

Parklet Application Checklist

Permit Fees

- Application fee: \$150
- \$750 per metered parking space required for the proposed parklet
- \$375 per non-metered parking space required for the proposed parklet
- Annual renewal fee: \$150 plus \$750 per metered parking space and/or \$375 per non-metered parking space

Site Plan

- The footprint of the proposed parklet, including sufficiently detailed information to illustrate the design elements on either end of the proposed parklet.
- All property lines, right-of-way lines, sidewalk width, parklet length and width, existing parking stalls, and surface obstructions (e.g., fire hydrants, streetlights, parking meters, street trees, utility access covers) within fifteen feet of the occupied area.
- The number(s) on all parking meters that are to be removed must also be included in all drawings. These numbers are generally posted on the meter.
- Provide as much detail as possible to aid in Metro's review of the application.

Parklet Programming

- Indicate what type of elements the applicant is proposing on the parklet (e.g., tables and chairs, benches, landscaping, bike parking, etc.) and provide a maintenance plan for the parklet. This should include information such as whether the elements will be removed from the public right of way each day, seasonal management, and management during inclement weather.

Letter(s) of Support

- A letter from fronting property owners is required. Each applicant must adequately and robustly involve the surrounding community in the development of the proposal by involving neighbors and tenants of the subject property, as well as any existing merchant or neighborhood groups. The applicant must provide reliable and verifiable documentation of this support in the form of letters, petitions, emails, etc.

Indemnity and Hold Harmless Statement, Proof of Insurance

- Each applicant shall provide a signed agreement to defend, indemnify, save, and hold harmless the city and all its officer, agents, or employees from any liability for



damages resulting from any and all operations under the permit in a form approved by the metropolitan attorney.

- Proof of insurance, in an amount of not less than one million dollars, in a form acceptable to the metropolitan government, from a company licensed to do business in the State of Tennessee, must be furnished with the application.

Permit Application

- For those applicants with an accepted conceptual application; the next step is to submit a construction permit application and fully detailed site plan, including but not limited to items such as cross sections, elevations, structural details, safety treatments, existing utilities, and maintenance of traffic plans. Metro staff will work with the applicant in a collaborative fashion during this period to ensure that the parklet design is appropriate and that the final drawings produced meet requirements.

Other Permits

- In conjunction with the parklet right-of-way permit, the applicant is required to obtain any other applicable permits that may be required by other agencies.