



GARLAND
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TEMPORARY PARKLET ELIGIBILITY CHECKLIST

Department of Planning &
Community Development
800 Main Street 2nd Floor

Ph: (972) 205-2445 Fax: (972) 205-2474

Submittal Instructions: After completing the Temporary Parklet Eligibility Checklist, email this downloadable and fillable form as an attachment to Planning@GarlandTX.gov. Also include a photo or aerial image of the site, identifying the specific parking spaces on which you are proposing to install the parklet. Once the eligibility of a site has been determined, City staff will email the parklet sponsor instructions on how to submit the Temporary Parklet Application.

Contact Information

Name of person sponsoring parklet:

Phone number and e-mail of parklet sponsor:

Name and address of business (establishment) associated with parklet:

Phone number of business (establishment) associated with parklet:

Name, phone number and e-mail of owner of business (establishment) associated with parklet (if different from parklet sponsor):

At this point of the process drawings of the proposed parklet are not required. However, some information regarding the installation site of the parklet is needed to determine the eligibility of the proposal prior to submitting a Temporary Parklet Application with supporting documents. The standards set forth below are minimum standards and eligibility is determined based on the site meeting all of them as verified by the City staff site visit. Place a checkmark in the box next to each standard to indicate the site is in full compliance.

Note: All distances and dimensions must be provided in feet and inches.

- The parklet must be located on a roadway with a speed limit of 35 mph or less.
- The parklet must be associated with a business that primarily sells food and/or beverages such as a restaurant or coffee shop; and the parklet must be located on the same side of the street as the business it will serve.
- The parklet must be within a dedicated parking lane in the right-of-way and must occupy a minimum of two and a maximum of three parking spaces. Please indicate the number and type (parallel or angle) of parking spaces that will be taken by the proposed parklet:
_____parking spaces.
Also, indicate size (length, width and height) of proposed parklet:_____
- The parklet must be located directly in front of the establishment it serves and have a maximum width equal to or less than the establishment frontage.
- A 60-foot clearance must be maintained between the parklet and the nearest bus stop located on the same side of the street.
- Unless the applicant can prove and ensure visibility to moving traffic and parking cars, the parklet must be placed at least one parking space away from street corners, crosswalks and street-alley intersections. Furthermore, the parklet must not be placed within the intersection sight triangles.
- Unobstructed access to fire hydrants must be maintained at all times. The parklet must not be placed near fire hydrants, fire department inlet connections or fire protection system control valves in a manner that would prevent such equipment or fire hydrants from being immediately discernible. The fire department must not be deterred or hindered from gaining immediate access to fire protection equipment or fire hydrants. A 3-foot (914 mm) clear space must be maintained around the circumference of fire hydrants, except as otherwise required or approved.

- The parklet must not be placed in a manner that restricts access to any dumpsters, garbage receptacles, private or public utilities (e.g. electrical poles, street lights, underground utility access, electrical transformer vaults, etc.) nor be placed over any utility appurtenances, valves, manholes, meters, etc.
- Provide distance between the installation site and nearest stormwater inlets. Also, indicate if you are planning on including a platform as part of your parklet installation: _____

Please note the following:

- The parklet must not impede the flow of curbside stormwater drainage.
- Appropriate separation between the parklet and nearest stormwater inlets will be determined by the City Engineering Department.
- The parklet sponsor might be required to submit a drainage study to the City to determine the impact the placement of a platform can have on stormwater drainage (a platform is an optional element of the parklet, see the Parklet Design Standards in the Temporary Parklet Manual).

- A 6-foot clearance shall be maintained between the parklet and drop boxes/kiosks (e.g. FedEx, UPS, etc.).

Once filled out print, date, sign and send form as an attachment to Planning@GarlandTX.gov

Signature _____ Date _____