



PERMANENT PARKLETS

Please complete and submit the information below for review of a permanent parklet. Permanent parklets are permitted in the Central Business District overlay within downtown. Parklets convert public parking spaces into outdoor dining or community space. Please refer to Medford Municipal Code Sections [2.185\(11\)](#) and [5.310\(2\)](#). For additional details, see the [Parklet Design and Construction Standards](#) found in Administrative Regulation 615 (615-F-1).

Note: A pre-application conference is a prerequisite to submitting the permanent parklet application.

1. APPLICANT/AGENT INFORMATION (If a corporation, list all principals)

Name _____

Address _____ City _____

State _____ Zip Code _____

Email _____

Telephone (Business): _____ (Other) _____

2. PROPERTY OWNER INFORMATION

Name _____

Address _____ City _____

State _____ Zip Code _____

Email _____

Telephone (Business): _____ (Other) _____

3. PROJECT DETAILS

Type of Parklet Select one: Outdoor Dining
 Community Space

Street Location: _____

Property or Business Address Associated with Parklet: _____

Number of Parking Spaces proposed: One Space
 Two Spaces

Business Hours of Operation: _____

4. REQUIRED SUBMITTALS

- Pre-Application Conference Completed
List the associated file number:

- Site Plan to scale (1 hard copy and 1 electronic) – Please show the following:
 - o Street location
 - o Parklet Diagram (see below for example)
 - o Public Street Utility Infrastructure (fire hydrants, fire connections on buildings, manholes, water valves, storm drains, street lights, loading zones, etc.)
 - o Public Street Amenities (garbage cans, benches, bike racks, light poles, signs, etc.)
 - o Pedestrian Accessible Route along adjacent sidewalk
 - o Street trees and tree wells
 - o Bike lanes on the street (if applicable)
 - o Parklet design elevations (including dimensions), safety buffer, platform, and proposed materials
 - o Proposed landscaping or vegetation on or around the parklet
 - o Wheel stops and flexible delineator posts (location and type)
 - o Parklet features (Number of tables, chairs, umbrellas, heaters, etc.)
 - o Location, dimensions (2 square feet maximum), and text of signage
- Signed consent forms from adjacent property owner (ONLY if shade coverings or vertical elements are being proposed)
- Signed consent forms from adjacent business owner (ONLY if shade coverings or vertical elements are being proposed)
- Copy of General Liability Insurance Information (\$1,000,000/\$2,000,000); City of Medford named as Additional Insured by Endorsement and attached to Certificate of Insurance when submitted
- Copy of Indemnity and Hold Harmless Agreement Form signed
- Copy of Liquor License to serve outside (if applicable)

5. SUBMIT THE APPLICATION AND REQUIRED DOCUMENTS

- Submit the package (one paper copy and electronic submittal required)
 - Electronic submittal options:
 - o Send via email to planning@cityofmedford.org
 - o Submit on a flash drive or other USB storage device (will not be returned)
 - Paper submittal options (one paper copy required):
 - o Physical address: 200 S. Ivy Street, Medford, OR 97501
 - o Mailing address: 411 W. 8th Street, Medford OR 97501
- Fee
 - o \$275
 - o \$500 deposit for removal of parklet
 - o Checks made payable to *City of Medford*
 - o Pay at time of application submittal to the Planning Department

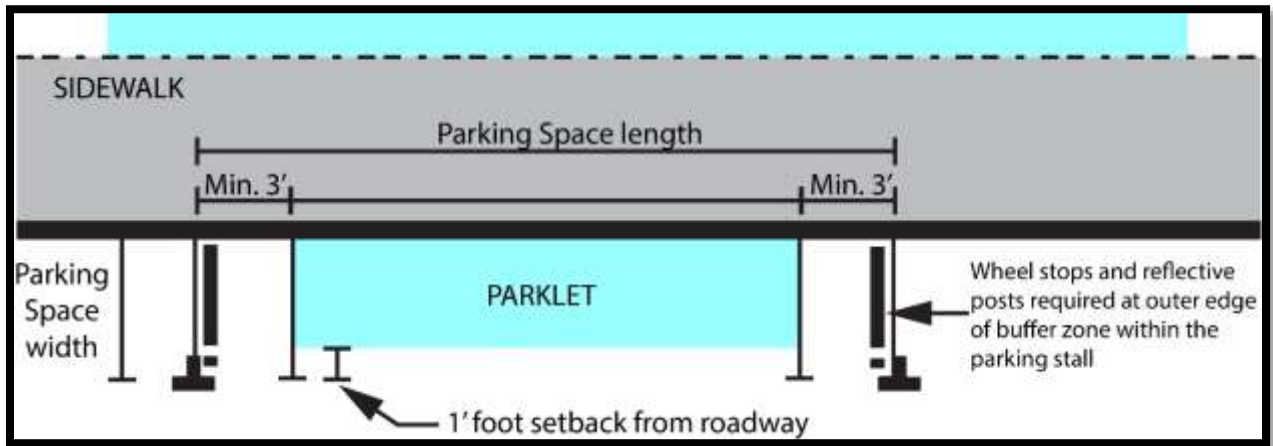
6. I HEREBY STATE THAT THE FACTS RELATED IN THE ABOVE APPLICATION AND THE PLANS AND DOCUMENTS SUBMITTED HERewith ARE COMPLETE, TRUE, CORRECT, AND ACCURATE TO THE BEST OF MY KNOWLEDGE.

Signature _____ Applicant Agent Owner
Print Name _____ Date: _____

7. AS OWNER OR APPLICANT, I UNDERSTAND THAT THIS PARKLET PERMIT IS REVOCABLE AND I ACKNOWLEDGE THAT THE CITY HAS THE RIGHT TO REQUIRE TEMPORARY REMOVAL FOR STREET MAINTENANCE OR OTHER CITY BUSINESS OR REVOKE THE PERMIT ENTIRELY.

Signature _____ Applicant Owner
Print Name _____ Date: _____

PARKLET DIAGRAM EXAMPLE



PERMANENT PARKLETS - WRITTEN CONSENT OF PROPERTY OWNER

I/We, _____, the property owner(s) of

Address _____ Tax Lot(s) _____ on Jackson County Assessor Map

_____, hereby consent to the filing of a permanent parklet application to

be placed on the street near my/our property.

Signed: _____

Print
Name: _____

Date: _____

Signed: _____

Print
Name: _____

Date: _____

Signed: _____

Print
Name: _____

Date: _____

Signed: _____

Print
Name: _____

Date: _____

PERMANENT PARKLETS - WRITTEN CONSENT OF BUSINESS OWNER

I/We, _____, the business owner(s) of

Address _____ Tax Lot(s) _____ on Jackson County Assessor Map

_____, hereby consent to the filing of a permanent parklet application to

be placed on the street near my/our business.

Signed: _____

Print
Name: _____

Date: _____

Signed: _____

Print
Name: _____

Date: _____

Signed: _____

Print
Name: _____

Date: _____

Signed: _____

Print
Name: _____

Date: _____

PERMANENT PARKLET - INDEMNITY AND HOLD HARMLESS AGREEMENT

In consideration of being allowed to use a portion of the City right-of-way for business purposes, and by signing below, Applicant/Owner hereby: a) releases, waives, agrees to hold harmless, and covenants not to sue City, and any agent, officer or employee of the City, for any and all liability, loss, damage, claim or demand, on account of injury to persons or property while using the designated portion of City right-of-way authorized for Applicant's use by this permit; b) assumes all responsibility and risk associated with all conditions, hazards and potential dangers in, on, or about the designated portion of City right-of-way authorized for Applicant's/Owner's use by this permit; and c) agrees to release, indemnify and hold harmless the City of Medford and its respective elected officials, officers, employees and agents from all loss, injury, damage or liability to persons or property arising out of Applicant's/Owner's use of the designated portion of City right-of-way authorized for Applicant's/Owner's use by this permit.

Signature _____

Applicant

Owner

Print Name _____

Date:
