



**APPLICATION FOR PARKLET PERMIT**

**NOTICE TO APPLICANT:** Completed applications for Parklet Permits will be reviewed within ten business days of receipt of the application and fee. Refer to the accompanying Parklet Quick Reference Guide for additional information.

New Application

Renewal

**TO BE COMPLETED BY APPLICANT OF BUSINESS ADJOINING PROPOSED PARKLET:**

Business Name: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Property Owner(s), if different from Applicant: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Applicant's Legal Interest in Property: \_\_\_\_\_

**LOCATION OF PROPERTY ADJOINING PARKLET:**

Street Address: \_\_\_\_\_

Nearest Cross Streets: \_\_\_\_\_

Sidwell Number(s): \_\_\_\_\_

Current Zoning and Land Use (Applicant's Property): \_\_\_\_\_

Current Zoning and Land Use (Adjacent Properties): \_\_\_\_\_

**SUBMIT THE FOLLOWING:**

1. Sketch plan\*
2. Photographs or manufacturer’s details of outdoor seating furnishings and fixtures. \*
3. Signed Hold Harmless Agreement (Template provided by City.)
4. Certificate of Liability Insurance
5. Liquor Liability Policy or Certificate of Liability Insurance (Only required if alcohol is served.)
6. Parklet Permit Fee (New Application: \$450, Renewal \$200)

\*Refer to Parklet Quick Reference Guide for items to be delineated and information to be provided.

Failure to provide true and accurate information on this application shall provide sufficient grounds to deny approval of a Parklet or to revoke approval.

Check here if this is a renewal application and the proposed parklet will be identical to the previous year’s submission. If so, a sketch plan and details of the proposed furnishings are not required.

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**PROPERTY OWNER’S APPROVAL: *(Initial each line)***

\_\_\_\_\_ I hereby authorize the employees and representatives of the City of Berkley to enter upon and conduct an inspection and investigation of the above-referenced property.

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**APPLICANT’S ENDORSEMENT: *(Initial each line)***

\_\_\_\_\_ All information contained therein is true and accurate to the best of my knowledge.

\_\_\_\_\_ I acknowledge that the City and its employees shall not be held liable for any claims that may arise as a result of acceptance, processing or approval of this application.

\_\_\_\_\_ I hereby acknowledge that fee obligations must be satisfied prior to permit approval.

\_\_\_\_\_ I hereby acknowledge that building and trade permits may be required based on the scope of the parklet proposed.

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Signature of Applicant

Date

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Applicant Name (Print)

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Signature of Property Owner Authorizing this Application

Date

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Property Owner Name (Print)