



CITY OF SAN LUIS OBISPO

Community Development Department
919 Palm Street, San Luis Obispo, California
(805) 781-7170

Application Checklist

Effective: 7-01-2023

Applications for development permits must include, at minimum, the information in this checklist in order to be accepted for processing and evaluation for final action. Additional information may be required following initial review by staff. Applications missing information in this checklist will not be accepted for review.

Parklet Permit

Application Fee:
Refer to current Comprehensive Fee Schedule

Completed Planning Application Form:

Applications can be obtained from the Community Development Department or by mail, fax, or at:
www.slocity.org/government/department-directory/community-development

Business Tax Certificate:

A copy of a current business tax certificate issued to the business owner.

Business Owner's Proof of Liability Insurance:

Liability insurance must meet City standards, naming the City as additionally insured for the term of the permit to the approval of the City Risk Manager.

Liability Release Agreement:

An agreement wherein the recipient of the permit agrees to hold the City harmless from liability arising from the operation of the parklet, signed by the business owner.

Statement of Operation:

A form describing the business, the sidewalk activity, proposed hours of operation, etc., available online at:
www.slocity.org/government/department-directory/public-works/programs-and-services/transportation-planning-and-engineering/open-slo

Project Plans, at appropriate scale, using U.S. Customary or English Units

- 5 copies at full size (Min. 11" x 17")
- 1 copy at reduced size (8.5" x 11")
- 1 "Digital Copy" (Portable Document Format (PDF) File)

A site plan. At a minimum include: dimensions of the area proposed for a parklet; number of parking stalls affected, accessible pedestrian path of travel, design features of the parklet, required buffer zones, and construction materials. Plans should identify the distance to nearest crosswalk/intersection/driveway, location of any adjacent utilities, street furniture, lighting, and landscape features proposed. While not mandatory, conceptual renderings of proposed installations are highly encouraged. Where vertical elements or roofing systems are proposed, application must include structural drawings and calculations prepared by a licensed architect or engineer. Where lighting is proposed, applications must identify location and type of electrical connection to be used the proposed number and location of tables, chairs and other furnishings to be included in the dining area; the relationship of the outdoor dining area to the indoor dining area; and all sidewalk obstructions in the vicinity.

Site details. A detailed description of the type, color, and material of all proposed outdoor furniture, such as tables, chairs, barriers, planters, umbrellas, signs and lighting.

Consent of Neighboring Business(es) Form:

If your proposed parklet extends into the frontage of a neighboring property, signed consent of both the property owner(s) and tenant(s) is required. The required consent form is available online at:
www.slocity.org/government/department-directory/public-works/programs-and-services/transportation-planning-and-engineering/open-slo

Site Photographs

Include at least three photographs of the proposed location of the outdoor dining area, showing the dining area space from across the street, and one photo from each end of the sidewalk approaching the dining area. Include photographs of any unique characteristics of the site, including existing signs, street furniture, and utilities.

Encroachment Permit (Informational Note):

NOTE: In addition to a parklet permit, applicants must also obtain an encroachment permit. It is recommended that applicants file the encroachment permit application concurrently with the parklet café permit application. Information on the encroachment permit application process can be found online at:

<https://www.slocity.org/how-do-i/apply-for/permits/permits-for-developers-and-contractors/encroachment-permits>

For additional information about an encroachment permit, contact Matt LaFreniere at mlafreni@slocity.org
