

2020 Application for Parklet/StrEATERY/Retail Permit

Please print neatly and complete all applicable items

Applicant Information

Sponsoring Business/Organization Name: _____

Sponsor Address: _____

Please list all co-sponsoring businesses below or check here if no co-sponsors: None

2. _____ 4. _____

3. _____ 5. _____

Sponsor Contact Name: _____

24-hr Contact Phone: _____ Fax #: _____

E-Mail Address: _____

Proposed Days of Week (check all that apply, including hours of operation):

- | | |
|---|--|
| <input type="checkbox"/> Monday _____ to _____ | <input type="checkbox"/> Friday _____ to _____ |
| <input type="checkbox"/> Tuesday _____ to _____ | <input type="checkbox"/> Saturday _____ to _____ |
| <input type="checkbox"/> Wednesday _____ to _____ | <input type="checkbox"/> Sunday _____ to _____ |
| <input type="checkbox"/> Thursday _____ to _____ | |

Document Checklist (must be submitted with application)

- Certificate of Liability Insurance in a minimum amount of one million dollars (\$1,000,000) per occurrence and two million dollars (\$2,000,000) in aggregate, naming the City of Newark and its agents, servants, and employees as additional insured. Policy shall be occurrence-based coverage. Policy shall be in full force and effect during the licensing period and shall include a 30-day cancellation clause which shall provide notice to the Department of Finance, Manager of the Office of Tax Abatement and Special Taxes.

All applicants must include a photo and sketch of the proposed parklet or StrEATERY showing the following details:

- Length in feet and number of parking spaces at 20 ft. each
- Depth – the distance from curb to outer divider (Note: this dimension will be limited by parking lane width and required buffer/offset)
- Identification of hydrants, street signs and any building entrances within the area
- Number and placement of tables, chairs, signs and any other equipment
- For parklets, an architectural plan or rendering showing proposed dimensions and materials proposed

Applicant Statement

_____ agrees to indemnify, defend, and hold harmless the City from any
(Sponsoring Business/Organization Name)
and all liability or claims, including but not limited to death, serious bodily injury, and property damage, arising from implementation and utilization of a parklet/strEATERY in accordance with this Agreement.

As a representative of the above-named sponsor(s), as Responsible Party, do hereby acknowledge that I am responsible for the daily removal of the StrEATERY and/or the daily cleaning and maintenance of the Parklet. I do hereby acknowledge that I have received, read and am legally bound by all parklet/strEATERY compliance requirements as set forth in the City of Newark Executive Order No.: MEO 20-0007 and the "Parklet/strEATERY Licensing Requirements" attached hereto, and that noncompliance with said requirements may result in cthe loss of this permit.

(Print Name)

(Signature)

General Requirements and Design Standards for Parklet/StrEATERY/Retail

Provisions applicable to StrEATERIES, Parklets and Retail

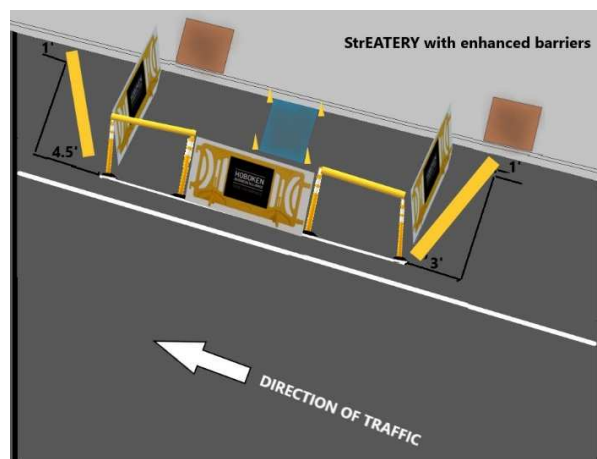
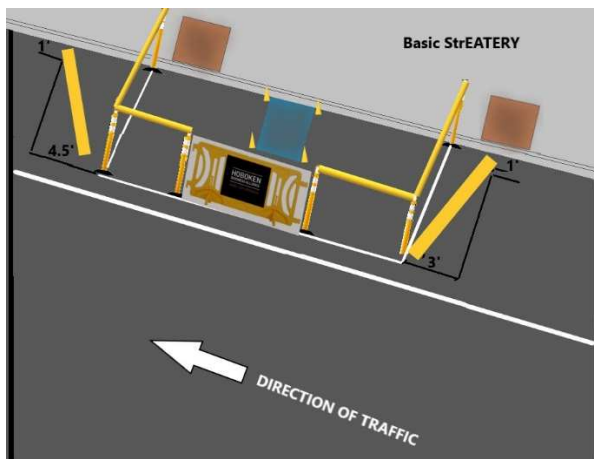
(Use Fee - waived for 2020)

1. Upon receipt of an application for a parklet, the City will review the application and proposed setup for consistence with standards. Applications shall be approved or denied within 10 business days.
2. No parking space, parking lane or other portion of the public right-of-way shall be occupied or utilized without prior approval by the Director of Finance and/or designe, Manager of the Office of Tax Abatement and Special Taxes. No StrEATERY or Parklet shall be installed without prior approval of the Director of Finance and/or designe, Manager of the Office of Tax Abatement and Special Taxes in accordance with the City of Newark Executive Order No.: MEO 20-0007. Use of the right-of-way along a County roadway may require consent, approval, or waiver by Essex County.
3. StrEateries and Parklets shall be for seasonal use beginning June 15, weather permitting, and ending September 7, 2020, unless otherwise extended.
4. Hours of operation shall be between 8:00 a.m. and 9:00 p.m. daily in all zones.
5. All use fees shall be waived as per the City of Newark Executive Order No.: MEO 20-0007.
6. StrEATERIES and Parklets shall not be located within 25 feet of a crosswalk, 10 feet of hydrants or in handicap spaces or loading zones.
7. Shade coverings such as umbrellas or pop-up canopies may be included as long as no part of the shade canopy extends into the travel lane or over the sidewalk; the shade covering must be anchored securely against wind; and all coverings are closed or removed overnight. Shade covering shall not contain advertising.

Provisions applicable to StrEATERIES only (Application fee -waived for 2020)

1. Daily set-up of the StrEATERY shall exclude scheduled street sweeping times, i.e. morning set-up shall be delayed for weekly street sweeping.

StrEATERY Layout Examples



2. Temporary ADA curb ramps must be provided; for StrEATERIES up to 30 linear feet one ramp shall be required, for StrEATERIES over 30 linear feet two ramps shall be required.
3. The road surface shall be covered with synthetic turf, solid color indoor-outdoor carpeting, or other approved street covering.
4. Easily removable tables, chairs or other seating shall be provided. Tables and chairs shall be spaced at least 6 feet apart measured from the backs of opposite facing chairs. No tables accommodating more than 4 persons shall be permitted.
5. One 24-inch by 36-inch A-frame or similar movable sign shall be included for a StrEATERY up to 500 square feet in size. StrEATERIES over 500 square feet shall have two signs to be located at either end of the StrEATERY. Signs shall be positioned on the covered surface within the boundaries of the StrEATERY, not on the adjacent sidewalk.
 - a. The sign(s) shall clearly state that the StrEATERY is open to the public;
 - b. The sign(s) may identify the sponsor(s) of the StrEATERY;
 - c. The sign(s) shall include guidance regarding social distancing; and
 - d. The sign shall state that there is a 90-minute time limit for occupants of the StrEATERY.
6. The StrEATERY area shall be delineated from adjacent parking spaces and the travel lane of the adjacent street using temporary crowd control barriers, bollards, poles, planters, or other approved means.
7. All items associated with the StrEATERY, including road covering shall be removed at the end of each day by the responsible party.

Examples of acceptable delineators for StrEATERIES:



Provisions applicable to Parklets only (Application fee -waived for 2020)

8. The parklet shall consist of a platform designed to be level with the top of the curb line and the adjacent sidewalk. The platform shall be designed in such a way as to not impede rainwater sheet-flow of curb-side drainage. The parklet platform shall also be anchored in such a way as to prevent floatation displacement.
9. The parklet design shall include a safety barrier at the leading end of the platform facing oncoming traffic. The safety barrier may be in the form of a built-in planter, bench, iron bollards, or similar.
10. The three street-facing sides of the platform shall be enclosed by built-in planters, benches, a wall, or railings. Constructed elements shall be, but shall not exceed, 42 inches in height above the surface of the platform.
11. One permanent sign identifying the sponsor of the parklet may be installed or painted on the parklet. Sign should not exceed 3 square feet in size unless incorporated as an integral part of the design and approved by the review committee and zoning officer.
12. Where movable furniture is part of the parklet set up, that furniture must be able to be stored securely within the platform design and/or removed to a safe location nightly.
13. Refuse containers for trash and recycling shall be built into the design or provided and shall be emptied daily by the various respective Special Improvement Districts. The various respective Special Improvement Districts shall also be responsible for cleaning in and around the parklet. The City of Newark shall not be responsible for cleaning or maintenance.
14. Lighting, if any, incorporated into the design of the parklet shall be low voltage, low-lumen and indirect with screening to prevent light shed onto adjacent properties and the vehicular travel lane. Any overhead lighting shall be turned off when the parklet is not in use. An exception may be made for security lighting at floor or bench height, such an exception may be approved by the Department of Engineering on a case by case basis.
15. Where applicable for a semi-public parklet, business sponsors holding liquor licenses shall be responsible for obtaining expansion of premises approval from the State Alcoholic Beverage Control Board.
16. The City of Newark reserves the right to require the removal or temporary relocation of any parklet, within 14 days of written notice to the sponsor, for purposes of street repairs or other municipal work in or around the location of the parklet. The City further reserves the right to remove or have removed or relocated any parklet, upon order of the Public Safety Director or his designee and the Department of Engineering, Division of Code Enforcement and Inspections in the case of an emergency or imminent hazard, for reasons of public safety, and/or for failure to comply with Executive Order No.: MEO 20-0007.
17. Upon the expiration or revocation of the permit between the sponsor of a parklet and the City of Newark, the sponsor, at his/her own expense, shall remove the parklet platform and any accessories or appurtenances associated with it from the public right-of-way, and shall restore the right-of-way as practicable to a condition consistent with the public right-of-way adjacent to the vacated area. If the sponsor does not remove the aforementioned improvements, the City may remove such improvements and make such repairs as may be necessary to secure the property, at the sole cost and expense of the sponsor, and the cost of removal, repair and/or replacement shall be a municipal lien against the sponsor.

Examples of parklet design:



General Requirements Retail (Fee - waived for 2020)

1. **RETAIL BUSINESSES AND SERVICES.** Retail Businesses and Services are encouraged to use the area in front of their stores to display merchandise and conduct business.
2. **Projection into Sidewalk.** Where sidewalks are more than 20 feet wide, retail businesses may use up to 10 feet of sidewalk space adjacent to their storefront. Where sidewalks are less than 20 feet wide, retail businesses may use the available space adjacent to their storefront provided that not less than 6 feet of safe unobstructed pedestrian egress is maintained.
3. Sidewalk displays may be set up on the sidewalk during a business's regular hours, except that no business or merchandise shall remain outside overnight between the hours of 9:00 p.m. and 8:00 a.m.
4. No flashing or moving lights or additional signage shall be part of the sidewalk setup. Freestanding signs may be used but shall not project further into the right-of-way than the allowed projection as provided in A above.
5. No portion of the public right-of-way, including sidewalks, shall be occupied or utilized for Retail Businesses and Services without prior approval by the Department of Finance, Manager of the Office of Tax Abatement and Special Taxes. Use of the right-of-way along a County roadway may require consent, approval or waiver by Essex County, Department of Public Works, Division of Planning.
6. The use the public right-of-way, including sidewalks, for Retail Businesses and Services may be sponsored or co-sponsored by more than one business on the block or by an entity supporting local businesses.