



STREET SEATS 2013 PROGRAM – PERMIT APPLICATION

ABOUT STREET SEATS

Street Seats is a program that allows the Portland Bureau of Transportation to permit organizations to build a temporary platform in the on-street parking lane. The platform is the same height as the curb and extends the sidewalk space in order to add additional outdoor seating for a restaurant or to provide additional public space for people to stop, sit, and take in the life of the street.

APPLICATION DEADLINE

The Street Seats 2013 program has an application deadline of May 1st, 2013. This will allow the Transportation Bureau to evaluate applications together and involve neighborhood and business association. Interested parties must submit a completed application by May 1st. At this time applications from the downtown core (from Burnside to SW Harrison, SW 10th to SW 2nd) will not be permitted.

PUBLIC VS PRIVATE

The Street Seats 2013 program has two options for applicants, public and private. A public Street Seat creates a new public space adjacent to the sidewalk. Similar to a miniature park, public Street Seats (often called “parklets” in other cities) serve the community by providing a new place for people to stop, sit, and enjoy the life of the street.

Private Street Seats allow restaurants and bars to extend outdoor seating into the parking lane. Private Street Seats also require a [Café Seating permit](#), and allow restaurants and bars to provide table service and serve alcohol.

COSTS

All eligible applicants will be charged a \$500 base permit fee. If the platform requires other changes to the street (eg parking sign or striping changes) the applicant will be responsible for those costs. If the platform is to be located in a metered parking space, the applicant will be responsible for lost meter revenue. Transportation staff will provide accurate cost estimates of these charges based on location.

The applicant is responsible for all costs associated with the design development, construction, installation, maintenance, and removal of the Street Seating platform. Also, the permit holder is required to provide evidence of liability insurance.

Applicants wishing to install a private Street Seat (one that allows for table service and/or the consumption of alcohol) will be charged \$105 per linear foot of right of way. This would result in an annual fee of \$2,600 for 20ft platform (\$500 base permit fee + \$105x20ft). Applicants for private Street Seats will also be responsible for securing a [Café Seating permit](#) if they do not already hold one.

Public Street Seats will not incur the linear foot charge and will not require Café Seating permits. Public Street Seats must be signed as such and must be visually distinct from the sponsoring business.



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Applicant Information

Applicant Name: _____

Phone Number: _____ Email: _____

Business or Organization Information

Name of Business/Organization: _____

Type of Business/Organization: _____

Street Address: _____ Zip: _____

Cross-Street 1: _____ Cross Street 2: _____

Owner/Mgr Name: _____ or I am the owner of this business/organization

Owner/Mgr Phone: _____

Owner/Mgr Email: _____

Property Owner Information

Name of Property Owner or Representative: _____

Name of Property Owner Company: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Business/Organization and Property Owner’s Affirmation

I, the undersigned, do affirm that I am the owner or a duly authorized representative of the corporation owning the above referenced property. I have been made aware of the Applicant’s intent to install a Street Seating extension in the parking lane in front of the business listed on this application and have no objections.

Business/Organization owner _____ {Signature}

{Print Name} _____ {Date} _____

Property owner _____ {Signature}

{Print Name} _____ {Date} _____

Site Information

Length of Establishment’s Storefront (feet) : _____

Is the Street Seats platform intended to span more than one storefront? yes no

* If “yes”, application must be received from each sponsoring business.

What parking signs and regulations affect the proposed location (i.e., Loading Zone, 2 Hour Parking)?

Are there metered parking spaces at the site? yes no



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Is there a traffic lane next to the curb at any time of day at the site? yes no

Is there a fire hydrant adjacent to the site? yes no

Is there an active bus stop adjacent to the site? yes no

Is there an active driveway adjacent to the site? yes no

Neighborhood Association for proposed location: _____

Business Association for proposed location: _____

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REQUIRED ATTACHMENTS

1) Initial Site Plans

Attach initial site plans that show the footprint of proposed platform, all property lines, sidewalk width, existing parking stalls, and all surface obstructions within 15 feet of the proposed area (e.g. fire hydrants, streetlights, parking meters, street trees, etc).

Accurate measurements are required. Please provide as much detail as possible – it will speed the process of reviewing your application.

Site locations and platform design are approved by the City Traffic Engineer based on the following Design Guidelines:

- The proposed site should be located on a street with a speed limit of 25 MPH or less. Locations on streets with higher speeds will be considered on a case by case basis.
- Facility may not extend beyond seven (7) feet from the curb line where there is parallel parking. Angled or perpendicular parking locations will be approved on a case by case basis.
- The proposed site should be located at least one parking spot in from a corner or a protected bollard, sidewalk bulb-out, or other similar feature must be present if located at the corner.
- The maximum length of the platform must not be longer than the frontage of permit holder's establishment unless given permission by adjacent property owners.
- Design must maintain an eight-foot pedestrian zone next to the platform where sidewalk width allows.
- Platform is not on a street where parking lanes become tow away zones during morning or afternoon hours.
- The street must not have a grade greater than 5 percent.
- Site must not be in front of a fire hydrant, active bus zone, active driveway, or over a manhole or public utility valve or cover.
- Platform must be designed to allow for curblinestormwater drainage.
- Platform should be as level as possible and flush with the sidewalk height. At least 12 feet of the platform must be flush with the adjacent sidewalk for wheelchair access.
- Platform design must include a physical barrier along the street while maintaining clear visual sightlines to the street. Vertical elements, such as planters and umbrellas, should be included so that the facility is visible to vehicles.
- The sidewalk-facing side of the platform must be accessible for pedestrians.
- The platform shall not be permanent. It should be removable in case street maintenance or other similar needs arise.
- The use of durable materials capable of withstanding year-round use is required.
- To protect the platform from parking maneuvers, planters or weighted bollard on either end of the platform are required
- Wheel stops with embedded reflective candlesticks will also be required on either end of the installation. Additional traffic safety items may be added to the final design by PBOT staff.

2) Programming

Attach a narrative that describes with as much detail as possible what types of elements are being proposed on the platform (e.g. tables and chairs, benches, landscaping, bike parking, etc). You will need to indicate whether the business will be extending an existing Café Seating Permit or applying for a new one.



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3) Support

Demonstrate that you have adequately provided outreach to neighbors, tenants of the subject property and local business and neighborhood associations. Please attach documentation of this support. This can take the form of letters, petitions, emails, or another piece of evidence that shows these stakeholders are aware of the proposal and will support the installation.

Submit completed application and all attachments:

Portland Bureau of Transportation

Attn: Gabriel Graff

1120 SW 5th Avenue, Suite 800

Portland, OR 97204

Fax 503-823-7609

Email: streetseats@portlandoregon.gov

NEXT STEPS

After a completed application is submitted, the next steps are as follows:

- PBOT reviews the application for completeness.
- PBOT reviews the site for technical feasibility. If the site is deemed appropriate, PBOT will issue the applicant a notice of preliminary approval and notify relevant neighborhood and business associations of the pending application.
- After preliminary approval, the sponsoring business or organization is asked to submit a detailed site plan with cross sections and elevations. At this stage, staff will evaluate whether the proposal:
 - contains sufficient detail
 - confirms to the Design Guidelines
 - provides sufficient benefit to street and neighborhood
 - has undergone sufficient public process
 - will not conflict with PBOT's current or future right-of-way needs
- After design plans are approved, PBOT will collect payment and issue the permit.
- Once the permit is secured, the applicant will need to notify PBOT at least 10 days prior to beginning any site work. Once installation is complete, the applicant must notify PBOT by emailing streetseats@portlandoregon.gov

PERMIT DETAILS

- Approved permits for this program expire in one year. The permit will be renewable annually, pending review by Transportation staff.
- If the proposal is approved, the applicant will be required to enter into a private encroachment permit with the City. Please see attached Sample Revocable Permit.
- The platform will be owned and maintained by the applicant, including all costs for design, installation, repair, removal and storage.



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- Applicants must provide evidence of liability insurance for a minimum coverage of \$1 million, naming the City of Portland as additional insured. The insurance coverage must be in force for the duration of the permit. Most businesses already carry this insurance. Please check in with your provider.
- If the applicant chooses to extend an outdoor café seating permit into a Street Seats platform, PBOT will work to modify the existing annual Café Seating Permit.

For more information about this program and the application, email streetseats@portlandoregon.gov or visit www.PortlandOregon.gov/Transportation.