



PARKLET MANUAL



ABOUT THIS MANUAL

From the success of Vancouver's Parklet Pilot Program came this Parklet Manual, which outlines the objectives, process, and guidelines for successfully designing and constructing a parklet in the city of Vancouver.

The modern parklet was pioneered by the City of San Francisco's Pavement to Parks program in 2010, building off momentum from the Park(ing) Day movement which temporarily turned parking spaces into people spaces. This Manual is inspired by their work.





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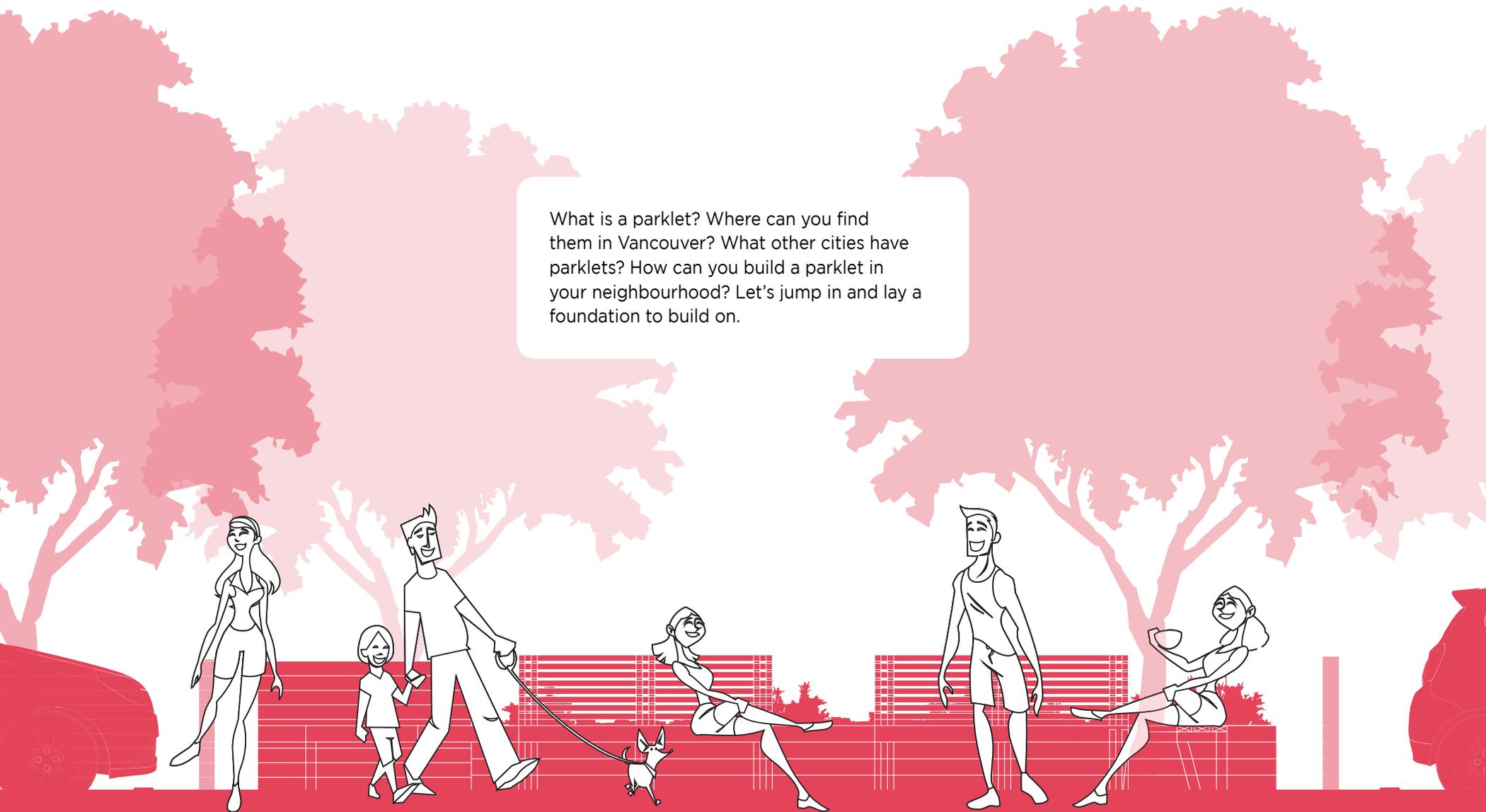
community
creativity
public
parklet



1 PROGRAM OVERVIEW



What is a parklet? Where can you find them in Vancouver? What other cities have parklets? How can you build a parklet in your neighbourhood? Let's jump in and lay a foundation to build on.





VIVA VANCOUVER

The City of Vancouver's VIVA Vancouver program transforms road spaces into vibrant pedestrian spaces.

In collaboration with community groups, local businesses, and regional partners, VIVA facilitates short-term street closures throughout the year, creating public spaces for walking, lounging, and lunching. These spaces enhance the city's sense of community, encourage active forms of transportation (like walking and cycling), and benefit local businesses.

BACKGROUND

The foundation for the City of Vancouver's Parklet Program was laid in 2008 when the Greenest City 2020 Action Plan was approved by Vancouver City Council. In 2009, a Summer Spaces pilot program supported the closure of roadways to motorists in four Vancouver neighbourhoods for various community-activated events throughout the summer. The following year, the Vancouver 2010 Winter Olympics transformed the way people used public space in Vancouver's downtown core. Pedestrianized streets connected outdoor gathering spaces to provide opportunities for entertainment and celebration.

The successful pilot and game-changing Olympics experience supported the formation of VIVA Vancouver in 2011 and led to the creation of a number of programs, including the Parklet Pilot Program that launched in 2013.

OTHER VIVA VANCOUVER PROGRAMS



VIVA GRANVILLE SUMMER SERIES

VIVA Granville closes portions of Granville Street throughout the summer to host homegrown art, live music, performances, street markets, and more.



ROBSON REDUX

Relax in the heart of the city at the Robson Redux summertime plaza, downtown Vancouver at 800-block Robson Street, between Howe and Hornby Streets. Each summer, this block transforms into a pedestrian plaza featuring a unique seating installation.



OTHER STREET ACTIVITIES

VIVA works with the community to explore alternative options for street space. From multi-coloured picnic tables in the Bute Street Plaza in 2014 to a weekly farmers market in Yaletown, placemaking and street activations are happening all over town.



Coca-Cola
Coastal Food Mart
DASANI

REDDIA & SONS
RESTAURANT

BELGIAN FRIES

the drive

ONE WAY

WHAT IS A PARKLET?

Parklets transform parking spaces on the street into places for people to sit, relax, and enjoy the city. They're comprised of a few main components: a platform, an enclosure, and features specific to each parklet.

The platform of a parklet, protected from vehicle traffic by an enclosure, extends sidewalk space to make room for additional features like landscaping, seating, tables and bike parking. These elements work together to create unique and welcoming public spaces that benefit businesses, residents and visitors by attracting customers, contributing to a more vibrant and pleasant walking environment and fostering community conversations.

A parklet is a public space so it is not the same as a private patio. While parklets are sponsored by a private partner, they are a free and open amenity for any member of the public to use. They must be kept free of advertising and other commercial activities including table service.

WHAT ARE THE BENEFITS?

Distinct from plazas, benches, parks or other places of rest around the city, parklets provide a number of unique benefits, which include:

Dynamic Public Spaces – Parklets create places for people to slow down, sit, relax and enjoy the city.

Social Life – Parklets foster a sense of community by creating welcoming public spaces where you can meet your neighbours or catch up with friends.

Wider Sidewalks – Parklets create more space for people to walk and can help relieve congested sidewalks.

Vibrant Local Businesses – Parklets are unique public spaces that provide seating and attract potential customers.

PARKLETS IN VANCOUVER

The City of Vancouver piloted several parklets between 2011 and 2012 before launching its Parklet Pilot Program in 2013 to formally learn how parklets could work in Vancouver. Vancouver's first six parklets include:

- *Parallel Park*
East 14th Avenue at Main Street
- *Urban Pasture*
1000-block Robson Street
- *Hot Tubs*
East 44th Avenue at Fraser Street
- *French Quarter*
East 21st Avenue at Main Street
- *Commercial Drive Parklet*
Commercial Drive at East 4th Avenue
- *Sunny Slopes*
1900-block West 4th Avenue

To build on the success of these parklets, a Parklet Program was created in 2016 to help the City meet its goals outlined in the Greenest City Action Plan, Transportation 2040 Plan, the Healthy City Strategy, and other guiding documents.



WHAT'S HAPPENING ELSEWHERE?

In 2010, the City of San Francisco installed the first formal public parklet as part of their overall strategy for creating safe, complete streets and new open space for the public.

By March 2015, over 50 parklets have been installed throughout San Francisco. During those 5 years a number of other cities, including Vancouver, launched their own parklet programs to provide more opportunities for public space on their city streets.

Applicants for Vancouver's Parklet Program are encouraged to find inspiration in parklets around the world, while making sure to adhere to the guidelines developed specifically for Vancouver.

Cities with similar parklet programs include:

- San Francisco
- Seattle
- Los Angeles
- New York City



community
designer
contractor
city





2 PARKLET PROCESS



Now that you know what a parklet is, let's take a look at the process of imagining, creating, constructing and maintaining a new parklet to see if a parklet is the right fit for you and your neighbourhood.





THE COMMUNITY

One of the most important aspects of the Parklet Program is bringing together the local community. You should be working to gain community support early by chatting with neighbours, other businesses, and your local business improvement association or equivalent about your desire to build a parklet.



THE CITY

You don't need to speak to the City right away; however, it's important that you understand the requirements and guidelines for parklets before going too far down the design road. If you're looking for early advice like determining eligibility, please contact the City via parklets@vancouver.ca - it will likely save you time later on.



A DESIGNER

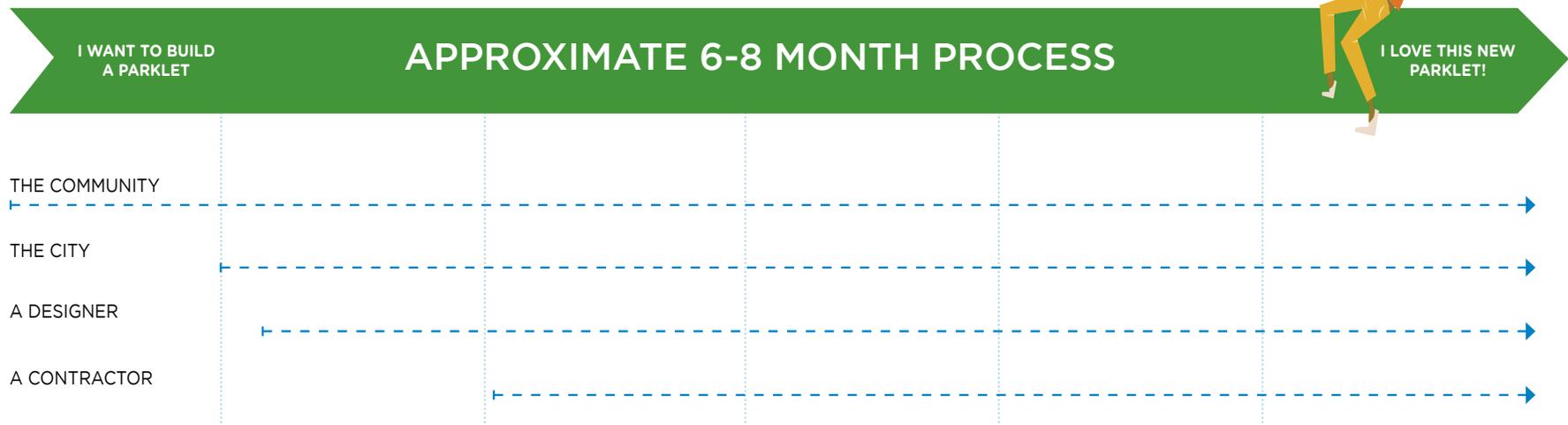
It is a good idea to get a sense of what you want to build and how it would fit onto the street fairly early in your process. A designer can be very valuable in turning your ideas into a workable proposal and can offer extra advice and guidance for navigating through the application and review process.

You will be required to have your final drawings stamped by a registered structural engineer in British Columbia.



A CONTRACTOR

Building a parklet requires sound construction knowledge. A registered contractor can bring the necessary construction skills to the project and provide important input into the feasibility of your proposed parklet design, including the choice of materials.



THE PARKLET PROCESS

- APPLICANT RESPONSIBILITIES
- CITY RESPONSIBILITIES

Start Here

1 **READY? LET'S GO!**



- Review the Guidelines
- Engage the Community
- Contact the City
- Engage a Designer
- Secure Funding

Nice place to sit and relax!



- Submit Initial Application**
- Provide Applicant Information
 - Write a Narrative
 - Create Site Plans
 - Capture Photographs
 - Garner Support
 - Pay Review Fee
- See Parklet Manual pg 24 for details

- City Review**
- Visit Site
 - Perform Construction & Location Check
 - Perform Site Assessment
 - Identify Neighbouring Businesses

Application Not Approved

2 **CONDITIONAL APPROVAL**



- Public Feedback**
- Install Public Notice Sign
 - Gather & Review Public Feedback

Unresolvable Concerns

- Submit Detailed Proposal**
- Provide a Timeline
 - Engage a Contractor
 - Produce Detailed Drawings & Renderings
- See Parklet Manual pg 38 for details

Proposal Not Approved

This iterative process usually repeats 2-3 times

PROPOSAL APPROVED

3

- Submit Final Drawings**
- Sign Letter Agreement
 - Pay Approval Fees
 - Provide Copy of Insurance



Do you have questions?
email parklets@vancouver.ca
You can also visit our website at vancouver.ca/parklets

Prepare Site for Construction

- Complete Pre-construction Site Assessment
- Review Monitoring & Inspection Schedule
- Produce & Implement Traffic Plan



- Remove Parking Meters
- Install Delineators and Wheel Stops
- Conduct Post-Construction Site Inspection
- Install Public Parklet Signage

Begin Construction

- Hold Public Launch Event

Complete Construction

Parklet Complete!

Monitoring & Review

IT'S THE HOME STRETCH!



The lifespan of a parklet is up to 5 years (or more!)

- Maintain**
- Cleans & Maintains Parklet
 - Reviews Condition of Parklet



CONSIDERING A PARKLET?

Before proceeding down the parklet road, you should ask yourself a few questions:

- Where do you want the parklet located? Is it in front of your business?
- Do you have an idea of what you want the parklet to look like? How big will it be?
- Are you the business owner applying for the parklet? Do you understand what's expected of you?
- Have you asked around the neighbourhood to gauge people's interest?
- Do you have enough money to design, construct and maintain the parklet?
- Have you read and understood the process and the guidelines?
- Are you ready to be part of something really great?

FUNDING A PARKLET

The cost of designing, constructing, and installing parklets can typically fall between **\$10,000 to \$15,000** per parking space depending on design, size and material choice. This is in addition to the cost of maintenance and keeping the parklet space in good order. It is recommended that parklets occupy a minimum of two parking spaces; the maximum length is dependent on the design and location.

Before applying for a parklet, please ensure you have the necessary funds to fully design, build and maintain the parklet. Securing proper funding before you apply can help ensure a smoother and more timely application process.

There may also be grants available to help fund your parklet so make sure to investigate your options ahead of time.

FEATURES OF A SUCCESSFUL APPLICATION

A complete and thorough application will make it through the review process more quickly than an incomplete application. In addition, a successful application should have a number of characteristics:

- Meets all technical requirements
- Portrays an innovative design concept that follows the general design guidelines
- Demonstrates support from neighbouring residents and businesses especially those who may be impacted by the parklet
- Provides proof of support from property owners(s) fronting the parklet
- Indicates funding has been secured for design and construction
- Shows a commitment from the applicant to maintain the parklet by managing regular cleaning and landscaping

RESPONSIBILITIES OF THE SUCCESSFUL APPLICANT

The City will retain ownership of the parklet and is responsible for major repairs. The applicant is expected to regularly maintain and clean the parklet, as well as any landscaping incorporated into the design. Other commitments include:

- **Insurance:** You will be required to carry commercial general liability insurance with a limit of no less than \$2,000,000, or as per City Risk Management policies, and extend it to cover the parklet. Most businesses already carry this insurance; please check with your provider. The designer will also be required to carry professional liability insurance with a limit of no less than \$1,000,000.
- **Table Service:** Parklets are free and open to all members of the public to use. You will be responsible for ensuring that there is no table service on the parklet, including the placement of condiments, napkins, or menus.
- **Cleaning:** You will be required to keep the parklet free of trash, grime and other debris. You must regularly clean both the surface of the parklet and the area beneath the parklet. If necessary, seating should be dried after rainfall to ensure the parklet remains a comfortable place to relax. If the parklet is tagged with graffiti please call 3-1-1 to report it to the City's Integrated Graffiti Management Program.
- **Movable Furniture:** Any movable items, such as tables, chairs and umbrellas must either be locked down or taken inside when the business closes for the day. Unsecured furniture is not permitted after business hours. All tables, chairs and umbrellas must be different from what you are using as part of your business, including items you use for sidewalk patios or inside your establishment.
- **Landscaping:** You must keep plants in good health, including watering, weeding and trimming when necessary. Design and maintenance of any landscaped areas should be consistent with the City's Boulevard Gardening Guidelines.
- **Annual Renewal Fee:** Applicants should commit to looking after the parklet for a minimum of five years. You will be required to pay a \$500 annual renewal fee to help recover City costs associated with the program.

Under certain circumstances, parklets may need to be temporarily or permanently removed.

The City reserves the right to remove part or all of the parklet for street improvements, utility work, emergencies or repeated violations of the letter agreement. Advanced notice will be given in case of planned maintenance.





WHAT MAKES FOR A GOOD PARKLET LOCATION?

- Community support
- High pedestrian activity
- Not too close to another parklet or park
- Sunny location
- Engaging ground floor uses (like cafes, restaurants, etc)
- Street traffic is not too loud, fast, or heavy
- Confluence of well-used pedestrian or bike routes
- Enthusiastic and invested sponsor and neighbourhood



SELECTING A LOCATION

Site selection is a crucial step in the parklet process. Not all on-street parking spaces are suitable for hosting a semi-permanent structure. The parklet must comply with the City's Building Bylaw, the Street & Traffic Bylaw and any other applicable bylaws.

When finding a place for the parklet, consider the following:

Existing parking: The parklet must be located where parking is permitted throughout the day. This means the parklet must not occupy spaces where there are rush hour regulations, bus zones, taxi zones or loading zones.

Community spaces: Parklets are intended to be well-used, communal spaces that serve the local and broader community. As such, additional criteria and considerations around parklet

locations should be considered:

- **Experiential:** how does the proposed site feel? Is it loud, cold, or otherwise uncomfortable? Are there interesting things for people to look at? Would it be a pleasant location at different times of the day, month, or year?
- **Pedestrian activity:** parklets should be located in areas with considerable foot traffic.
- **Solar access:** does the location get sun at some point in the day? Are there times of the day when a parklet should be in sun, and does your parklet deliver this?

Travel lane: The design must ensure that the adjacent travel lane retains at least 3.0 metres of width, and 3.2 metres for bus and truck travel lanes. On a typical street this will lead to a maximum width of 2.3-2.5 metres for parklet structures, which can be confirmed by the City.

Proximity to intersections: To maintain clear sight lines for traffic at intersections, a minimum 6 metre distance must be maintained between the parklet and the nearest edge of an intersecting sidewalk.

Street slope: Parklets must not be located on a street exceeding a running slope of 5%. On sites approaching 5%, special consideration should be placed on universal access and on the location of ramps connected to the parklet.

Boulevard space: The parklet may use a portion of the adjacent boulevard (utility strip) if:

- The extension does not impede or hinder movement along the sidewalk
- It does not interfere with existing utilities
- Minimum pedestrian clearances can be maintained

City maintenance work: City utilities are often found under the street below on-street parking spaces. There are also City assets located on the sidewalk. The City may require occasional access to maintain these utilities.

To minimize disruption to City operations (e.g. utility and emergency), the parklet will need to be sited and designed to meet a number of requirements:

- A minimum 5 metres clearance on either side of any fire hydrant
- A minimum 1 metre clearance from all poles (e.g. street lighting and traffic signals) and 2.4 metre clearance from all poles with trolley wires attached
- A minimum 2 metre clearance from all traffic signal controller boxes and electrical kiosks
- A minimum 1 metre clearance from the edge of access chambers, manhole lid openings, valves, grates, etc.
- Parklets must not block access to Fire Department or utility connections (e.g. sewer, water, gas connections), or fire exits from adjacent buildings
- Curb and roadside drainage must be maintained; street drains must not be blocked

The City may consider additional location factors on a case-by-case basis.

The City will install flexible bollards and wheel stops adjacent to the parklet, if needed, to ensure it is visible to passing cyclists and motorists, and to provide a barrier to adjacent parking spaces.





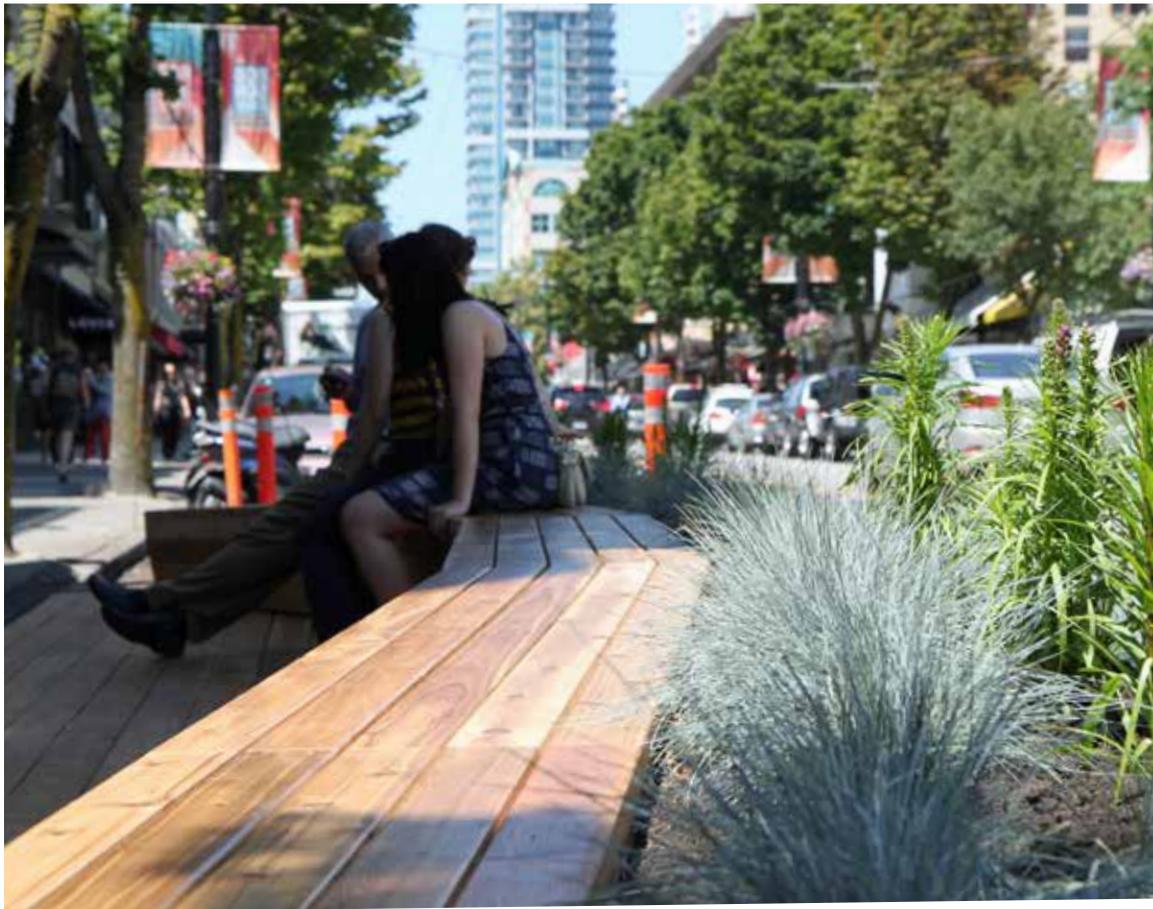
PRADO
CAFE

Canterbury

WHEN TO APPLY?

There are no deadlines so you can apply for a parklet at any time. If you're interested in having the parklet completed for the summer season, we encourage you to submit your completed application in early fall at the latest.

The timeline to complete a parklet is not guaranteed, as each parklet is unique. If your chosen location offers additional design challenges such as a sloped location, please allow more time for additional design iterations or review, as necessary.



HOW TO APPLY?

To apply for a parklet, you must pay the application fee and submit a completed application form, which can be downloaded from vancouver.ca/parklets. The application, described in more detail starting on page 25, consists of seven components:

- **Applicant Information** – A completed form providing basic information on the applicant, designer, location, property owner and parking impacts.
- **Initial Concept Description / Project Narrative** – A brief summary explaining your project goals and the vision for your parklet. You do not need to have hired a designer at this stage, but drawings may be provided to describe the proposed project.
- **Site Plans** – Dimensioned drawings that show the footprint and context of the proposed parklet, as well as a parklet plan are required. The initial site plan can be hand-drawn and may use the template provided in the application form. (see Eligible Parklet Locations)
- **Photos of Existing Site** – Photos of where you would like to install the parklet, including the parking spaces, the sidewalk, and building façade in front of the proposed location.
- **Proof of Owner Support** – Proof that your building or property owner supports your proposal.
- **Documented Community Support** – Only applications that have demonstrated community support will be considered. Examples of documentation include signed petitions and letters of support from local businesses, residents, institutions, and other organizations.
- **Application Review Fee** – A \$204 fee.



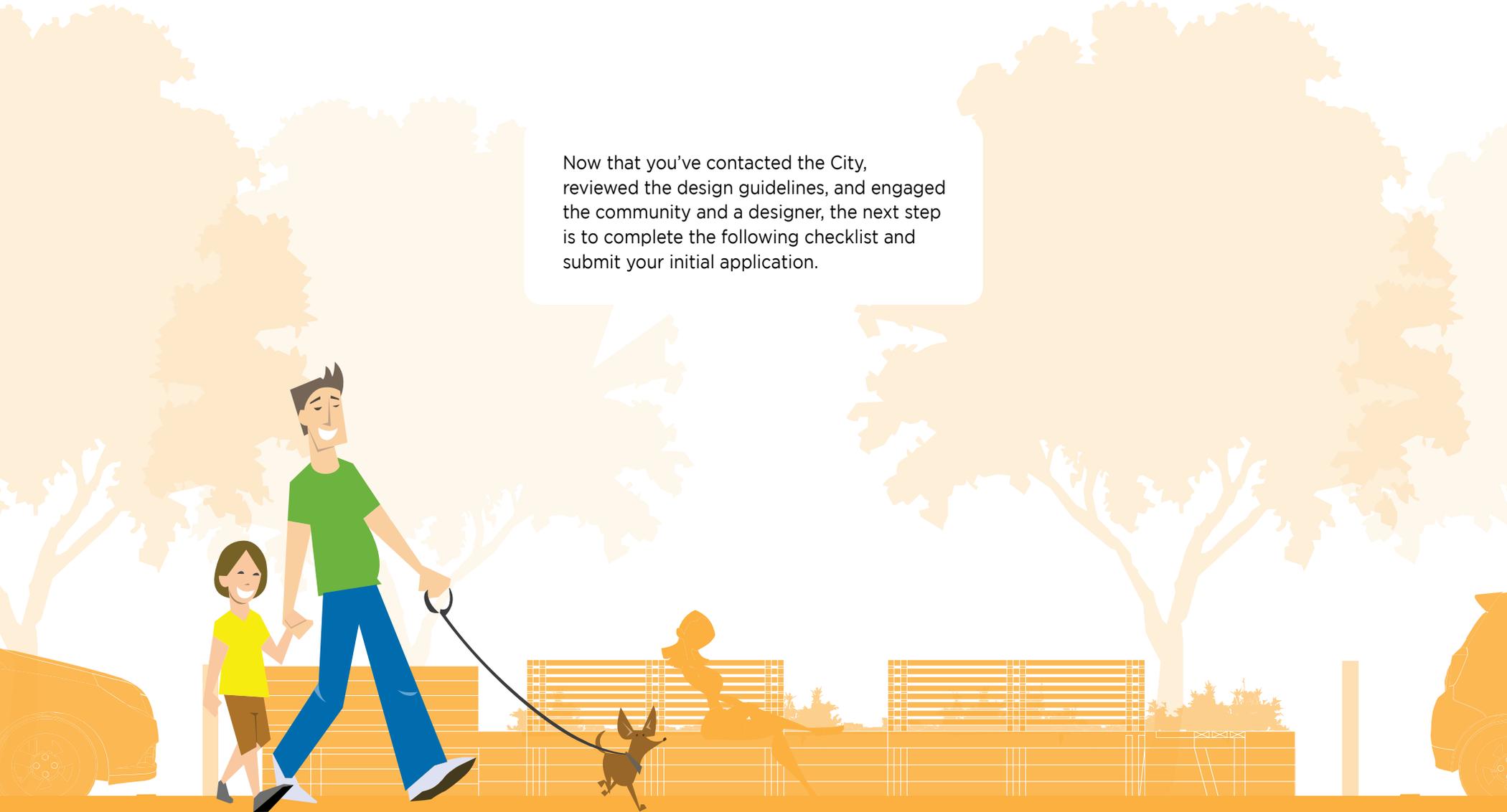
idea
location
support
imagination



3 INITIAL APPLICATION



Now that you've contacted the City, reviewed the design guidelines, and engaged the community and a designer, the next step is to complete the following checklist and submit your initial application.



INITIAL APPLICATION CHECKLIST



Applicant Information
PAGE 28



Project Narrative
PAGE 29



Site Plans
PAGE 30



Photographs
PAGE 34



Owner Support
PAGE 35



Community Support
PAGE 36



Application Review Fee
PAGE 37



Burrard St

GFS

610

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12-10



INITIAL APPLICATION: Applicant Information

○ Provide Applicant Information

Track your progress with the checklist on each page to make sure you've included all the required pieces.



Begin by filling out the application form in full. This gives us the basic information related to who you are and what your role in the project will be, if anyone else is helping you with the project and who will be designing the parklet. This information will help us better understand who should be included in communications during the parklet process.

You can download the application form by visiting: <http://vancouver.ca/parklets>



INITIAL APPLICATION: Project Narrative

- Write Descriptive Narrative
- Consider Creating Sketches/Images

Each application needs to contain a project narrative, which is a short description explaining your vision for the parklet. The narrative should help describe how the parklet will be used, the benefit it provides the community, and any other noteworthy attributes that make the parklet unique.

These are some questions to consider:

- How will the parklet support the goals of VIVA Vancouver and the Parklet Program?
- How will the parklet be uniquely identified, in terms of name, character, or feel, or experience?
- Why do you want to build the parklet in this particular location?
- Who will be using the parklet and how?
- What is the role of the parklet in the community and on the street?
- What are the key elements of the proposed design?

In addition to a project narrative, you are encouraged to provide concept sketches, images, photos, and any other visual material that would help illustrate the story of the parklet.





INITIAL APPLICATION: Site Plans

○ Complete Contextual Site Plan

CONTEXTUAL SITE PLAN

A contextual site plan that shows the proposed parklet in relation to the street, adjacent businesses and any other features that help to describe the proposal in its setting must be included.

This could mean using an orthographic or satellite photo, provided the image clearly displays the required components.

At a minimum, the plan should include the following:

- Sponsoring business (highlighted with entrances and any unique features included) and neighbouring properties on either side including those that front the parklet
- Parklet footprint
- Parking meters (with identification number in XX-XX-XX format)
- Sidewalks (include dimensions, utilities or other sidewalk features)
- Street names
- Streetscape elements such as street trees, poles, fire hydrants, etc

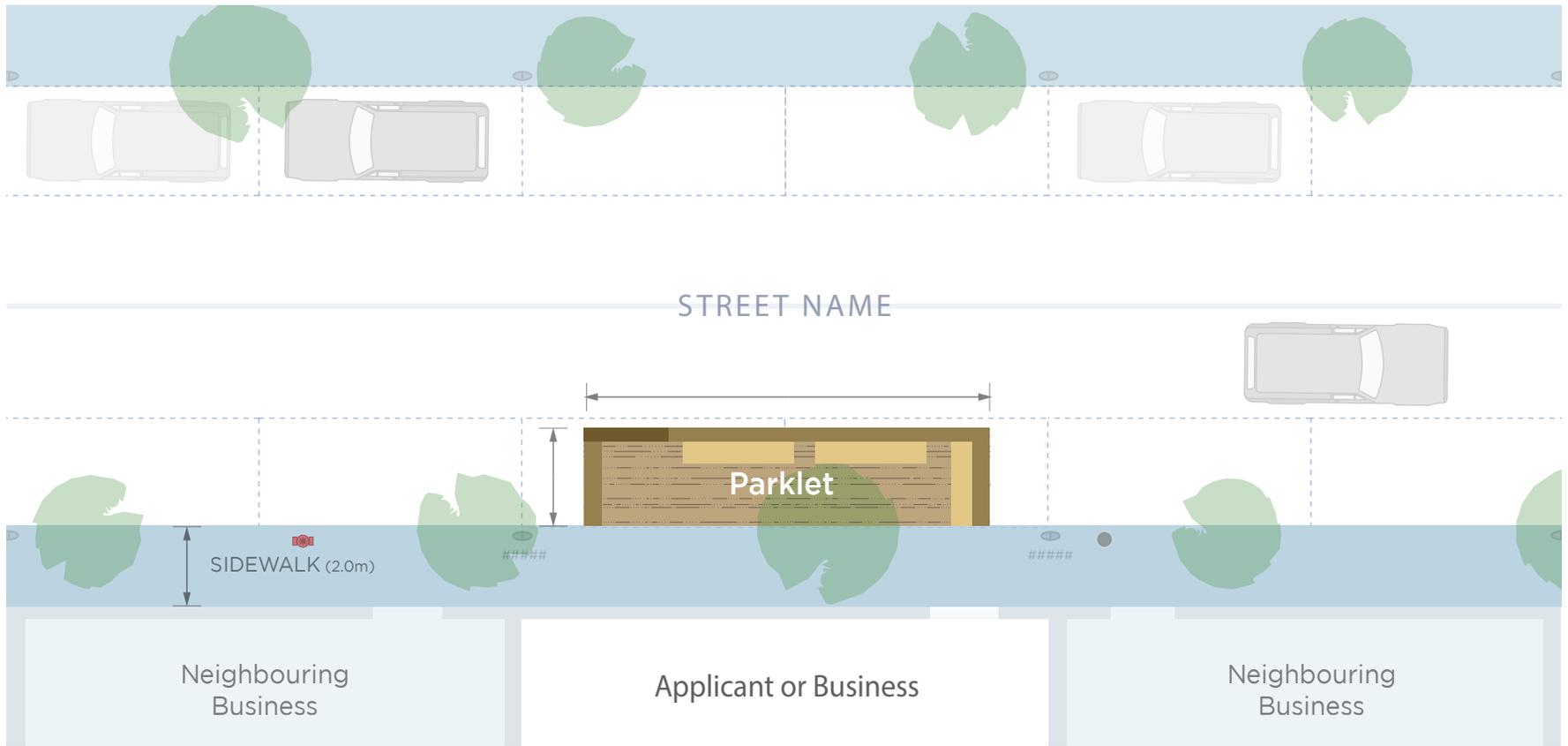
DESIGN NOTES:

Context: To best convey the context for the proposed parklet, a satellite image may be used provided the image clearly displays the required components listed to the left. Sources can include Google Maps or orthophoto imagery from the City's Open Data Catalogue.

This contextual site plan does not need to display specific details on the parklet itself, but rather focus on the environment surrounding the parklet.

More details on choosing a parklet location can be found on page 20.





Sample Contextual Site Plan

DESIGN NOTES:

Parklet footprint: A parklet should use a minimum of two parking spaces with no set maximum length.

Setbacks: Remember, parklets must be set back a minimum 1.5 metres from adjacent parking spaces and should be shown on the plan. Additional setbacks will vary depending on whether your parklet is located,

- on a local street with parking on one side only;
- close to an intersection;
- by an intersecting road without a sidewalk;
- along a narrow roadway; and/or
- close to a driveway

Make sure to review the Design Guidelines on page 55 to ensure the design maintains appropriate setbacks from parking spaces and travel lanes.

PARKLET PLAN

A parklet plan that includes the existing sidewalk and street environment is required for all applications. The plan must indicate where the proposed parklet will be located on the street and should include the following elements:

- Street and sidewalk utilities (e.g. manholes, water valves, etc)
- Street poles and signs
- Parking meters including those that you would like to have removed
- Fire hydrants and fire department connections on buildings
- Street furniture (litter cans, benches, etc)
- Street trees, including tree surrounds
- Sidewalk and street grade elevations
- Bike lanes (if applicable)
- Parklet dimensions
- Parklet materials and details as necessary
- Flexible bollards and wheel stops
- Sufficient notations regarding materials, design elements, or other proposed features to allow for adequate review

You may find some of this information through the City of Vancouver's Open Data Catalogue found at: <http://data.vancouver.ca/datacatalogue>

The plans should be accurate and drawn to scale. Drawings that are difficult to read or inaccurate may result in increased review time.





INITIAL APPLICATION: Photographs

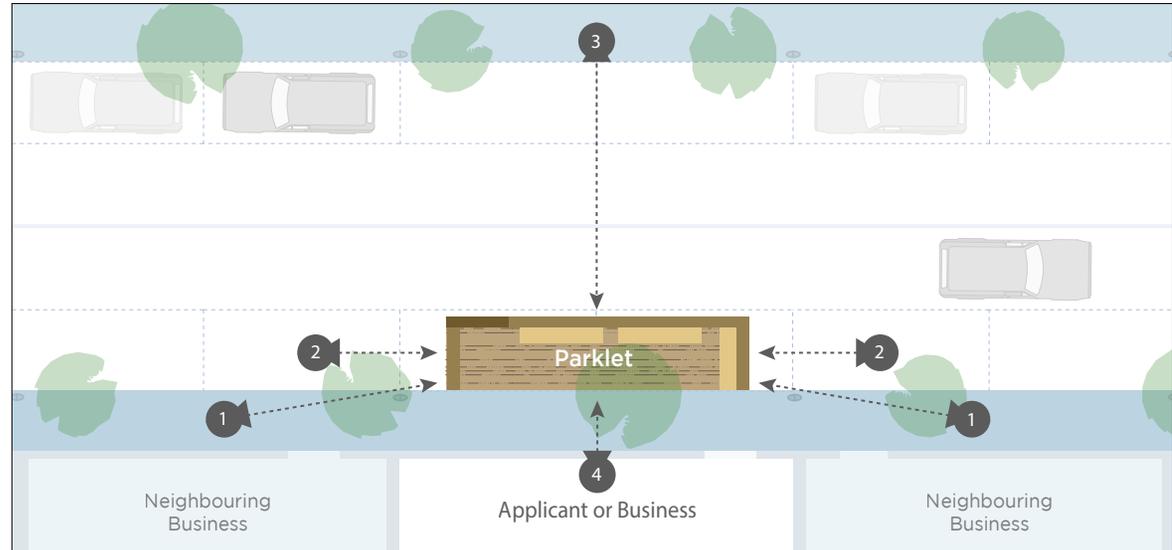
○ Capture Required
Photographs



The submission package must include photographs of your proposed parklet location to show the existing streetscape. The photos should be clearly labelled and referenced back to your contextual site plan.

The following is a list of suggested photo locations:

1. View towards the parklet location from the adjacent property's sidewalk (both sides)
2. View towards the parklet location from adjacent parking spaces (both sides)
3. View from across the street towards the parklet location
4. View from the business in front of the parklet location



At least one photo should also indicate the specific location of your proposed parklet on the street (see photo sample above). Make sure to include trees, poles, or other features which might impact the parklet.



INITIAL APPLICATION: Owner Support

Provide
Demonstrated
Proof of Support

Proof that your building or property owner has been notified is required for all proposals. This can take the form of a signed letter of support. You may be advised to notify adjacent building or property owners as well depending on the proposed parklet footprint.

A sample letter can be found in the Appendix.





INITIAL APPLICATION: Community Support

○ Provide Demonstrated Proof of Community Support

An essential goal of the Parklet Program is for the parklet to become an integrated part of the community so your submission package must demonstrate neighbourhood support for the parklet. Only applications that have clear community support will be considered.

Examples of documentation include,

- signed letters of support from property owners and businesses fronting the proposed parklet; and
- signed petitions and letters of support from local businesses, residents, institutions and other organizations including business improvement associations.

A parklet is a key placemaking element and is meant to be embraced and supported by local residents and businesses in the surrounding neighbourhood and the broader city. Building support early in the process is important as the design develops and as the parklet is constructed.

Complete support from all owners and businesses along the entire block is not necessarily required; however, it is important to understand why the parklet might not be supported early on, and see if any concerns can be addressed in the design development phase. A sample petition can be found in the Appendix on page 73.

PARKLET PROPOSAL

1118 Davie Street

PROPOSAL:

To create a new public parklet occupying 2 parking stalls: 16-11-08 and 16-11-10

WHAT IS A PARKLET?
Parklets are public spaces with seating, landscaping, and other amenities on a platform extended over a parking space. They are for everyone to enjoy.

APPLICANT: Los Amigos Taqueria
1118 Davie Street
Vancouver, BC



EXAMPLE PARKLET
Urban Pasture on 1000-block Robson St



PROPOSED PARKLET LOCATION

We want to hear from you!

PARTICIPATE

Tell us what you think about a parklet at this location.

Phone 3-1-1 or email parklets@vancouver.ca by October 9, 2015.



To learn more, visit vancouver.ca/parklets




Later in the process, the applicant must affix a sign provided by the City to the storefront of the sponsoring business (see example sign above) so passersby can provide feedback on the parklet location directly to the City. The City will install additional signs on all affected parking meters directing people to the storefront sign.



INITIAL APPLICATION: Application Review Fee

 Pay Application Review Fee

Upon submitting your initial application, a \$204 review fee is required. This fee covers the work involved to thoroughly review the application, which includes site visits and assessments and to work with you on any required revisions.

Preliminary Application Fee

- \$204 review fee upon submitting initial application





plans
images
community
details

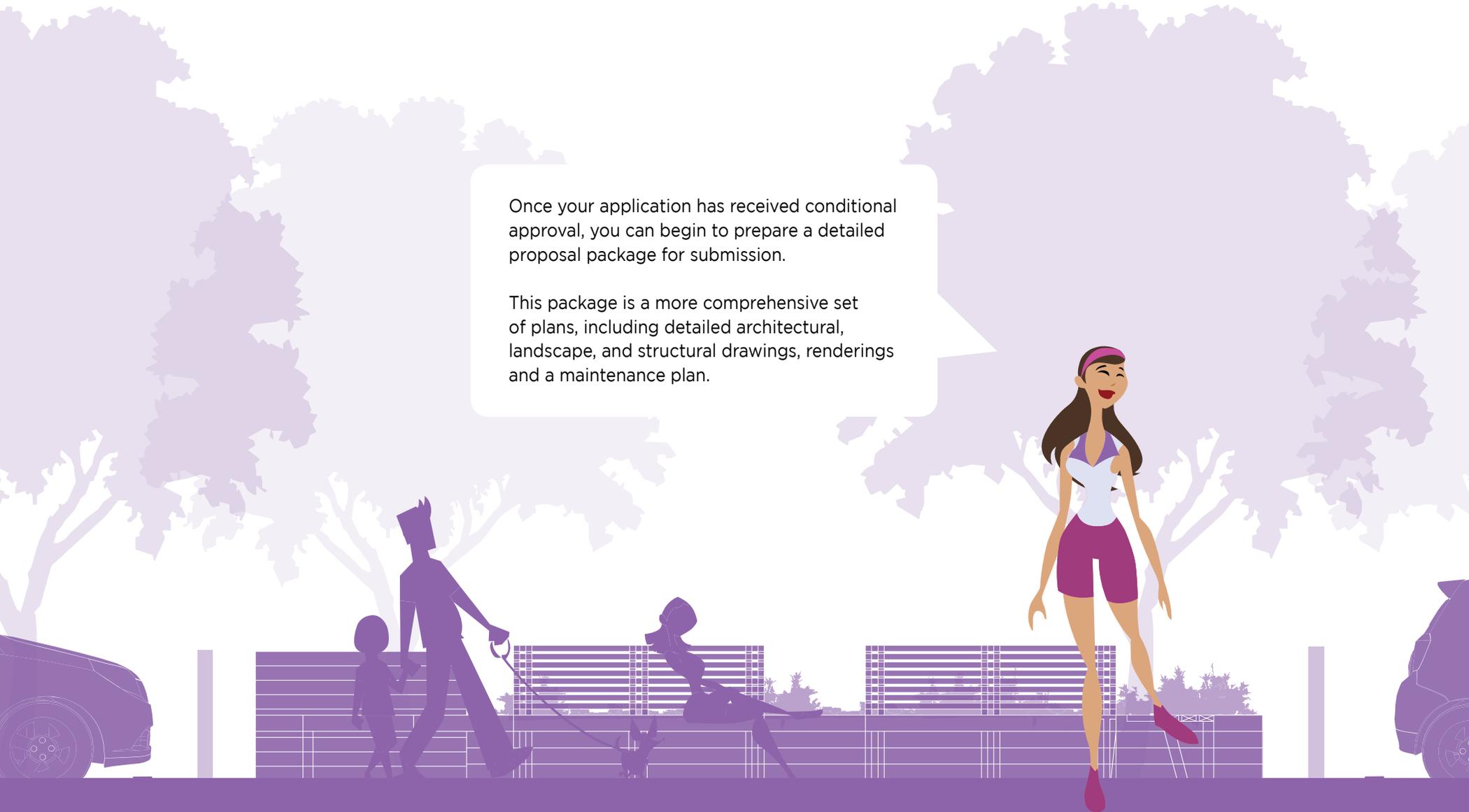


4 DETAILED PROPOSAL



Once your application has received conditional approval, you can begin to prepare a detailed proposal package for submission.

This package is a more comprehensive set of plans, including detailed architectural, landscape, and structural drawings, renderings and a maintenance plan.



DETAILED PROPOSAL:

APPROVAL PROCESS

When the design for the parklet has been submitted to the City, it will be reviewed by a design panel and feedback will be provided if any changes are required. This is an iterative process, with requested changes pertaining to safety, accessibility or other concerns. Expect this process to be repeated a minimum 2-3 times before the design proposal receives final approval from the City.

Once approved, you will need to submit a final set of construction drawings. These drawings should include a schedule B and be signed and sealed by a structural engineer registered with the Association of Professional Engineers and Geoscientists of British Columbia (APEGBC). The City will also complete a site inspection to identify any issues that may affect construction.

LETTER AGREEMENT

Upon submission of the construction drawings, you will need to sign a letter agreement with the City. This agreement serves as the permit for the parklet and outlines the roles and responsibilities of both parties. As part of signing the letter agreement, you will need to either a) extend your existing commercial general liability to the parklet or b) obtain commercial general liability insurance. This involves naming both the parklet and the City of Vancouver in the insurance. An updated copy of this insurance will need to be provided to the City upon signing of the agreement and upon renewal each year.

More information on roles and responsibilities can be found in the Appendix on page 72.

APPROVAL FEES

Separate from the fees to submit the initial application, the following fees will need to be paid:

Fees Upon Approval

- \$1,000 program cost recovery fee
- \$200 for site inspection before and after installation
- \$125 to remove each parking meter, if applicable

Fees Upon Renewal

- \$500 annual renewal fee



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DETAILED PROPOSAL:

Submission Requirements

Once your parklet application has received conditional approval from the City, you will need to submit a set of detailed drawings for the proposed parklet. The package should convey all necessary information related to how the parklet will look, what materials will be used and how it will be built. This submission will be reviewed by a design review panel at the City to ensure the proposed design meets the City's requirements and guidelines.

Your designer should be able to ensure that the package is of a professional quality. Clear and concise drawings are important for the City to properly evaluate your proposal - packages that are incomplete or of poor quality may increase the time required to review and provide comments.

Your package should be submitted in 11"x17" format. All drawings should include a scale, north arrow, drawing title, project name, location address, revision list and date.

When you are ready to give the parklet a name, remember to choose one which is not associated with the sponsoring business. It should be reflective of the parklet design or community.

CONTEXT PLAN

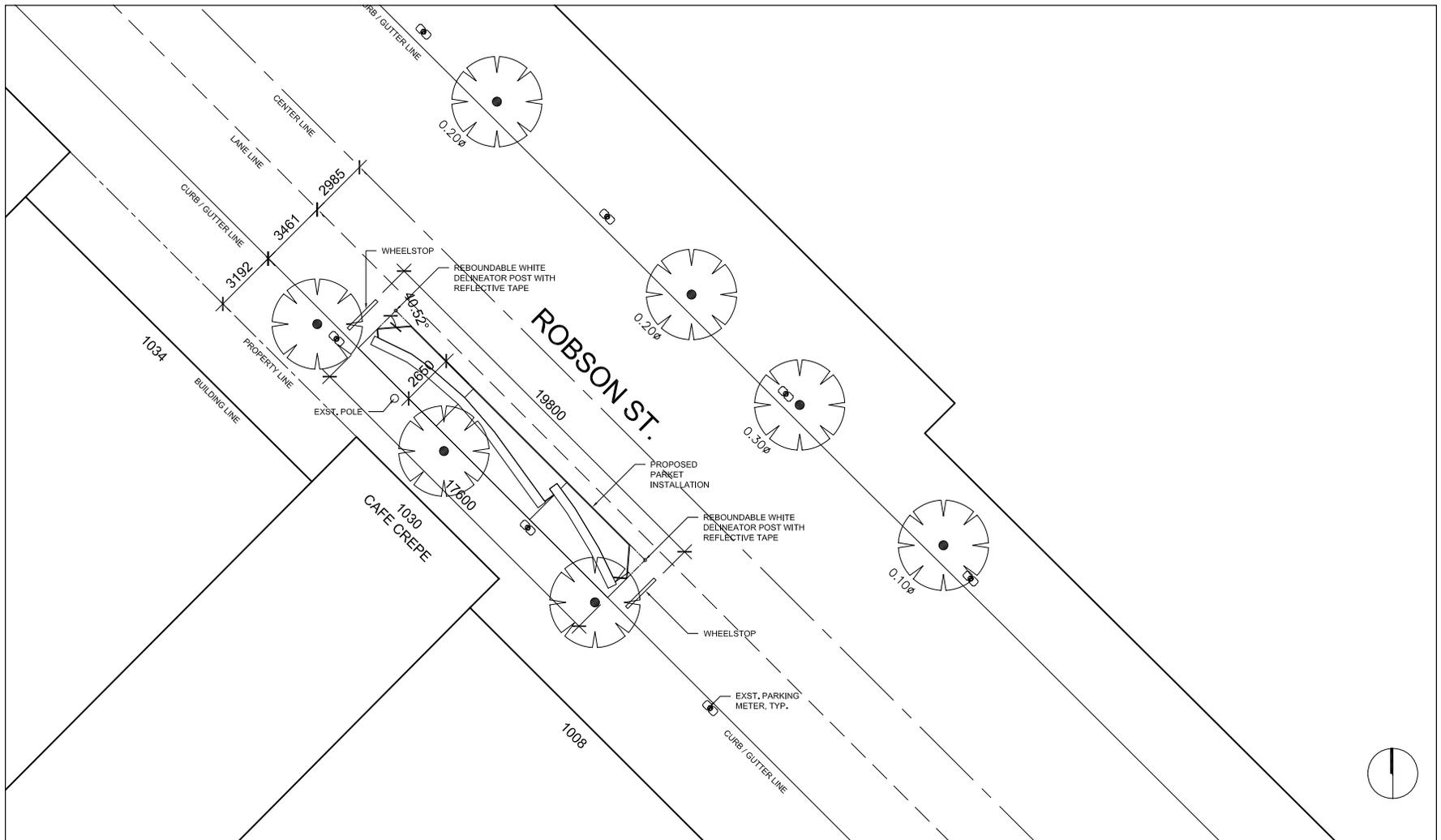
This drawing shows the parklet footprint in its proposed location relative to the street, sidewalk and adjacent buildings. It should include the following:

- Sponsoring business and adjacent properties including those that front the parklet. Also include the location of building entrances and emergency exits.
- Existing sidewalk widths
- Curb cuts and driveways
- Adjacent bike lanes and travel lanes, including setbacks of the parklet from both
- Existing parking stalls, with dimensions
- Existing parking meters, including meter numbers in XX-XX-XX format
- Fire hydrants
- External fire connections on buildings
- Other sidewalk features, including light and electrical poles, bike racks and trash receptacles
- Utilities, including manholes and water valves
- Street trees, tree surrounds and boulevard details
- Parklet footprint, complete with setback dimensions on all sides
- Section cut lines

PARKLET PLAN

This plan drawing illustrates your parklet design in more detail and should include the following:

- Fully dimensioned plan including an area up to and including the sponsoring business
- Materials
- Section lines and detail references
- Spot elevations (on sidewalk and street)
- Key to help describe parklet elements and features
- Proposed landscaping including plant types/species used (see Landscape Plan on page 44 for additional requirements)
- Requisite bollards and wheel stops
- Wheelchair turnaround space (see page 60)
- Wheelchair clear path and rest area (see page 60)



Example Parklet Plan

DETAILED PROPOSAL:

Submission Requirements

DESIGN NARRATIVE

You should include your design narrative describing how the parklet will be used, the benefits it will provide the community and any other noteworthy attributes that make the parklet unique. As you make refinements and changes to the design, you should update your design narrative to reflect the current design.

RENDERINGS

Your package should include perspective renderings, either hand drawn or computer generated, to convey the overall character of your parklet, how the materials will look together and how your design narrative has been expressed and maintained throughout the design development. At least two renderings should depict a pedestrian perspective.

CONSTRUCTION DETAILS AND STRUCTURAL DRAWINGS

These drawings show how your parklet will be constructed and are used by the City to assess structural requirements, drainage, pedestrian access and landscaping.

Upon final approval from the City, your drawings will need to be signed and sealed by a structural engineer registered with the Association of Professional Engineers and Geoscientists of British Columbia (APEGBC).

ELEVATIONS

Your submission should include drawings from each side and include the following:

- Clear representation of all elements in your parklet
- Materials represented clearly and legibly
- Dimensions for all elements
- The location of the City-provided parklet sign

SECTIONS

Sections are cut-through drawings that help to illustrate details of the parklet that can't be seen from the other drawings. They should include dimensions for all elements.

LANDSCAPE PLAN

If your parklet includes planting, your submission must include a Landscape Plan illustrating all proposed plants and a Plant Schedule showing common and botanical names, sizes and quantities. Proposed plant material should be clearly illustrated on the plan. In addition, please note the following:

- drought resistant planting is encouraged
- invasive species are not permitted
- sufficient planting medium is required
- watering and drainage provisions need to accommodate the long-term viability of any proposed planting.

MAINTENANCE PLAN

A maintenance plan is required, which describes the schedule for cleaning and maintaining the parklet and reporting any damage or graffiti to the City in a timely manner. It should also outline how landscaping will be accessed for watering, weeding and trimming (if applicable).



JJ Bean
COFFEE ROASTERS

A partnership between the City of Vancouver and JJ Bean Coffee Roasters.
Designed by David Martin. davidmartin.ca/works

PARALLEL PARK

This seating area is free for public use.
Big some coffee, do a crossword puzzle, count the passing birds. Enjoy this space however you like, but please be respectful of the neighbours.





design
materials
construct
enjoy!

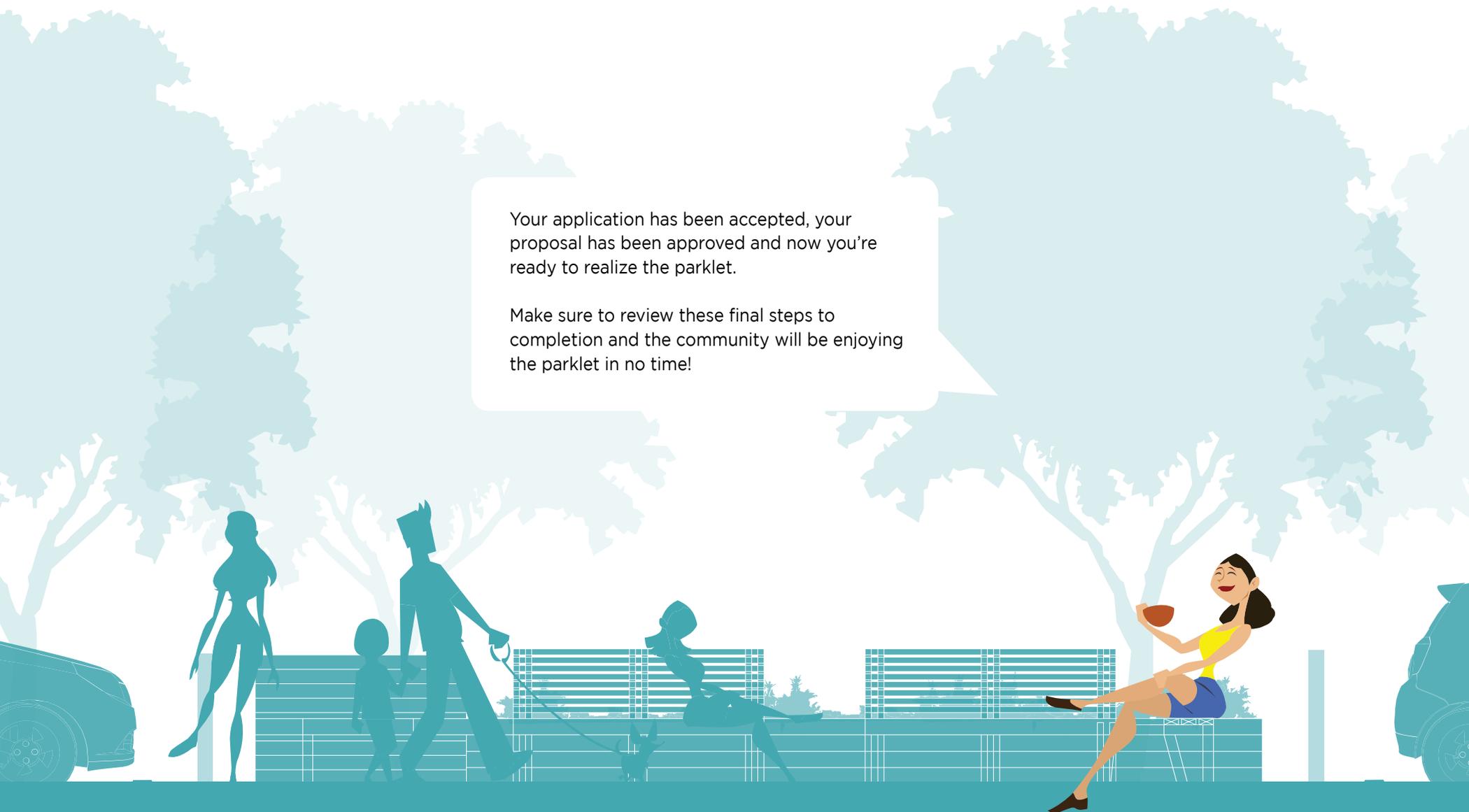


5 PARKLET COMPLETION



Your application has been accepted, your proposal has been approved and now you're ready to realize the parklet.

Make sure to review these final steps to completion and the community will be enjoying the parklet in no time!



PARKLET COMPLETION:

Construction & Installation

CONSTRUCTION

The City will work with you to coordinate the construction and installation of the parklet on the street.

You will need to provide the City with the dates and hours of expected work on the street, requirements in terms of parking for vehicles used for construction and closures of travel lanes if necessary.

A temporary special zone permit from Engineering Services will be issued a minimum of 3 business days prior to the start of construction and sent to you electronically for reference. Temporary signs will be installed to mark off the portion of the street where the parklet will be installed and for any vehicles to park for construction work.

City street crews will also set up traffic delineators and signs to close off a travel lane if required.

INSTALLATION

No Stopping signs: The City will install no-stopping signs in the area where the parklet will be located prior to your construction start date.

Bollards: The City will supply and install flexible bollards at each end of the parklet as needed.

Wheel stops: The City will supply and install a wheel stop at either end of the parklet as needed.

Parklet sign: The City will supply and install a sign denoting the parklet is a public amenity. The sign also identifies the sponsors of the parklet.



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POLICE



INSPECTION

Construction and installation on the street can be challenging as there is limited room and can be busy with moving vehicles and pedestrians. It is recommended that you complete as much of the construction work as you can off-site, so that you can simply assemble the pieces on-site.

The site should be taped off with construction tape to discourage people from using the parklet before it is fully constructed and ready for the public to use.

Also remember that any changes you'd like to make to the approved design will need to be approved first by the City. If approved, new drawings that reflect those changes will need to be submitted to the City upon completion of the parklet.

Constructing and installing a parklet can be a messy job, so make sure to keep your job site clean and well-maintained. Also, you should be mindful of the general public including children who may be around your site.

During construction and installation, you may receive questions from people passing by who are curious about what is happening on the street so be ready to be interrupted and share your excitement!

As the parklet nears completion, the City will conduct a site inspection to identify any issues that may arise. Once any issues have been addressed to the satisfaction of the City, you will be able to open up the parklet to the public!

It is also during this time that the City will coordinate the installation of any wheel stops and delineators to help protect the structure from moving vehicles.

OPENING DAY

Hosting an event is a great way to help draw attention to the completed parklet. It's also a great way to thank those who have supported the parklet throughout the process. The event could be a small-scale gathering, or a large-scale event requiring the closure of the block to vehicles. For the latter, please contact the Film and Special Events Office at the website below.

Hosting an event is something you should consider thinking about well in advance of the parklet being completed, especially if you intend to host a larger gathering. Remember, in the spirit of the parklet, any event should be open to the public so be sure to invite your neighbours, key stakeholders and members of the community to celebrate!

Film and Special Events Permits: <http://vancouver.ca/doing-business/temporary-event-licences-and-permits.aspx>

PARKLET COMPLETION:

Post-Construction

ONGOING MAINTENANCE

As the parklet gets used it will require some tender loving care. Ongoing maintenance is key to keeping the space clean and inviting to the public. There are a number of items you will be responsible for:

- Regular wiping of tables and seating
- Watering and upkeep of plants
- Clearing the parklet of debris and litter
- Washing the parklet
- Rinsing the space around the parklet including the area along the curb. Keeping this area clear of debris and leaves is vital for allowing water to pass underneath the parklet. This will help prevent flooding of the street, which could potentially affect adjacent businesses.
- Ensuring any moveable furniture is either securely locked down or taken inside after business hours
- Ensuring there is no table service on the parklet, there is no smoking and that it remains open and accessible to the public at all times

If you notice graffiti on the parklet, please contact the City through 3-1-1 and report it so that we can organize contractors to remove it properly.

If you notice damage to the parklet, contact the Parklet Team at the City and we will arrange for an inspection and will send out City crews to make appropriate repairs to the structure.

RENEWAL OR CHANGE IN OWNERSHIP

Each June, the City will send a notice of renewal for the parklet. You can renew the parklet by paying the renewal fee of \$500 and providing a copy of your current commercial general liability insurance.

If your business changes ownership, please contact the City as soon as possible and we will work with you and your community to transfer the responsibilities associated with maintaining the parklet.

REMOVAL

The parklet may be removed for a number of reasons including adjacent development, construction on the street or when the parklet has reached the end of its life.

In instances where the parklet needs to be removed for construction or City activity, the City will be responsible for removal and re-installation of the parklet.

In rare occasions, violations and failure to keep the parklet well maintained by the host business may lead to the removal of the parklet. If you are having challenges with upkeep of the parklet, please contact the City.





fun
safety
accessibility
design



6 DETAILED GUIDELINES



You're excited about building a parklet, you've identified funding, community support and a location and you've learned all about the process.

Before embarking on the design of the parklet and preparing your initial parklet application, it's important to review these guidelines to learn about the different components of a parklet and their design requirements. These guidelines are subject to change.





General Guidelines

PAGE 58



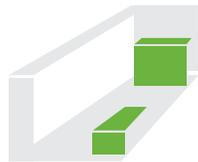
The Platform

PAGE 62



The Enclosure

PAGE 64



Features

PAGE 66



Sloped Locations

PAGE 68

DETAILED GUIDELINES

These guidelines were created to ensure parklets are safe, accessible and enjoyable by all. To ensure your parklet process will proceed as smoothly as possible, please ensure these guidelines are adhered to in your design of the parklet. Keep in mind not all guidelines will apply to every parklet, as designs and locations vary.



Dollar Plus & More

COMMUNITY POLICING CENTRE

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ASC 192C B7
Tel: 604-291-2512

Coca-Cola Coastal Food M

ATM



DETAILED GUIDELINES: General



GENERAL GUIDELINES

G1. Public space: Parklets are public spaces and should be understood as such. All pedestrians should feel the parklet is open and accessible at all times.

G2. Welcoming: The parklet should be an interesting and welcoming space that encourages passersby to pause, sit, relax, interact with others or people watch.

G3. Comfortable: Seating should be durable and comfortable for individuals and groups of people of all ages and abilities.

G4. Advertising: No logos, advertising, corporate sponsorship or other branding is permitted anywhere on the parklet.

G5. Signage: The City will provide a 12x6in sign denoting the parklet as publicly accessible. The sign should be clearly visible from the sidewalk at all times and its location should be designated in the parklet plans. Any additional signage or logos must be approved by City staff.

G6. Maintenance: Parklets must withstand the rigours of everyday outdoor use. Materials and design should contribute to a durable space that is relatively easy to maintain on a day-to-day basis.

G7. Other features: Features such as artwork may be incorporated to add character and identity to the parklet. All features must be evaluated as part of the parklet review process.

G8. Completeness: Parklets should be designed as a complete and finished entity. Modular construction that allows for expansions over time should not preclude the parklet looking and feeling complete in its current state. Additions to an existing parklet will require a review process.

G9. Lifespan: Parklets are semi-permanent structures that are meant to stay in good condition on the street and endure the elements. As such, they should be robust and designed and constructed with this in mind to ensure a more prolonged lifespan.



SUSTAINABILITY

Parklets should contribute to the overall health and well-being of all residents. This includes a commitment to use sustainable products, construction techniques and materials in support of the City's Greenest City goals.

G10. Sustainability: Some suggested approaches include:

- Using only FSC (Forest Stewardship Council of Canada) certified wood
- Exploring food production opportunities (on a small scale) within parklet landscaping
- Encouraging pollinator species of plants
- Using low emission paints and materials



DESIGN AND CHARACTER

G11. Design: The design of the parklet should be unique and should not have an overt visual relationship with any nearby businesses. It should develop from a strong and cogent vision that continues throughout the design process.

G12. Contextual: The parklet should respond to surrounding conditions. Special consideration will be given to proposals that improve the walking experience by, for example, creating more space for people to walk on where the sidewalk is particularly narrow or congested.



SAFETY

G13. Visibility: The design must ensure visibility to passing traffic and maintain clear sightlines at intersections and crossings at all times.

- Flexible bollards and wheel stops will be provided by the City as needed.

G14. Pedestrian patterns: The design should consider travel patterns and behaviour of people walking and biking in order to minimize potential conflicts and maximize contribution to public life and public realm.



DETAILED GUIDELINES: General



CONSTRUCTION AND MATERIALS

G15. Materiality: Parklets should be constructed with high quality, durable materials. The use of recycled or sustainably harvested products is highly encouraged.

G16. Construction: The majority of construction (as much as possible) should be completed off site, in advance of installation.

G17. Installation: Installation should be freestanding and not require anchoring into the City sidewalk or street.

G18. Contractor requirement: Installation must be performed by a certified contractor.



ACCESSIBILITY

As extensions of the existing public realm, parklets need to be accessible to a wide range of users, including those with mobility challenges.

G19. Accessibility: The BC Building Code should be referenced for accessibility requirements. There are a number of features that are required in the design of your parklet including:

- A minimum 1.5m wide clear access path onto the parklet from the adjoining sidewalk
- For parklets on a slope that require a ramp, a minimum 0.915m wide ramp is required at a preferred slope of 1:20
- A clear turning area measuring a minimum 1.5m diameter located within the parklet

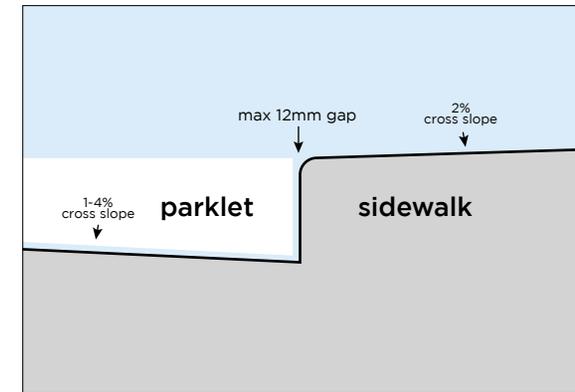
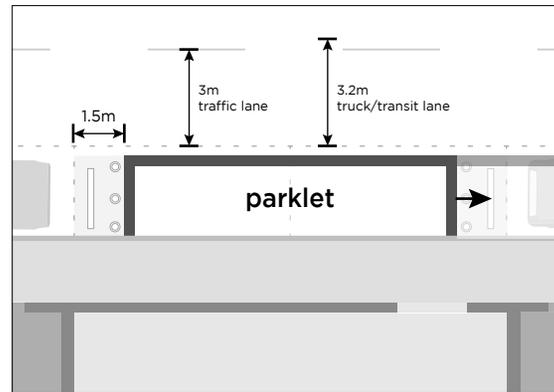
In addition, features that are present generally in the parklet, such as benches or tables, need to be present in an accessible area. While the entire parklet need not be universally accessible, the City encourages inclusive designs as much as possible.

For additional guidance on inclusive design, please refer to the City of Vancouver Accessible Street Design Manual at <http://vancouver.ca/people-programs/building-for-accessibility>.





PARKLET ELEMENTS: The Platform



The platform is the base for the parklet and one of the first elements people interact with first. It is an important and notable part of the parklet and should be designed with similar focus and attention as other elements.

P1. Footprint: It is recommended that parklets use a minimum of two parking spaces, with no set maximum length. Depending on the context, the parklet may make use of the adjacent utility strip on the sidewalk, particularly on sloped sites or areas with wide, unobstructed sidewalks.

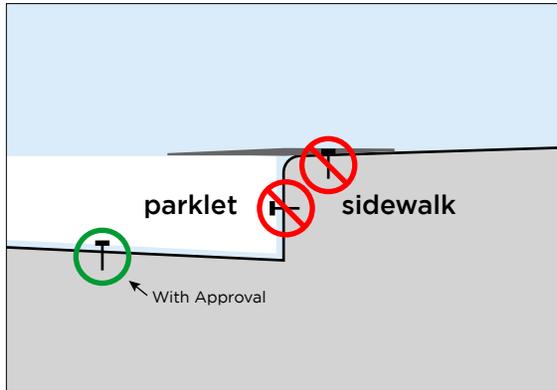
P2. Setbacks: The parklet must be set back a minimum 1.5m from adjacent parking spaces, measured from the parking meter or a point in between 2 parking meters. If the location is near a crosswalk, a minimum 6m setback is required from the edge of the crosswalk to ensure visibility. If the location is next to a driveway or lane, a minimum 1.5m setback is required.

Upon review, the City will confirm the maximum width of the parklet. In general, a minimum 3m travel lane must be maintained adjacent to the parklet. For streets where trucks or buses travel in the adjacent lane, a minimum 3.2m travel lane must be maintained.

P3. Platform surface: The top of the parklet platform must be flush with the sidewalk with a maximum 12mm gap. If the location requires a larger gap, it must be filled with a connector piece no higher than 13mm to create a continuous surface between the sidewalk and the parklet.

The parklet platform cannot exceed a 2% cross slope. Where the parklet is located on a sloping street, extra effort may be required to ensure consistency between the platform and the sidewalk. Note that typical roads have a 1-4% cross slope, with a 2% cross slope on sidewalks.

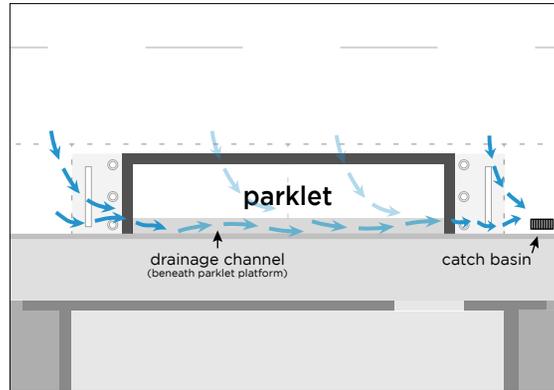
Parklets must be able to bear at least 7.2 kpa. (See slope conditions on page 68).



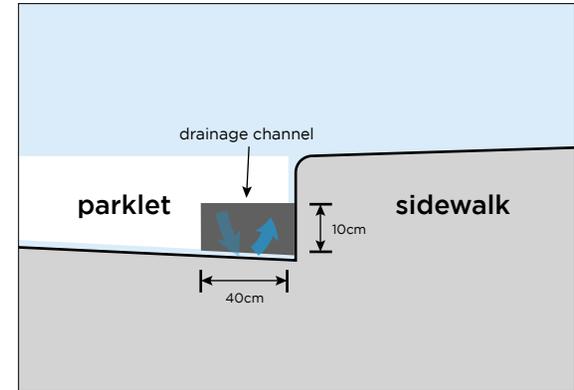
P4. Attachment: The parklet cannot be physically attached to the adjoining curb, however, it may be attached to the surface of the street if needed with prior approval from the City.

P5. Access underneath: If the platform contains gaps that would allow objects to fall through to street level, such as spacing between wood decking, the area underneath the parklet must be accessible.

P6. Materials: The platform may consist of a range of materials - including wood, concrete, gravel, or tiles. Loose particles like sand are not permitted. Regardless of materials, the platform must offer a safe and strong surface to build upon, with a consideration for slip-resistant surfaces. Each type of material will have different maintenance requirements, which should be factored into the parklet maintenance plan.



P7. Permeability: The parklet must not restrict water cross-flow from the street surface towards the curb and catch basin.



P8. Drainage: Because the parklet is situated adjacent to the curb, a drainage channel must be built into the design of the parklet to retain the existing flow of curbside drainage. The drainage channel must also be designed in such a way that regular clearing of debris is possible so that a clear route to the nearby catch basins can be maintained. This should be factored into the parklet maintenance plan.

P9. Utilities Clearance: The parklet must not restrict access to nearby services or utilities including:

- in-ground utility covers or catch basins (1m clearance)
- trolley wires (2.4m clearance)
- traffic signal control boxes or electrical kiosks (2m clearance)

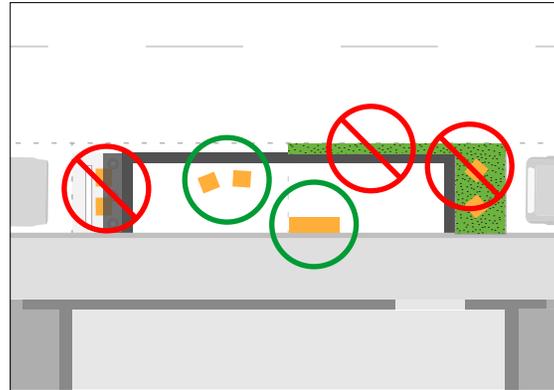


PARKLET ELEMENTS: The Enclosure



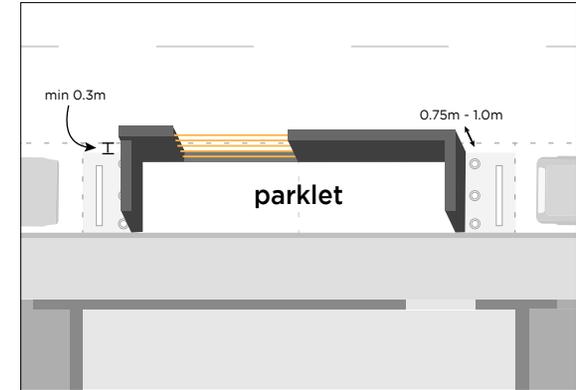
The parklet edge, or enclosure, acts as an important buffer between the parklet space and the adjacent travel lane and adjacent parking stalls.

It is an important element that helps to define the parklet boundary and increases the comfort and safety of people spending time in the parklet.



E1. Containment: The parklet design must clearly delineate the accessible portion of the parklet as limited to the area within the parklet boundary. Design elements that allow for or encourage exterior use of the parklet are discouraged (e.g. encouraging people to stand on the street at the end of the parklet by providing a stand up bar or similar feature).

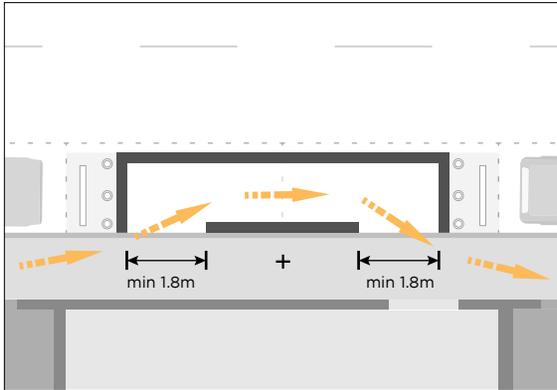
Remember the parklet will be highly visible from across the street as well, so make sure to consider the design of the street-facing side of the parklet.



E2. Edge buffer: The parklet should have a notable, defined edge along the side of the parklet facing the roadway and adjacent parking stalls to protect parklet users from moving traffic. This could be a continuous railing, planter, fence, or similar structure.

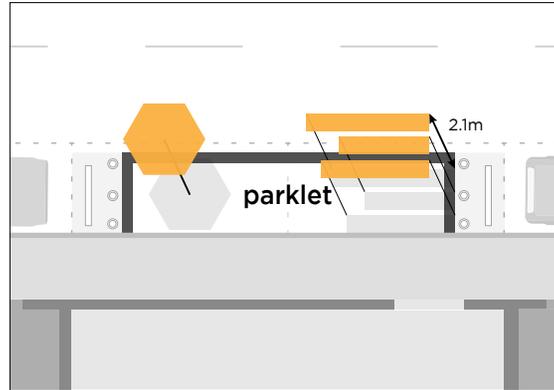
The height is dependent on the context, but should be between 0.75m and 1m. We have found a minimum buffer depth of 0.3m from a busy travel lane improves the parklet experience considerably.

In situations where a deep buffer is provided between the active part of the parklet and the outside edge, a reduced barrier height may be accepted but will be evaluated on a case-by-case basis.



E3. Public space, public sidewalks: Parklets are intended to be extensions of the public sidewalk. The enclosure should reinforce this by having either a continuous opening at the sidewalk side or a series of openings that together make the parklet feel inviting and connected to the sidewalk. At minimum, the parklet must have two 1.8m unobstructed openings to the sidewalk.

E4. 360 design: Parklets are experienced from the perspective of the pedestrian, with most of the parklet visible from the sidewalk. The side facing the street should also be designed to be aesthetically pleasing. It should continue with the general theme and design language found on the rest of the parklet, given its prominence to pedestrians across the street, cyclists and transit users.

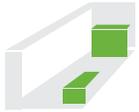


E5. Overhead structures: Given Vancouver's climate, a canopy or other feature to protect users from rain or direct sun may be desired. Such structures will be assessed on a case-by-case basis, following these guidelines:

- Permeability and a visual connection should remain between the parklet and sidewalk, and the parklet and street
- Canopies may not contain any advertising or branding, or otherwise visually extend a businesses' presence across the sidewalk
- Canopies must be contained to the parklet footprint. Extensions are not permitted
- Structures must be part of the original design intent, and cannot be temporary additions applied after the parklet has been approved



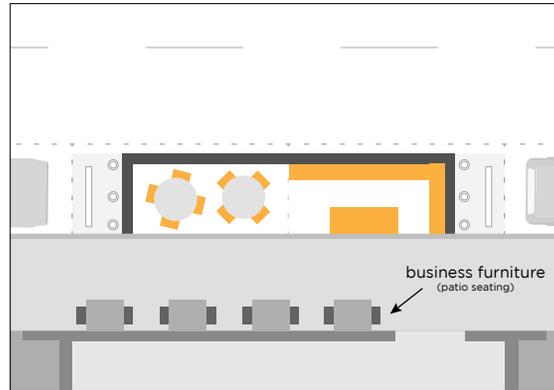
- Special care should be taken to ensure existing street trees are not impacted by any overhead structure
- Structures may be affixed to the perimeter edge of the parklet
- Moveable umbrellas should be secured during the day and either locked down at night or removed and safely stored off the parklet
- Any overhead elements must be a minimum 2.1m above the platform, with a maximum height dependent on the context.



PARKLET ELEMENTS: Features



Parklet features like seating, table surfaces and landscaping help create inviting spaces for people to spend time in. Additional features like bike parking or lighting can enhance certain parklets depending on the design and location.



F1. Integrated seating: Parklets must include permanent seating that is integrated into the structure. The seating should be arranged to be welcoming, accessible and comfortable. The design should consider sun and wind exposure, and noise implications.

F2. Moveable seating: If an applicant desires moveable seating, it must not resemble the furniture used by the sponsoring business. It is important that the parklet does not feel empty, unfinished, or otherwise un-welcoming when the furniture is not in place. As such, no more than 50% of the available seating can be moveable.



F3. Landscaping: Applicants are encouraged to incorporate landscaping into the parklet design where possible. Plant selection is important to prevent unnecessary maintenance or costs - the planting environment must be carefully considered to ensure high plant survival and growth rates.

See Landscape Plan requirements on page 44 for more.



F4. Bicycle parking: Integrated bicycle parking is encouraged, especially on designated bike routes. Bicycle parking should be designed as an integrated element in the parklet design rather than as an 'add-on'.

Bicycle parking is generally limited to the ends of the parklet, rather than incorporated into the interior space, and needs to fit within the allotted space of your parklet. Special attention should be placed on how the parking will be accessed and the amount and speed of vehicle traffic to ensure safe use of the parking space.



F5. Sidewalk treatment: The sidewalk adjacent to a parklet should remain untouched. Paint, chalk or other design elements associated with the parklet are not permitted.



F6. Lighting: Lighting may be allowed on parklets on a case-by-case basis. Lighting should be used to highlight features or provide low level illumination for pedestrians and parklet users.

Any lighting strategy requires approval and must comply with the City's low level light pollution policy. Visible cords are not permitted, and additional costs may be associated with the installation work.

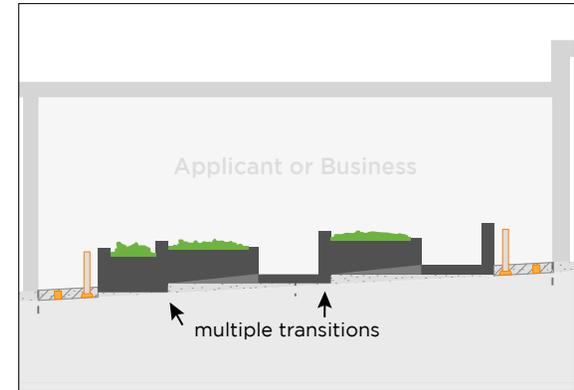


PARKLET ELEMENTS: Sloped Locations



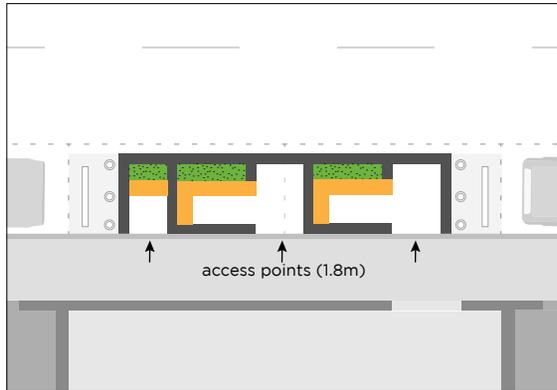
Sometimes the best location for a parklet is on a sloped street. These sites can present interesting design opportunities that can lead to unique parklets.

The maximum permitted running slope for a parklet is 5%. Special consideration for continuity with the sidewalk and accessibility should be placed on any parklet approaching this slope which may warrant additional design review.



S1. Transition: The transition between the existing sidewalk and the parklet platform must be designed in a manner that is inclusive and makes the parklet accessible. The transition can take a variety of forms:

- Incorporated into the parklet platform at one or more locations
- Where sufficient space is available, a ramp in the boulevard (utility corridor) between the parklet and the sidewalk may be allowed. Other elements such as handrails and landings may also be required.



S2. Access points: For parklets constructed on a slope, continuous access from the sidewalk can become a challenge.

In cases where the slope is approaching 5%, at least one universal access point is required.



S3. Outside and inside edge: Sloped parklets will often have a more pronounced structure. Exposed edges, walls, and other structure will need to be designed to fit with the parklet design.

Creative ways to mask exposed structure, such as landscaping or other features, is encouraged.





A APPENDIX

Looking for extra information to help inform your application? You've come to the right place.

Still can't find what you're looking for? Send an email to parklets@vancouver.ca



LETTER AGREEMENT: Roles and Responsibilities

Once the detailed parklet design has been approved, a letter agreement will be signed between the sponsoring business and the City.

Details of the roles and responsibilities are identified in the letter agreement and are summarized here:

	APPLICANT/BUSINESS	THE CITY
Oversight, Approvals, Installation & Inspection	<ul style="list-style-type: none"> Oversees the installation of the parklet Ensures the parklet is built according to approved drawings 	<ul style="list-style-type: none"> Coordinates all necessary approvals Installs flexible bollards and wheels stops as needed
De-Installation	<ul style="list-style-type: none"> Covers cost of removing the parklet if the business breaches the agreement or requests the parklet be removed 	<ul style="list-style-type: none"> May temporarily remove all or part of the parklet at any time, and may remove the parklet at the end of the term
Ownership		<ul style="list-style-type: none"> Owns the parklet
Maintenance & Monitoring	<ul style="list-style-type: none"> Cleans the parklet and rinses out the area underneath it Reports damage to the City Enforces “No Smoking” requirement 	<ul style="list-style-type: none"> Repairs the structure including in cases of vandalism or graffiti
Landscaping	<ul style="list-style-type: none"> Keeps plants in good health Replaces missing or damaged plants 	
Moveable Furniture	<ul style="list-style-type: none"> Locks down or takes inside any moveable items Ensures moveable items are different than what is being used by the Business 	
Table Service	<ul style="list-style-type: none"> Ensures there is no table service 	
Communications	<ul style="list-style-type: none"> Recognized as a partner on the structure using standard parklet signage May be associated with the parklet in the media 	<ul style="list-style-type: none"> May promote the parklet as public seating space Will provide signage for the parklet and recognize the business as a partner
Parking		<ul style="list-style-type: none"> Will not require the Business to pay for lost parking revenue

DOCUMENTED SUPPORT:

Samples

To be considered, community support must be demonstrated. Examples of documentation include signed petitions and letters of support from local businesses, residents, institutions and other organizations. The following are samples of templates that you may use to document support for a parklet.

SAMPLE LETTER OF SUPPORT

To whom it may concern,

I'm writing to express my support for a parklet to be constructed in front of [Name of Business/Organization] located at 1234 Sample St. I understand that the parklet would take the space of 2 parking spots. This parklet will be a great asset to the neighbourhood in addition to being a space for patrons of Sample St. businesses to gather without blocking the sidewalks or venturing into the street.

Sincerely,
(Signature)

Name (Printed)

Contact (Tel/Email for contact)

Address

Date

SAMPLE PETITION OF SUPPORT

[Name of Business/Organization]
1234 Sample Street, Vancouver, BC

I support a parklet in front of [location]!
Thank you for helping improve public space on Sample Street.

Name	Address	Phone Number	Email	I live within 5 blocks of [location]	Signature

PHOTO CREDITS:

- Cover, *French Quarter Parklet*, Steve Chou
- Page 3, *Golden Gate Parklet*, Sergio Ruiz
- Page 6, *French Quarter Parklet*, Steve Chou
- Page 8, *Swing Dancing on Granville*, Steve Chou
- Page 9, *Blim Market on Granville St*, Steve Chou
- Page 9, *Urban Reef on Robson*, Steve Chou
- Page 9, *Artifact Market*, Steve Chou
- Page 10, *Commercial Drive Parklet*, Eric Scott Photography
- Page 12, *Parklet at Reveille Coffee*, Pavement to Parks, San Francisco Planning
- Page 12, *Huntington Drive Parklet*, Jim Simmons
- Page 13, *Novo Parklet de São Paulo*, EMBARQ Brasil
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- Page 14, *Parallel Park*, Robert White
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- Page 59, *Bollards*, Steve Chou
- Page 60, *Urban Pasture Construction*, VIVA Vancouver
- Page 60, *Sunny Slopes Parklet*, VIVA Vancouver
- Page 61, *The Community Gathers in the Parklet*, Steve Chou
- Page 62, *Noriega Street Parklet*, Wells Campbell
- Page 64, *Fabulous Anne-Geneviève Enjoys the French Quarter Parklet*, Steve Chou
- Page 65, *Commercial Drive Parklet*, Robert White
- Page 66, *Parallel Park Parklet*, Steve Chou
- Page 66, *French Quarter Parklet Flowers*, Steve Chou
- Page 67, *Bicycle parking is provided on the south end on the parklet*, SDOT Photos
- Page 67, *U District parklet during the U District Street Fair*, Jordan Lewis
- Page 67, *Parklet at the Chromer Building in Downtown Seattle*, SDOT Photos
- Page 68, *Parklet at Reveille Coffee Co*, Pavement to Parks, San Francisco Planning
- Page 69, *Sunny Slopes Parklet*, Steve Chou
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