

City of St. Helens

265 Strand Street
St. Helens, Oregon
97051

A **temporary parklet** is use of a city street (street parking or curb extension excluding passageways areas) for a dedicated limited time use such as a public use, social interaction, and passive or active recreation. Typical use is for outdoor seating for a restaurant, but use is not limited to that. The City of St. Helens requires a Temporary Parklet Permit to use street parking or curb extension excluding passageways.

A **Temporary Parklet Permit** does not allow use of public passageways such as sidewalks. **Public Passageway Permits** may allow use of the sidewalk area, such as sidewalk seating, and are addressed separately from Temporary Parklet Permits. If you have questions about the Public Passageway Permit, please contact the city. Typically, Public Passageway Permits are simpler than Temporary Parklet Permits.



The Temporary Parklet Permit allows potential use of the public right-of-way. For most eligible businesses, this is the abutting street parking area.

The purpose of this illustration is to show the general area parklets may be allowed, not specific locations for parklets, which can only be determined through the Temporary Parklet Application process in compliance with city standards.

The main point is parklets are not allowed on sidewalks or in travel lanes.

To obtain a Temporary Parklet Permit please read the information in this document and contact the city. There is an application form, fee, and a variety of information the city needs to approve Temporary Parklet Permits.



The parklet to the left is for a public use.



The parklets to the right and below are outdoor seating examples for businesses.

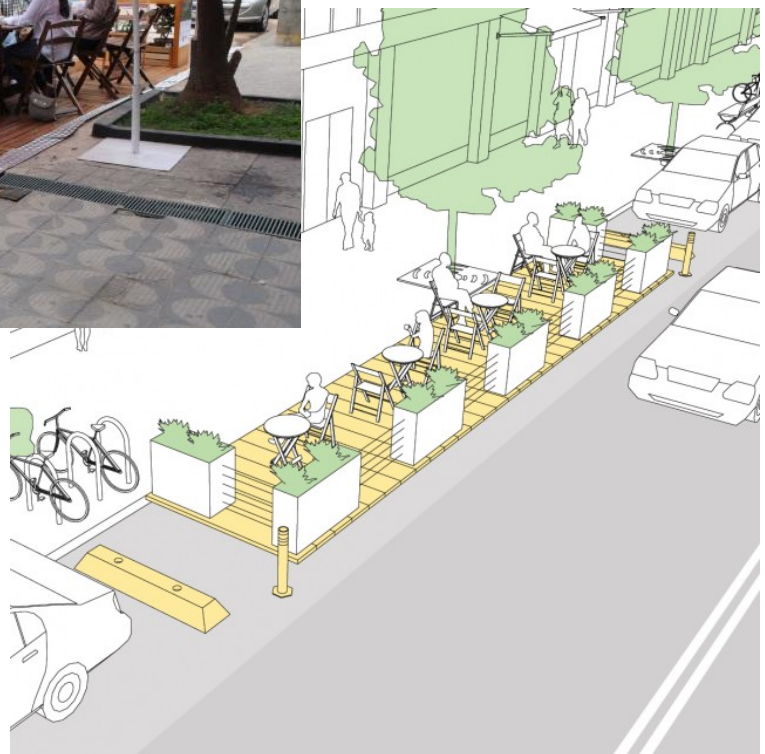


Illustration of typical parklet.

In the City of St. Helens parklet standards can be found in Section 18.12.190 of the St. Helens Municipal Code. The code can be found online: <https://www.codepublishing.com/OR/StHelens/>

Once an application is submitted to the city, various city departments review it to see if it complies with the standards. If approved, Temporary Parklet Permits are good for six months and can be renewed.

Your first step? You need to make sure the location for your proposed parklet meets the *location criteria*:

1. Temporary parklets shall only be allowed along nonresidential uses. Temporary parklets along and/or associated with residential uses are prohibited.
2. Temporary parklets are not permitted on streets where parking lanes become tow-away zones during morning or afternoon hours, in front of fire hydrants, in active bus zones, across driveways, or over manholes or public utility valves or covers.
3. The proposed site should be located at least one standard-size parking space in from a corner. Otherwise, a protected bollard, curb extension, or other similar feature as approved by the city must be present if located at the corner.
4. The proposed site should be located on a street with a speed limit of 25 MPH or less. Locations on streets with higher speeds will be considered on a case-by-case basis.
5. The street grade shall be less than five percent.

Step two. If the location meets the *location criteria* you can consider preparing a *detailed design document and plans packet*. This packet must include:

1. Parklet location and context plan
2. Detailed site plan
3. Elevations
4. Sections (profile drawings)
5. Renderings and perspectives (optional)
6. A completed right-of-way encroachment permit application form (additional fee may apply)
8. Community support documentation. **The applicant shall provide written support of the proposed temporary parklet from adjacent businesses and/or property owners.** Preferably, you can get written support from both, but only one is required for the application.
9. Temporary Parklet Permit form
10. Temporary Parklet Permit fee

Please note these drawings are conceptual. If the application is approved, final construction drawings, as applicable, will be required.

You are recommended to use a design professional for assistance. There are many standards that apply to the design of the proposed parklet that the city needs to review to approve a permit. A design professional may help you navigate these standards more easily. **The standards can be found in Section 18.12.190(3) of the St. Helens Municipal Code.**

Step three. Once your application is complete, submit it to the city. If there is something missing, the city will contact you. An incomplete application will delay processing.

Step four. City processes and reviews the permit. In addition to reviewing the plans and other materials provided, business and property owners within the immediate vicinity of the proposed temporary parklet will be notified and will have the opportunity to submit comments within 14 days.

These comments will be considered in the city's evaluation of the application. City recommends reaching out to potentially affected business and property owners before submitting an application to the city to help avoid surprises.

Step five. If the application is approved, you will need to provide finalized construction drawings for city review. Once those plans are reviewed and approved, the city will schedule a preconstruction site visit.

Step six. You need to provide at least \$2,000,000 in liability insurance naming the city as additional insured and any final permits or authorizations are provided to the city.

Step seven. You construct and enjoy your parklet. You must notify the city within 48 hours of completing construction to schedule a post-construction site inspection.

Things to remember:

- The parklet must be installed within 90-days of permit issuance, otherwise, the permit becomes void.
- The parklet facility must be swept daily and debris removed from under and around the platform, as applicable, a minimum of once a week.
- Temporary Parklet Permits can be revoked if being conducted contrary to city standards or are unsafe.
- Temporary Parklet Permits are valid for up to six months. Extensions are possible in increments not to exceed six months.
- If a temporary parklet permit becomes void due to revocation, expiration or otherwise, the related improvement shall be immediately removed, and the location restored to its original condition.

TEMPORARY PARKLET APPLICATION

Updated 08/14/2020



Parklet Address:	Business Name/Address:
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Applicant	Property Owner (if different)	Business Owner (if different)
Name:	Name:	Name:
Mailing Address:	Mailing Address:	Mailing Address:
Email:	Email:	Email:
Phone:	Phone:	Phone:

PARKLET DESIGN & SITE PLAN

Check one.

- ☐ I will design the parklet myself.
- ☐ I will hire a parklet designer. If yes, fill out table.

Name of Parklet Designer:

Email:

Phone:

Applicant must provide the following documentation in compliance with SHMC.18.12.190:

- ☐ Parklet location & context plan
- ☐ Parklet site plan (site photos encouraged)
- ☐ Parklet elevation drawings
- ☐ Sections (profile drawings)
- ☐ Renderings and perspectives (optional)

COMMUNITY SUPPORT DOCUMENTATION

Applicant must provide a signed letter of support for the temporary parklet from:

- ☐ 1. Owner of property in front of which the parklet will be located
- ☐ 2. Adjacent business and/or property owners

Note: Once the application package is submitted, business and/or property owners abutting and adjacent to the proposed parklet will be notified and can submit comments within 14 days to the City.

RIGHT OF WAY ENCROACHMENT FORM

- ☐ Applicant must complete the Right-of-Way Encroachment Form provided in the application packet.

CERTIFICATE OF LIABILITY INSURANCE

- ☐ Applicant must provide proof of insurance with at least \$2 million in liability insurance naming the City of St. Helens as an additional insured for the duration of the temporary parklet.

Temporary parklet to be installed within 90 days of permit issuance. Failure to do so voids any approval. The maximum duration for a temporary parklet permit is 6 months, but they can be renewed subject to City approval.



ENGINEERING PERMIT SHEET
CITY OF ST. HELENS • ENGINEERING DEPARTMENT

APPLICATION SUBMITTAL DATE _____

☐ PERMIT ISSUED
PERMIT NUMBER _____

☐ PLANS APPROVED _____
DATE _____

PERMIT TYPE

☐ Plan check ☐ Permit for Const. ☒ Right of Way ☐ Pavement Disturbance

TOTAL DUE

Plan Review/permits \$ _____
(date) _____
Construction Permit \$ _____
(date) _____

TOTAL PAID

Plan review/permits \$ _____
(date) _____
Construction Permit \$ _____
(date) _____

Receipt No. _____

Receipt No. _____

APPLICANT'S SECTION (APPLICANT IS TO COMPLETE ITEMS 1-6)

1. NAME OF PROJECT: _____

PROJECT ADDRESS _____ OR _____ LEGAL DESCRIPTION _____

2. OWNER/DEVELOPER: _____

NAME

ADDRESS _____ CITY/STATE _____ PHONE _____

3. OWNER'S ENGINEER: _____

NAME

ADDRESS _____ CITY/STATE _____ PHONE _____

4. CONTRACTOR: _____

NAME

PHONE

CITY BUSINESS LICENSE

5. PROJECT'S CONTACT PERSON: _____

NAME

PHONE

6. ENGINEERS ESTIMATED PROJECT COSTS (See attached engineer's estimate or work sheet)

A) PRELIMINARY ESTIMATE FOR PLAN REVIEW\$ _____

B) FINAL ESTIMATE AS REVISED AFTER PLAN REVIEW FOR CONSTRUCTION PERMIT\$ _____

7. FEES (Ordinance No. 2885):

A) PLAN CHECK FEE (1% of engineers preliminary estimate 6-A above)* \$ _____

C) RIGHT OF WAY PERMIT (\$50.00, fee waived for work less than \$1000 or part of Const. Permit)* \$ _____

D) PAVEMENT DISTURBANCE FEE (\$50.00, fee waived for work less than \$1000 or part of Construction Permit) \$ _____

TOTAL \$ _____

8. FEES (Ordinance No. 2885)

A) PERMIT FOR CONSTRUCTION OF PUBLIC IMPROVEMENTS (2% of engineer's final estimate 6-B above)*\$ _____

TOTAL \$ _____

*Includes but not limited to all public infrastructure costs. (e.g. streets, underground utilities, street lights, sidewalks, driveway aprons, wheelchair ramps, engineering, etc.)

9. I, _____ (owner) do hereby agree by my signature below that a response on the above mentioned project may not be received, either verbally or in writing by the Engineering Department until 10 days from the signature date by the owner or his authorized agent. I further agree to comply with the above described plans and specifications as herewith approved by the Engineering Department and also with all rules, regulations, ordinances and resolutions pertaining to construction within Public R.O.W. or dedicated easements.

OWNER/DATE

☐ **CORRECTIONS REQUESTED**

Date _____

1. Revise and resubmit for plans approval.
2. Plans approved subject to corrections of items on attached sheet.

☐ **PLANS REVIEW EXPIRATION NOTICE**

Ninety (90) days has elapsed since the construction plans you submitted on the above date were approved resulting in the expiration of your plan review approval. Enclosed you will find a copy of your construction plans. Prior to beginning construction on this project the construction plans shall be reviewed for finalization. A revised plan review application shall be completed and the fee paid prior to review.

☐ **PERMIT EXPIRATION NOTICE**

One hundred and eighty (180) days has elapsed since the "Permit for Construction of Public Improvements" was issued and work has not commenced resulting in the expiration of your permit approval. Enclosed you will find a copy of your Construction Permit. Prior to beginning construction on this project the construction plans shall be reviewed for finalization and a new Permit for Construction of Public Improvements issued. A revised plan review application and construction permit shall be completed and the fees paid prior to review and construction.

☐ **PERMIT ISSUED**

I, _____ do hereby agree by my signature below to assure that myself and all subcontractors under my direction and working on the above project shall have a valid City business license and hereby agree to forfeit all fines and penalties for failure of same. Such forfeiture will be with-held from my payment or retainage or added to the total cost of the permit. I have read and understand the City's "Engineering Department Public Facilities Construction Standards Manual".

PLANS REVIEW/PERMITS

ENGINEERING DEPARTMENT DATE

CONTRACTOR/OWNER DATE

CONSTRUCTION PERMIT

ENGINEERING DEPARTMENT DATE

CONTRACTOR/OWNER DATE