

People St

Parklet Application Manual

SPRING 2020



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
Active Transportation Division
100 S. Main St., 9th Floor
Los Angeles, CA 90012
ladot.lacity.org



About the Application

The **People St Parklet Application** provides comprehensive guidance to Community Partners interested in proposing and operating a People St Parklet in the City of Los Angeles.

The logistics, required materials and process for submission are outlined in this manual. Design development and review phases are described for applications selected by LADOT. Information on financial, legal, and maintenance responsibilities are specified for completed projects.

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

Community Partners should familiarize themselves with the **Kit of Parts for Parklets**. This document contains Parklet typologies and pre-approved configurations to expedite the approval and implementation of Parklets. Community Partners must select and install one of the pre-approved Parklet models described in this package.

For technical details and specifications, Community Partners can consult the **Kit of Parts for Parklets Technical Appendix**. This document contains 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 ladotlivablestreets.org/programs/people-st.

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

Introduction to People St Programs



Bradley Ave. Plaza in Pacoima

PLAZA

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



Spring St. Parklet in Downtown L.A.

PARKLET

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



A Bicycle Corral in Venice

BICYCLE CORRAL

Installs bicycle parking within on-street parking spaces, making room for sidewalk activity and creating a business district trip attractor.

PARKLET PROGRAM

IN THIS SECTION

- 1 About Parklets
- 2 Program Goals

•Hope St PARKLET•

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.

Program Goals

1 Convert underused or redundant street space into a people place.

4 Create venues for community gathering, events, and celebrations.

2 Emphasize streets as venues for social interaction and vibrancy.

5 Increase safety for people who walk, bike, and take transit.

3 Support high-quality streetscape experience and improve the day-to-day life of the street.

6 Encourage increased levels of walking and bicycling which, in turn, support local business communities.



7 Foster future investment in more capital-intensive infrastructure to support walking and bicycling.

BEFORE: HOPE ST (SOUTH PARK, DTLA)



AFTER: HOPE ST (SOUTH PARK, DTLA)





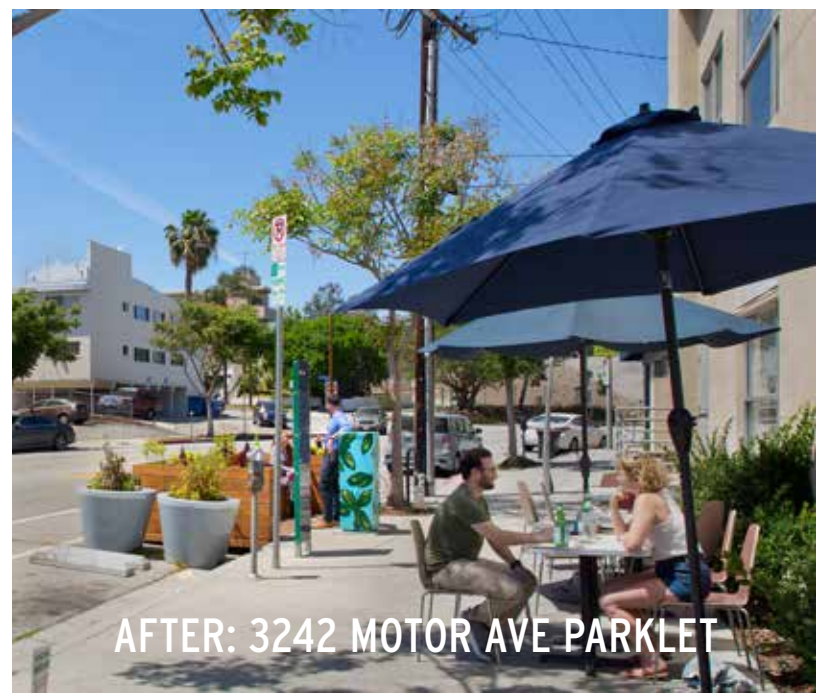
BEFORE: 3370 MOTOR AVE PARKLET



AFTER: 3370 MOTOR AVE PARKLET



BEFORE: 3242 MOTOR AVE PARKLET



AFTER: 3242 MOTOR AVE PARKLET

The background image shows a vibrant urban parklet in front of a cafe named 'SYRUP'. The cafe has a dark awning and a sign that reads 'SYRUP espresso bar lounge'. A woman in a blue patterned dress is sitting at a table, talking to another woman. The parklet is enclosed by a metal railing with a colorful, perforated metal screen in shades of blue, yellow, and green. The ground is paved with grey concrete and has some green paint markings.

PARKLET CRITERIA & RESPONSIBILITIES

IN THIS SECTION

- 1** Community Partner Criteria
- 2** Parklet Cost and Responsibility Breakdown
- 3** Community Partner Financial Responsibilities
- 4** Funding Your Parklet
- 5** Operations and Maintenance Requirements
- 6** Location Criteria

Community Partner Criteria

People St

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.

HISTORY OF PUBLIC REALM IMPROVEMENTS

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

CAPACITY FOR MAINTENANCE

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

Parklet Cost and Responsibility Breakdown

The table below describes how Parklet costs and responsibilities are shared between the Community Partner and LADOT. Additional details can be found on the following pages.

COMMUNITY PARTNER	LADOT
RESPONSIBILITIES <ol style="list-style-type: none">1. Design development2. Materials associated with chosen Kit of Parts for Parklets options3. Installation4. General liability insurance5. Maintenance & upkeep	RESPONSIBILITIES <ol style="list-style-type: none">1. Design, manufacture, and installation of identity & wayfinding signage
EXPENSES <ol style="list-style-type: none">1. A-permit2. Construction & installation of parklet (~\$40,000 - \$80,000)¹3. Maintenance²	EXPENSES <ol style="list-style-type: none">1. Identity & wayfinding signage

¹ Parklet costs vary depending on project needs and may be lowered through pro-bono work from design professionals, donated materials from vendors, or volunteer labor.

² Maintenance costs vary by project size, location, and ongoing operational budget and activities of individual Community Partners. See **Kit of Parts for Parklets**.

Note: Each party is responsible for facilitating the purchase, installation, repair and replacement of each expense item listed above.

Community Partner Financial Responsibilities

People St

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 & INSTALLATION

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

Construction documentation for Parklet models should be finalized by a CA licensed design professional (architect, engineer, landscape architect) to meet site location context and People St requirements. Parklets must be installed by a CA licensed general contractor with an A-Permit.

COMMUNITY PARTNER EXPENSES

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, and/or volunteer labor.

LIABILITY INSURANCE

The Community Partner must provide evidence of and retain at least \$1 million in General Liability Insurance. The exact coverage amounts shall be identified by the People St. program manager.

MAINTENANCE AND UPKEEP EXPENSES

The Community Partner is responsible for maintenance and upkeep of the Parklet per the "Parklet Cost and Responsibility Breakdown" (page 13) outlined in this document and in the *People St Parklet MOU*.

Funding your Parklet

People St

The costs of a Parklet can be funded using a variety of strategies. Potential Community Partners can estimate their project's cost by completing the **Parklet Initial Application** in this manual and referencing the **Kit of Parts for Parklets Technical Appendix**.

CAPITAL INVESTMENTS

Community Partners can fund the design, installation, capital costs, maintenance, and operations of the Parklet entirely out-of-pocket.

GRANTS

A Community Partner can apply for grants from private organizations, non-profits or other entities to cover some of the costs of their project. Applicants can start by seeking funding from organizations focused on supporting a healthier built environment, active transportation improvements, local neighborhood beautification, sustainability initiatives, and civic engagement activities.

MATERIAL DONATIONS

Community Partners can lower the costs of their project by reaching out to product manufacturers to secure in-kind materials donations or price reductions. Vendor information for preapproved materials can be found in the **Kit of Parts for Parklets Technical Appendix**.

PRO BONO PROFESSIONAL SERVICES

Community Partners are advised to consult with design professionals to assist them through the project development process. Project costs can be lowered by seeking pro bono services from architects, engineers, urban designers, or contractors.

Operations and Maintenance Requirements

People St

If selected as a Community Partner, applicants will be required to sign an agreement with the City of Los Angeles, or **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 or food service is not allowed at any Parklet seating. Nearby business staff cannot take orders at the Parklet nor deliver orders to patrons at the Parklet.
- Maintain accessibility to individuals with disabilities per the Americans with Disabilities Act Accessibility Guidelines (ADAAG). <https://www.access-board.gov/guidelines-and-standards/buildings-and-sites/about-the-ada-standards/background/adaag>
- People in wheelchairs must be able access all the primary features of the Parklet.

PUBLIC HEALTH AND SAFETY

- Keep the Parklet free of pests and vectors (vermin and pests like: 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.

MOVABLE FURNITURE

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



Motor Ave Parklet in Palms

BUILT FACILITIES

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

UPKEEP

- Daily cleaning and emptying of trash receptacles.
- Sweep out debris from under the Parklet on an as-needed basis to allow proper drainage.
- Power wash under the Parklet annually.

Location Criteria



CLEARANCE AND ACCESS

- Parklet sites must be at least one parking spot abutting the traffic-direction side of the street.
- Parklet sites must provide adequate clearance for automobiles to turn in and out of nearby driveways.
- The curbside parking 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 parking lane less than eight feet wide will be considered on a case-by-case basis.



POSTED SPEED LIMIT AND STREET DESIGN

- Parklets must be located along streets with a speed limit of 25 MPH or less.
- Parklets on streets with a speed limit of 30 or 35 MPH may be considered on a case-by-case basis and require additional LADOT review and approval. On these streets, an additional buffer space, at a minimum of five-feet, between the edge of the closest vehicular travel lane and the Parklet edge may be required.



COLORED 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 applicant must include 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. Parklet applicant pays relocation fees.

Types of colored curb and parking zones:

- **Metered Parking** (Parking meter or pay station)
- **Street Parking** (No meters or pay stations, no colored curb)
- **Red Zone** (requires LADOT pre-approval; contact LADOT prior to applying)
- **Yellow Curb Zone** (Commercial Loading)
- **White Zone** (Passenger Loading)
- **Green Zone** (Short-term Parking Zones)
- **Blue Zone** (Disabled)
- **Bus Zone** (requires LADOT pre-approval; contact LADOT prior to applying)



PUBLIC UTILITIES

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



SURROUNDING LAND USES

- Nearby land uses should include food service, retail, transit facilities, and cultural institutions to support the natural functions of a viable Parklet site.
- Adjacent businesses or other uses are also key partners to serve as stewards of moveable furniture.



PEDESTRIAN ACTIVITY

- Parklets work best in locations with existing pedestrian activity, and/or where more pedestrian-accessible public space would be helpful to accommodate current foot traffic.



Motor Ave PARKLET



✓ 100% Green
X 20% Red



People St
peoplest.lacity.org

THIS PUBLIC SPACE SUPPORTED BY:
Motor Avenue Improvement Association
Councilmember Paul Kretz, Council District 5
Supervisor Mark Ridley-Thomas
Second District, County of Los Angeles
Hathaway Divisible Construction Company
Motor Avenue Farmers Market and Urban Garden Network
Los Angeles County Regional Park and Open Space District
JMB Realty Corporation
Community Assets Consulting

Faith+Green | Nalens Auto Body | Mulla
Frost/Chadwick Developers, LLC | Washington Iron Works
Epiphany of California | Cimco A-C Sheet Metal, Inc.
Trademark Concrete Systems, Inc. | Whole Foods Market
C&M Cafe | ukaplae.org | Valley Crest Landscape Companies

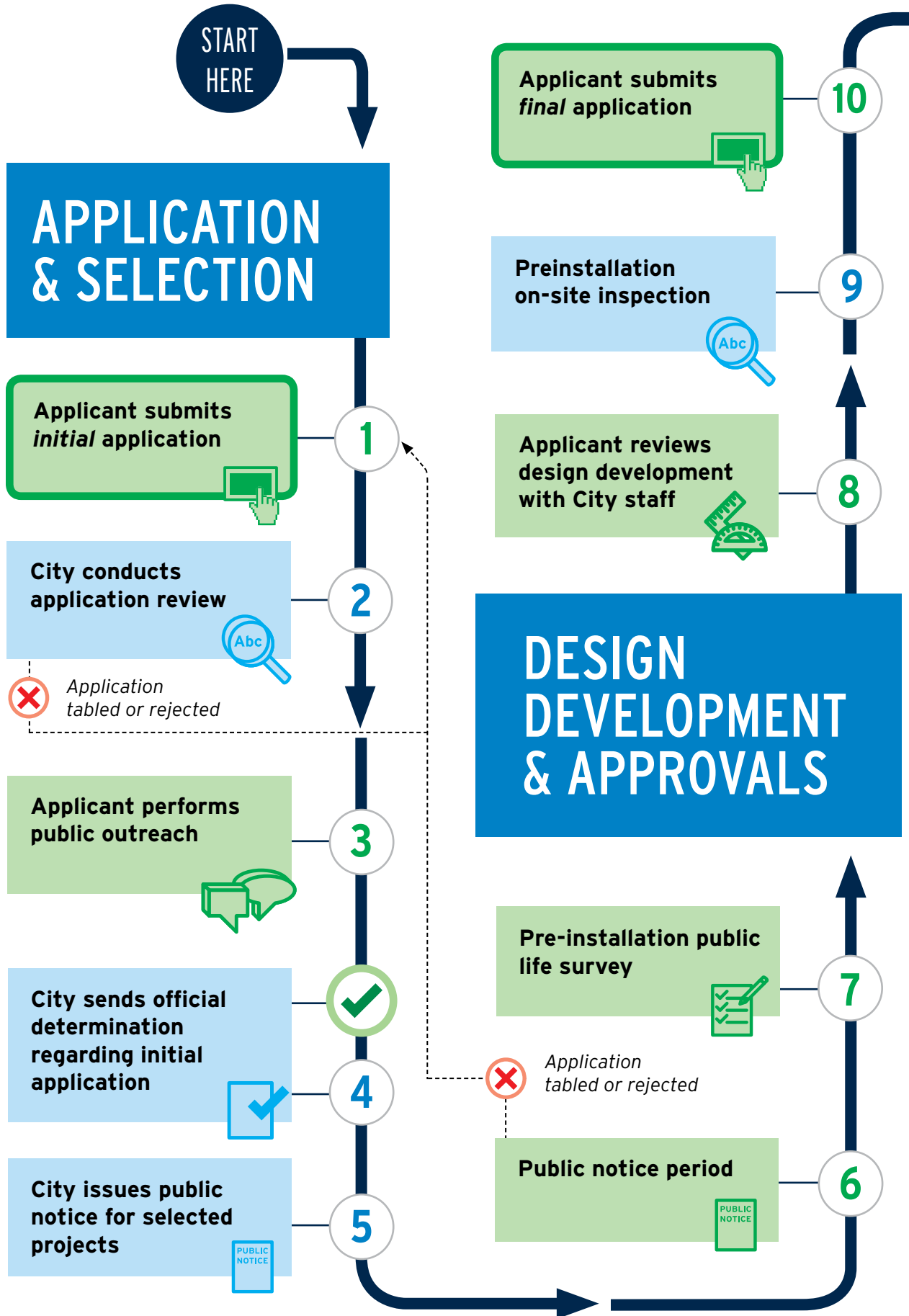
Motor Ave Parklet in Palms

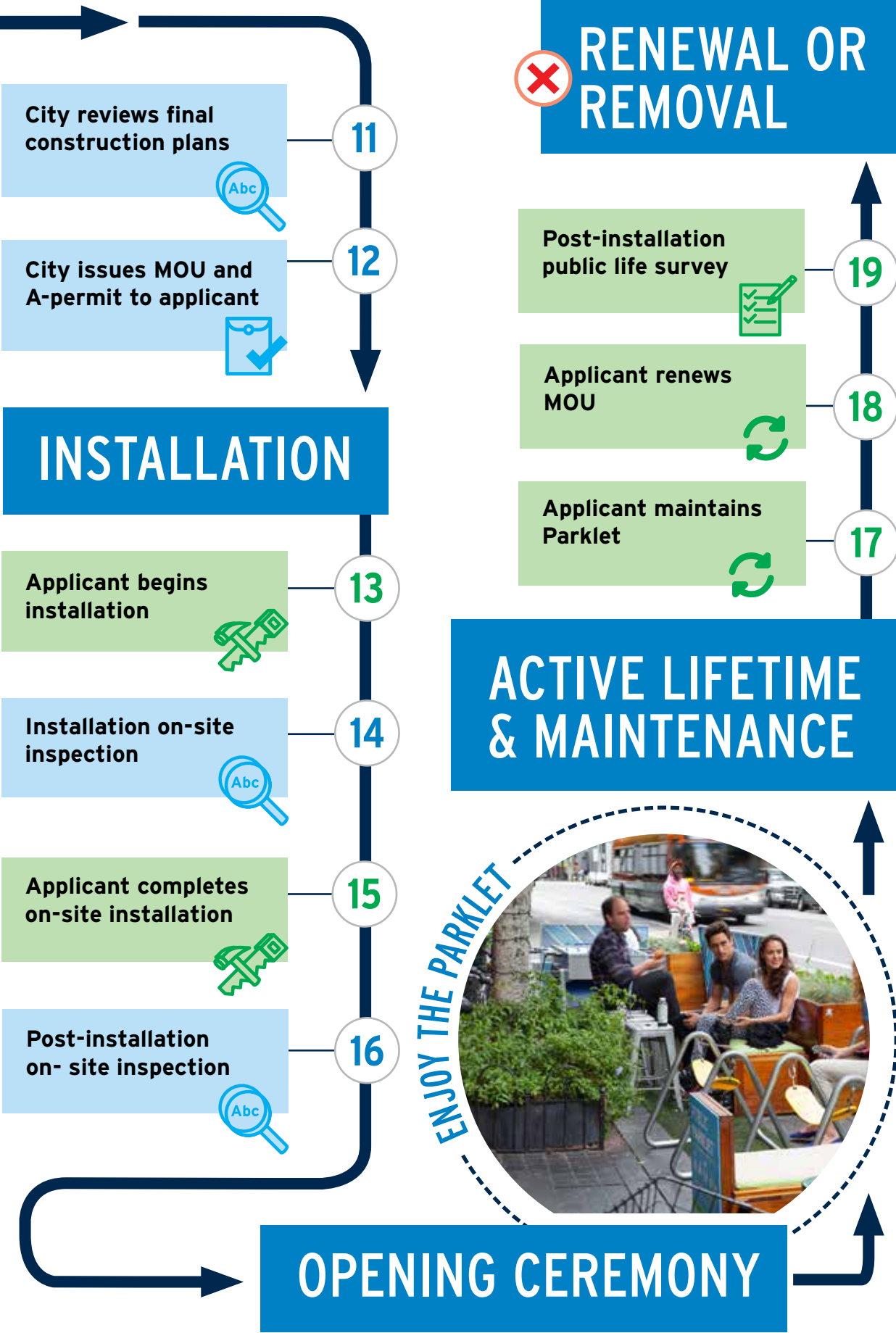


PARKLET APPLICATION PROCESS

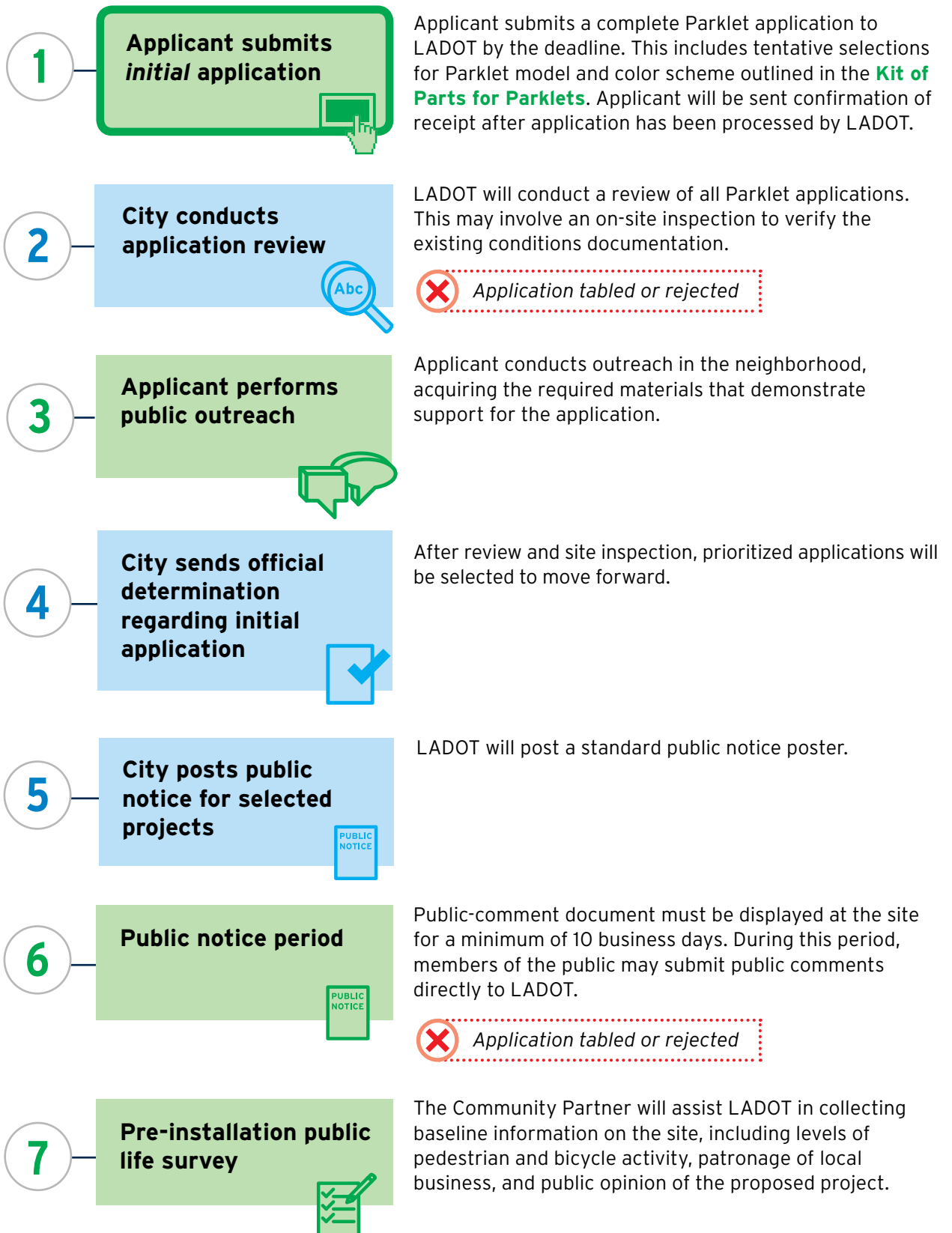
IN THIS SECTION

- 1 Application Lifecycle
- 2 Application Steps










Application & Selection




Design Development & Approvals


- 8 Applicant reviews design development with City staff**  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**.
- 9 Preinstallation on-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.
- 10 Applicant submits final application**  At the end of the design development phase, applicants will submit their final application materials, including:
- **Completed Construction Documents and Shop Drawings**
 - **Materials List**
 - **Schedule for purchasing materials, fabrication, and installation.**
- Any additional requirements at the discretion of LADOT.
- 11 City reviews final construction plans**  LADOT will conduct complete construction packet review. If there are no outstanding issues, LADOT will sign off on Parklet construction plans.
- 12 City issues MOU and A-permit to applicant**  **Community Partner submits proof of required insurance on the City's KwikComply website at kwikcomply.org.**
- Community Partner submits approved design plans and Certificate of Liability Insurance from Track4LA via the online-application portal at ladotlivablestreets.org/programs/people-st.
- Once submission of approved design plans and proof of required insurance are verified, Community Partner signs and returns *People St Parklet MOU* to LADOT. Both the Community Partner and LADOT must sign the MOU in order to proceed with on-site installation. The Community Partner will submit the executed MOU to the Department of Public Works Bureau of Engineering website eng.lacity.org/permits to pay for and obtain an A-Permit, which signals that installation may begin under the terms of the MOU.


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 any necessary 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.

- 13** — **Applicant begins installation** 

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

Note: Applicant must notify LADOT at least one week prior to the start of installation in order to schedule an on-site inspection and post “No Parking” signs if needed.
- 14** — **Installation on-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 approved plans.
- 15** — **Applicant completes on-site installation** 

Community Partner continues on-site installation. Any violations noted by City staff are corrected. Delineation elements such as wheel stops and barrier planters are installed.
- 16** — **Post-installation on-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.

Opening Ceremony | Enjoy the Parklet!



Active Lifetime & Maintenance

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Applicant maintains Parklet



Applicant performs everyday maintenance of Parklet including daily cleaning, keeping all plants healthy and replacing dead plants, power washing under the Parklet annually, or as needed, removing graffiti, as it appears, and keeping the Parklet free of debris and grime. Debris under the Parklet should be swept as-needed to allow proper drainage.

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Applicant renews MOU



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.

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Post-installation public life survey



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

The City of Los Angeles is committed to understanding and reporting on how projects have economic and social impact in neighborhoods and districts. By using established metrics that illuminate how new public spaces like Plazas, Parklets, and Bicycle Corrals influence life on the street, 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 other 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.

Renewal or Removal

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Complaints & violations



The public may file complaints directly with LADOT concerning the Parklet via email at peoplest@lacity.org. 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.

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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.

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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 of Removal.

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 **People St Plaza MOU**;
- does not successfully resolve complaints received by LADOT;
- lapses General Liability Insurance; and/or
- does not renew their MOU annually.



Hope St Parklet in Downtown LA



PARKLET INITIAL APPLICATION

IN THIS SECTION

- 1 Get Ready to Apply
- 2 Application Selection Criteria
- 3 Submitting Your Application
- 4 Parklet Application Materials & Checklist

Get Ready to Apply

STEP 1: CHECK OUT INSTALLED PROJECTS

Experiencing pilot projects already on the ground can help you understand how a People St project might work in your neighborhood. Information on the location of installed pilot projects is on the People St website (ladotlivablestreets.org/programs/people-st). Consider taking a group of interested potential project partners on a People St Pilot Project tour, perhaps by bike, transit, or carpooling.

STEP 2: THINK ABOUT SITES

Review site location criteria carefully. This [Parklet Application Manual](#) outlines safety and design considerations required by the City of Los Angeles for determining if a potential site is appropriate and allowable for a Parklet. Prospective Community Partners are strongly encouraged to confirm initial site location feasibility with People St staff before proceeding on to the next steps of building support and starting the application process. Please contact us by emailing peoplest@lacity.org

STEP 3: BUILD COMMUNITY SUPPORT

Generating community support and building relationships are important for future project success. Contacting your local Council District office and Neighborhood Council are great ways to start building a coalition of support. Reach out to the adjacent property owners, business operators, and residents to familiarize them with the proposed Parklet to help get the ball rolling.

Prospective Community Partners may wish to get an early start with generating funds for project materials and long-term maintenance. A great place to start is by contacting your local Council Office for ideas or by studying up on the People St projects already implemented. Information on partners involved in existing projects can be found on our website.

STEP 4: RUN IDEAS BY US

Think you are ready to start your application? People St is here to answer any questions you may have. If you want to inquire about launching a People St project at a desired location, or have questions about the site location criteria, email us at peoplest@lacity.org

HELPFUL TIPS

Request letters early. Ask your Council Office, community stakeholders, and volunteer collaborating organizations for these important documents as early as possible. You may wish to show a draft application package to your Council Office when soliciting their letter of support.

Seek the guidance and assistance of qualified design professionals. Professionals can lend their skills to help you develop your project or produce required Parklet application documents.

Form a project team and secure partnerships. Parklet costs and responsibilities can be supplemented by commitments from local stakeholders. Submit letters from individuals or organizations willing to pitch in.

Share information. Photos and studies on pilot projects can be downloaded for your use in flyers or presentations from the People St website.

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”. The plan can be drawn by hand or by computer and does not need to show final design concepts. Required elements for the “Existing-Conditions Site Plan” and an example of this required application material can be found on pages 40-42 in this document.

15% SITE CONTEXT

The proposed site should be fronted by commercial businesses, be adjacent to pedestrian and/or bicyclist activity, and have surrounding uses that attract people to the site.

15% COMMUNITY SUPPORT

The applicant must demonstrate potential or pre-existing community support for the proposed Parklet. Required documentation and an example of a letter or support can be found on pages 38-39.

15% ACCESS

Proposed sites located in areas that lack access to existing public open space (parks, Plazas, gathering places within half a mile) are preferred.

Submitting Your Application

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

Once you complete your initial application form and gather all the required supporting materials, visit ladotlivablestreets.org/programs/people-st to access our online portal and officially submit your application for LADOT review.

LADOT strongly encourages applications be submitted via ladotlivablestreets.org/programs/people-st.

VIA PEOPLEST.LACITY.ORG (PREFERRED)

SUBMIT ONLINE

ladotlivablestreets.org/programs/people-st



APPLICATION WINDOW

Applications are accepted during designated application windows. Check ladotlivablestreets.org/programs/people-st 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 of this Parklet Initial Application form and all required application materials must arrive on or by the application-window closing date. Packages may be addressed to:

People St Parklet Application Submittal
City of Los Angeles Department of Transportation
Active Transportation Division
Attn: Kevin Ocubillo
Mail Stop: 725
100 S. Main Street, 9th Floor
Los Angeles, CA 90012

Parklet Application Materials & Checklist

1

APPLICATION FORM

2

PROOF OF COMMUNITY OUTREACH AND SUPPORT

3

EXISTING-CONDITIONS SITE PLAN

4

EXISTING-CONDITIONS PHOTOS

5

MODEL AND COLOR-SCHEME WORKSHEET

6

BUDGET AND MAINTENANCE PLAN WORKSHEET

1 Application Form

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

SUBMIT ONLINE

ladotlivablestreets.org/programs/people-st



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)**
- Chamber 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**
(disqualifies location)
- Does not block driveway access**
- Does not restrict access to emergency vehicles, fire hydrants, or public utilities**
- Does not interfere with public transit routes**
- Provides alternative access to delivery trucks and sanitation vehicles**

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) THAT THE PROPOSED PLAZA 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)**

2 Proof of Community Outreach and Support

Applicants must speak with each site-adjacent business as well as fronting property owners about their intent to apply. Applicants are also encouraged, but not required, to inform local community groups and/or business organizations.

- A minimum of three letters of support are required** for applications. If submitting electronically, 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 proposal involves relocation of those zones.
 - Letter(s) of support from adjacent property owner(s) and/or others directly impacted by or fronting the Parklet.

Applicants are required to present their proposed People St project at a local Neighborhood Council meeting. Neighborhood Council meetings occur monthly and applicant presentations should be scheduled well in advance of application deadline.

- A minimum of one document** must be submitted as proof of presentation. Acceptable documentation obtained from the Neighborhood Council includes:
 - Meeting agenda
 - Meeting minutes

Optional documentation that may also support a robust application include:

- Additional letters of support from other project stakeholders including, but not limited to: neighboring businesses, schools, neighborhood councils, community groups, and neighboring residents*
- 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

* **Note:** A sample letter of support and petition of support can be found on ladotlivablestreets.org/programs/people-st.

LADOT encourages applicants to actively involve the community in the development of the 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.

XYZ GROUP

Los Angeles

January 1, 2015

People St
City of Los Angeles Department of Transportation
100 S. Main St., 9th Floor
Los Angeles, CA 90012

Dear People St,

I would like to express my support for the proposed parklet next to my property at 1001 Chapparral Blvd. The Sunset BID, who is submitting the application for this parklet and would be the Community Partner for this project, has my complete support to move forward in this location.

For a few years, I have seen the need for more quality public space in the Sunset area, especially in this neighborhood. This particular part of Sunset Blvd experiences calm traffic and would be a good candidate site for a parklet. My property includes two restaurants and an incoming bike shop.

I recognize that the parklet needs to be located in front of a business that can help keep an eye on it and that the BID will maintain the space. I look forward to becoming a partner in the care of such a space and have offered my commitment to store the parklet's moveable furniture at night.

I urge you to strongly consider their application and help us bring back some public open space back in this neighborhood.

Sincerely yours,



Joe A. Smith
XYZ GROUP | Partner

XYZ GROUP | 500 Los Feliz Blvd | Los Angeles, CA 90000 | Tel. 213-555-0203 | www.xyz-group.com

3 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.

The plan may be hand-drawn as long as all the required elements are included, and the drawing is legible. LADOT prefers electronic submission of individual PDFs using the online application portal at ladotlivablestreets.org/programs/people-st. If submitting hard copies, please print at 11x17 inches.

The **Existing-Conditions Site Plan** must show the following:

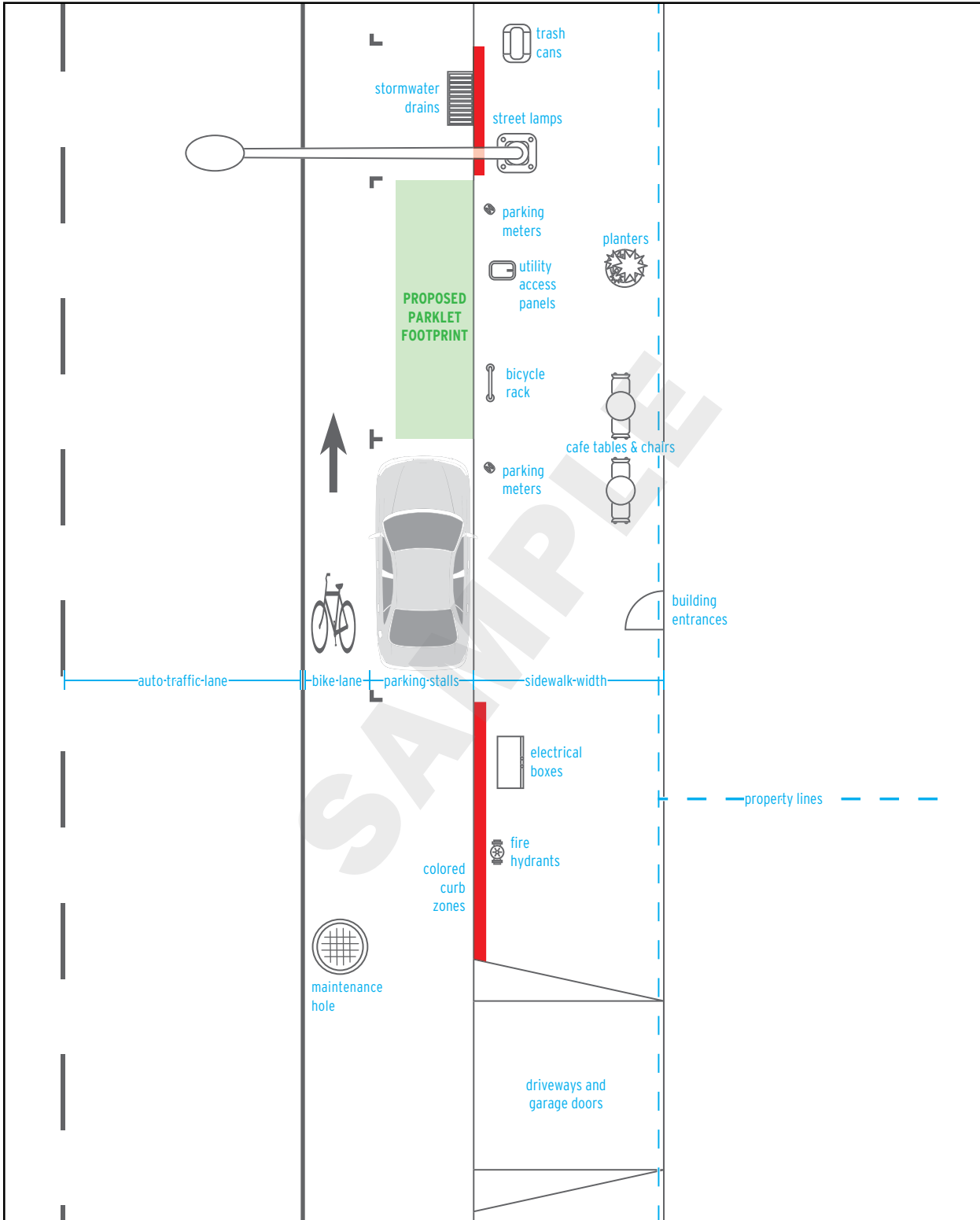
- Proposed site
- 20 feet on either side of the proposed site
- Proposed Parklet Footprint (with dimensions)*

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

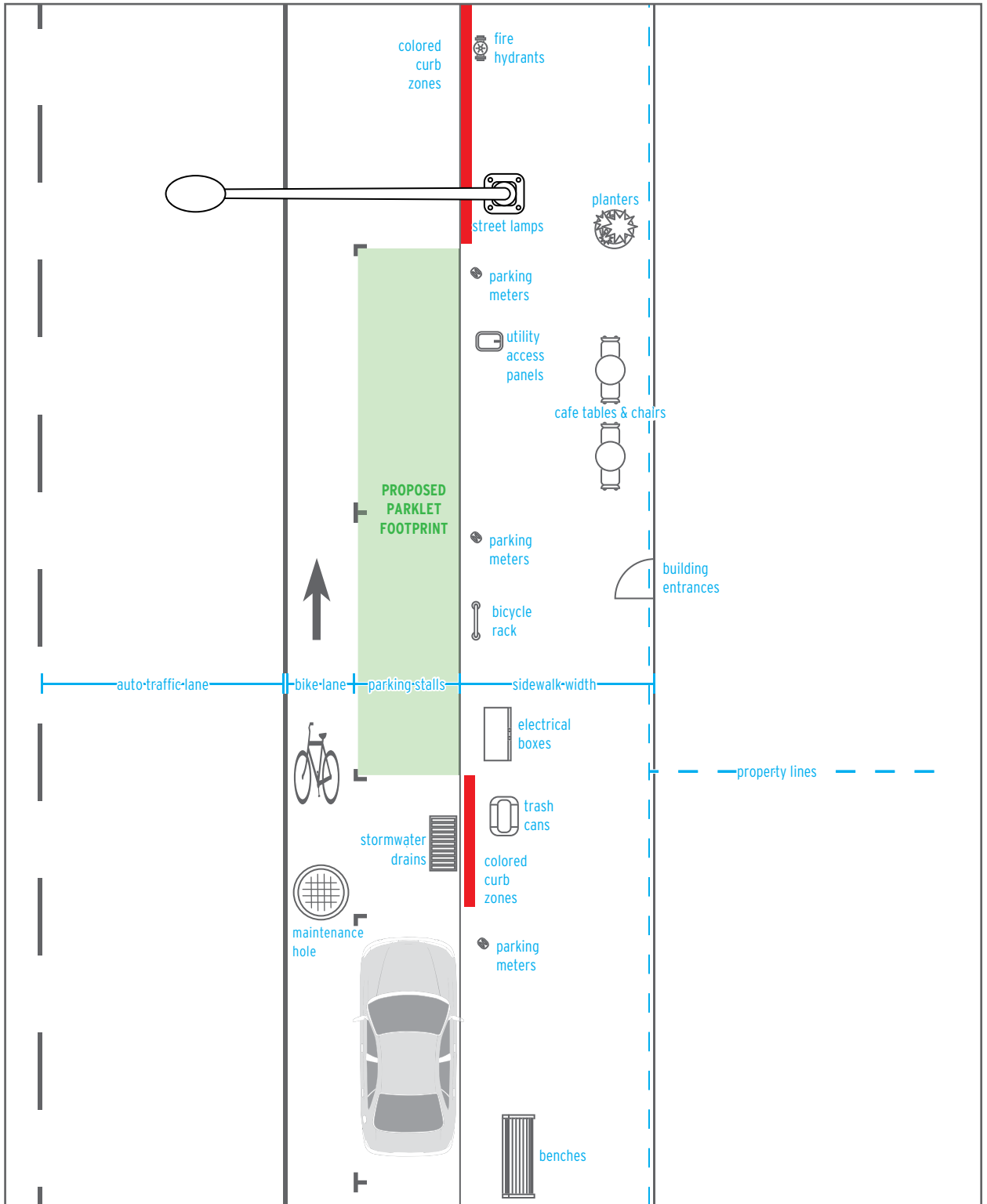
- Parking stalls (with dimensions)
- Adjacent bicycle lane or auto traffic lane (with dimensions)
- Location of existing utility access panels in the sidewalk and in the street
- Location of storm drains
- Colored curb zones
- Driveways and garage doors
(even if driveways are not actively used)
- Sidewalk dimensions
- Street trees and tree wells
- Permanent above-ground street fixtures
(such as utility poles, street lights, parking meters, electrical boxes, fire hydrants, 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

Example of Existing-Conditions Site Plan

One-parking-space Size Parklet



Example of Existing-Conditions Site Plan Two-parking-space Size Parklet



4

Existing-Conditions Photos

Community Partners are required to submit photos like those shown below. LADOT prefers JPEG electronic submission using the online application portal at ladotlivablestreets.org/programs/people-st. 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"

5

Model and Color-Scheme Worksheet

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

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

PROPOSED LOCATION

Number of parking spaces to occupy

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

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 | * Size type for one-space Parklet only | |

PARKLET COLOR

Color palette

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

Pattern

- Single color**
- Dual color**

6 Budget and Maintenance Plan Worksheet

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

DAILY	x hours	x cost per hour	annual cost
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			
Maintain, repair or replace damaged plants			
Repair or replace movable furniture and equipment			
Abate graffiti			
Outreach and communications			

TOTAL: _____

For information on People St
visit ladotlivablestreets.org/programs/people-st
e-mail peoplest@lacity.org

IMAGE CREDITS

Cove and back cover, Pages 6, 7, 8, 9, 10, 11, 17, 18 (top), 20, 21, 23, 27, 30, and 31 : Jim Simmons

Page 3, 19: Vanessa Stump

Page 2: Office of Mayor Eric Garcetti



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