



Business
Permit



Date	_____
Tracking Number	_____

PARKLET PERMIT APPLICATION (PILOT)

PROPERTY INFORMATION

Property Address

Apt/Ste No.

Business Name

Use of Property

Occupational License No.

APPLICATION REQUIREMENTS

Contact Name

Address

Zip Code

Phone

Email

OPERATING HOURS

Parklets may only operate between 8:00 am and 10:00 pm (or 8:00 am and 12:00 am in the CBD). Please describe your proposed parklet use operating hours below.

REQUIRED ATTACHMENTS

1. A plan must be submitted on 8.5" x 11" paper or in a digital format. This plan does not need to be to scale, but must show exact length and width dimensions of the parking lane in front of the business. The plan must include an outline of the area to be used as the parklet, a diagram of the locations of barriers, a seating plan clearly showing distance between tables and chairs that meets the requirements of the Louisiana State Fire Marshal (available at opensafely.la.gov).
2. A certificate of insurance showing general liability coverage with limits of not less than \$500,000 per occurrence/\$1,000,000 per aggregate combined single limit for bodily injury and property damage liability. The insurance certificate must name the City of New Orleans as an additional insured and must provide for thirty-days written notice to the Department of Safety and Permits if coverage is substantially changed, cancelled, or not renewed. For insurance purposes, the City of New Orleans' address is 1300 Perdido St., New Orleans, LA 70112.
3. A copy of the applicant's current occupational license.
4. Pictures, catalog sheets, or detailed drawings of all elements to be used in the parklet, including but not limited to chairs, tables, planters, barriers, etc.

REQUIRED FEES

Non-Refundable Application Fee:

- Application fees have been waived through December 31, 2020.

Meter Rental Fees:

- Application fees have been waived through December 31, 2020.



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APPLICATION REQUIREMENTS

- Completed Application
- Site plan showing:
 - ADA-compliant seating
 - Proposed area of parklet
 - Proposed seating layout
- Proof of a \$1,000,000 general liability policy with the City of New Orleans listed as an additional insured
- Inspection of the proposed parklet (to be conducted by DPW)
- Written permission from the adjacent property owner if the parklet encroaches in front of their property

PARKLET LOCATION REQUIREMENTS

- Parklets can be placed in parking lanes only, not in fire lanes or other travel lanes
- Parklets must be placed a minimum of 15' from fire hydrants, 20' from stop signs, crosswalks, and corners, and 3' from driveways
- Parklets cannot be placed in Bus Stop/Bus Zone areas
- Parklets cannot be placed in Cab Stand or Hack Stand areas without written permission from GTB
- Parklets are only allowed on streets with a speed limit of 30 mph or less
- Parklet areas will be limited to the property frontage of the requesting business unless the adjacent property owner provides written permission to encroach
- Every location will be assessed for feasibility on a case-by-case basis. Road geometry, parking restrictions, and other necessary usages on the block or impacts from losing curb space.
- Parklets are not permitted on roads under the jurisdiction of the Louisiana DOTD

PARKLET OPERATION REQUIREMENTS

- All parklets must follow relevant state and City public health guidelines.
- Parklet operators must place a copy of the permit in a visible and prominent location that can be viewed by approaching road and sidewalk users

PARKLET DESIGN REQUIREMENTS

- The City will provide barriers for use in the parklet. No additional public right of way space outside of the provided barriers may be used.
- Everything placed must be movable; nothing may be drilled into or permanently affixed to the roadway
- Nothing may be placed that obstructs visibility of any regulatory signage
- If ADA-compliant seating is not provided elsewhere on site, a portable ramp must be provided by applicant
- Care must be taken near driveways to ensure adequate sight lines for vehicles exiting the driveway onto the street
- Sidewalk access must be maintained at all times
- The grade of the road must be ADA compliant (under 2% slope) or ADA-compliant seating must be provided outdoors elsewhere on the property, such as in a courtyard or permitted sidewalk cafe
- The operator is responsible for ensuring that barriers do not shift into an unsafe position
- No tents may be used in a parklet.

HOLD HARMLESS AGREEMENT

For the temporary use of the portions of the roadway specified in this application and its attachments, We, the undersigned, agree to save and hold harmless the City of New Orleans from all costs and damages which are or may be caused by any activity, condition, or event arising out of the temporary use of the portions of the roadway specified in this application and its attachments;

We also agree to comply with the provisions set forth in the permit issued as a result of this application;

We are also aware that the typical insurance policy may not provide us with coverage for accidents that may occur off of our private property and in the public right-of-way;

We also agree that even if barriers between the parklet and right of way are placed by the City or its contractor, it is our responsibility to ensure that the barriers remain in a safe position, and assume all liability arising from or related to the failure to do so.

Applicant Signature: _____ Date: _____

ACKNOWLEDGEMENTS

I certify that the above information is true and correct to the best of my knowledge. I understand that the City of New Orleans is authorized to suspend or revoke a permit or license issued under the provisions of its Municipal Code wherever a permit or license is issued in error or on the basis of incorrect, inaccurate or any false statement or misrepresentation, or in violation of any ordinance or regulation or any of the provisions of the City of New Orleans Municipal Code, the Comprehensive Zoning Ordinance, the International Construction Code or International Fire Code as adopted by the City of New Orleans. Fines and penalties for misrepresentation of material facts will be assessed in accordance with City of New Orleans ordinances and State of Louisiana Revised Statutes.

Applicant Signature: _____ Date: _____