

# PARKLET GUIDELINES

Parklets need to observe the following general guidelines:

- Utilize two parking spaces. Longer or shorter parklets will be considered based upon unique circumstances.
- Not extend beyond the host's lateral property line. This may be amended by request, with written permission of neighboring businesses.
- Utilize flooring that is flush with the curb (typically 6 inches). This requirement may be waived for parklets in City parking lots.
- Compliance with the Shelter in Place Order and social distancing protocols.



**QUESTIONS?  
CONTACT US.**



[lohalloran@cityofpacificgrove.org](mailto:lohalloran@cityofpacificgrove.org)  
(831) 648-3189



[www.cityofpg.org/cdd](http://www.cityofpg.org/cdd)



Community Development  
Department  
300 Forest Avenue  
Pacific Grove, CA 93950

Image from: NATCO



# PARKLET PROGRAM OVERVIEW

CITY OF  
PACIFIC GROVE





Image from: NATCO

## WHAT IS A PARKLET?

A parklet is a small urban park, often created by replacing two parking spaces with a patio, planters, trees, benches, café tables with chairs, and/or bicycle parking. To ensure safety, a physical boundary surrounding the parklet area is required.

## COST

Parklet installation costs range from less than \$2,000 to over \$20,000 depending on size, design and materials. Parklet hosts are responsible for all design, construction, maintenance, and permitting costs.

## NEIGHBORHOOD SUPPORT

Applicants must demonstrate support for their parklet project.

The most effective method of displaying support is through emails from property owners fronting the proposed parklet. At the City's discretion, based upon the unique make-up of the location, feedback from adjacent businesses may need to be solicited.

Assistance for gathering support from neighbors may be obtained through the Downtown Business Improvement District or the Pacific Grove Chamber of Commerce by contacting Moe Ammar at: [moeammar@pacificgrove.org](mailto:moeammar@pacificgrove.org)

# PERMITTING PROCESS

## 1 - APPLICATION SUBMISSION.

Submit a complete application to the Community Development Department (CDD). Application requirements include:

- Encroachment Permit Application.
- Certification of Liability Insurance with the City listed as an additional insured.
- Permit fees which cover application processing (Fees are waived until December 30, 2020).
- Site plan with proximity to adjacent spaces.
- Final construction documents that show the parklet location and context, elevations from all sides, and construction details for assembly. Sections or cut-through drawings may also be required.

## 2 - APPLICATION REVIEW.

CDD will review your application.

## 3 - PRE-INSTALLATION INSPECTION.

Before application approval, a pre-installation inspection must be scheduled at least 5 days before installation/construction.

## 4 - PARKLET CONSTRUCTION/INSTALLATION.

On-site construction/installation should be completed within 20 days.

## 5 - PARKLET INSPECTION.

A post-installation inspection must be scheduled within five days of the conclusion of construction, to verify compliance with specifications and construction documents.