

Appendix A– Application Form

PHASE 1: INITIAL APPLICATION



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 parallel 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.

Attached 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.