



Curbside Temporary Outdoor Restaurant and Retail Operation Permit Application Checklist

Parklet Program Overview

Parklets are temporary permitted outdoor spaces that allow businesses to expand into the public right of way with approval from the Town. Permit applications and fee schedule are available on the Town's website www.barharmoraine.gov. If you have questions about the parklet program, please contact the Town Clerk's office at 207-288-4098.

To be considered for the upcoming permit season (as determined by Town Council but generally, from May 15 – October 30), applicants must submit parklet designs for approval no later than April 30 of the same year.

The Town has instituted the following general standards and reserves the right to forgo any standard(s) depending on the unique circumstances of a proposed parklet location:

Parklet Checklist

- The Application meets all applicable standards outlined herein.

Parklet Standards

Location/Placement:

- Parklets shall only be permitted in areas where the posted speed limit is 25mph or less.
- Parklets shall not be placed over manholes, storm water drainage grates, catch basins, water utility valves/covers or other access points to underground utilities.
- Parklets shall not block access to hydrants, which require a 3-foot clearance around all sides of the hydrant.
- Parklets shall not block designated loading zones, driveways, bike racks, trash receptacles, sidewalk benches, etc.
- The outside edge of the permitted parklet space shall be located:
 - at least 15 feet from intersections.
 - at least 5 feet from crosswalks.
 - at least 10 feet from driveways.
 - where the grade is no more than 5%.

Size/Footprint restrictions – See Diagram A:

- The permitted parklet space shall be the width of the parking space and length of no more than two (2) parking spaces.

Protection from travel lanes – See Diagram A:

- Within the permitted parklet space the actual size of the occupied area must leave a buffer zone within the permitted space such that
 - 1) the inside edge (travel lane side) of the occupied space must be at least 18-inches away from the travel lane, creating a buffer from a traveling vehicle.
 - 2) A minimum 12-inches buffer shall be maintained between the outside edge of the parklet features (e.g. guardrails, barriers, etc.) and the travel lane to increase safety adjacent to moving traffic.

Protection from adjacent parking vehicles, intersections or driveways – See Diagram A:

When a permitted space is located adjacent to a parking space or other vehicle travel, protection from adjacent vehicles must be provided that meets one of the following standards:

- Option 1 (minimum standard): vehicle wheel stops shall be placed over the white parking spot demarcating line and the occupied area shall be set back at least four (4) feet from the vehicle wheel stop within the permitted space. Wheel stops must be affixed to the pavement following the manufacturer’s installation requirements. All holes made by the wheel stop anchors shall be filled with pavement at the end of the permit season.
- Option 2a: Concrete precast jersey barriers (base width of 24” and height of 32”), specifically designed for traffic control, shall be placed so that the base does not extend over the white parking spot demarcating line, and the occupied area shall be set back at least two (2) feet from the jersey barrier.
- Option 2b: Concrete precast jersey barriers (base width of 24” and height of 32”), specifically designed for traffic control, shall be placed so that the base does not extend over the white parking spot demarcating line, and the jersey barrier shall be anchored to the road surface using specified asphalt anchors or adhesive pads. In this case, no occupied space setback is required from jersey barriers that are anchored to the road surface.
- Option 3: Other concrete barriers (such as heavy planters) located so that the outer face does not extend over the white parking spot demarcating line, that meet all the following criteria:
 - Height between 30” and 42” tall
 - Able to withstand a vehicle impact force of 6,000 lbs applied horizontally in any direction

Barrier design meeting the above criteria must be submitted for review and approval by the Town. Subject to approval, barrier may be temporarily pinned to pavement similar to Options 1 and 2. No occupied space setback is required from barriers meeting this standard.

Platform Requirements:

- The parklet occupied space shall be built upon a platform that matches the height of the existing sidewalk allowing for the parklet to be a physical extension of the sidewalk.
- The platform shall be a non-permanent, freestanding structure that rests on the streets surface which can be easily removed when necessary.
- The platform shall be designed to hold a live load of 100 psf.
- The permitted space shall comply with all applicable local, state and federal laws and regulations including the Americans with Disability Act (ADA). For example, the maximum vertical difference between the elevation of the sidewalk and proposed platform is ¼ inch; the maximum horizontal difference between the sidewalk curb and proposed platform is ¼ inch, etc.
- A gap of at least 6-inches shall be provided underneath the platform and the edge of curb so that sidewalk wash down water and stormwater are not impeded from draining to nearby stormwater basins.

Height Restrictions and Vertical Element Requirements:

- Parklets must have vertical elements (e.g., planters, fences, railing, etc.) to visually distinguish the boundary of the parklet and provide visibility to passing vehicles. At a minimum, each corner of the permitted space must be marked with a reflector placed at a height of 48-inches or more to be visible from both oncoming vehicles in the travel way but also to pedestrians using the sidewalk.
- A physical barrier, such as a guardrail or fence, is required along the street side (travel lanes) of the parklet. This outside barrier shall provide protection to pedestrians inside the parklet from passing vehicles and prevent pedestrians from stepping into travel ways. A rope is not sufficient.
- The height of the outside wall or fence is dependent on the context but shall be between 30 inches minimum on the street side to a maximum of 42 inches.
- No stationary element of the parklet or movable fixtures shall be placed in such a way as to obstruct a vehicle's view of a traffic control device (i.e., stop sign) or view of a pedestrian at the entrance to a cross walk.

Asphalt Anchor and Mounting Plate Specifications

- **Option 1 – Wheel Stops**
 - Wheel stops must be affixed to the pavement following the manufacturer's installation requirements.
- **Option 2b – Concrete Jersey Barrier**
 - A minimum of six (6) asphalt anchors and mounting plates shall be installed to fix the concrete jersey barrier to the road surface, OR
 - Asphalt anchors shall be Bolthold, SP10-38 Asphalt Anchors and shall be installed following manufacturer's instructions. The SP10-38 anchors are 6-inch long and 5/8" diameter, with a 3/8"-16 female thread. The anchor is bonded to the asphalt using special grout such as EPX2 or EPX3 by Asphalt Anchors Corp.
 - Concrete anchor shall be ½-inch diameter concrete expansion bolt.
 - Each mounting plate shall be 18-inches L3xL3x3/8 Steel Angle Bracket with bolt holes spaced 12-inches apart, centered on length for the concrete anchors and 14-inches apart, centered on length for the asphalt anchors.

Adhesive Pad Specification

- **Vertical indicator/reflector**

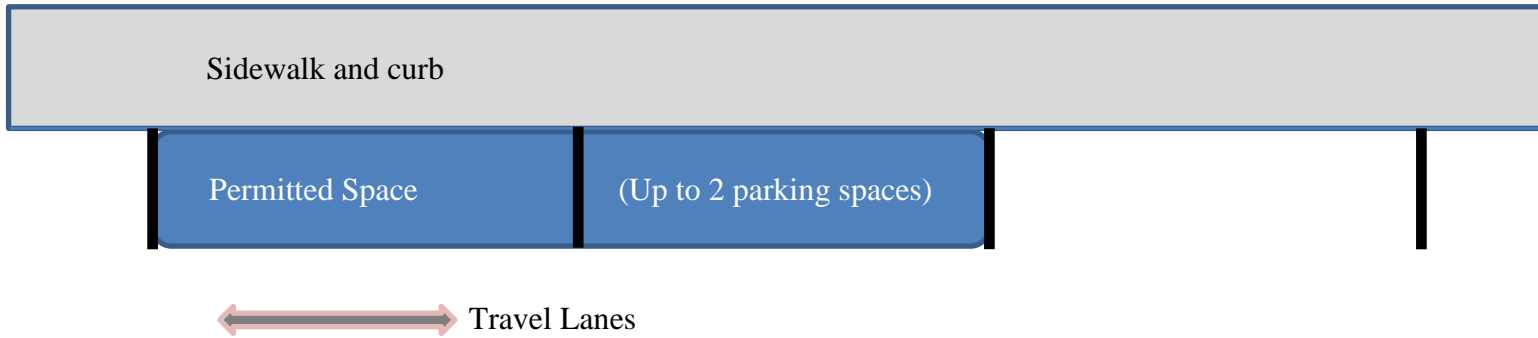
- A minimum of one (1) adhesive pad (4-inch by 4-inch by 3/32-inch) shall be used to adhere the vertical element demarcating the edge of the parklet to the road surface
- Adhesive pad shall be : [Butyl Pads 8x8x3/32, Box of 35-trafficssafetywarehouse.com](https://www.trafficsafetywarehouse.com), or equal.

End of Season Removal:

- All elements of the parklet must be removed by the end of the season (October 30th). This includes, but is not limited to, concrete barriers, platforms, wheel stops, furnishings, etc.
- All holes or penetrations into the asphalt pavement from pins or anchors must be filled with flexible caulking and/or pavement to the satisfaction of the Town.
- All adhesive pads removed and asphalt restored to the satisfaction of the Town.
- Parking spaces shall be left in equal to or better than pre-parklet condition.

DIAGRAM A - Size/Footprint restrictions

Permitted Space:



Maximum Allowable Occupied Space:

