



Completed applications must be submitted to the Public Works Department/Engineering Division located at City Hall –  
9770 Culver Blvd, Culver City, CA 90232  
Telephone (310) 253.5600

OFFICE USE ONLY	
Application No.	
Application Submittal Date	
Accepted By	

## **PARKLET STREET USE PERMIT APPLICATION** **FOR OUTDOOR DINING OR OTHER USE**

- New Application
- Suitability Inspection # \_\_\_\_\_

Legal Name of Business			
Physical Street Address of Business	City	State	Zip
Business Owners Name	Phone	E-mail	

### **24-HOUR CONTACT INFORMATION:**

Business Contact's Name and Position (Please Print)	Signature		
Date	Phone (24HR)	E-mail	

### **PERMISSION FROM PROPERTY OWNER (IF YOU ARE A TENANT)**

- I am the property owner (*skip this section*)

PROPERTY OWNER'S AFFIDAVIT: I hereby certify under penalty of law that I am the owner of the above-referenced property and authorize the Parklet operation as described herein.

Property Owner's Name:	Property Owner's Street Address	City/State/ZIP	
Property Owner's Signature:	Date:	Phone:	Email:

### **PARKLET CONFIGURATION AND NAME OF FIRM PREPARING THE PLANS:**

Number of Seats (if any):	Number of METERED parking spaces (if any):		
Number of Total Square Feet (usually 160 s.f. per parking space):	Describe Intended Use of the Parklet:		
NAME OF CA REGISTERED CIVIL ENGINEER or CA LICENSED ARCHITECT:	Street Address:		
Name of Firm Preparing the Plans:	Phone:	Email:	

## Application Submittal Checklist

The following items must be included with this application:

- Completed and signed application form and processing fee.
- Hard copies and a complete digital set of the entire permit application package (PDF preferred).
- A signed petition from 100% of the adjacent property owners and business owners located within 100' of each side of the applicant's business, on the same side of the street or to the end of the block (whichever is less), indicating their agreement to dedicate a clearly identified curbside parking space(s) for outdoor dining or other use.
- A Traffic Control Plan to implement when the Parklet is being constructed.
- A summary description of your business operation and the intended use of the Parklet.
- Photographs of the business front, each side of the proposed Parklet area, and an aerial view of the parking space(s).
- A complete set of construction drawings, materials and furnishings, and site plan depicting total number of square feet, the total number of metered curbside parking spaces (if applicable), the total number of seats (if any) that are depicted in an accurate, dimensioned, and to-scale fashion.

The following additional items will be required prior to issuing a Parklet Street Use Permit:

- A copy of your active Culver City Business License.
- A Certificate of Insurance with workers compensation and general liability coverage that is endorsed by the insurer and names the City as additional insured, in an amount that complies with the minimum required coverage.
- Payment of the prorated annual license fee (rental fee plus metered parking spaces fee) for the remainder of the calendar year along with a one-time sewer facility charge and maintenance deposit.

*This application is hereby submitted for a Parklet Street Use Permit to operate an outdoor dining business or other use subject to the Public Works Director/City Engineer's (or designee) sole discretion and approval in accordance with the City's Parklet Design Guidelines adopted by the City Council; and any standards established by the State of California, and the County of Los Angeles Department of Public Health.*

Signature of Applicant

Date

## PETITION FOR A PARKLET

Business Name: \_\_\_\_\_ located at \_\_\_\_\_.  
Project Description (including the number of curbside parking spaces to be replaced with a Parklet):

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*By signing below, I agree that one or more curbside public parking spaces shall be dedicated to this business for a Parklet as per the Project Description above*

	Name	Phone No.	Street Address	E-mail Address
1.				
2.				
3.				
4.				
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13.				
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15.				
16.				
17.				

## PETITION FOR A PARKLET (similar to previous page if change accepted)

Restaurant Name: \_\_\_\_\_ located at \_\_\_\_\_.

*By signing below, I agree that one or more curbside public parking spaces shall be dedicated to this business for a Parklet*

	Name	Phone No.	Street Address	E-mail Address
18.				
19.				
20.				
21.				
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33.				
34.				

**OFFICE USE ONLY**

**Public Works Review**

**Approved**

**Denied**

Comments (Use additional pages as necessary): \_\_\_\_\_

Department Reviewer:

Date

**OFFICE USE ONLY**

**Building Safety Review**

**Approved**

**Denied**

Comments (Use additional pages as necessary): \_\_\_\_\_

Department Reviewer:

Date