

Development Services

Parklet Permit Application

General Information and Process

What is a Parklet Permit?

A parklet permit allows the use of public right-of-way, such as a public parking space, for the use as an outdoor space or dining area related to an adjacent business in order to promote a more vibrant pedestrian environment.

What is the Process and How Long Will It Take?

Applications are accepted on any business day during business hours. A review for completeness will be conducted within three days of the application intake date. Incomplete applications will be returned to the applicant. Parklet Permit applications are typically reviewed within 30 days.



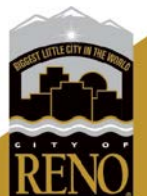
Application Checklist

Applicants must provide all forms, documents, information, and materials listed in the checklist below in digital format. The submission packets must be in the same order as the checklist. Review materials and check the boxes within the column on the left-hand side of the page to confirm submission.

- City of Reno Development Application
- Owner's Affidavit and Applicant's Affidavit
- Supplemental Information
- Hold Harmless Agreement
- Insurance Certificate – A certificate demonstrating that a comprehensive general liability policy has been issued by an authorized representative of an insurance carrier. The certificate shall include a clause for 30-day written notice of cancellation to the certificate holder and shall name the City of Reno as an additional insured.
- Site Plan (see parklet permit site plan guidance section below)
- Supporting Information – Any plans, renderings, reports, or other information necessary to support the request.

Submittal Guidelines

- Combine all necessary items in the checklist into one electronic document (aside from GIS files if applicable).
- If submitting in person, submit one USB drive with all completed forms, materials, reports, and supplemental information.
- If submitting online, create an account on the permitting portal at OneNV.us and submit through the online form.
- Payment of application fees is required within three days of the application being accepted.



Development Services

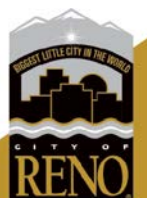
Parklet Program Overview

What is a parklet?

The City of Reno defines parklets as public seating areas that adapt on-street parking spaces into community spaces. Parklets are typically created using one or two on-street parking spaces and converting the parking into a space for seating, landscaping, bike parking, art, dining, etc

Requirements

- Only allowed in a designated on-street parking area, and only on streets with a posted speed limit of **25 mph or less**. Other streets may be reviewed on a case by case basis.
- Parklet use is limited to 10:00 p.m.
- Prohibited in ADA and no parking zones. May be permitted within loading, short-term and commercial loading/unloading zones on a case by case basis provided that the parklet will not create a safety hazard or adversely impact surrounding land uses.
- May not be located within a bus zone or impede access to a public transit stop.
- When replacing on-street parking, a parklet shall be the length (measured parallel to curb) of at least 1 parking space or a minimum of 12 feet in unmarked parking areas.
- When replacing diagonal on-street parking, a parklet shall be the length of two parking spaces.
- Shall not leave an adjacent space that is too small to accommodate less than one full parking space.
- Shall not be located less than 25 feet from a roadway intersection or driveway.
- Shall not block sight distance of motorists at intersections or driveways.
- Shall not be permitted in front of a fire hydrant or above a fire hydrant shut-off valve.
- Shall not be constructed over utility and/or manhole covers.
- Applicants should provide a parking calculation to verify minimum parking requirements are met with the removal of parking for the parklet.
- Requirements for owners to remove or require a revocable occupancy permit to ensure the parklet is cared for and/or removed once the business is out of business.
- The four corners of a parklet shall have a reflective element or other clearly visible design feature to illuminate the parklet at night.
- Prohibited in front of active driveways, crosswalks, on street curves, or where horizontal or vertical sight distance is an issue.
- Shall be maintained free of litter, refuse and debris.
- The area shall be scrubbed/mopped to remove any food or drink stains on a daily basis.
- Chairs and tables should be protected in place to prevent them from being removed or put into the right-of-way.
- Shall have a buffer between the adjacent parking spaces, the sidewalk, and the street.
- Shall have some railing to clarify the separation of the public right-of-way and the parklet.
- Shall be designed to meet ADA accessibility requirements.
- Shall have a clear and direct route to the building.
- Pedestrian access shall include a minimum of a 4 foot wide accessible path that includes a change in texture/material



Development Services

City of Reno Development Application

Project Name: _____

Project Description: _____

The project description should be concise in describing the reason for the application including the specific application triggers, other applications submitted concurrent with this application, and a general description of the proposed use, site improvement, or project.

Pre-Application Meeting Date: _____

Project Address: _____

Assessor's Parcel Number(s): _____

Master Plan: _____ **Zoning:** _____

Site Size: _____ acres

Property Owner Information

Name: _____

Mailing Address: _____

Phone: _____

Email: _____

Applicant Information

Name: _____

Mailing Address: _____

Phone: _____

Email: _____

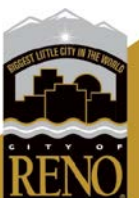
Agent and Contact Information (The person listed as contact will be contacted to attend staff/applicant meetings, answer questions regarding this application, provide additional information when necessary and will receive a copy of the staff report and decision letter.)

Name: _____

Mailing Address: _____

Phone: _____

Email: _____



Development Services

Applicant Affidavit

I am the applicant and/or consultant/firm involved in this petition and the foregoing statements and answers herein contained and the information herewith submitted for a _____ (application type) are in all respects complete, true, and correct to the best of my knowledge and belief. I declare under penalty of perjury that the foregoing is complete, true and correct for the development application case number _____ (to be filled in by City of Reno staff).

Executed on _____, in _____, _____
(date) (City) (State)

Company: _____

Name: _____

Title: _____

Signed: _____

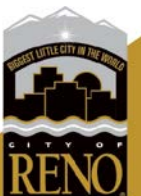
STATE OF NEVADA)
) ss
COUNTY OF WASHOE)

On this _____ day of _____, 20____, _____
(name) personally appeared before me, a Notary Public in and for said County and State, known to me to be the applicant and/or consultant/firm involved in this petition who acknowledged to me that they are authorized to and did execute the above instrument on behalf of said application.

Notary Public

Attachments:

1. Secretary of State documentation, authorization letter, or corporate charter than demonstrates authority to sign for corporate or trust entity.
2. Notary supplement for states and counties differing from that listed above.



Development Services

Supplemental Information for Parklet Permit Applications

The applicant or duly authorized agent of the applicant requests that the Administrator of the City of Reno a parklet permit for the subject area described herein.

Project Analysis

1) Right-of-way Ownership

Identify which agency the right-of-way belongs to?

City of Reno NDOT

2) Alcohol Service

Does the restaurant serve alcohol??

Yes No

Will alcohol be served in the outdoor dining area??

Yes No

If yes to both, the following additional standards apply:

The outdoor dining area must be adjacent the indoor restaurant.

The outdoor dining area must be clearly separated from pedestrian traffic such as through a physical barrier.

Signage must be posted to provide notice to customers that drinking or carrying an open container outside of the outdoor dining area or indoor restaurant is prohibited and unlawful

Project Details

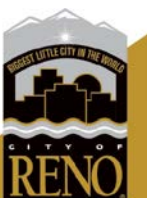
Project Features

Business Name: _____

Parklet Size Area: _____

Proposed No. of Seats: _____

Proposed No. of Tables: _____



Development Services

Parklet Permit Site Plan Guidance

The following should be included on the site plan submitted with this application:

- North Arrow
- All dimensions of the parklet space, building frontage, sidewalk length, and any other applicable items
- Street name and nearest cross street
- Street speed limit
- Building frontage and address of project site
- Show all existing structures or improvements including: signs, parking meters, utilities, sidewalks, driveways, cross walks, manhole covers, ramps, storm drains, landscaping, bus stops, fire hydrants, and any other applicable improvements
- Show all proposed changes, structures, or improvements including: barriers, enclosures, materials, design features, and any other applicable improvements
- Provide a description of the material of the structure encroaching into the public right-of-way

