City of Burlington, Department of Public Works
645 Pine Street, Suite A | Post Office Box 849| Burlington, VT 05402-0849
802.863.9094 VOX | 802.863.0466 FAX | 802.863.0450 TTY

Parklet Application

Applicant Contact Information: *(List main project contact person)*	
Full Name:	
Organization Name:	Title:
Email Address:	Phone #:

Proposed Parklet Location:	
Address of hosting business or organization:	Addresses and names of all businesses adjacent to your proposed parklet:
Number of parking spaces needed for your parklet (one parallell parking space is 20 ft long):	

Project Vision:

Please provide one or two paragraphs that describe your parklet to help us understand what you're planning for the space. Consider the following questions:

- Why do you want to host a parklet?
- What do you hope it will do for your neighborhood?
- What do you see people doing in the parklet? What types of activities will it support?
- If you are a business, the parklet can be designated for use by patrons of your business during some or all of your regular operating hours. List the days and hours you plan to use/program the parklet for your business.

Attatched Document Checklist:

Before submitting your Parklet Application, be sure to familiarize yourself with the relevant materials and information, including:

- Fees and deadlines
- Construction guidelines
- Application process
- Permit requirements

Ensure these documents are included with this Application Form when submitting your application package. Please read through the Parklet Guidelines & Setbacks section of the Great Streets BTV Plan (p. 127-136) for details regarding the additional documents. Please check off the list when completed.

☐ **Proof of Community Outreach & Support**
Applicants are strongly encouraged to submit at least 3 letters of support for the parklet, 2 of which should be from adjacent businesses.

☐ **Existing Conditions Photos**
Please provide any photos that may help to describe the proposed parklet location and its existing conditions.

☐ **Simple Site Plan**
Please submit a site plan that shows the following:

- Location of existing street fixtures (utility poles, parking meters, trees, sign posts, etc.) and their distance from the nearest edge of the proposed parklet
- Width of the adjacent sidewalk
- Distance to nearest crosswalk or intersection
- Parklet dimensions
- Proposed parklet features (seating, plantings, lighting, materials, etc.)

☐ **Maintenance & Budget Plan**
Provide a detailed plan for the daily, monthly cleaning of the parklet as well as a proposed maintenance plan and budget set aside for repairs, replacements, etc. Please indicate if community partnerships will be used to assist in this.