



City of San Marcos Pilot Program

STREETSCAPE IMPROVEMENTS MANUAL



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PARKLETS

INTRODUCTION

In cities across the country, there is a movement afoot to reclaim and repurpose underutilized spaces for people through the use of parklets. Parklets are the reuse of on-street parking spaces or unused portions of right-of-way to provide amenities and green space for the general public. Parklets are intended as aesthetic enhancements to the streetscape and can incorporate seating, plantings, bike parking, and art, providing an economical solution to the need for increased public open space. The City of San Marcos has enacted a Pilot Parklet Program allowing 5 total parklets within a one-year period subject for review by the San Marcos City Council.

WHAT ARE PARKLETS?

Parklets are generally one parking space long and are built out of semi-permanent materials installed in a way that does not require reconfiguring the roadway or pouring concrete. By not requiring a concrete base, parklets are a fast and less expensive way for the City to bring sidewalk improvements to a neighborhood. Parklets are used to encourage pedestrian oriented development and have been shown to increase the economic activity of the neighborhood. While parklets are funded and maintained by businesses, residents, and community organizations, they are intended to provide benefits to all uses of the public rights-of-way.

ORIGINS

The parklet initiative was first introduced in San Francisco in 2009 through a city-wide Park(ing) Day. The program encouraged citizens to design and install a temporary park within a parking space resulting in 975 “parks” in 162 cities across 35 countries and 6 continents. The San Francisco Planning Department led the initial effort to install a Parklet Pilot Program known as *Pavement to Parks*. In order to avoid a lengthy permit process, it defined this project as “removable” in character and implemented a unique design and construction guidelines manual.



BENEFITS & PURPOSE

Parklets have significant implications for cities. By increasing pedestrian activity and encouraging pedestrians to linger in an area longer parklets encourage economic

growth. San Francisco's first parklet, sponsored by *Mojo Bicycle Café*, featured a simple design with bright red tables, silver chairs, and three bike racks. The results were impressive:

- ❖ 37% rise in weekday evening pedestrian traffic;
- ❖ 14% increase in the number of people walking their bikes within the study area;
- ❖ 10% rise in positive public perception of the area's community character. As more cities and downtowns become aware of these advantages, it can be expected for parklets to continue to grow in popularity. With this, the trend of reclaiming space for people will continue to grow, one parking space at a time.

APPLICATION

PRE-APPLICATION

Prior to submitting an application, applicants are required to schedule an appointment for a Pre-Development meeting with the Planning and Development Services Department to verify the viability of the location and proposed elements. Parklets should be proposed in areas where they are likely to be used and active. The results of the Pre-Development meeting do not guarantee approval of the Parklet location and design.

APPLICATION AND PROCESS

After the Pre-Development meeting, the applicant may begin the process of completing the application and supporting materials. A completed application will include the following:

1. City of San Marcos Parklet Application
2. Application Fee submitted with Application
3. A map, survey, drawing, aerial photograph, site plan or similar information showing the footprint/outline of the proposed parklet, including dimensions of parklet, property lines, existing sidewalk width, existing parking stalls/alignment and all existing sidewalk furniture and obstructions; e.g. fire hydrants, utility poles, street trees, etc.
4. A description of type(s) of elements proposed to be placed in the parklet; e.g. tables, chairs, benches, planters/landscaping, bicycle parking, etc.
5. Final dimensioned site plan including all details, plant species, furniture types, etc.
6. City of San Marcos License and Maintenance Agreement
7. Proof of Insurance as required
8. Documentation of support from abutting property/business owners is **required**. Additional documentation of community support is encouraged.

The application package, including all supporting materials, should be submitted to the City of San Marcos Permit Center. The application will be reviewed by City Staff to determine if the application meets all designated requirements. Additionally, reviewing staff will analyze aspects of the application and plans such as enhancement of streetscape, location, community support, and maintenance plan.



APPROVAL

Once City staff determines an application is complete and meets the standards set forth by the City of San Marcos Streetscape Improvements Manual, Planning and Development Services Department will either approve the parklet administratively or forward the request and application to the City of San Marcos City Council for final approval.

Parklet applicants must work through the following outlined process in order to receive approval to begin the construction of a Parklet. There are two types of parklet approvals:

1. **Approval of parklet by City Council:** An application for approval of a parklet in a **parking area** of a street shall be considered by the City Council after a public hearing on the application.
2. **Approval of parklet Administratively:** The City Manager or the City Manager's designee shall designate appropriate locations eligible for the installation of parklets and may approve applications for a parklet in areas of right-of-way that are **not designated for parking**.

DURATION

Approved parklets will be permitted for one full year after their installation and must be designed for easy de-installation. All approved parklets are temporary installations and are subject to removal with any violation of the permit, maintenance, or general procedure. Parklets are subject to annual review and must obtain a renewal permit and pay associated renewal fee.



The parklet design and location shall conform to the following design guidelines, as well as any additional standards made part of the approval of the individual parklet. Additional requirements and further details can be found in *Ordinance 2015-01*.

1. **CORNER LOCATIONS**

The proposed parklet site shall be located at least one parking spot from a corner or protected by a bollard, sidewalk bulb-out, or other similar feature, if located at the corner.

2. **SPEED LIMIT**

Parklets are permitted where the posted speed limit is 30 mph or less. Streets with higher speed limits may be considered on a case-by-case basis.

3. **STREET SLOPE**

Parklets must be situated on streets with a running slope (grade) of five percent or less.

4. **BUFFERS**

Parklets shall be required to have reflective tape, soft hit posts, wheel stops, and depending on proposed location, may require edging such as planters, railings, or cables to protect users from street traffic. Parklets must be situated a minimum of 2 feet from the nearest edge of traveled way.

5. UTILITIES

Parklets shall not be allowed in front of a fire hydrant, or over a manhole, public utility valve, or cover. Curb and roadside drainage shall not be impeded by the parklet. The platform should allow for easy access underneath the platform and curbside drainage may not be impeded. A gap of 6" should be maintained between the body of the deck and the curb to facilitate the movement of water.

6. ADA REQUIREMENTS

All elements of Parklets shall be constructed and/or installed to conform to the applicable provisions, rules, regulations, and guidelines of the Americans with Disabilities Act (ADA).

7. DESIGN FOR EASY REMOVAL

Parklets are temporary in nature and must be designed for easy removal. All removable furniture must be locked or stowed each night.

8. PARKLET DECKING

Parklet decking must be flush with the curb and may not have more than ½" gap from the curb. A minimum 36" ADA accessible entryway to the parklet must be maintained for all parklets. Platforms shall not exceed a 2% cross slope. Decking will need to be constructed of durable material capable of withstanding weather elements. Deck installation shall no damage sidewalk, street, curb, or any aspect of the public right-of-way.

9. EDGING

All edging shall be visually permeable. If cables are used, vertical spacing between cables may not exceed 6". All rails must be capable of withstanding a 200 lb horizontal force.

10. MATERIALS

Materials should be high quality, durable, waterproof, and capable of withstanding heavy use and exposure to the elements. Loose particles such as sand or loose stone are not permitted within the parklet area. All furniture must be designed for outdoor use.

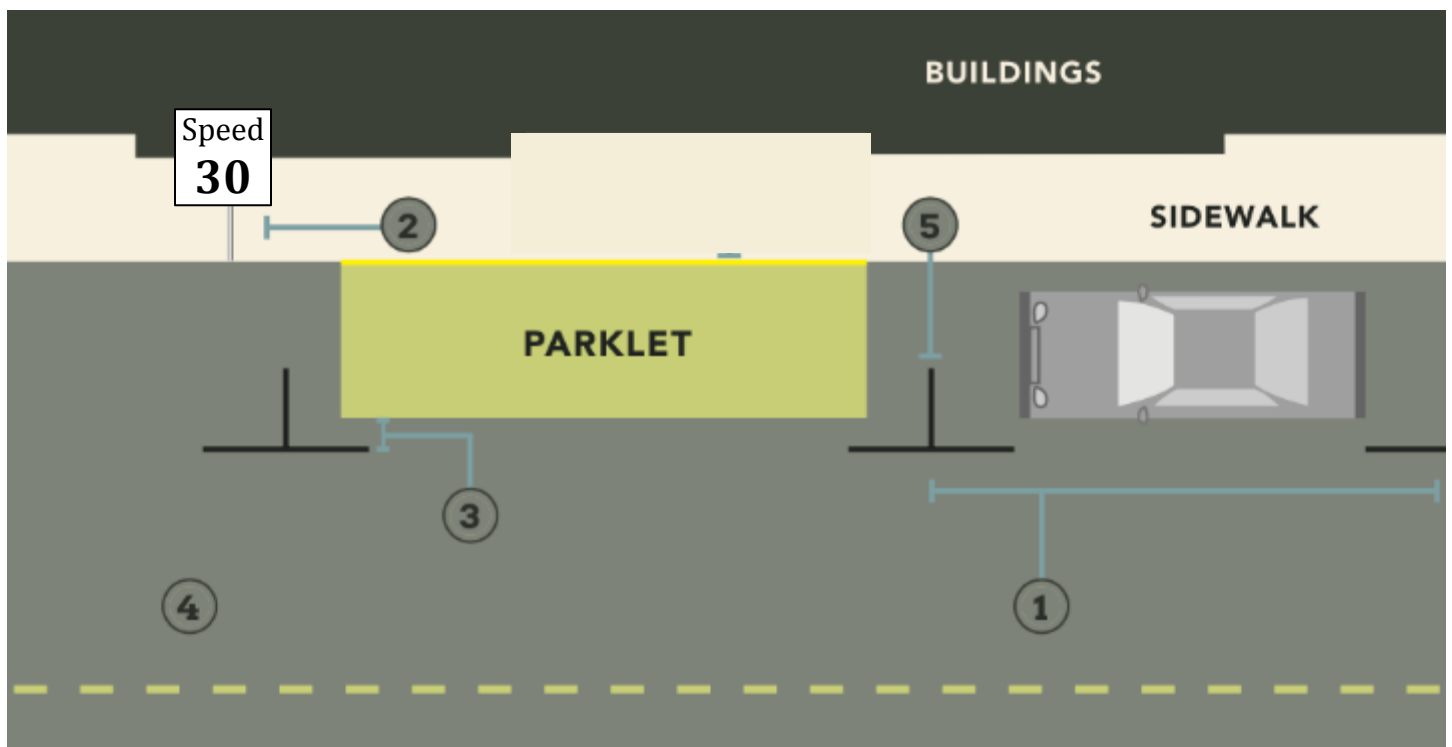
11. VISUAL DESIGN

Parklet designs must maintain a visual connection to the street and not obstruct sight lines to existing businesses or roadway signage. While not visible from the sidewalk, the parklet's back is highly visible from across the street. Large blank walls, therefore, are discouraged.

DESIGN, cont.

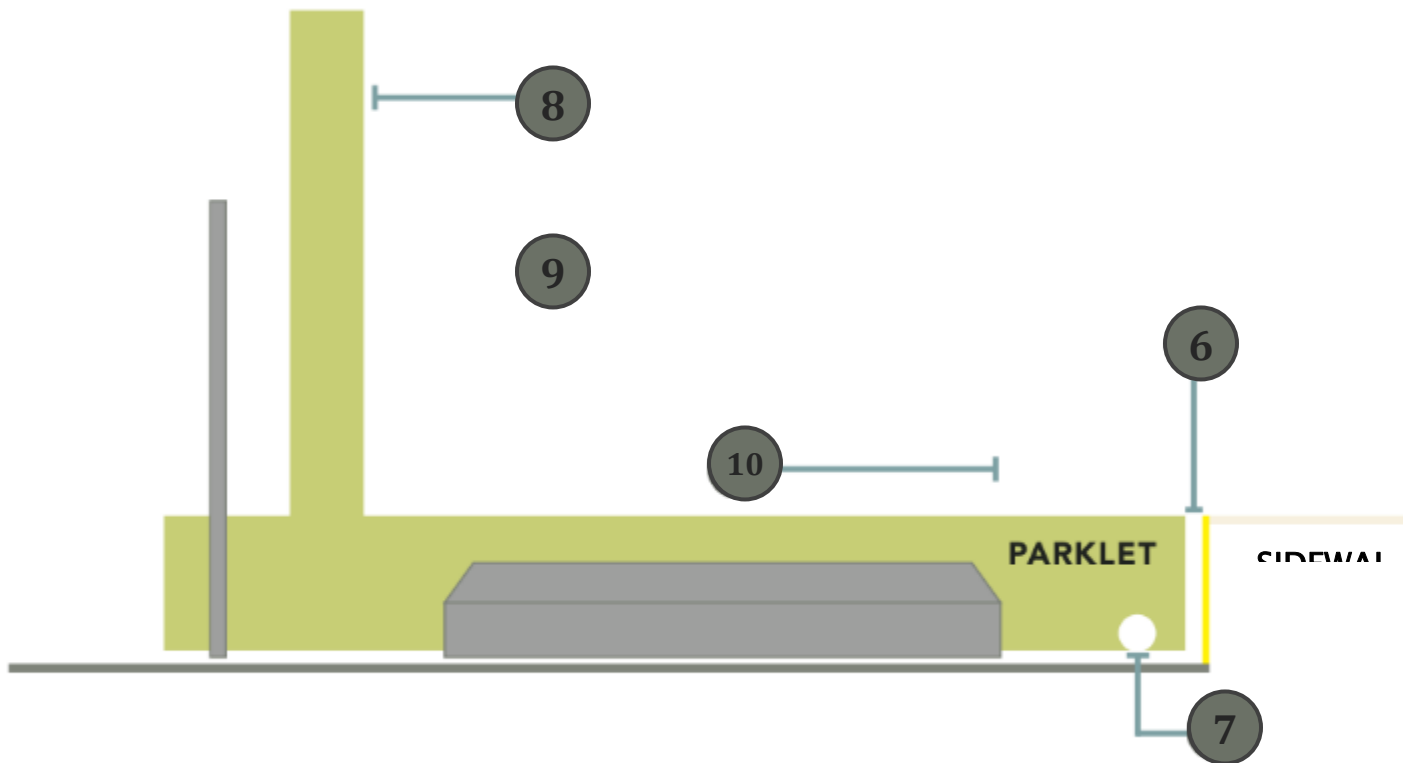
PLACEMENT GUIDELINES

Diagram of design standards.



1. Located at least one parking stall from a corner (*If located at corner, parklet must be protected by a bollard, sidewalk bulb-out, or other similar feature*).
2. In an area with a posted speed limit of 30mph or slower.
3. Minimum of 2 feet from the nearest edge of traveled way.
4. Street has a grade of no greater than 5%.
5. Must have reflective tape, soft hit posts, wheel stops, and additional edging such as large planters to provide safety buffer.

DESIGN, cont.



6. Parklet decking must be flush with the curb and may not have more than $\frac{1}{2}$ " gap from the curb. If this is impossible, the parklet must be ADA accessible. A minimum 36" ADA accessible entryway to the parklet must be maintained for all parklets.
7. The platform should allow for easy access underneath the platform and curbside drainage may not be impeded. A gap of 6" should be maintained between the body of the deck and the curb to facilitate the movement of water.
8. All edging shall be visually permeable. If cables are used, vertical spacing between cables may not exceed 6"
9. All rails must be capable of withstanding a 200 lb horizontal force.
10. Platforms shall not exceed a 2% cross slope.

RESPONSIBILITIES OF PERMIT

Parklets permit holders are responsible for the following. Additional requirements and further details can be found in *Ordinance 2015-01*.

- Keep parklet free and open to all members of the public.
- Keep parklet well maintained and in good repair with daily cleaning.
- Keep parklet free of debris, grime, and graffiti.
- Water and maintain all parklet vegetation.
- Provide pest control as needed.
- No table service or alcohol in the parklet.
- No smoking in the parklet.
- Provide trash and recycle receptacles in the parklet and contract through the City the scheduled pick-up of these receptacles.



SIDEWALK CAFÉS

INTRODUCTION

Sidewalk Cafés and restaurant seating help to enliven the sidewalk environment, encourage economic development, and to activate the space in the public right-of-way. Guidelines have been established to balance safety, aesthetics, accessibility, and commercial prosperity. The City of San Marcos encourages sidewalk cafés to increase public use, enjoyment and safety. With proper design and management, sidewalk cafés can be a great way to encourage walking, add vitality to the street and promote local economic development.



PRE-APPLICATION

Prior to submitting an application, applicants are required to schedule an appointment for a Pre-Development meeting with the Planning and Development Services Department to verify the viability of the location and proposed elements. The results of the Pre-Development meeting do not guarantee approval of the Sidewalk Café location and design.

APPLICATION AND PROCESS

After the Pre-Development meeting, the applicant may begin the process of completing the application and supporting materials. A completed application will include the following:

1. City of San Marcos Sidewalk Café Application
2. Application Fee Submitted with Application
3. License and Maintenance Agreement
4. Proof of Insurance as required
5. Property Owner Authorization
6. Detailed Site Plan
7. Supporting design materials i.e. fence details, planter boxes, types of chairs/tables.
8. Installation method of fencing and tables

The application package, including all supporting materials, should be submitted to the City of San Marcos Permit Center. The application will be reviewed by City Staff to determine if the application meets all designated requirements.

Additionally, reviewing staff will analyze aspects of the application and plans such as enhancement of streetscape, location, community support, and maintenance plan.

SIDEWALK CAFÉS Cont.

APPROVAL

Once City staff determines an application is complete and all City departments determine that the application, plans, and associated documents meet the standards set forth by the City of San Marcos Streetscape Improvements Manual, the permit will be administratively approved. A Conditional Use Permit for on-premise consumption of alcohol may require additional review processes.

ALCOHOL

If on-premise consumption of **alcohol** is proposed, the establishment must conform to all TABC requirements and submit for a Conditional Use Permit (CUP) application to the Planning and Development Services Department. Please contact 512.393.8230 for additional information.

DESIGN REQUIREMENTS

Sidewalk cafés must meet the following design requirements. Additional requirements and further details can be found in *Ordinance 2015-01*.

- Must be associated with a restaurant with kitchen facilities for the preparation of the food to be sold, the primary business of which is the on-premises sale of prepared food.
- Must be located on a sidewalk abutting and within the span of the façade of the restaurant.
- Must not interfere with visibility for drivers at street corners.
- Must be open to the air.
- Must contain removable tables, chairs, planters or other appurtenances that should be locked or stowed nightly.
- Chairs, tables, and outdoor appurtenances must be durable, waterproof, and built to maintain weather elements.
- Must have a minimum of 6 feet clearance along sidewalk.
- Amplified music is prohibited in Sidewalk Cafés.
- Cooking appurtenances are prohibited within the sidewalk café.
- Propane heaters are allowed on a case-by-case basis subject to Fire Marshal approval.

RESPONSIBILITIES OF PERMIT HOLDERS

Sidewalk cafés must meet the following requirements. Additional requirements and further details can be found in *Ordinance 2015-01*.

- Permit holders are responsible for all maintenance within the sidewalk café.
- The permit holder is responsible for ensuring all activities on the sidewalk stay within the approved area.
- Food trays, carts, receptacles for dirty dishes, etc. shall not be placed or stored on any portion of the sidewalk.
- Must use non-disposable dishes, silverware, and linens to prevent items from blowing off tables.
- Sidewalk café must be free of debris, grime, and graffiti.
- Planter boxes within sidewalk cafés must be watered and maintained.

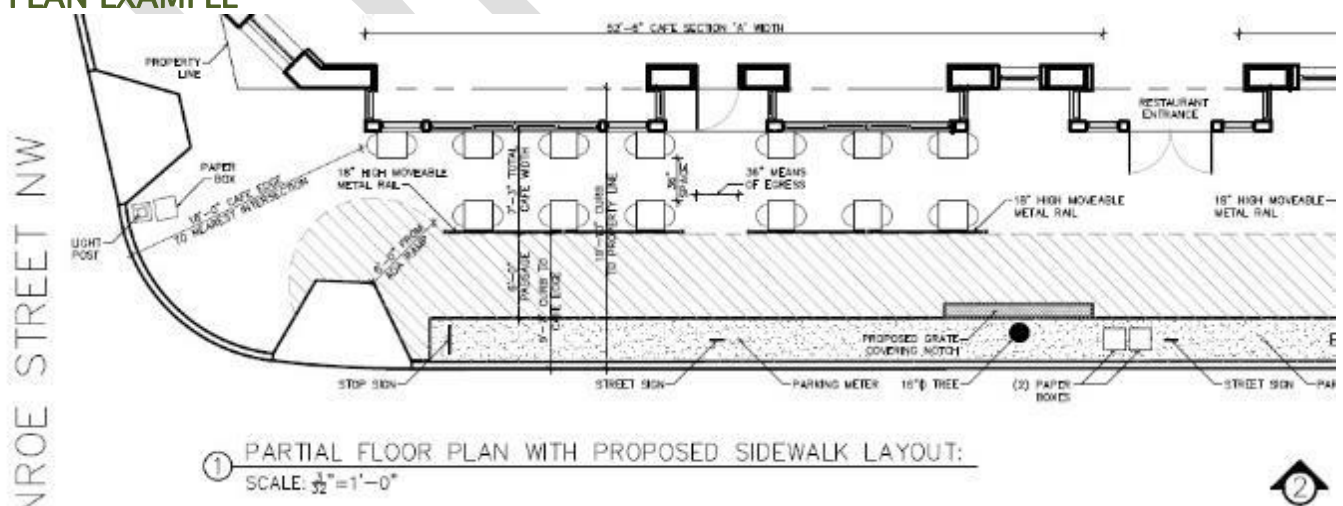
- ## SIDEWALK CAFÉS Cont.

- Fencing must not exceed 42" in height.
- Fencing must be generally transparent. Solid sheet fencing surfaces are not permitted.
- Fencing must be constructed of high-quality finish materials. Fencing should be constructed with a railing, rope, or other horizontal element; posts with pointed tops are not permitted.
- Landscaped planters may be used as a fencing device.

Your sidewalk café site plan should include the following:

1. Location of entrances and exits to the business hosting the sidewalk café.
2. Location and number of tables, chairs, seating area.
3. Location of any proposed curbside fencing (required if serving alcohol).
4. Location of fire hydrants, trees, utilities, above ground fixtures, doorways, and any obstructions.
5. Dimensions of the Host's building frontage.
6. Notations of Americans with Disabilities Act (ADA) – compliant seating area.
7. Indicate how sidewalk café will be separated from pedestrian walkway.

SITE PLAN EXAMPLE



NEIGHBORHOOD GATEWAY

INTRODUCTION

Neighborhood gateway features have the ability to provide entries for both pedestrian and vehicular traffic. Architecture, materials, and view may be highlighted to give residents a sense of identity and community.

DESIGN

Gateways should aim to highlight the architectural and natural character of the area. Each gateway should be reflective of its unique surroundings and design intent. Gateways should include some or all of the following:

- *Materials* such as wood and brick should be incorporated into the design that are durable in nature.
- *Landscaping* should be distinctive and utilize native plant species. Vegetation should be used to frame the scenic view and provide textural interest. All landscaping will need to be maintained and irrigated.
- *Lighting* is a unique and effective way of designing a neighborhood gateway. All Lighting is required to conform to Dark Sky Requirements. Please refer to the City of San Marcos Technical Manual for additional standards.

LOCATION & STANDARDS

- Gateway features and structures in the right-of-way must not prohibit access to utilities
- The height of the structure or feature must not exceed the allowable height of the zoning district.
- Structures or features must maintain a 10 foot setback between the edge of the Street or Sidewalk.
- Additional License and Maintenance requirements can be found within *Ordinance 2015-01*.

SIGNAGE

All signage within the public right-of-way will need to comply with Article 3 Sign Standards established within the Land Development Code.

SITE PLAN & PERMITS

Applications for structures within the right-of-way are required to submit the following permits:

- ☐ Building Permit
- ☐ Complete Site Prep Permit or Small Site Permit (depending on square footage of improvements)
- ☐ License and Maintenance Agreement





SUPPLEMENTAL DOCUMENTS



PILOT PARKLET PROGRAM APPLICATION FORM

APPLICANT INFORMATION

Complete the form below to provide some basic information.

GENERAL INFORMATION

Proposed Parklet Address: _____

Nearest Intersection: _____

Current Use of Property: _____

Applicant Name (Business, organization, or individual): _____

Mailing Address: _____ Zip Code: _____

Contact Name 1: _____

Title 1: _____ Phone 1: _____

Email 1: _____

Contact Name 2: _____

Title 2: _____ Phone 2: _____

Email 2: _____

- ☐ I have read and understood the City of San Marcos Streetscape Improvements Manual, and *Ordinance 2015-01* which covers responsibilities, design guidelines, and technical requirements.

Name(s) of Property Owner: _____

Property Owner Address: _____ Zip Code: _____

Phone: _____ Email: _____

DESIGNER INFORMATION

Check one:

If known:

- ☐ I don't know yet

Designer Name: _____

- ☐ I'll design it myself

Firm: _____

- ☐ I'll hire a designer

Phone: _____ Email: _____

PARKING INFORMATION

Number of parking spaces to be occupied: Parallel _____ Angled/Perpendicular _____

Total size of proposed parklet: _____ square feet

Estimated Project Cost: \$ _____

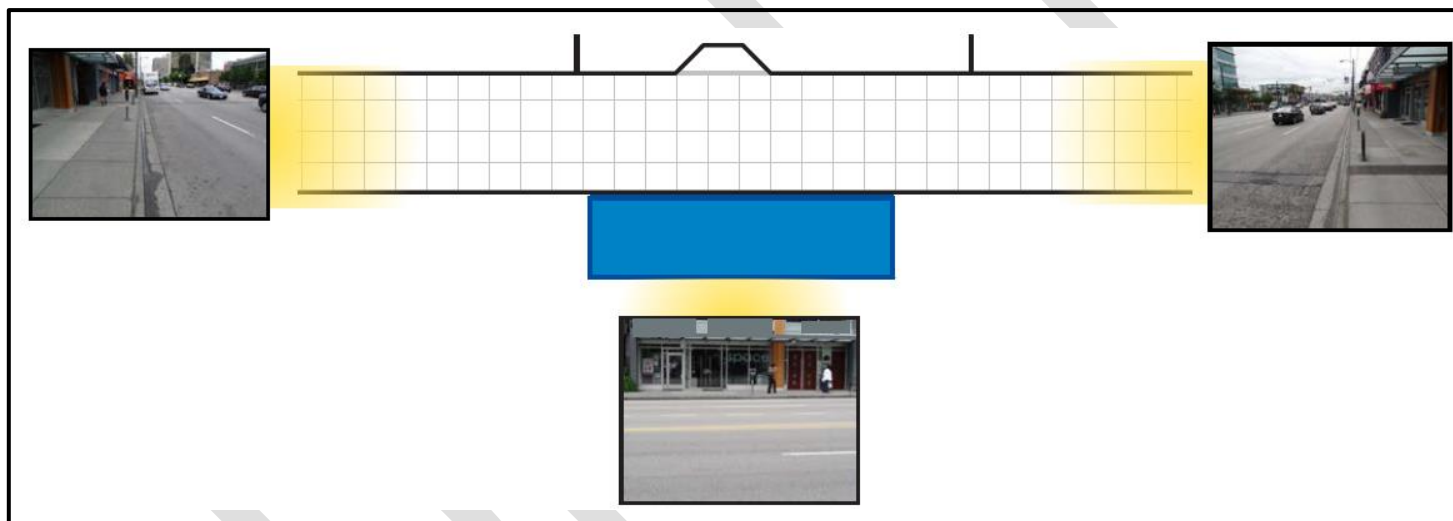
SITE PLAN

Provide a measured site plan of the existing space for your proposed parklet installation. This can be digitally or hand-drawn. Please reference the Parklet Design section for requirements and example. The following are items to include in your site plan:

- ☐ Your building and neighboring properties (include addresses)
- ☐ Proposed parklet and dimensions
- ☐ 2 foot buffer on side of parklet location (not to be included in parklet size)
- ☐ On street adjacent features (e.g: trees, utilities, canopies, clearance, light poles, bike racks, benches and any other on-street features),
- ☐ Accurate dimensions of all components of parklet with labeling
- ☐ Any unique features

PHOTOS OF EXISTING SITE

Provide photos of existing conditions indicating where you would like to install the parklet. The following diagram demonstrates where shots may be taken, which includes parking spaces, sidewalk, and building façade in front of the proposed location.



CONCEPT DESCRIPTION

Provide a brief summary explaining your initial concept.

- What are the project goals and the visions for your parklet?
- Include proposed materials, and any amenities
- Provide drawings to describe your proposed project (optional)

PROOF OF NOTIFICATION

Provide the property owner's authorization for the building directly in front of your proposed parklet and the two buildings abutting.

DOCUMENTED COMMUNITY SUPPORT

Although additional community support is not required, it is strongly encouraged. Example of documentation may include signed petitions and letters of support from local businesses, residents, institutions, and other organizations. The following are samples that you may use as templates:

Sample Petition of Support

[Name of Business/Organization]

Thank you for helping improve public space on Sample Street.

I support a parklet in front of [location]!

1234 Sample Street, San Marcos, TX

Name	Address		Phone Number	Email	I live within 5 blocks of [location]	Signature

Sample Letter of Support

To whom it may concern,

I'm writing to express my support for a parklet to be constructed in front of [Name of Business/Organization] located at 1234 Sample St. I understand that the parklet would take the space of 2 parking spots. This parklet will be a great asset to the neighborhood in addition to being a space for patrons of Sample St. businesses to gather without blocking the sidewalks or venturing into the street.

Sincerely
(Signature)

Name (Printed)

Address

Contact (Tel/Email for contact)

Date

Questions?

For any additional questions regarding this application, please contact the Planning and Development Services Department at 512.393. 8230

Submitting Your Application

Please submit a copy of the Application and all associated materials to the Planning and Development Services Department located at 630 E Hopkins Street, San Marcos, TX 78666.

Additional Resources

PARKLET APPLICATION CHECKLIST

PRE-APPLICATION

- ☐ Initial site plan showing the footprint/outline of the proposed Parklet, including the dimensions of the Parklet, property lines, existing sidewalk width, existing parking stalls/alignment and all existing sidewalk furniture and obstructions; e.g. fire hydrants, utility poles, parking meters, street trees, etc.
- ☐ Schedule and attend a pre-development meeting with the Planning and Development Services staff. Contact the Planning and Development Services Department at 512.393.8230 or Planning_info@sanmarcostx.gov.

APPLICATION

- ☐ Completed City of San Marcos Pilot Parklet Program Application
- ☐ Completed License & Maintenance Agreement
- ☐ Application Fee
- ☐ A description of type(s) of elements being proposed to be placed in the parklet; e.g. tables, chairs, benches, planters/landscaping, bicycle parking, etc.
- ☐ Final dimensioned site plan including all details, plant species, furniture types, etc.
- ☐ Documentation of support from abutting property/business owners is required. Additional documentation of community support is encouraged.

CITY COUNCIL APPROVAL (if required)

- ☐ Attend the City Council meeting during which the parklet application is reviewed. (Optional, but strongly encouraged).

If approved:

- ☐ Produce a certificate of insurance from the sponsor with the City of San Marcos listed as an additional insured and general liability coverage of not less than \$1 million.
- ☐ Submit the signed License and Maintenance Agreement

CONSTRUCTION/INSTALLATION

- ☐ Contact the Permit Center at least 10 business days prior to the proposed installation date to schedule a pre-construction field review with staff.
- ☐ Install no parking signs as directed by Planning and Development Services a minimum of 72 hours before the proposed beginning of installation.

- ☐ Install soft hit posts, wheel stops, planters, or other buffer features per the approved plan or direction of Planning and Development Services.
- ☐ Complete installation within 30 calendar days of the date on the Notice to Proceed.
- ☐ Contact the Permit Center at least 5 business days prior to completion of installation for a final field review and inspection.

MAINTENANCE/REMOVAL

- ☐ Address any written directives given by the City of San Marcos to the satisfaction of the inspector within 72 hours of receipt.
- ☐ Remove the Parklet by the deadline established by the responsible official

SIDEWALK CAFÉ APPLICATION FORM

APPLICANT INFORMATION

Complete the form below to provide some basic information.

GENERAL INFORMATION

Proposed Sidewalk Café Address: _____

Nearest Intersection: _____

Current Use of Property: _____

Applicant Name (Business, organization, or individual): _____

Mailing Address: _____ Zip Code: _____

Contact Name 1: _____

Title 1: _____ Phone 1: _____

Email 2: _____

Contact Name 2: _____

Title 2: _____ Phone 2: _____

Email 2: _____

- ☐ I have read and understood the City of San Marcos Streetscape Improvements Manual, and *Ordinance 2015-01* which covers responsibilities, design guidelines, and technical requirements.

Name(s) of Property Owner: _____

Property Owner Address: _____ Zip Code: _____

Phone: _____ Email: _____

DESIGNER INFORMATION

Check one:

If known:

- ☐ I don't know yet

Designer Name: _____

- ☐ I'll design it myself

Firm: _____

- ☐ I'll hire a designer

Phone: _____ Email: _____

SIDEWALK CAFÉ INFORMATION

Total size of proposed Sidewalk Café: _____ square feet

Number of tables and chairs proposed: _____

Estimated Project Cost: \$ _____

Hours/Days of operation: _____

SITE PLAN

Provide a measured site plan of the existing space from your proposed sidewalk café installation. This can be digitally or hand-drawn. Please reference the Sidewalk Café Design section for requirements and an example. The following are items to include in your site plan:

- ☐ Location of entrances and exits to the business hosting the sidewalk café
- ☐ Location and number of tables, chairs, seating area, and landscaping
- ☐ Location of any proposed curbside fencing (required if serving alcohol).
- ☐ Dimensions of the Host's building frontage
- ☐ Notations of Americans with Disabilities Act (ADA) – compliant seating area.

ADDITIONAL DESIGN

Provide information regarding seating and materials within sidewalk café:

- ☐ Include proposed materials, and any amenities
- ☐ Indicate security feature for tables/chairs: whether removed at night or locked and secured.
- ☐ Provide drawings to describe your proposed project (optional)
- ☐ Provide details and/or manufactured specifications for proposed fence, chairs, and tables, including height and material.
- ☐ Provide details on landscaping and planting features, if proposed.

PROOF OF NOTIFICATION

Provide the property owner's authorization for the building directly in front of your proposed sidewalk café and the two buildings abutting.

TABC PERMIT, CONDITIONAL USE PERMIT, ALCOHOL

If alcohol is proposed within the sidewalk cafe, proof of TABC license will be required. Additionally, a Conditional Use Permit will need to be applied for with the Planning and Development Services Department.

Questions?

For any additional questions regarding this application, please contact the Planning and Development Services Department at 512.393.8230.

Submitting Your Application

Please submit a copy of the Application and all associated materials to the Planning and Development Services Department located at 630 E Hopkins Street, San Marcos, TX 78666.

SIDEWALK CAFÉ APPLICATION CHECKLIST

PRE-APPLICATION

- ☐ Initial site plan showing the footprint/outline of the proposed Sidewalk Café, including the dimensions of the sidewalk café, location of buildings, existing sidewalk width, existing sidewalk furniture and obstructions; e.g. fire hydrants, utility poles, parking meters, street trees, etc.
- ☐ Schedule and attend a pre-development meeting with the Planning and Development Services staff. Contact the Planning and Development Services Department at 512.393.8230 or Planning_info@sanmarcostx.gov.

APPLICATION

- ☐ Completed Sidewalk Café Application
- ☐ Completed License & Maintenance Agreement
- ☐ Proof of Insurance
- ☐ Application Fee
- ☐ A description of type(s) of elements being proposed to be placed in the Sidewalk café; e.g. tables, chairs, planters/landscaping, etc.
- ☐ Final dimensioned site plan including all details, plant species, furniture types, etc.
- ☐ Documentation of support from property owner. Additional documentation of community support is encouraged.

CONSTRUCTION/INSTALLATION

- ☐ Contact the Permit Center at least 10 business days prior to the proposed installation date to schedule a pre-construction field review with staff.

NEIGHBORHOOD GATEWAY/RIGHT-OF-WAY IMPROVEMENT

CHECKLIST

PRE-APPLICATION

- ☐ Schedule and attend a pre-development meeting with the Planning and Development Services staff. Contact the Planning and Development Services Department at 512.393.8230 or Planning_info@sanmarcostx.gov.

APPLICATION PROCESS

- ☐ Complete a Building Permit Application
- ☐ Completed License & Maintenance Agreement
- ☐ Complete Site Prep Application/ Small Site Plan Application (depending on size of improvements)
- ☐ Landscaping Details with Site Plan
- ☐ Lighting and Photometric Details with Site Plan

Building Permit Applications can be found online at the Permit Center Website at www.sanmarcostx.gov or Contact the Permit Center at 512.805.2630

LICENCE AND MAINTAINANCE AGREEMENT

Legal

DRAFT

ATTACH COMPLETED ORDINANCE

DRAFT