



TEMPORARY PARKLET PERMIT PROGRAM GUIDEBOOK

TEMPORARY PARKLET PROGRAM means the program approved by the Dallas City Council in response to the impacts of COVID-19 to permit the activation of on street adjacent parking spaces or sidewalks for use as additional seating or service areas in an effort to assist local businesses with their economic recovery.

APPLICATION

- ✓ A person desiring to host a parklet shall submit an online application with the office of special events. A complete application must be filed three business days before the parklet set up is to begin.
- ✓ An application must be completed in full before it can be invoiced. An application will not be processed, until the application processing fee has been paid.
- ✓ Submission of a complete application does not guarantee a parklet permit will be issued. All requirements must be met prior to permit issuance.
- ✓ Upon receipt of the completed application, the director shall forward a copy of the application to all applicable city departments and partner agencies for review.
- ✓ Open records Notice: The application may be subject to the Texas Open Records Act and may be disclosed to the public upon request.

PERMIT ISSUANCE

- ✓ Applicant may apply for a period up to December 31, 2020.
- ✓ OSE will issue a special event permit for a Temporary Parklet.
- ✓ Each permit shall be issued for a maximum of 10-days with the option to renew for additional 10-day periods. Temporary parklet permits expire December 31, 2020. Only one application is required.
- ✓ The Parklet Permit will be issued within three business days of receipt of a complete application. Incomplete application submissions will result in a delay of permit issuance.
- ✓ **The Temporary Parklet** Permit will be null and void, if all stipulations and requirements are not met.
- ✓ Permit holder agrees that every employee, agent and volunteer associated with the Temporary Parklet will conform to and comply with all laws of the United States, the State of Texas and all ordinances of the City of Dallas. If the attention of the permit holder is called to such violation, permit holder will immediately desist from and correct the violation.
- ✓ Permit holder is responsible for providing a copy of this permit to all participating parties prior to the event start. All parties are responsible for permit compliance.

PERMIT RENEWAL

- ✓ No action is required by the permit holder. Only one application is required.
- ✓ OSE will initiate a brief department review on day seven or eight of the current permit.
- ✓ A permit extension will be issued as long as no issues or violations have been reported.
- ✓ The permit extension will be issued before the original permit expires to ensure that there is no gap in permits.
- ✓ A revised permit/permit extension may include additional requirements and or restrictions.



APPLICATION PROCESSING FEES

- ✓ Base application fee = \$50
- ✓ Alcohol provided fee = \$50
- ✓ Alcohol sales fee = \$150
- ✓ Renewal fees shall be waived

Please note, additional permits and applicable fees may apply.

When the proposed parklet does not fit within the requirements and restrictions of a Temporary Parklet Permit as detailed below an applicant may choose to apply for a special event permit.

Operation of a Parklet

1. Permit holder will select from one of the two following options:
 - a. The parklet is dedicated to the operations of the establishment/permit holder.
OR
 - b. All seating and amenities are free and open to the public.
2. Permit holder will select from one of the two activation models
 - a. Permit holder provides all elements of the Parklet.
OR
 - b. Permit holder allows for the bring-your-own table and chairs model.
3. Permit holder shall identify product model on the application:
 - a. Bring your own food or snacks
 - b. TO GO service only
 - c. Full service – food and beverage
 - d. Alcohol service – beer and wine and/or mixed drinks
 - e. No food or beverage service
 - f. Retail only (groceries, dry goods, whole produce, merchandise, flowers etc.)
 - g. Other (provide details)
4. Parklet activation is limited to the following elements: cafe tables, chairs, benches, bike racks, solar lighting, umbrellas, planters, required street closure apparatus, approved signage, and self-contained portable misting system or battery-operated fans.
5. The following elements are not permitted: generators, combustible fuel, tents, canopies, awnings, bands, large speakers.
6. A temporary parklet may occupy the public space for up to ten hours per weekday or unlimited hours on Friday, Saturday and Sunday. Activation days and hours shall be detailed on the permit.
7. Equipment deliveries and/or set-up may not take place until the permit has been issued unless written approval is provided by the Office of Special Events.
8. Permit holder is responsible for providing and maintaining all elements of the parklet including furniture and amenities.
9. Permit holder provides daily maintenance of the parklet and surrounding area.
10. The permitted area is restored to the original condition and use each day except where semi-permanent elements are permitted.
11. A temporary parklet is portable and is quick and easy to setup and tear down.



12. All portable elements of the activation are removed each day and stored inside the establishment during non-permitted hours.
13. No elements are stored on the sidewalk or on the street other than allowance for a small planter on either side of the establishment's main entrance (shall not impede pedestrian traffic).
14. Nothing is mounted or attached to the street, sidewalk, street posts, lights, or other public items in the Right of Way.
15. No permanent or semi-permanent markings or fixtures may be applied to the street or sidewalk.

Location of a Parklet

1. A temporary parklet may activate in any of the following spaces:
 - a. Up to three on street adjacent pull-in parking spaces
 - b. Up to three on street adjacent parallel parking spaces
 - c. The sidewalk equivalent of up to 3 parking spaces
 - d. Or a combination of the above
2. Public parking spaces must be designated as permanent parking. No time restricted spaces shall be permitted.
3. **Permits are issued for space adjacent to existing businesses to supplement their existing primary use.**
4. Parklet may not occupy a designated ADA accessible parking space.
5. Ensure no public/private parking access is blocked without providing adequate alternate parking.
6. Parklets may not activate within a designated fire lane. Please identify the fire lane on your site plan.
7. Parking spaces are typically 18-20 feet long X 8 feet wide. Please measure your proposed space and provide all dimensions (length and width) on the site map.
8. Provide a 12-foot clearance around fire hydrants and fire department connections (FDC). Fire hydrants must be identified on the site plan.
9. Location of parklet is at least one parking space away from a roadway intersection unless buffered by a curb bulb-out.
10. Parklet elements are placed with a minimum 18" buffer to the adjacent vehicular travel lane.
11. Comply with Visibility Triangle Guidelines. No parklet elements over 2 ½ feet high shall be placed within the **visibility triangle**.
12. Parklets activating on the sidewalk shall allow for a minimum of 5 ft. of unobstructed pedestrian walkway. CBD requires a minimum of 8 ft. of unobstructed pedestrian sidewalk.
13. No interference with existing utility access and maintenance (i.e., manholes, storm and wastewater, electrical, telecom, provide access to weekly garbage truck routes, etc.).
12. A Temporary Parklet cannot interfere with other curb uses. Conflicts with existing curb uses that will result in denial of the permit application includes:
 - a. fire hydrant
 - b. valet operation
 - c. bus stop or transit station
 - d. loading zone
 - e. taxi zones
 - f. handicap-access parking spaces
 - g. other specially designated zones

Site Plan

1. Submit a complete site plan with the application.



2. The **site plan** should be a drawing with a legend indicating all elements of the parklet including the parklet perimeter, café tables, chairs, benches, bike racks, solar lighting, umbrellas, planters, safety apparatus, signage, hand sanitizer, fire hydrants, fire lanes, and self-contained portable misting system or battery-operated fan.
 - The site plan shall include **all applicable dimensions**: depth, width and length of the parklet; width of unobstructed pedestrian sidewalk; distance from adjacent intersections, driveways, or pedestrian crosswalks; call out the 18" buffer to the adjacent vehicular travel lane and the clearance from fire hydrants
 - NOTE: parking spaces are typically 18-20 feet long X 8 feet wide. Please measure your proposed space provide all dimensions on the site map to expediate the review process.
3. The site plan will be included with permit issuance and parklet activation shall reflect the permitted site plan.

Occupancy Load

1. Permit holder is responsible for monitoring occupancy and for complying with occupancy maximum as listed on the permit.
2. Seating is required for each visitor and occupancy cannot exceed the number of seats provided.
3. Standing room only areas are not permitted.

Insurance

1. An applicant for a permit to hold a parklet shall procure and keep in full force and effect for the duration of the event insurance written by an insurance company approved by the State of Texas and acceptable to the city and issued in the standard form approved by the Texas Department of Insurance. All provisions of each policy must be acceptable to the city.
2. Each policy must name as the certificate holder, "City of Dallas 650 S. Griffin St., Dallas, TX 75202" and must also include, "its officers and employees and appointed representatives" as additional insureds.
3. The coverage provisions of each policy must provide coverage for any loss or damage that may arise to any person or property by reason of the conduct of the parklet by the applicant.
4. The policy must include setup and teardown dates.
5. Provide the City of Dallas a Waiver of Subrogation on General Liability, Automobiles, Umbrellas and Workers' Compensation policies.
6. The applicant/permit holder is responsible for theft, loss, or damages to City owned property that result from this parklet.
7. A parklet permit will not be issued until the insurance requirements have been verified by OSE/City.
8. **The applicant shall provide to OSE an original certificate of insurance completed by an authorized agent of the insurance company and evidencing each insurance coverage required below prior to permit issuance.**
Insurance is required in the following types and amounts:
 - a. **Commercial general liability insurance** must be provided with combined single limits of liability for bodily injury and property damage of not less than \$500,000.
 - b. **Liquor liability insurance** of \$1,000,000 if parklet will be used for alcohol consumption.
9. In addition to the insurance requirements listed above, the director may require **additional insurance** for a permit if such additional insurance is recommended by the city's risk manager as being necessary for the protection of the city or the public health, safety, and welfare.



Public Safety and Parklet Perimeter

1. The Dallas Police Chief has determined that public safety services will be provided via the 911 emergency response system.
2. Permit holder shall ensure parklet patrons and guests are safely buffered from traffic.
3. Provide a physical barrier alongside the travel lane and adjacent to active parking spaces.
4. Provide all safety apparatus as determined by the Department of Transportation and detailed in the permit.
5. Safety apparatus may include Jersey barricades, Planters, Type III lighted barricades, Wheel blockers etc.
6. Required safety apparatus may be permitted as semi-permanent.
7. A semi-permanent platform erected into the parking lane to align the grade of the sidewalk and parking area may be permitted.
8. Semi-permanent elements are not portable and may remain in place for the duration of the permit.
9. All permitted semi-permanent elements must be removed within 24 hours of permit expiration.
10. Install regulatory proper traffic control devices with reflectors on each end of the temporary parklet zone that abuts traffic lanes or active parking spaces to separate parklet patrons and guests from vehicular traffic.
11. Permit holder is not permitted to close streets, lanes, sidewalks, parking spaces other than those identified in this permit.
12. Ensure no traffic lanes, parking spaces, public/private driveways, or sidewalks other than those detailed in this permit are obstructed.
13. Ingress and egress must be allowed to all businesses and residents. Ensure no resident or employee is denied access or egress from his home or place of business.
14. Ensure event equipment used for set-up is not in the street or blocking the public right of way outside of the approved footprint.
15. Ensure all electrical cords, cables, hoses, etc. used during setup and teardown are covered by cable protectors. These items will not be permitted when the parklet is open for business.
16. Permit holder is responsible for providing security staff as required.
17. Temporary parklet elements shall not impede site distance.

DFR - EMS Services

The Dallas Fire Rescue Chief has determined that Emergency Medical Services will be provided via the 911 emergency response system.

DFR - Fire Prevention

Parklets may NOT include any of the following elements:

- a. tents
- b. liquid propane gas use
- c. generators using combustible fuel
- d. pyrotechnics including sparklers and cold pyro
- e. any candles or open flames

Alcohol

1. Applicant shall identify on the application the name of the TABC permit holder that is responsible for providing alcohol related services to the Parklet.
2. Temporary parklets that will be serving alcohol, must receive permission from the **TABC** to modify their licensed premises. Please contact TABC by emailing cateringarlingtonregion@tabc.texas.gov to request the



appropriate forms that will be required for approval to accommodate the temporary parklet. *Compliance with all TABC regulations is required.*

3. Ensure the following signage is visibly posted at each entry/exit point:
“No Outside Alcohol Allowed”
“No Alcohol Beyond This Point”
4. Applicant is responsible for providing adequate staff members/private security to ensure compliance with all TABC regulations including enforcing age and alcohol stipulations.

Parklet Parking Impact

1. Rationale for activation of parking spaces: COVID-19 has required occupancy reductions and the assumption is that there will be a corresponding availability of parking spaces.
2. Parking plans will be required with the application once restaurant occupancy restrictions are lifted.
3. Applicant may be required to identify and/or provide adequate parking for patrons and guests.
4. Applicant shall identify the specific parking spaces to be activated and if these spaces are metered, managed by a pay station or free.
5. **Meter Hooding**
 - a. Applicant shall secure a meter hooding permit for each metered or pay station parking space to be activated from the City of Dallas, Transportation Department, Parking Services Division. 320 E. Jefferson Blvd. 1st Floor Room 100 Dallas, TX 75203 or calling at (214) 671-1324. Along with the [Application for Parking Meter Hooding](#).
 - b. Failure to secure a meter hooding permit for the duration of the parklet permit will render the Parklet Permit null and void.
6. **“No Parking - Towing Enforced”** signs should be installed 24 hours prior to parklet installation.
 - a. “No Parking - Towing Enforced” signs must be purchased from the city – no other outside signs are permitted on the public right of way.
 - b. Signs are available at 320 E. Jefferson Blvd., room 212, at a cost of \$2.50 each with a meter hooding permit and \$5 each without one. Customers can pay for the signs and pick up the signs in room 212.
 - c. “No Parking - Towing Enforced” signs must include the date and time of parking restrictions.
 - d. Parking may be restricted for one hour prior to parklet opening and one hour after parklet closes each day to allow for set-up and tear-down.
 - e. Permit holder is responsible for ensuring “No Parking - Towing Enforced” signs are unobstructed from view, within direct line of sight of each restricted parking space and that the signs stay in place. Towing cannot be enforced if signs are not visible at time of towing.

Property Authorization

1. Applicant shall secure permission from the property owner if utilizing any public or private property other than property owned exclusively by the applicant as listed on the application. Submit the [Parklet Property Owner Authorization Form](#) with the application.
2. Secure permission from the property owner and/or tenants if utilizing any public or private property that is immediately adjacent to another establishment. Submit the [Parklet Property Owner Authorization Form](#) with the application.

Temporary Signage

1. The applicant shall identify on the application all temporary signs to be installed within the parklet.
2. Signs should not cause any visibility obstruction to vehicular traffic at any time.



Accessibility

1. Provide a minimum of one ADA accessible seating area.
2. Parklet may not occupy a designated ADA accessible parking space.
3. Ensure no resident or employee is denied access or egress from his home or place of business.
4. **Ensure no public/private driveways are obstructed.**
5. **Ingress and egress must be allowed to all businesses and residents.**
6. Sidewalk activation shall allow for general pedestrian traffic. No pedestrian pathways may be completely blocked. Allow a minimum of 5 ft. of unobstructed pedestrian access and in CBD 8 ft. of unobstructed pedestrian access

Notification Requirements

1. Deliver written notice to all owners and occupants of real property abutting the parklet and all those impacted by the parklet a minimum of **24 hours** prior to the first activation date (mail, hand delivered, or email). The written notice must include the following information:
 - a. name of establishment permitting the parklet;
 - b. approved dates, times, and location;
 - c. description of the parklet;
 - d. onsite contact name, email and phone number as provided on the application;
 - e. "An application for a Temporary Parklet Permit has been filed. Concerned persons may contact the Office of Special Events at 650 S. Griffin Street, Dallas, 75202 or (214) 939-2701.
2. The City will contribute to the notification process in the following ways:
 - a. OSE will post parklet information on OSE website with hyperlink to business website and contact information.
 - b. Council members are encouraged to post district specific parklet details to social media from the OSE weekly report.

Onsite Contact

1. Applicant shall provide the name, phone number and email of the designated onsite contact on the application.
2. The onsite contact information provided on the application must be included on all community notifications, on any applicable website, and will also be included on the Parklet Permit, OSE website and any other communication distributed by OSE.
3. The onsite contact must be responsive to inquiries and/or complaints and may receive inquiries diverted from OSE, 311, DPD, or any residents using the onsite contact's posted information.
4. The onsite contact shall log all inquiries and complaints and **submit the online [Public Information Officer Log](#)** as requested by OSE or **within 48 hours of the permit expiration**. A log is not required if the onsite contact does not receive any inquiries or complaints.

Outdoor Amplified Sound

1. Outdoor amplified sound is permitted by city code between the hours of 8 a.m. and 10 p.m. only.
2. A parklet permit does not override the City of Dallas Code on Noise Regulations ([Article VI Environmental Performance Standards, SEC. 51-6.102. Noise Regulations](#)).
3. Ensure that sound equipment noise level is not so loud as to disturb nearby residents and does not violate the City of Dallas Code on Noise Regulations.



4. If any complaints are received, the requirement will be to turn the music down or completely off regardless of the time. Call 911 with any complaint.

Vendor Requirements

1. Permit holder is the exclusive vendor.
2. No Food Trucks or outside vendors will be permitted as part of the activation.

Sanitation

1. Permanent on-site/indoor restrooms shall be accessible to parklet patrons and guests.
2. If **utilizing** restrooms owned by another establishment then written approval is required at the time of application. **Submit to OSE the [Parklet Property Owner Authorization Form](#) with the application.**
3. Hand washing stations must be provided in conjunction with all restroom facilities and in all areas where food is sold. A hand washing station is to be comprised of running water with liquid soap and disposable paper towels OR hand sanitizer dispensers.
4. Provide a minimum of one hand sanitizer stand readily accessible to parklet patrons and guests.
5. The permit holder is required to make adequate provisions for maintaining the cleanliness of the parklet and surrounding area, both during and upon the end of the daily activation of the parklet, and to return the parklet and the surrounding area to the same condition of material preservation and cleanliness as existed before the parklet.
6. All litter, trash and debris must be removed from the site daily.

Permits and Licenses

The applicant is responsible for securing all applicable permits and licenses. **Failure to obtain all applicable permits as detailed below will render the Parklet Permit null and void.**

1. Temporary parklets that will be serving alcohol, must receive permission from the TABC to modify their licensed premises. Please contact TABC by emailing cateringarlintonregion@tabc.texas.gov to request the appropriate forms that will be required for approval to accommodate the temporary parklet. *Compliance with all TABC regulations is required.*
2. Obtain a Health Permit for food and beverage distribution/sales from Code Compliance Food Protection Division by calling (214) 670-8083.
3. Obtain applicable permits from Sustainable Development and Construction Department by calling (214) 670-8160 or (214) 948-4480 for construction of platforms/flooring over 30 inches in height.
4. Obtain approval for use of water hydrant from the Water Department by calling (214) 671-9237.
5. Obtain a permit for use of city parking from City Parking Services by calling (214) 670-1324.
6. Obtain a permit for the use of heavy equipment or scaffolding during parklet set-up/tear-down from Traffic Safety by calling (214) 670-5896 or (214) 670-1885.
7. **Copies of all permits must be on hand and available for review upon request.**

Addressing COVID-19

1. Take all appropriate actions recommended to reduce the spread of COVID-19.
2. Ensure compliance with all regulations and guidelines including but not limited to occupancy limits, social distancing, providing staff with supplies and training in accordance with current state and/or local orders.



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Enforcement

1. A Parklet Permit is subject to field inspections and permit holder shall address all concerns and items identified by inspectors.
2. Permit holder is responsible for providing a copy of the Parklet Permit to all field inspectors.
3. Permit holder and or site contact shall meet city site inspector at the parklet site within one hour of being contacted by city site inspectors by telephone or email.

All items identified in RED shall be provided to the Office of Special Events (OSE) prior to permit issuance.





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