CITY OF ROCKFORD
RIVER DISTRICT ASSOCIATION
STREET PARKLET PROGRAM

2019 STREET PARKLET APPLICATION

THE CITY OF ROCKFORD ILLINOIS, USA

ROA RIVER DISTRICT

RIVER DISTRICT ASSOCIATION
DOWNTOWN STREET PARKLET PROGRAM

A parklet is a seasonal use of a parking space designed for the public to relax and enjoy the city.
Parklets are a simple and basic idea - use a parking space to create a tiny park ("parklet") or a space where people can gather in an unexpected place. They can be an extension of sidewalk dining, in a unique way. Parklets can also provide amenities like seating, plantings, gaming (like chess or mini-put), bike parking and public art. Parklets are located in the parking lane adjacent to the curb and should be designed to be an extension of the sidewalk. Advertising and other commercial activities are not permitted in the parklet.

The River District Association (RDA) parklet design guidelines and application document is intended to guide applicants through the process and procedures for applying to install a parklet. It provides a comprehensive overview of the program, policies, procedures, criteria and guidelines for creating parklets on public streets within the River District.

The parklet season has an 8-month term beginning on May 1st and ends on October 31st. River District Association parklet approval and a City of Rockford Right of Way Encroachment permit must be applied for, and issued, every year. The parklet will be maintained by the applicant for the duration of the season. At the end of the season the parklet must be removed and stored for the winter by the applicant before November 1.

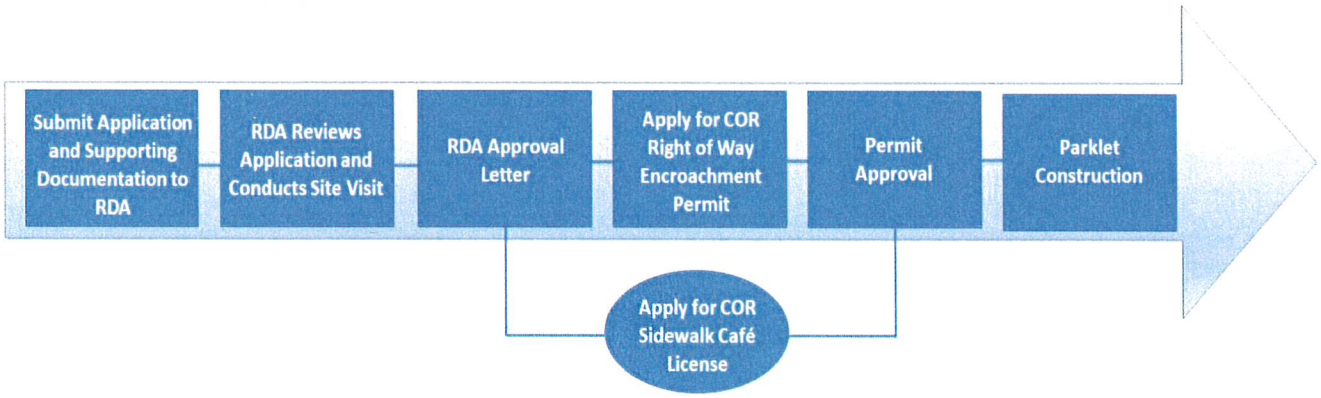
Establishments with a valid Business License may apply for a Parklet Permit. Generally, it is recommended that a parklet should be sized to occupy one parking space, and there should be no more than one parklet per block, per side of street. Under special circumstances the RDA will consider additional parklets on a block, or allowing a single parklet length to occupy two contiguous parking spaces. The River District Association will review all parklet application documents and make a recommendation to the City for parklet approval. The applicant must then apply for, and receive, a Right of Way Encroachment Permit from the City of Rockford which will allow for construction of the parklet. Applicants intending to serve food and liquor at a parklet must also apply for a City of Rockford Outdoor Sidewalk Café License.

PARKLET LOCATION

Parklets should be located on commercial corridors in front of businesses or institutions that generate foot traffic. Parklets will be considered on acceptable streets within the River District that meet the following characteristics:

1. Streets with posted speed limit of 30 mph. or less.
2. Sidewalk paving that extends to back of curb.
3. Should be in an unrestricted parking lane, parallel to the curb edge, adjacent to the sidewalk.
4. Does not block access to public utilities, hydrants, alleys, or driveways.
5. Does not block existing street drainage patterns.
6. Parklets must be 15' from catch basins.
7. Parklet must be located in front of applicant business.
8. Parklet may not be located in any part beyond the applicants property frontage without approval of the adjacent property owner.
9. Must be at least one 20' parking space away from the nearest intersection.
10. Should generally occupy no more than one parking space without special consideration by the River District Association or City.
11. Cannot be in or block a bus stop, on street handicap parking or loading zone.
12. Parklets cannot be located on streets with steep slope.

APPLICATION PROCESS



1. Applicant submits parklet application and supporting documents to the River District Association (RDA) for review.
2. RDA reviews the application and if all documentation is satisfactory, schedules a site visit to review the proposed parklet location with the applicant. As part of the preliminary screening process the River District Association and City of Rockford will review proposed sites for:
   - Potential conflicts with future street projects
   - Traffic patterns
   - Street regulations
   - Roadway geometry
   - Operational considerations
3. If the location meets all the site location characteristics the RDA will issue a letter of approval to the applicant.
4. The applicant may apply for a Right of Way Encroachment Permit with the City of Rockford (COR). Applicants intending to serve food and liquor at a parklet must also apply for COR Outdoor Sidewalk Café License.
5. The COR will issue a Right of Way Encroachment Permit and if necessary Outdoor Sidewalk Café License.
6. Construction of the Parklet may begin.

APPLICATION CHECKLIST

Please check ALL the boxes. Failure to complete this section properly will prevent your application from being processed.

☐ Application Fee

- Submit $50 non-refundable application fee payable to the River District Association.

☐ Business License Certificate(s)

- Please provide copies of your City of Rockford business license certificate(s). If you do not have a valid business license, please apply for the appropriate license(s) at the COR Finance Department.

☐ Photograph(s)

- Please provide photograph(s) on 8 ½" X 11" paper(s) which are clear and depict the proposed site of the Parklet and its relationship to the surrounding public way.

☐ Written Description

- Please provide a written description of your parklet including how it will be used, description of materials that the parklet will be constructed, colors, furnishings, location and types of plantings, artwork to be incorporated, etc.

☐ Plan(s)

- Plan(s) shall be submitted on 8 ½" X 11" paper(s) and clearly illustrate:
  1. The business name and address as they appear on your business license.
  2. The exact length(s) and width(s) of the proposed Parklet.
  3. Proposed landscaping ensuring that the proposed parklet is aesthetically-pleasing and consistent with the RDA's objective of developing attractive vibrant streets.
  4. The parklet perimeter be shall fully enclose on the sides facing the street by continuous railing or barrier 36" - 42" in height.
  5. Parklet structure and furnishings may not be bolted or physically attached to the curb, street or sidewalk.
  6. Compliance with the clearance requirements.
- Plan(s) that do not meet the requirements will be returned to the applicant for corrections, thus delaying the processing of your application.

☐ Insurance Requirements

- Please include your proof of insurance with this application. The requirements are below:
  1. The Certificate of Insurance evidencing commercial general liability insurance with limits of not less than $1,000,000.00 per occurrence, $2,000,000.00 in aggregate combined single limit, for bodily injury, personal injury and property damage liability. The City of Rockford and the River District Association shall be named as an additional insured on a primary non-contributory basis for any liability arising directly or indirectly from the operations of a Parklet; and the permittee shall indemnify, defend and hold the City of Rockford and River District Association harmless from any loss that results directly or indirectly from the permit issuance.
  2. The Certificate of Insurance "Description" section must clearly indicate the following:
     a. "City of Rockford, The River District Association, their agents and employees are listed as additional insured in regard to the Parklet"
     b. Having the City of Rockford and the River District Association only in the "Certificate Holder" section of the Certificate of Insurance does not mean that the City and RDA is listed as additional insured. Therefore, please ensure that the statement above is listed on your Certificate of Insurance "Description" section.
  3. The issuing insurer shall provide for 10 days prior written notice to the City of Rockford and the River District Association if coverage is substantially changed, canceled or not renewed.
  4. The Certificate of Insurance "Certificate Holder" section must include the following:

     CITY OF ROCKFORD
     425 EAST STATE STREET
     ROCKFORD, IL 61104

     RIVER DISTRICT ASSOCIATION
     102 NORTH MAIN STREET
     ROCKFORD, IL 61101
  5. The insured listed on the Certificate of Insurance must be issued to the entity applying for the parklet permit.

PARKLET APPLICATION

LEGAL NAME APPLICANT: _____

BUSINESS NAME: _____

MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

CONTACT PERSON: _____ TITLE: _____

PHONE: _____ MOBILE: _____ E-MAIL: _____

Note: Please review the above section to ensure the accuracy of your contact information. Any omissions/ inaccuracies may delay the processing of your application.

APPLICATION SUBMITTAL

Applicant to provide $50 non-refundable application fee payable to the River District Association along with parklet application and supporting documents. This fee is in addition to City of Rockford Right of Way Encroachment Permit fee.

The applicant will need to forward the signed and completed Parklet Application, including plans, photos, written description, certificate of insurance, neighbor signatures and letters of support, and a copy of current license certificate.

Failure to submit all the requirements will delay processing your application. No faxes will be accepted. Please return this application and all the associated documents by mail or in person to:

River District Association
102 North Main Street
Rockford, IL 61101

ALDERMAN'S RECOMMENDATION

Application should have prior recommendation of the Alderman of the Ward within which the Parklet will be located.

ALDERMAN'S SIGNATURE: _____

DATE: _____ WARD: _____

NEIGHBOR NOTIFICATION AND SUPPORT

It is the applicants responsibility to be a good neighbor. At a minimum you should notify businesses and residents on both sides of the street of the block where the parklet is to be located of your desire to construct parklet for the upcoming season. Providing your neighbors signatures, or letters of support of your parklet is highly encouraged and will go a long way in assisting the River District Association and City in approving your parklet application.

ACCEPTANCE OF PARKLET PERMIT TERMS

Please check ALL the boxes. Failure to complete this section properly will prevent your application from being processed.

ACKNOWLEDGMENTS:

☐ I understand and accept the terms and conditions relative to the issuance of the Parklet permit, and by signing below, I acknowledge that I must adhere to the City of Rockford's Municipal Code, the Rules and Regulations for Parklets, and if applicable Sidewalk Cafés, as well as all the additional requirements promulgated herein:

I understand it shall be my duty as the permit holder, and as a condition of the permit, to:

- adhere to the permit dates and not install parklet prior to May 1st, and completely remove parklet before November 1st;
- upon submission of the Parklet Application, furnish the Certificate of Insurance;
- Pay the non-refundable City of Rockford Right of Way Encroachment, and if applicable, Sidewalk Café annual permit fees;
- install and maintain the parklet after the issuance of the permit;
- install and/or maintain the parklet in a manner that complies with all applicable safety and accessibility requirements under local, state or federal law;
- maintain the parklet to be safe and attractive.

☐ I understand that failure to adhere to all conditions imposed in the permit may result in revocation of the permit.

☐ I understand that the City of Rockford may terminate the permit at any time for reasonable cause. Upon notification, the applicant shall remove the parklet within 10 business days.

☐ I understand that the parklet applicant is responsible for any injuries or damage to any personal or public property that may occur as a result of the parklet. It is the applicants responsibility to repair any damage at their cost.

☐ I understand the River District Association and the City of Rockford will have the option to deny issuance of a parklet permit regardless of whether the permit application and supporting document requirements are met.

☐ I have notified my neighbor businesses and residents on my block of my desire to install a parklet this season. I am providing signatures and letters of support with my application of neighbors that are in support of the proposed parklet.

☐ I hereby attest that all information that I have submitted is true and accurate.

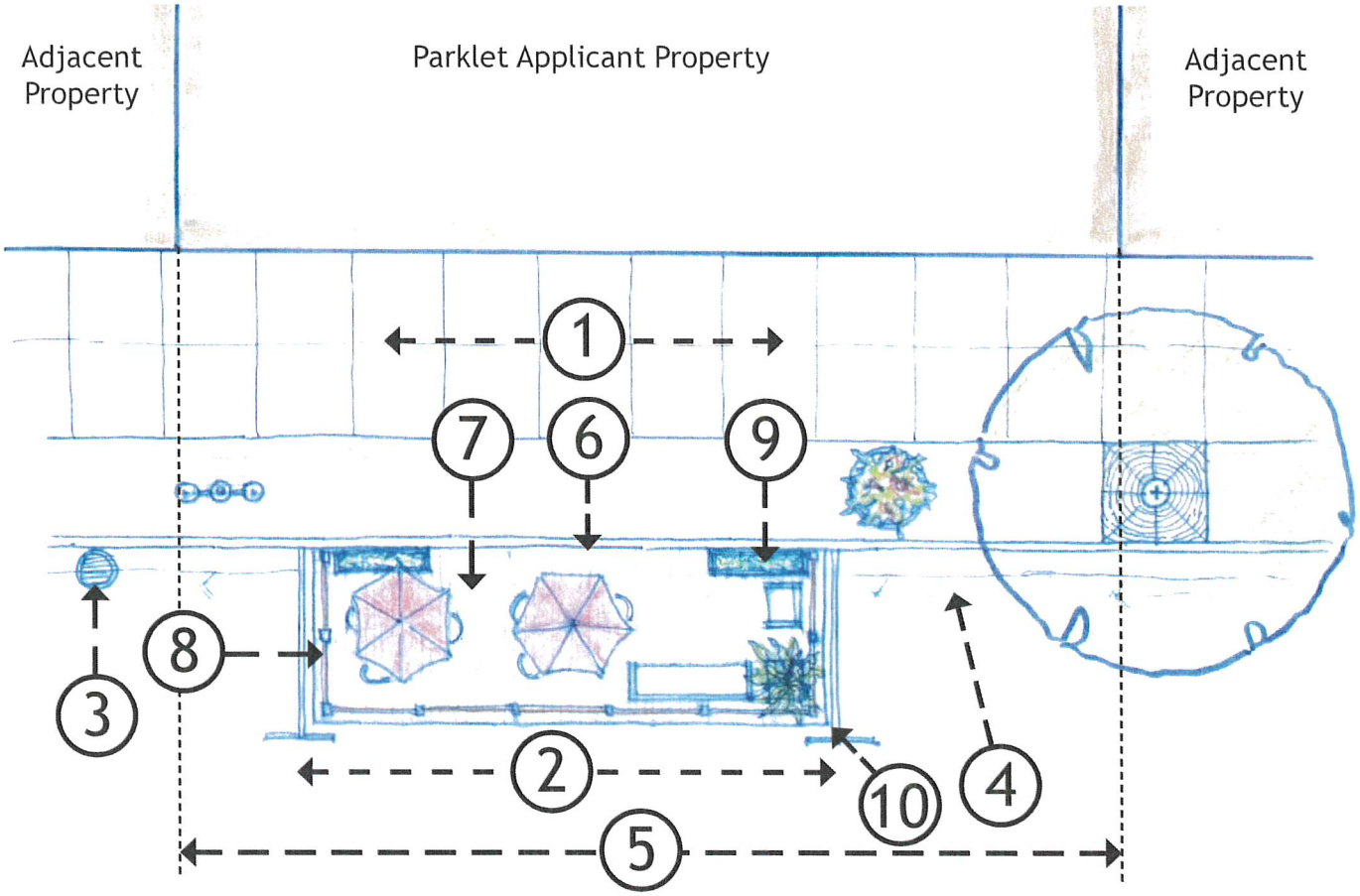
MUST BE SIGNED BY AN AUTHORIZED OWNER/OFFICER OF THE LICENSED BUSINESS ENTITY

SIGNATURE: _____

PRINT NAME: _____

DATE: _____

PARKLET DESIGN



1. The sidewalk facing the parklet should be open to pedestrians. Parklet should not block fire hydrants, signs or other street furnishings.

2. The parklet dimensions should be the size of a standard parallel parking space. approx. 7 feet wide by 22 feet long. Parklet may take up to two parking spaces in length.

3. Do not block drainage structures.

4. Maintain water flow under parklet deck to drainage structure.

5. The parklet zone may not be longer than the frontage of the applicant's or supporting property owners property line without approval from adjacent property owners.

6. Provide smooth transition from curb to parklet deck with no more than 1/2" gap.

7. Parklet deck should structurally sound and slip resistant surface that is level with the adjacent curb and have no more than 2% cross slope.

8. Provide continuous railing or barrier on street sides of parklet. Railings should be between 36" - 42" in height and be securely affixed to the parklet structure.

9. Colorful landscape plantings are encouraged in planters affixed to railings and in raised planters.

10. Provide reflectors or reflective tape at the parklet perimeter closest to traffic.