



People St

Parklet Application Manual

SPRING 2014

LADOT

Dear Angelenos,

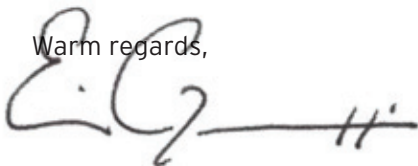
I am pleased to invite you to present your ideas to be a part of **People St**, a program that transforms neighborhoods across our city. People St was developed by the Los Angeles Department of Transportation (LADOT) in collaboration with the Los Angeles Departments of Public Works and City Planning, and the Los Angeles County Metropolitan Transportation Authority (Metro), all of whom will work closely with community groups on this effort.

People St represents one of the many tools in our **Great Streets** toolbox. We are working to change the way Angelenos interact with the built environment, while using existing government resources to make City Hall work better for our residents and businesses. Fundamental to People St is its bottom-up, community-based approach. I am proud of our city's transportation and planning experts, but no one knows more about our neighborhoods than you.

It is fitting that such an innovative program will be taking root here in Los Angeles, where we are experiencing a fundamental shift in how we make our city streets safer and more enjoyable. I look forward to the many new Plazas, Parklets, and Bicycle Corrals that will be created by People St and am excited to continue working with all of our departments to spearhead other creative initiatives.

Please join me and all of us at the City of Los Angeles in fostering Great Streets in our neighborhoods and communities. We look forward to seeing you on the street.

Warm regards,



Mayor Eric Garcetti



City of Los Angeles Department of Transportation
Pedestrian Program
100 S. Main St., 9th Floor
Los Angeles, CA 90012
ladot.lacity.org

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A Parklet on Spring Street in Downtown L.A.

About the Parklet Application Manual

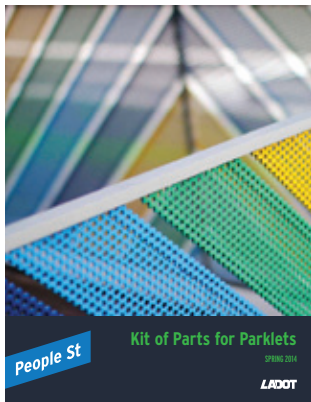
The **People St Parklet Application Manual** provides comprehensive guidance to Community Partners interested in proposing and operating a People St Parklet in the City of Los Angeles. Complementing documents include the **Kit of Parts for Parklets** and the **Kit of Parts for Parklets Technical Appendix**, which describes the technical aspects of Parklet design and construction.

The materials required to apply for a Parklet are outlined here, as is the process for submission. For applications selected by LADOT, design development and review phases are described. For completed projects, financial, legal, and maintenance responsibilities are specified.

Disclaimer

The City reserves the right to amend the application process and requirements, application evaluation criteria, site location criteria, Community Partner criteria, and responsibilities, Kit of Parts documents and Technical Appendices, and design and technical requirements up until the point that final approval is granted. Applicants may withdraw their application if they do not agree with any of the amended terms.

Other Resources to Review

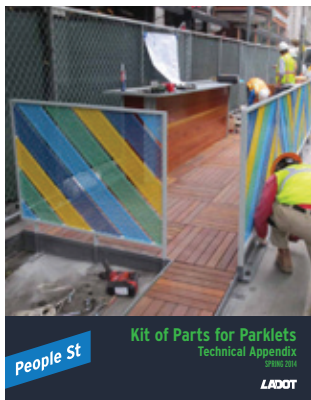


KIT OF PARTS FOR PARKLETS

The **Kit of Parts for Parklets** contains preapproved configurations to expedite the approval and implementation of Parklets.

Community Partners must select and install one of the preapproved Parklet models described in this package.

Download at peoplest.lacity.org/parklet.



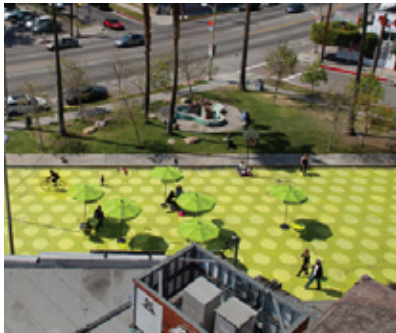
KIT OF PARTS FOR PARKLETS TECHNICAL APPENDIX

The **Kit of Parts for Parklets Technical Appendix** includes drawings for each Parklet, including standard details and module plans and sections, as well as information on environmental graphics, furnishings, and components. Community Partners should use this document to develop required drawings for their Parklet.

Download at peoplest.lacity.org/parklet.

Introduction to the People St Program

Communities can transform underused areas of L.A.'s largest public asset—our 7,500 miles of city streets—into active, vibrant, and accessible public space with **People St**, a program of the City of Los Angeles Department of Transportation (LADOT). Eligible Community Partners can apply for approval to create projects that enhance the quality of life in this city. Three innovative types of projects are available.



Sunset Triangle Plaza in Silver Lake

PLAZA

Converts redundant or underused portion of a street into a public space with tables and chairs.



A Parklet in Downtown L.A.

PARKLET

Expands the sidewalk into one or more on-street parking spaces to create people-oriented places.



A Bicycle Corral in Highland Park

BICYCLE CORRAL

Installs bike racks within on-street parking spaces or in Plazas.

people St

People St contributes to more active, accessible, and livable streets, enhancing quality of life in the City of Los Angeles.



A Parklet on Huntington Drive in El Sereno

About Parklets

A Parklet converts one or more on-street parking spaces into people-oriented places. Parklets introduce new streetscape features such as seating, planting, bicycle parking, or elements of play. Parklets encourage pedestrian activity by providing a space that breaks from the flow of pedestrian traffic, which is especially beneficial in areas that lack sufficient sidewalk width or access to public space.



A Parklet on Spring Street in Downtown L.A.

PROGRAM GOALS

- **Convert underused street space into a people place.**
- **Emphasize streets as venues for social interaction and vibrancy.**
- **Support high-quality streetscape experience and improve the day-to-day life of the street.**
- **Create venues for community gathering, events, and celebrations.**
- **Increase safety for people who walk, bike, and take transit.**
- **Encourage increased levels of walking and bicycling which, in turn, support local business communities.**
- **Foster future investment in more capital-intensive infrastructure to support walking and bicycling.**

BEFORE: SPRING STREET (DOWNTOWN L.A.)



AFTER: SPRING STREET WITH PARKLET



What was once space for two parked cars is now a people-oriented place.

Community Partner Criteria

Community Partners will accept the responsibility for design, installation, operation, management, and maintenance of the Parklet.

ELIGIBLE ORGANIZATIONS

- Business Improvement District (BID)
- Community Benefit District (CBD)
- Chambers of Commerce
- Ground-floor business owner
- Fronting property owner
- Nonprofit and community-based organizations
- Other eligible Community Partners may be considered on a case-by-case basis.

COMMUNITY CONNECTION

The Community Partner should have strong and productive relationships with property owners, business operators, and area residents. Prior collaboration with other community groups is also highly preferred. The Community Partner must have the organizational capacity to conduct outreach and organize public meetings regarding the Parklet.

CAPACITY FOR MAINTENANCE

Community Partners should have previous maintenance experience and/or demonstrated capacity to manage the Parklet on a daily basis. Repairs of Parklet elements and upkeep of vegetation are required throughout the lifetime of the Parklet.

HISTORY OF PUBLIC REALM IMPROVEMENTS

The Community Partner should have a track record of work in the public realm. Examples of this include community clean-up programs, planting and streetscape projects, or public safety and monitoring programs.

Community Partner Financial Responsibilities

If selected as a Community Partner, applicants will be required to sign an agreement with the City of Los Angeles outlining a number of financial responsibilities.

DESIGN AND INSTALLATION

The Community Partner must have the organizational capacity to seek professional guidance to finalize design plans per the **Kit of Parts for Parklets** and engage a licensed, insured contractor to perform installation. The Community Partner must have the organizational capacity to seek professional guidance to execute the chosen Kit of Parts option.

CAPITAL COSTS

The Community Partner must purchase and install materials associated with the chosen Kit of Parts option. Costs may be lowered through pro bono work from design professionals, donated materials from vendors, or volunteer labor.

LIABILITY INSURANCE

The Community Partner must provide evidence of or retain at least \$1 million in General Liability Insurance.

PERFORMANCE BOND

The Community Partner may be required to take out a performance bond upon signing the **People St Parklet MOU**. The performance bond would cover the costs of removal of the Parklet in the event that the Community Partner is not able to do so themselves.

ALL COSTS RELATED TO ONGOING MAINTENANCE AND UPKEEP

The Community Partner is responsible for maintenance and upkeep of the Parklet per the "Operation and Maintenance Requirements" outlined in this manual (page 12/next page) and the **People St Parklet MOU**.

Operations and Maintenance Responsibilities

If selected as Community Partner, applicants will be required to sign an agreement with the City of Los Angeles (**People St Parklet MOU**) to keep the site in clean and safe condition. Community Partner's responsibilities include, but are not limited to the following.

ACCESS

- Enforce public access to the Parklet. Community Partners may not restrict access to the Parklet.
- Table service is not allowed.
- Maintain accessibility to individuals with disabilities per the Americans with Disabilities Act Accessibility Guidelines (ADAAG). People in wheelchairs must be able to enter the Parklet and access all the primary features of the Parklet.

PUBLIC HEALTH AND SAFETY

- Daily cleaning and emptying of trash receptacles.
- Keep the Parklet free of pests and vectors (rodents, birds, mosquitoes, etc.).
- Comply with all rules and regulations of the City and County Department of Public Health.
- Adequately maintain all surfaces of the Parklet so they are not hazardous to Parklet users.
- Notify the City of any accidents or other incidents that have caused or may cause injury to persons or property, if known, occurring at the Parklet and any claim for injury, death, property damage, or theft which may be asserted against Community Partner with respect to the Parklet.

BUILT FACILITIES

- Keep all plants healthy and replace dead plants.
- Keep the Parklet free of debris and grime.
- Remove graffiti if it appears.
- Maintain any special play equipment or fixtures.

MOVABLE FURNITURE

- Store unsecured furniture after business hours. If Community Partner is not a business, the hours for unsecured furniture will be 7:00 a.m. to 10:00 p.m.
- Keep all furniture—such as tables, chairs, and benches—clean.
- Repair and/or replace tables, chairs, planters, and other elements of the Parklet as needed.

ONGOING MAINTENANCE AND OPERATIONS

- Sweep out debris from under the Parklet on an as-needed basis to allow proper drainage.
- Power wash under the Parklet annually.



A Parklet on York Boulevard in Highland Park

Location Criteria



CLEARANCE AND ACCESS

- Parklet sites must be at least one parking spot away from the street corner.
- Parklet sites must provide adequate clearance for automobiles to turn in and out of nearby driveways.
- The curbside lane of a proposed Parklet site must be at least eight feet wide from curb to the adjacent bicycle or vehicular travel lane. Sites with a seven-foot-wide parking lane will be considered on a case-by-case basis.



POSTED SPEED LIMIT

- Parklets must be located along streets with a speed limit of 25 MPH or less.
- Locating Parklets on streets with a speed limit of 30 or 35 MPH may be allowed on a case-by-case basis and requires additional LADOT review and approval. In this case, a five-foot buffer between the edge of the closest vehicular travel lane and the Parklet edge may be required.



COLORLED CURB AND PARKING ZONES

- Parklets are not permitted in red zones, unless approved by LADOT.
- Parklets can replace white or green parking zones if the adjacent entity agrees to repurpose curb. The Community Partner must provide letter(s) of support (page 29) from the associated entities.
- Parklets can replace yellow or blue parking zones if the original applicant for these parking designations agrees to their removal or relocation. Applicant pays relocation fees.

For a helpful guide outlining the definitions of colored curb zones within the City of Los Angeles, please visit ladot.lacity.org.

PARKLET CRITERIA AND RESPONSIBILITIES



PUBLIC UTILITIES

- Parklets are not permitted within 15 feet of a fire hydrant.
- The design must provide access to public utilities, access panels, valves, building standpipes, and other features.



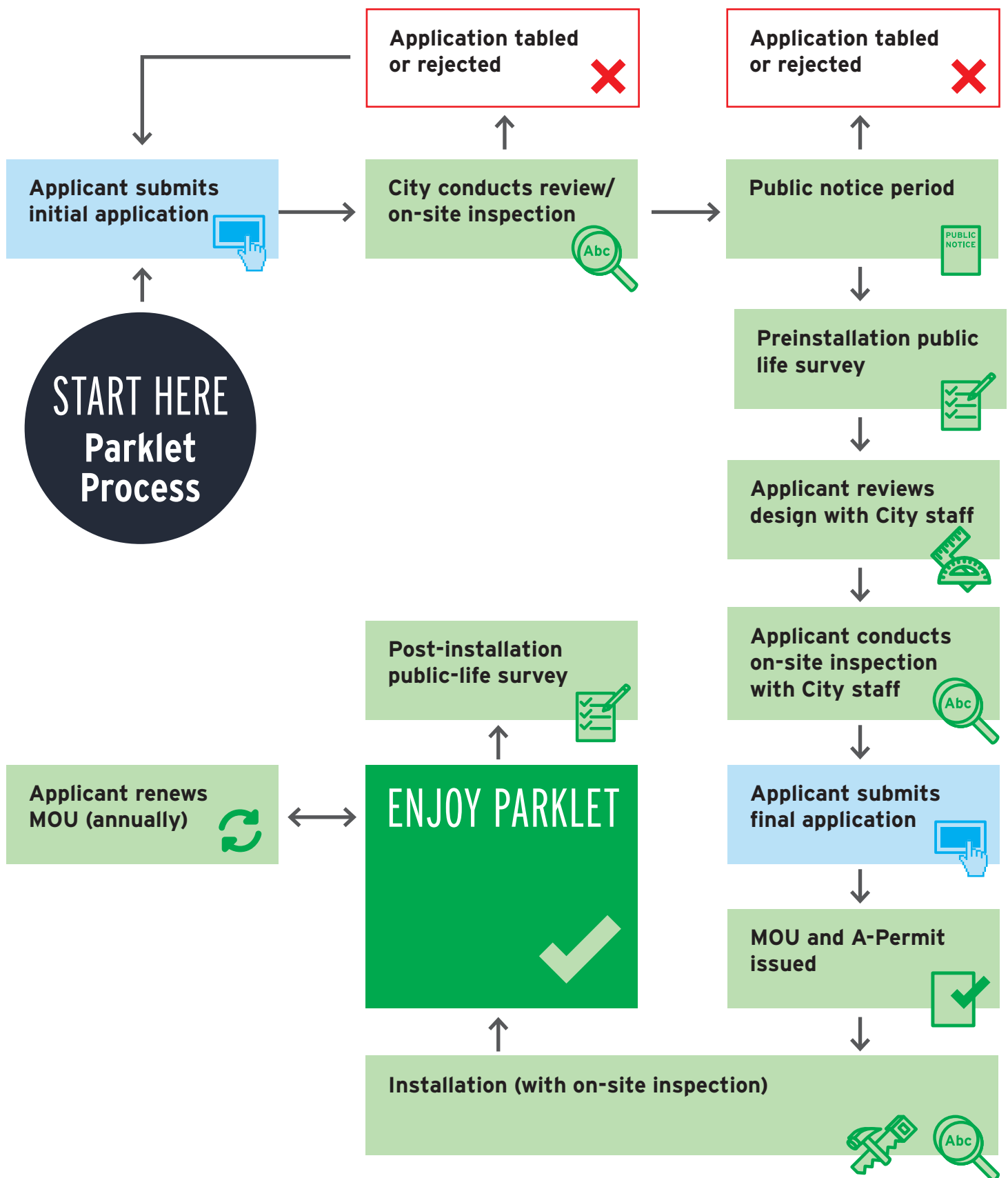
SURROUNDING LAND USES

- Nearby land uses such as food service, retail, transit facilities, and cultural institutions all support the natural functions of a Parklet. These elements should influence the selection of a Parklet site.



PEDESTRIAN ACTIVITY

- Parklets work best in locations with existing pedestrian activity, and/or where sidewalks are not wide enough to accommodate current pedestrian volumes.



1

Application and Selection

APPLICATION SUBMISSION



Applicant submits a complete Parklet application to LADOT by the deadline. This includes tentative selections for Parklet model and color scheme outlined in the **Kit of Parts for Parklets**. Applicant will be sent confirmation of receipt after application has been processed by LADOT.

- Applicant conducts local outreach
- Submission includes: site location, organizational history, financial summary, letters of support

INITIAL REVIEW



LADOT will conduct a review of all Parklet applications. This may include an on-site inspection.

Application tabled or rejected



NOTICE OF SELECTION



After review and site inspection, prioritized applications will be selected to move forward. LADOT will notify all applicants.

PUBLIC NOTICE AND COMMENT



LADOT will generate public-notice posters, which the Community Partner is required to post at the site for a minimum of 10 business days. During this period, members of the public may submit public comments directly to LADOT.

Application tabled or rejected



PREINSTALLATION PUBLIC-LIFE SURVEY



The Community Partner will assist LADOT in collecting baseline information on the site, including levels of pedestrian and cyclist activity, patronage of local business, and public opinion of the proposed project.

(Continued on next page.)

2

Design Development and Approvals

DESIGN DEVELOPMENT REVIEW



LADOT will begin discussions with applicant and designer to address design concepts, outstanding issues, and inclusion of required design criteria. Applicant develops design per the **Kit of Parts for Parklets**.

PREINSTALLATION SITE INSPECTION



The Community Partner and LADOT conduct an inspection on-site. City staff will verify the conditions documented in the Parklet application. City staff will identify any additional site limitations.

FINAL APPLICATION PACKAGE SUBMISSION



At the end of the design development phase, applicants will submit complete construction drawings, materials list, and a schedule for purchasing materials, fabrication, and installation.

REVIEW AND APPROVAL



LADOT will conduct complete construction packet review. If there are no outstanding issues, LADOT will sign off on Parklet construction plans.

MOU AND A-PERMIT ISSUED



Community Partner submits approved design plans and proof of required insurance via the online-application portal at peoplest.lacity.org/parklet.

Community Partner submits proof of required insurance on the City's Track4LA website at track4la.lacity.org.

(Continued on next page.)

Once submission of approved design plans and proof of required insurance are verified, Community Partner signs and returns **People St Parklet MOU** to City staff. Both the Community Partner and LADOT must sign the MOUs in order to proceed with on-site installation. An executed MOU is required for the City of Los Angeles to issue an A-Permit to the Community Partner, which signals that installation may begin under the terms of the MOU.

3

Installation

The Community Partner has a 30-day window to install the Parklet on-site from start to finish. The Community Partner must coordinate with LADOT and acquire special approvals from the City of Los Angeles in order to close any part of the public right-of-way for staging and other installation-related activity.

SCHEDULE SITE INSPECTIONS



Community Partner will notify LADOT within 72 hours prior to the start of installation in order to schedule an on-site inspection.

BEGIN ON-SITE INSTALLATION



Community Partner begins on-site installation. Materials that are fabricated and/or assembled off-site may now be installed at the site.

INSTALLATION SITE INSPECTION



The Community Partner, LADOT, and the Bureau of Contract Administration conduct an inspection during installation. City staff will verify in-field that the installation conforms to the approved design plans. City staff will note any violations or nonconforming execution of the plans.

COMPLETE ON-SITE INSTALLATION



Community Partner continues on-site installation. Any violations noted by City staff are corrected. Required signage and safety elements—such as wheel stops and planter barriers—are installed.

POST-INSTALLATION SITE INSPECTION

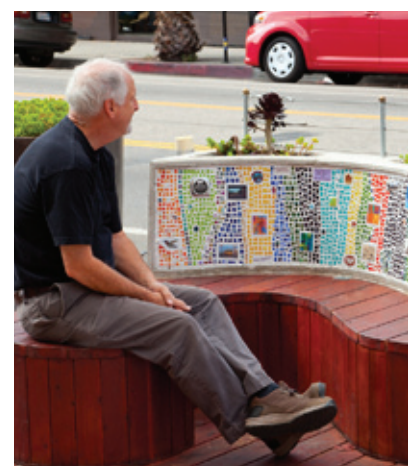
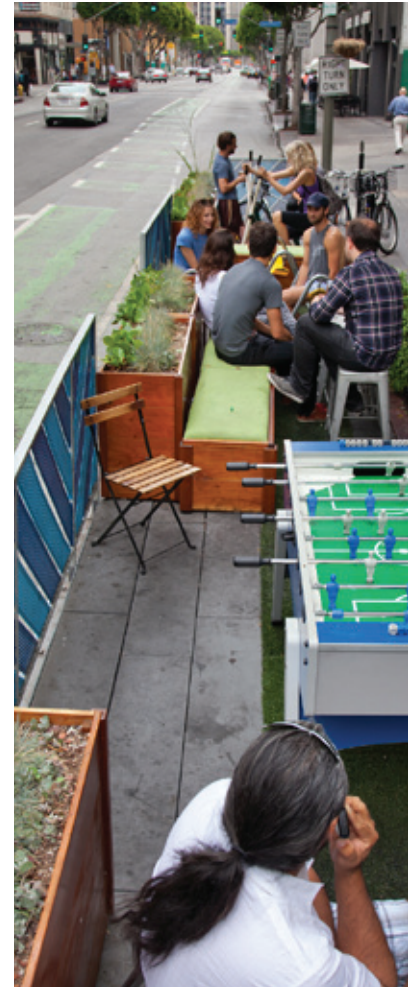


The Community Partner, LADOT, and the Bureau of Contract Administration conduct an inspection after installation. City staff will verify in-field that the installation was executed as approved.

(Continued on next page.)

4

Enjoy Parklet!



5

Active Lifetime

PERFORMANCE EVALUATION AND RENEWAL



LADOT will conduct routine site evaluations to assess considerations such as material stability and drainage, overall maintenance standing, and stewardship.

Community Partners that demonstrate outstanding partnership with LADOT, compliance with the requirements stated in the **People St Parklet MOU**, proficient organizational capacity and maintenance, ability to activate the site through dynamic programming opportunities, hold good community standing, and maintain a site that has not been the recipient of a large number of complaints will be considered for MOU renewal at the end of 12 months.

POST-INSTALLATION PUBLIC-LIFE SURVEY



The Community Partner will assist LADOT in collecting information at the site, including levels of pedestrian and cyclist activity, patronage of local business, and public opinion on the completed project.

(Continued on next page.)

6

Renewal or Removal

COMPLAINTS

The public may file complaints directly with LADOT concerning the Parklet via peoplest.lacity.org/contact-us. These complaints will be communicated to the Community Partner. If necessary, LADOT may amend the MOU with additional operations requirements, design modifications, or other measures to address the complaints.

LADOT will issue a written Notice of Violation if the Community Partner is found in violation of Operating and Maintenance Standards outlined in the **People St Parklet MOU**. The Community Partner must correct the violation within 30 days, or LADOT may issue a Notice of Removal.



RELOCATION

Circumstances may arise that call for temporary (street or utility work, public safety emergencies) or permanent relocation of the Parklet. Requests of this nature from the Community Partner or another stakeholder will be considered by LADOT on a case-by-case basis.



REMOVAL

In the highly unlikely event that LADOT should decide to remove the Parklet, the Community Partner is responsible for coordinating and paying for removal of their Parklet within 72 hours of receiving a notice to remove.

If the Community Partner fails to remove their Parklet, the City will do so at the expense of the Community Partner. LADOT may issue a Notice of Removal if the Community Partner:

- is found in violation of Operating and Maintenance Standards outlined in the MOU;
- does not successfully resolve complaints received by LADOT;
- lapses General Liability Insurance; and/or
- does not renew their MOU annually.



Studies and Other Analysis

The City of Los Angeles is committed to understanding and reporting on how projects have economic and social impacts in neighborhoods and districts. By using established metrics that illuminate how new public spaces like Plazas, Parklets, and Bicycle Corrals influence street life, we can track trends over time, evaluate project success, and inform future program direction. Methodical observations and data gathering at a site—both before and after installation—help in understanding the potential impacts.

You may be asked to respond to or assist with City-issued surveys and studies. Your participation in these efforts is greatly appreciated, and will help to inform others about the transformative effects of People St projects.

BEFORE: SPRING STREET (DOWNTOWN L.A.)



AFTER: SPRING STREET WITH PARKLET



What was once space for two parked cars is now a people-oriented place.

Application Selection Criteria

40% ORGANIZATIONAL CAPACITY

Applicants must demonstrate the necessary organizational skills, capacity, and initiative to facilitate community outreach, fund design and materials procurement, and conduct comprehensive maintenance of the site.

15% SITE LOCATION

The applicant must provide an "Existing-Conditions Site Plan" showing the proposed site and how it satisfies the "Location Criteria" (page 14). The plan can be drawn by hand or by computer and does not need to show final design concepts. An example of an "Existing-Conditions Site Plan" can be found in the "Additional Required Materials" section of this document (pages 30-31).

15% SITE CONTEXT

Parklets work best at locations with some pre-existing pedestrian activity. Nearby land uses such as food service, retail, transit facilities, and cultural institutions are great elements for selecting a Parklet site.

15% COMMUNITY SUPPORT

The applicant must demonstrate community support for the proposed Parklet. Letters, petitions, and other documentation from property owners, neighboring businesses and residents, local institutions, community groups, and your Council District office are required. See "Proof of Community Outreach and Support" requirements (page 29).

15% ACCESS

Proposed sites located in areas that lack access to existing public open space are preferred. Sites that solve an urban-design problem, such as a constrained sidewalk or a lack of seating near transit stops, are also preferred.

Submitting Application

The following section contains all materials—application and supporting items—that you must assemble in preparation of submitting your application online to LADOT. Complete applications with no missing information are encouraged and will be prioritized.

LADOT strongly encourages applications be submitted via peoplest.lacity.org/parklet.

VIA PEOPLEST.LACITY.ORG (PREFERRED)

SUBMIT ONLINE

peoplest.lacity.org/parklet



APPLICATION WINDOW

Applications are accepted during designated application windows. Check peoplest.lacity.org/parklet for more information.



If you cannot submit via the website, there are two other options:

VIA E-MAIL

Applicants may submit the application via e-mail. Please use "Parklet RFP Submittal" as the e-mail subject line. Original hardcopy documents requiring signatures—such as letters of support and petitions—should be electronically scanned and submitted as individual PDF documents.

peoplest@lacity.org

VIA MAIL

Hardcopy packages must arrive on or by the application-window closing date. Packages may be addressed to:

People Street Parklet Application Submittal
City of Los Angeles Department of Transportation
Pedestrian Program
100 S. Main Street, 9th Floor
Los Angeles, CA 90012

PARKLET INITIAL APPLICATION FORM

COMPLETE BEFORE APPLYING ONLINE.

Application Form

The Community Partner must complete this form in its entirety before submitting online to LADOT.

SUBMIT ONLINE

peoplest.lacity.org/parklet



APPLICANT CONTACT INFORMATION

First Name

Last Name

Title

E-mail

Phone

Organization

Street Address

City and State

Zip

ORGANIZATION TYPE

☐ **Business Improvement District (BID)**

☐ **Community Benefit District (CBD)**

☐ **Chambers of Commerce**

☐ **Property owner**

☐ **Ground-floor business owner**

☐ **Nonprofit and community-based organizations**

☐ **Other** _____

PROPOSED LOCATION

Nearest Valid Street Address

Nearest Cross Street

City and State

Zip

Council District

SITE LOCATION INFORMATION

(Please select all that apply.)

- ☐ **Posted speed limit 25 MPH or less**
- ☐ **Posted speed limit 30 MPH**
- ☐ **Posted speed limit 35 MPH**
- ☐ **Posted speed limit greater than 35 MPH**
- ☐ **Distance between curb and nearest travel lane is at least eight feet**
- ☐ **Does not block driveway access**
- ☐ **Is not within 15 feet of a fire hydrant**
- ☐ **Does not restrict access to public utilities and panels**

USE TYPES WITHIN TWO-BLOCK RADIUS

(Check all that apply.)

- ☐ **Business**
- ☐ **Retail store**
- ☐ **Restaurant**
- ☐ **Cafe**
- ☐ **Bar**
- ☐ **Multifamily residential**
- ☐ **Single-family residential**
- ☐ **Office/commercial**
- ☐ **Other** _____

PARKING ZONE(S) PROPOSED

PARKLET WILL REPURPOSE

(Check all that apply.)

- ☐ **Metered parking**
- ☐ **Street parking (no meters, no colored curb)**
- ☐ **Red zone**
- ☐ **Yellow zone (commercial loading)**
- ☐ **White zone (passenger loading)**
- ☐ **Green zone (short-term parking)**
- ☐ **Blue zone (disabled parking)**

CERTIFICATION OF ACCURACY

I herby certify that all the information provided on this application is true and correct.

Signature

Print Name

Date

Additional Application Materials

1

PROOF OF COMMUNITY OUTREACH AND SUPPORT

2

EXISTING-CONDITIONS SITE PLAN

3

EXISTING-CONDITIONS PHOTOS

4

MODEL AND COLOR-SCHEME WORKSHEET

5

BUDGET AND MAINTENANCE PLAN WORKSHEET

1 Proof of Community Outreach and Support

A minimum of three letters of support are required for applications. If submitting electronically, please scan and upload as individual PDF documents, or submit original hardcopies.

- A letter of support must come from the local Council District Office.
- Letters of support are also required from nearby entities associated with white, green, yellow, or blue curb color zones if the application involves relocation or repurposing of those zones.
- A letter of support from adjacent property owner and/or others directly impacted by the Parklet.

Optional documentation that may support a robust application include:

- Additional letters of support may come from other project stakeholders including (but not limited to) neighboring businesses, Community Partners, schools, and neighboring residents. A sample letter of support and a sample petition of support can be found on peoplest.lacity.org.
- Petitions in support of the Parklet
- Fliers and posters created by applicant
- Community surveys
- Documentation of community-outreach meetings and/or visioning workshops
- List of coordinating participants and project partners

LADOT encourages applicants to actively involve the community in the development of the design application as it evolves. In review, LADOT will pay special attention to the description of outreach efforts within the submitted application. Once an application is approved, a public notice will be placed in the window of the adjacent business for 10 days to solicit any public comment that may influence the acceptance or rejection of the application.

2 Existing-Conditions Site Plan

The Community Partner must submit an Existing-Conditions Site Plan with the application. LADOT highly encourages that the applicant engage a design professional to produce this plan. However, the plan may be hand-drawn as long as all of the required elements are included, and the drawing is legible. LADOT prefers electronic submission of individual PDFs using the application application portal at peoplest.lacity.org/parklet. If submitting hardcopies, please print at 11x17 inches.

The Existing-Conditions Site Plan should show the proposed site and 20 feet on either side of the proposed site.

- Proposed Parklet footprint (with dimensions)

The Existing-Conditions Site Plan must include the following **existing** elements:

- Parking stalls (with dimensions)
- Adjacent bicycle lane or auto traffic lane (with dimensions)
- Location of existing utility access panels in the sidewalk and in the street
- Location of storm drains
- Colored curb zones
- Driveways and garage doors
- Sidewalk dimensions
- Permanent above-ground street fixtures such as utility poles, street lights, parking meters, electrical boxes, fire hydrants, and newspaper stands
- Moveable above-ground street fixtures such as trash bins, planters, benches, cafe tables, and chairs
- Property lines where they meet the sidewalk
- Building entrances
- Building standpipes

COMPLETE BEFORE APPLYING ONLINE.



PARKLET INITIAL APPLICATION FORM

COMPLETE BEFORE APPLYING ONLINE.

3 Existing-Conditions Photos

Community Partners are required to submit photos like those shown below. LADOT prefers JPG electronic submission using the online application portal at peoplest.lacity.org/parklet. If submitting hardcopies, please print at a minimum of 8x10 inches. Any photos that illustrate pedestrian activity near the site are encouraged.



BUILDING ELEVATION

Take a photo of the proposed site from across the street. Center the proposed site within the frame, including the sidewalk, fronting and adjacent buildings.

Submit as "B_Elevation_YYYY_MM.jpg"

**Key: YYYY =
year of application
MM = month of
application**



UPSTREET SIDEWALK APPROACH

Take a photo of the Parklet site from the sidewalk, approximately one parking space to the left of the proposed site when standing at the storefront.

Submit as "US_Approach_YYYY_MM.jpg"



DOWNSTREET SIDEWALK APPROACH

Take a photo of the Parklet site from the sidewalk, approximately one parking space to the right of the proposed site when standing at the storefront.

Submit as "DS_Approach_YYYY_MM.jpg"



OPPOSITE ELEVATION

Take a photo of the opposite sidewalk and buildings from the proposed site.

Submit as "O_Elevation_YYYY_MM.jpg"



CURB, GUTTER, AND DRAINS

Take photos of the curb and gutter where the Parklet structure will connect with the sidewalk. Include photos of any storm drains within 20 feet to either side of the proposed Parklet site.

Submit as "Curb_[photo number]_YYYY_MM.jpg"



UTILITIES

Take photos of utility access panels on the sidewalk and in the street within 20 feet to either side of the proposed Parklet site.

Submit as "Utilities_[photo number]_YYYY_MM.jpg"



ABOVE-GROUND FIXTURES

On the sidewalk within 20 feet to either side of the proposed Parklet site, take photos of existing above-ground fixtures, including utility poles, newspaper dispensers, bike racks, parking meters, and street trees. Document movable fixtures such as trash bins, benches, and potted plants.

Submit as "Fixtures_[photo number]_YYYY_MM.jpg"

4 Model and Color-Scheme Worksheet

Please refer to the **Kit of Parts for Parklets** to make these selections for your site.

PROPOSED LOCATION

Number of parking spaces
to occupy

- ☐ **One ***
- ☐ **Two**
- ☐ **Three**
- ☐ **Four or more**

* Size type for one-space Parklet only

- ☐ **Single-space Parklet (A 1/2)**
- ☐ **3/4 Parklet (A 3/4)**

PARKLET MODEL

- | | | |
|--|--|---|
| <input type="checkbox"/> A 1/2: The Spot | <input type="checkbox"/> B1: The Sidewalk | <input type="checkbox"/> C1: The Steps |
| <input type="checkbox"/> A 3/4: The Pit Stop | <input type="checkbox"/> B2: The Diagonal | <input type="checkbox"/> C2: The Planter |
| <input type="checkbox"/> A1: The Café | <input type="checkbox"/> B3: The Streetside Bench | <input type="checkbox"/> C3: The Slope |
| <input type="checkbox"/> A2: The Curbside Bench | | |
| <input type="checkbox"/> A3: The Counter | | |
-

ROADBED GRAPHICS

Color palette

- ☐ **Blue**
- ☐ **Green**
- ☐ **Pink**

Pattern

- ☐ **Single color**
- ☐ **Dual color**

REMINDER:

Selections are preliminary. LADOT considers the tentative choices from the options in the **Kit of Parts for Parklets** manual to assess the viability with the chosen site. Final decisions and design development are made between the Community Partner and LADOT.

5 Budget and Maintenance Plan Worksheet

The Community Partner must submit a draft fiscal year operating budget for maintenance and programming of the Parklet, including but not limited to the following. Fill out the form below or submit your plan in your preferred format.

DAILY	<i>x hours</i>	<i>x cost per hour</i>	<i>annual cost</i>
Clean and empty any trash receptacles			
Clean movable furniture and equipment			
Deploy / store movable furniture and equipment			
Sweep ground surfaces and gutters			
Irrigate plants and trees			
WEEKLY			
Inspect ground surfaces for damage (report to LADOT for repair)			
Inspect plants and trees for damage			
ONGOING			
Power wash ground surfaces			
Repair or replace damaged plants			
Repair or replace movable furniture and equipment			
Abate graffiti			
Outreach and communications			

Total

REMINDER:

Once the application form and these supporting materials are gathered, visit peoplest.lacity.org/parklet to submit your application for LADOT review.

For information on People St
visit **peoplest.lacity.org**
e-mail **peoplest@lacity.org**



fb.com/ladotpeoplest



www.flickr.com/groups/peoplest



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The **People St Parklet Application Manual** was created by the City of Los Angeles Department of Transportation (LADOT) in collaboration with the City of Los Angeles Departments of Public Works and City Planning, the Office of Mayor Eric Garcetti, and the Los Angeles County Metropolitan Transportation Authority (Metro).

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