

City of South Portland – Code Enforcement
PARKLET APPLICATION FOR OUTDOOR SPACES & DINING
In accordance with Code of Ordinances, Chapter 23, Article VII



Submit Application and/or Questions to: codeenforcement@southportland.org or call (207) 767-7603

Business/Entity Name:		Business/Entity Address:	
Applicant Name:	E-mail:	Phone #:	
Mailing Address:			
Property Owner (if different than above):	E-mail:	Phone #:	
Mailing Address:			
On-site Contact Name (if different than above):	E-mail:	Phone #:	

For Office Use Only	Parklet DPL#:	Date received:
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Application Submission Requirements

In addition to this completed application form, an application must include the following:

- A description of the Parklet and its intended use, including associated improvements for such use, as well as:
 - o Hours and dates of operation, including setup and removal, at the start/end of each season and for daily use.
 - o A description of the waste management and Parklet maintenance plan.
 - o A description of sound-producing equipment that will be utilized and the hours of operation for the equipment.
- A scaled site plan drawing and renderings, indicating how the Parklet complies with the standards of Section 23-106 of [Chapter 23, Streets and Sidewalks](#), of the Municipal Code. This includes, at a minimum:
 - o The location of the Parklet within a City-approved [Designated Parklet Location \(DPL\)](#);
 - o The location of all features including shelter such as tents and/or canopies, signage, safety improvements, fixtures, public art installations, and expected operational needs associated with the Parklet;
 - o The location and dimensions of all seating areas, tables, aisles, ramps, and points of ingress and egress, to ensure compliance with building codes, including, without limitation, the Americans with Disabilities Act;
 - o The location of emergency access through and/or surrounding the Parklet, including the width of travel paths;
 - o The location of any temporary heating devices, as well as Fire Department connections, hydrants, and other emergency services facilities within 100 feet of the Parklet;
 - o The location and width of adjacent vehicle travel lanes, and any guard rails and/or vehicle barriers;
 - o The location of crosswalks and bicycle/pedestrian facilities, (e.g. bike racks) within 100 feet of the Parklet;
 - o The location of collision or vehicle safety concerns within 100 feet of the Parklet (at a minimum this should include data through the Maine DOT [Public Crash Query Tool](#) and the South Portland Police Department); and
 - o All proposed temporary and permanent lighting, and electrical improvements.
- Evidence of comprehensive general liability coverage not less than \$400,000 combined single limit for personal injury and property damage, or such other amount as may be required to meet the maximum coverage provisions of the Maine Tort Claims Act (14 M.R.S.A. § 8001 et seq.) as it may be amended. Further insurance requirements are as set forth in Sec. 23-107.

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- A signed affidavit from the applicant, and business owner if different from the applicant, indicating that the applicant understands and agrees that Parklet operations are limited to the period between April 15 and November 1 in each calendar year of the permit term. A template affidavit is available on the [Code Enforcement website](#).

I certify that all the information provided in this application form and accompanying materials is true and accurate. I also certify that I have read, understand, and agree to abide by all applicable standards for a Parklet permit as required by Chapter 23 of the Code of Ordinances of the City of South Portland. By signature below, I further acknowledge that this permit is temporary in nature, for the approved term, and may be suspended or revoked per Sec. 23-109 if the City determines that the Parklet is not being operated in compliance with the terms and conditions of the Permit.

_____ Date: _____

Signature

Print name