



## OVERVIEW

A parklet permit is required for all parklet installations. Permit applications must be submitted prior to the construction of any new parklet. All parklets are subject to the City of Millbrae [Parklet Ordinance](#) Municipal Code Chapter 8.75 and the City of Millbrae [Parklet Program Guidelines](#). Parklet permits are valid for one year only but may be renewed annually upon the payment of the annual use of space fee and upon staff confirmation that the existing parklet conforms to the parklet ordinance and guidelines.

## SUBMITTAL REQUIREMENTS

- Completed Parklet Permit Application
- Completed [Parklet Encroachment Permit](#) and Insurance Requirements
- Please submit parklet plans with the application. Plans for the proposed parklet shall include the following:
  - Plan sets. Plans must be drawn to scale and the minimum page size for submittals are 11 x 17 ledger paper. Plans are recommended to be prepared by a design professional, such as an architect, engineer, or licensed contractor. The submitted plans should show the proposed layout of the parklet including:
    - Existing and proposed site plan showing parklet location. Include sidewalk dimensions, business frontage, site address, etc.)
    - Location and dimensions of parklet structure and parking stalls should be clearly delineated including platform, railings, drainage, and traffic travel lanes in immediate area and in the proposed parklet.
    - Elevations and floor plan showing the tables, chairs, and aisles of the proposed parklet.
    - Traffic protection measures and dimensions of the setbacks from adjacent parking spaces and adjacent traffic lane.
    - Location of any adjacent public utilities in the street including curb drains, manhole covers, water shut-off valves, sidewalk utility boxes, streetlight poles, parking meters, gutter drains, fire hydrants, parking meters, etc.
    - Plans must demonstrate ADA accessibility and show dimensions of required clearances.
  - Materials palette – Use color elevations, rendering, or photo samples to demonstrate:
    - Materials and plants to be used on platform
    - Railing materials and colors
    - Platform materials
    - Proposed sail shades or retractable canopies
    - Any other design features of the proposed parklet
- Application Fees
  - A one-time parklet application fee
  - A Public Works Encroachment Permit fee
  - An annual use of space fee per parking space per year



# City of Millbrae

## PARKLET PERMIT APPLICATION

### Section 1. Permittee Information

Permittee Name: \_\_\_\_\_ Mailing Address: \_\_\_\_\_  
Email: \_\_\_\_\_ Phone: \_\_\_\_\_  
Business Address: \_\_\_\_\_ Business Name: \_\_\_\_\_

### Section 2. Parklet Operational Information

Do you have an existing parklet?  Yes  No

Parklet Days of Operation: \_\_\_\_\_ Parklet Hours of Operation: \_\_\_\_\_

Number of Parking Spaces Requested: \_\_\_\_\_ Type of Parking Space:  Diagonal  Parallel

Color of the curb:  Green  White  Blue  None

Will the parklet encroach on a neighboring business frontage?  Yes (please fill out the information below)  No (skip to section 3)

If you answered yes to the question above, which business? (provide business name and address)

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Consent from the neighboring business owner is required to encroach into any adjacent business frontage.

The undersigned, as the legal owner or authorized agent of the owner of \_\_\_\_\_ (neighboring business) ("Owner") designated for use, as specified above, hereby consents to Permittee's use of the outdoor space adjacent to Owner's business at the specified location, in compliance with the Permit requirements. (May attach additional sheets as necessary).

Neighboring Business Owner Signature

Print Name

Date

### Section 3. Parklet Designer Information, if known at time of application (Architect/Engineer/Licensed Contractor)

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Mailing Address: \_\_\_\_\_

Email: \_\_\_\_\_

All businesses applying for a parklet permit must have their fees paid in full and a current business license on file with the City of Millbrae before the permit or a renewal is issued. If you have any questions or need assistance, please contact the City of Millbrae Planning Department at (650) 259-2341 or [planning@ci.millbrae.ca.us](mailto:planning@ci.millbrae.ca.us). Additional information is also available on the City's [website](#).