



**PARKLET PERMIT
APPLICATION PACKAGE**

www.losgatosca.gov/economicrecovery

GENERAL REQUIREMENTS

The operator of the outdoor dining, retail, or personal service area will submit a Parklet Permit to the Town to verify adherence to the following criteria, including authorization from the property owner of any affected private property, or encroachment in front of another businesses store front.

1. All outdoor commercial activities including restaurant service, retail, personal service or other approved commercial activity shall be associated with a legally established/permitted Los Gatos business on an adjacent or near adjacent property.
2. Any outdoor commercial activity shall be operated in conformance with the regulatory requirements of the Americans with Disability Act (ADA), California Building Code, California Department of Alcoholic Beverage Control (ABC), and Santa Clara County Environmental Health Department (DEH) - Public Health Order (PHO) and all other applicable Town, County, State and Federal laws, policies, procedures, statutes and ordinances.
3. Outdoor commercial areas may encroach into the public right-of-way including approved on-street parking spaces and sidewalk space, provided that a minimum width of sidewalk clearance of 48" is maintained. Approval for such encroachments does not require a separate encroachment permit, rather may be granted with the approval of this permit if clearly noted on the required drawings and approved by the execution of this permit.
4. A minimum clear exit width of 48" from all building exits to the public right-of-way must be maintained at all times.
5. Access is maintained for utility boxes, water hydrants, storm drains, and any other equipment per Town standards.
6. Any chairs, tables, umbrellas, etc. placed on the sidewalks must be removed at the end of each business day.
7. Overhead structures, platforms, or electrical work added to the parklet are subject to Building Permit requirements. Separate Building Permit(s) must be obtained as applicable.
8. All outdoor commercial areas must be maintained and kept clean of litter.
9. By signing this permit application, the applicant acknowledges that this permit is issued pursuant to the Town Manager's authority as result of the Town Council adopted Economic Recovery Resolution, thus the authorization is temporary and may be revised or revoked at any time without further notice.
10. Provide the Town with proof of General Liability (GL) insurance with coverage against liabilities for death, personal injury or property damage arising out of or in any way connected with the parklet in the minimum amount of \$1,000,000.00 combined single limit and will name the Town as additional insured under the coverage afforded. Such insurance will be primary and noncontributing with respect to any other insurance available to the Town and will include a severability of interest cross – liability clause.
11. Through the execution of this Parklet Permit, the applicant enters into an agreement that indemnifies the Town in the event injuries or damages that may occur on Town property or the public right-of-way.

SUBMITTAL REQUIREMENTS

1. Complete the Parklet Permit Application General Information Page
2. Provide a floor plan drawn to scale of the proposed outdoor commercial area indicating:
 - a. The business activity or activities that will be taking place in the parklet or adjacent public right-of-way area including sidewalks such as seated dining, waiting area, retail sales, personal service, etc.
 - b. The locations of all proposed tables, chairs, retail racks, tents, canopies, heaters, and other items that will occupy the public right-of-way.
 - c. If the parklet requires electricity, please clearly indicate how it will be supplied.
 - i. Indicate which seats/areas meet ADA requirements. Note: 5% of restaurant seating must meet all ADA requirements and provide an identical dining experience to other outdoor dining seats.
 - d. Indicate the 48" required path of travel on sidewalks and doorway clearance.
 - e. Indicate any additional railing, planters, or other barriers that will be added in the public right-of-way and include the dimensions of each.
3. Provide details for any overhead structures, tents, or canopies.
 - a. If you intend on constructing or installing any type of overhead covering (other than an umbrella), a building permit may be required.
 - b. Provide as much detail as possible on the structure/covering by submitting a drawing, photos, or other specifications.
 - c. Indicate how the tent or canopy will be secured
 - d. Building permit fees may apply.
4. Provide details for any platforms or ramps that address accessibility.
 - a. If a platform will be constructed or modified, please provide a detailed drawing and contractor information.
 - b. To qualify for the 50% grant match program (up to \$2,500), a licensed contractor must be used to build the platform. The grant match will be awarded as a reimbursement following installation and approval/sign-off.
5. Provide proof of insurance to the Town with proof of General Liability (GL) insurance with coverage against liabilities for death, personal injury or property damage arising out of or in any way connected with the parklet in the minimum amount of \$1,000,000.00 combined single limit and will name the Town as additional insured under the coverage afforded. Such insurance will be primary and noncontributing with respect to any other insurance available to the Town and will include a severability of interest cross – liability clause.

Submit your completed Parklet Permit Application and supporting required documents via email to:

Bridgette Falconio

Parklet Project Coordinator

bfalconio@losgatosca.gov

PARKLET PERMIT APPLICATION GENERAL INFORMATION

Business Name	
Address	
Business Owner	
Primary Contact (If different from above)	
Email	
Phone Number	
Type of Business	
Typical Hours of Operation	
Property Owner Name & Email	

Indicate which of the following apply to your business activity on public right-of-way	YES	NO
Use temporary parklet on the street		
Use sidewalk area		
Use public right-of-way in front of another business		
Overhead coverings, other than umbrellas, such as a canopies & tents		
Portable heater or fire pit		
Electricity in the parklet for lighting or other purposes		
Partition in the parklet or on sidewalk (between tables or as a barrier)		
Will require modifications such as a platform or ramp to meet ADA provisions		

Please read and initial each statement below	Initial
I certify that I have read, understand and will comply with all provisions set forth by the Americans with Disability Act as they apply to my businesses.	
I certify that I have read, understand and will comply with all provisions set forth by Santa Clara County Fire as they apply to my businesses.	
I certify that I have read, understand and will comply with all provisions set forth by the Santa Clara County Public Health Order as it applies to my businesses and I will continue to monitor and comply with additional or revised Public Health Directives from Santa Clara County.	
I agree to indemnify, defend and hold harmless the Town of Los Gatos for any damage from any and all liability, claims, demands, damages (whether contract or tort, including personal injury, death at any time, or property damage), costs and financial loss, including all costs and expenses of litigation or arbitration, which result or are claimed to have resulted directly or indirectly from any acts or omissions created as a result of my business activities in public right-of-way; and certify that I have the required insurance coverage and have attached proof to this application	
I understand that the authorization for the use of public right-of-way for commercial business activity is temporary, granted through the adoption of the Economic Recovery Resolution, and may be revised or revoked at any time without further notice and does not convey, nor shall it be construed as conveying, any property interest to the Permittee.	

Please read and initial each statement below	Initial
I certify that I have the permission and support to operate my business activity in front of any neighboring or adjacent business in which my business activity encroaches. (written proof may be required in some circumstances). Mark N/A if this does not apply to your business.	

Mark all supporting documents attached to this permit submittal:	
	Scaled drawing of business activity in public right-of-way as outlined in the Parklet Permit Application Submittal Requirements.
	Specifications of overhead covering, canopy, or tent to be installed
	Specifications of platform or ramp to be installed
	Proof of General Liability (GL) insurance with coverage against liabilities for death, personal injury or property damage arising out of or in any way connected with the parklet in the minimum amount of \$1,000,000.00 combined single limit, and will name the Town as additional insured under the coverage afforded. Such insurance will be primary and noncontributing with respect to any other insurance available to the Town and will include a severability of interest cross – liability clause.

Please sign the section below and return it via email to Bridgette Falconio at bfalconio@losgatosca.gov. Staff will confirm receipt of your documents and will keep you updated as it is processed. Once the application and supporting documents are approved, an executed copy will be returned to you. Thank you!

Business Owner Signature

Date

Printed Name & Title

Approval Notes/Conditions:
Approved By: