



So you want to build a Parklet! In response to recent requests by Charlotte residents to establish Parklets, the Charlotte Department of Transportation (CDOT) has developed a Pilot Parklet Program. A Parklet is a small public park serving as an extension of the sidewalk over an on-street parking space. Parklets offer a way to reclaim a small amount of public space to contribute to an active, accessible, and vibrant urban environment. Parklets must meet eligibility requirements, follow the application process, and adhere to installation guidelines. (Please note, the content in this brochure is just a summary. See the [Pilot Parklet Program manual](#) for the complete list of design requirements/guidelines.)

ELIGIBILITY

Except in exceptional circumstance, Parklets will only be permitted in locations that satisfy all of the following criteria.

Parklets should be located:

- Within marked, on-street, parallel, public parking spaces;
- In areas with existing pedestrian activity due to the presence of retail, mixed-use, commercial or high-density residential development;
- On streets with a posted speed limit of 35 mph or less; and
- In spaces where parking is normally permitted during all hours of the day/night.

Parklets are prohibited:

- Within 20 feet of intersections,
- Within 10 feet of driveways and bus stops,
- In front of planting strips,
- In parking spaces with a running slope greater than or equal to 5%,
- Above manholes or other utility access,
- Within 5 feet of fire hydrants or stand pipes,
- Where resurfacing or other street improvements are scheduled to occur within 1 year,
- In bus lanes or loading zones (unless accompanied by a previous removal request),
- In accessible parking spaces,
- On bridges,
- On North Carolina Department of Transportation (NCDOT) roads,
- In close proximity to other Parklets as determined by the CDOT Director or his/her designee, and
- In any other location deemed inappropriate by the CDOT Director or his/her designee.



APPLICATION PROCESS

1.	Applicant	Contact CDOT's Right of Way Management Section to discuss your proposed Parklet site and application procedures before preparing an application. (Casey Mashburn, casey.mashburn@charlottenc.gov or 704-336-8348)
2.	CDOT	Offers initial guidance on desired location and gives preliminary opinion of eligibility.
3.	Applicant	Upon CDOT location approval, prepare Parklet concept plan. Present concept to fronting property owners, area residents, and nearby neighborhood/business organizations.* Use a petition and/or letter to demonstrate adequate community outreach. *For contact information for registered neighborhoods visit charlottenc.gov/nocl
4.	Applicant	Prepare and submit a Parklet Application, including a demonstration of neighborhood support, to CDOT Right of Way Management Section. If seeking to fund the project through the Neighborhood Matching Grant program, also complete and submit the NMG application . NMG applications are accepted March 1st, June 1st and September 1st. Eligibility and other criteria apply. For more information contact Housing & Neighborhood Service's (HNS) Nicole Storey, nrstorey@charlottenc.gov or (704) 336-2929.
5.	CDOT	Reviews application for completeness and provides comments for necessary revisions.
6.	Applicant	Complete required revisions, resubmit application package to CDOT, and pay any applicable fees.
7.	CDOT	Execute Temporary Agreement of Understanding and allocate parking space(s) for Parklet installation.
8.	Applicant	Proceed with installation!

CONSIDERATIONS

- The Pilot Parklet Program manual includes various design requirements and guidelines for Parklet installation. For example:
 - * Parklets may have a maximum length of 2 consecutive parking spaces and must fit within the width of the marked parking space(s).
 - * Parklets must be separated from moving traffic with appropriate buffer devices.
 - * Parklets must not impede curbside drainage.
 - * Parklets must be ADA accessible.
 - * Parklets must be open for public use.
 - * Parklets should incorporate plantings and opportunities for seating.
- Parklet permits are revocable without notice and require annual renewal.
- CDOT reserves the right to have the Parklet removed at any time.



FUNDING OPPORTUNITY

Neighborhood organizations may apply for funding for Parklets and other projects as part of the Neighborhood Matching Grants program. Eligibility and other criteria apply. Visit charlottenc.gov/nmg or contact Nicole Storey for more information, nrstorey@charlottenc.gov or (704) 336-2929.

ATTACHMENTS INCLUDED

- Parklet application forms



PARKLET APPLICATION

A Parklet is a small public space serving as an extension of the sidewalk over an on-street parking space. (For more information on Parklets, see the [City of Charlotte Parklet Design Manual](#).)

Prerequisites

DO THIS BEFORE PREPARING YOUR PARKLET APPLICATION

- **STEP 1 - Confirmation of Proposed Site:** Applicants must obtain preliminary confirmation of the proposed Parklet site prior to submitting a Parklet Application. Please, contact the CDOT Right-of-Way Management Section (704-336-4119) to confirm the proposed Parklet location.
- **STEP 2 - Demonstrate Neighborhood Support:** Demonstrating neighborhood support for proposed Parklet projects is an essential part of the process and should be included with the Parklet application. Applicants should attempt to confirm neighborhood support prior to expending time and resources to assemble a detailed application. See the Parklet Petition form at the end of this manual or contact the CDOT Right-of-Way Management Section (704-336-4119) for more information.

Applicant Contact Information

Name _____

Address _____

E-mail _____, Phone _____

Proposed Parklet Location

This is an application for a public Parklet on the _____ side of
(give approximate cardinal direction)

_____ near _____
(name of desired street) (closest address)



PARKLET APPLICATION

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Submittal

Application packages must be submitted to the CDOT Right-of-Way Management Section as follows:

- One (1) complete application package in PDF format (Do not submit individual sheets as separate PDF files), AND
- One (1) printed set of complete application package (Sheet sizes shall be no larger than 24" x 36").

Please allow approximately 6-8 weeks for review and processing. Plan review comments will be sent directly to the applicant via the email address provided. If revisions to the Parklet Application are required, such revisions must be completed and submitted (as required by the CDOT Right-of-Way Management Section). Once a Temporary Agreement of Understanding is approved and any required fees have been paid to the City of Charlotte, the CDOT Right-of-Way Management Section will allocate the requested parking space(s) and the applicant will be notified by email. Permits are revocable without notice at the City of Charlotte's sole discretion.

Application Checklist

A Temporary Agreement of Understanding is required for all Parklets. Application submittal packages for such agreement must include the following (**NOTE - incomplete submittal packages will not be reviewed**):

- ☐ Demonstration of Neighborhood Support (see the Parklet Petition form for details);
- ☐ A printout from the Virtual Charlotte website (<http://vc.charmeck.org/>) showing the property owners on the adjacent blockfaces, or within 300 feet of the proposed Parklet, whichever is less;
- ☐ A written description, purpose, timetable, and method of installation for the proposed Parklet;
- ☐ Detailed Construction Plans: Plans should show the location of existing trees, street furniture, hydrants and parking meters within 20' of the proposed Parklet boundaries and should note the dimensions of the proposed Parklet. Plans must include a detail of the barrier type(s) to be used and indicate how the proposed Parklet will be ADA accessible.;
- ☐ Four (4) or more color photos (at least 8.5" x 11") of the existing site from different viewpoints;
- ☐ An Indemnity Agreement releasing the City of Charlotte from liability for damages incurred by clients using the public right-of-way (this language will be included in the Temporary Agreement of Understanding);
- ☐ Applicant Certificate of Insurance: A Certificate of Insurance must be provided for the life of this agreement in the amount of \$1 million per occurrence in General Liability insurance with the City of Charlotte named as the certificate holder and as Additional Insured.; AND
- ☐ Contractor(s) Certificate of Insurance: If the permit holder contracts for construction of this Parklet, Auto Liability in the amount of \$1 million per occurrence and Workers' Compensation with Employers' Liability limits of \$100,000 per accident limit, \$500,000 disease per policy limit, and \$100,000 disease each employee limit must be provided by the primary contractor and all subcontractors.



PARKLET PETITION

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Demonstrate Neighborhood Support

This Parklet Petition form is provided to assist applicants in gathering neighborhood support for a proposed Parklet. Demonstrating support for proposed Parklet projects is an essential part of the process and should be included with the initial Parklet application. **Applications that do not include documentation of community outreach will not be considered.** Full consensus in support of a proposed Parklet from every property on the block is not a requirement for a proposal to move forward, but it's important to demonstrate adequate community outreach. Applicants should attempt to confirm neighborhood support prior to expending time and resources to assemble a detailed application.

- **Fronting Businesses & Property Owners:** At a minimum, applicants must demonstrate the support of any businesses and property owners which front a proposed Parklet location.
- **Neighborhood Organizations:** Applicants must also notify any adjacent neighborhood association, merchant's association or municipal service district of the proposed Parklet location and preliminary design. Parklet applications should identify any adjacent neighborhood organizations and confirm that they have been notified. No formal approval from a neighborhood organization is required, although it is welcome
- **Signatures of Support:** Applicants are also encouraged to obtain signatures of support from nearby property owners, businesses and tenants that aren't immediately adjacent to the proposed Parklet.

Please include petitions in the initial Parklet application and submit to the CDOT Right-of-Way Management Section.

Proposed Parklet Location

This is a petition in support of a public Parklet on the _____ side of
(give approximate cardinal direction)

_____ near _____
(name of desired street) (closest address)



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Signatures of Support

By signing this petition, I (we) certify that I (we) support the installation of a public Parklet *at the location described on the first page of this Parklet Petition*.

Address	Property Owner/Leaseholder	Property Owner/Leaseholder Signature	Date	Phone



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