, snow, ice, trash, and other debris. Please include details about storage in the required maintenance and storage plan.

Phase III: Fabrication and Installation

Staff will work with the applicant to establish an installation schedule.

The parklet must have the ability to be installed in one day.

The Parklet Permit does not allow the applicant to block the street during installation.

To close the street, the applicant must apply for a permit through the City of Tulsa Streets and Stormwater Department.

Staff will schedule an installation inspection within 60 days.

Additional Applicant Responsibilities

Food and Beverage Control

Public Parklet Permits do not allow table service of food or beverage; however, patrons can eat and drink their own pre-purchased items here. Alcoholic beverages are not allowed in public parklets. Public parklets cannot be restricted to consumption of food or beverage purchased at the adjacent restaurant.

Private Parklet Permits allow the table service of food or beverage; however, all food must be prepared within your building; cooking and preparation of food or beverage within the private parklet is prohibited.

Private Parklets that wish to serve alcohol must be in compliance with all ABLE requirements and approved by the Oklahoma ABLE Commission. Visit www.ok.gov/able/ for more information.

Hours of Operation

All parklets, whether public or private, are maintained by the permit holder. Public Parklets exist primarily for public use, and should always remain open and available to the public. Private parklets may be used for business purposes during the Permit holder's operating hours (e.g. restaurant table service). Furniture may remain within the parklet after operating hours for public use or may be stored in a separate location, yet the space should remain accessible for public use after operating hours.

Permit Expiration/Renewal

A **Parklet Permit Renewal Form** must be submitted annually to renew an existing Parklet Permit. Each permit expires after March 31st. You must submit your Permit Renewal Form for the next April 1st - March 31st permit year prior to the expiration of your current permit. The Parklet Permit is specific to the applicant and cannot be transferred to others. The permit holder is required to show support from the property owner and adjacent property owners annually.

An **Amendment Form** must be completed if any changes need to be made to the original permit application during the approved permit year. The form must be submitted with resubmission fees and approved prior to changes being made.

Temporary Parklet Permits are valid for 120-days after approval. Temporary Parklet permits shall not be extended, renewed, or re-issued unless the City Council extends or waives this time restriction pursuant to the Mayor issuing a civil emergency declaration.

Request for Review or Reconsideration

An aggrieved party ("aggrieved party" being an adjacent business or property owner within 300 feet of the proposed Parklet, or an Applicant whose Parklet application was denied) may request a reconsideration of a Permit decision. A request for reconsideration of a Permit decision shall be made to the City Design Studio, by submitting a reconsideration application in such form as approved by the City Design Studio within ten (10) calendar days after the date of the original Permit decision or the appeal will not be acted upon.

A decision concerning the reconsideration of a Permit decision shall be made within fifteen (15) business days by the Director of the City Design Studio, or their designee, after the application for reconsideration is received. The Director of the City Design Studio, or their designee, shall either affirm the original Permit decision or shall reverse the original Permit decision.

If the original Permit Decision is affirmed after reconsideration, the aggrieved party may appeal the Permit Decision to the City Council by submitting a complete appeal application in such form as is approved by the City of Tulsa to both the City Design Studio and the Office of the City Clerk. The appeal of reconsideration of a Permit decision must be submitted in writing within ten (10) calendar days of the date of the reconsideration decision, or such appeal will not be heard by the City Council. The request must identify:

- The permit application that is up for review or reconsideration. You can identify the permit by the permit number and/or the permit application address.
- The specific objections to the original City Design Studio decision.
- The specific actions being proposed by the business that could change the permit decision.

Evaluation

After you install your parklet, we want to know how it's doing! To better understand how parklets are serving Tulsa, we need parklet hosts to help us by providing some basic information. We may visit your parklet after it's installed to count the number of people in the parklet and record how it's being used.

In addition to the observational data we collect, we may ask you to respond to a few surveys and provide us with sales data (if you're a business) from before and after the parklet installation. This information will help us measure the effects of parklets on business success and evaluate how they add to the economic vitality of Tulsa's commercial districts.

Permit Conditions/Revocation

While the City recognizes the potential for parklets to enhance the public realm, the grant of a permit is a privilege, 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. The Fire Marshal, 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. A permit holder whose parklet has 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 much 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 the permit holder 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 to the parklet, including revenue losses or any other related loss or expense.

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.

Hope Street, Downtown Los Angeles. Photo courtesy LADOT.

375 Valencia Street, San Francisco.
Photo courtesy San Francisco Planning Department.

903 Cortland Avenue, San Francisco.
Photo courtesy San Francisco Planning Department.

639 Divisidero Street, San Francisco.
Photo courtesy San Francisco Planning Department.

Frequently Asked Questions

What is a parklet and where are they permitted?
See Introduction and location guidelines section of this program guide.

What is the difference between a public and private parklet?
A public parklet does not allow table service and is always open to the public. A private parklet can include table service from the adjacent restaurant, as regulated by the Tulsa Health Department and the ABLE Commission. A private parklet is open to the public outside of adjacent business operating hours.

What is a Temporary Parklet?
Temporary Parklets are one or more on-street parking spaces which provide space for seating, tables, amenities, or other uses on a short-term basis. Temporary Parklets may utilize the existing parking space and are not required to build a platform. Temporary Parklets must be located adjacent to an operating business and cannot operate as a stand-alone business.

When can a Temporary Parklet be used?
Temporary Parklet permits shall not be issued for more than a 120-day period per applicant, and only one Temporary Parklet permit may be issued to an applicant.

Who is responsible for parklets?
The permit holder bears ultimate responsibility for the operations of the parklet.

How much is a Parklet Permit?
Fee information can be found on page 4.

Do I need liability insurance to obtain a permit?
Before a permit can be issued, you must provide the City of Tulsa with evidence of your business' liability insurance. The insurance must remain current as long as you have a permit and will need to meet the City's requirements. (See page 7 for more information.)

When is a permit valid?
Permits are issued on an annual and rolling basis. They are valid upon issuance and expire after March 31st of the year issued or after March 31st of the following year, whichever comes first (unless revoked earlier). See above for Temporary Parklet.

What if I want to change who the Permit Holder is?
The permit is personal to the Permit Holder to whom it was issued and cannot be transferred to others. Any new Permit Holder must apply for a new Parklet Permit.

Do I need permission from the owner of the property on which my business is located?
The owner of the property where the applicant exists must grant permission with the Property Owner Consent Form. Property owners adjacent to the proposed parklet must be aware of the parklet application and should provide a letter of support with the initial application.

How much does it cost to design and build a parklet?
If no donated services are considered, a basic construction will cost $5,000 - $20,000 for materials, labor, installation and removal. Many designs will cost more than this. All costs are the responsibility of the applicant. Applications should budget for:

- Application fees
- Design fees
- Materials
- Labor for fabrication, installation, and removal
- Storage costs (if applicable)

Can the City recommend a contractor or an engineer?
The City cannot recommend engineers or general contractors for parklets.

Under what circumstances will the City request a parklet removal?
The City takes traffic and construction safety seriously and will request parklet removal if construction, utility repairs or other similar activity poses a safety hazard. The City can revoke a permit if a Permit Holder does not abide by City ordinances and guidelines, if the parklet poses a hazard, or for other reasons determined on a case-by-case basis.

Can the City provide or assist with parklet funding?
The City does not currently offer any funds to support the design, construction, or maintenance of parklets.

What activities are prohibited in a parklet?
No illegal activity is allowed in a parklet. No table service or alcohol is allowed in public parklets. Alcohol in private parklets is regulated through the ABLE Commission.

Spring Street, Downtown Los Angeles. Photo courtesy LADOT.