



PARKLET PERMITS

QUICK REFERENCE SUBMISSION GUIDE

Parklet Permits require review and approval annually by the City of Berkley Community Development Department. Below is a guide to submission requirements and regulations to be aware of for parklets. Please contact the Community Development Department at building@berkleymich.net or 248-658-3320 if you need additional information. **Refer to Section 106-310 of the Zoning Ordinance for detailed location, design and operating requirements.** This guide is only meant to provide a quick reference of submission requirements.

General Requirements

- All Parklet Permits must be renewed annually after initial approval, expiring on December 31st of the current year. If changes are proposed to a previously approved parklet, a new application must be submitted and a new parklet permit issued.
- Once a Parklet Permit has been approved, an applicant may proceed with installation. Method of construction will determine the number of inspections required. Inspection should be scheduled through the Community Development Department.
- Parklets on public property or in the public right-of-way are limited to operating April 1st through October 31st.
- Accent lighting is permitted but limited to the hours of operation of the outdoor service area.

Submittal Requirements

- Sketch plan that must include:
 - Distance to the nearest residential zoning district or single-family residence.
 - General location and dimension of sidewalks, streets and parking spaces.
 - Location of proposed parklet, including width, length, frontage, distance to nearest intersection or crosswalk, distance to nearest auto or bicycle lane and distance to any adjacent parking spaces.
 - Location of the primary entrance for the adjoining (applicant) business and any street furnishings.
 - Location of proposed platform enclosures.
 - Details of any hardware used in the construction of ramps and platforms.
 - Location of all furnishings.
 - Location of outdoor lighting fixtures (if proposed) including the location of wiring.
 - Location of on-site driveways and adjacent alleys.
- Manufacturer's specifications for outdoor fixtures and furnishings such as seating, tables, portable heaters, lighting, umbrellas, etc.
- Signed Hold Harmless Agreement (City provided template).
- Permit fee (\$450 for new applications, \$200 for renewals).

Situational Requirements

- For parklets utilizing ramps and/or platforms:
 - Ramp and platform details required with submission.
 - Hardware details (i.e. fasteners) required with submission.
- For parklets in the public right-of-way or on public property:

- Certificate of Liability Insurance naming the City as an additional insured required with submission.
- For parklets serving alcohol:
 - Liquor Liability Policy or Certificate of Insurance naming the City as an additional insured required with submission.
 - Enclosures required (minimum height thirty-six inches, maximum height forty-two inches). Details of the enclosure material (i.e. picture or manufacturer's cut sheets) must be provided with submission.
- For parklets with temporary shelters such as cabanas or igloos:
 - Manufacturer and material details required with submission.
- For parklets proposed on Twelve Mile Road:
 - Twelve Mile Road is under the jurisdiction of the Road Commission for Oakland County (RCOC) and would require a right-of-way permit from RCOC.
 - While RCOC hasn't been especially receptive to parklets as of yet, should they approve a right-of-way permit, an applicant could then proceed with City approval.