

TEMPORARY PARKLET APPLICATION FORM

Updated: May, 2020 – August, 2020



CONTACT INFORMATION

Applicant's Name		Business Name	
Applicant's Phone #		Business Address	
Applicant's Email		Business Phone #	

SIDEWALK CAFÉ INFORMATION

Proposed Sidewalk Café Address: _____

Nearest Intersection: _____ Number of Parking Spaces: _____

Total size of proposed Sidewalk Café: _____ Number of tables and chairs proposed: _____

Estimated Project Cost: \$ _____ Hours/Days of Operation: _____

Food Service Permit Number issued by Environmental Health Department: _____

Conditional Use Permit Number issued by Planning & Development Services: _____

☐ I understand that **no alcoholic beverages** are permitted within the temporary parklet.

Type of business if not restaurant / bar: _____

☐ I have read and understand the *City of San Marcos Temporary Parklet Manual*, and *Ordinance 2020-XX* which covers responsibilities, design guidelines, and technical requirements.

☐ I understand that this permit will expire and the temporary parklet must be removed on or before **August 15, 2020**.

DESIGNER / CONTRACTOR INFORMATION

(If Known):

Designer/Contractor Name: _____ Firm: _____

Phone: _____ Email: _____

AUTHORIZATION

I certify that the information on this application is complete and accurate. I understand the fees and the process for this application. I understand my responsibility, as the applicant, to be present at meetings regarding this request.

App Fee: \$0

Submittal of this digital Application shall constitute as acknowledgement and authorization to process this request.

EMAIL APPLICATION TO – PLANNINGINFO@SANMARCOSTX.GOV



CHECKLIST FOR TEMPORARY PARKLET APPLICATION

The following items are requested for consideration of this application. These and additional items may be required at the request of the Department		Comments
<input type="checkbox"/>	Pre-application meeting with staff is required – email planninginfo@sanmarcostx.gov to schedule	
<input type="checkbox"/>	Completed Application for Temporary Parklet	
<input type="checkbox"/>	Site Plan: 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.	
<input type="checkbox"/>	Additional Design: A description of type(s) of elements proposed to be placed in the parklet; e.g. tables, chairs, benches, planters/landscaping, bicycle parking, etc.	
<input type="checkbox"/>	Safety Measures: A detailed description of safety elements that will be installed adjacent to travel lanes and open parking spaces	
<input type="checkbox"/>	Completed License and Maintenance Agreement (provided by staff)	
<input type="checkbox"/>	Proof of Insurance	
**San Marcos Development Code Section 2.3.1.1(C): “Every application accepted by the responsible official for filing shall be subject to a determination of completeness...the responsible official is not required to review an application unless it is complete...”		