



STREET SEAT PROGRAM

I. APPLICATION FORM

The Street Seat design will provide: PUBLIC seating PRIVATE outdoor café seating

Site Address: _____

Cross-Street 1: _____ Cross Street 2: _____

Applicant Contact Information (main contact assigned to work with PBOT staff)

Project Contact Name: _____

Phone Number: _____ Email: _____

Business or Organization Information

Name of Business/Organization: _____

Type of Business/Organization: _____

Address: _____

Owner Name: _____

Owner Phone: _____

Owner 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

Proposed length of facility: _____ Length of establishment’s storefront: _____

Are there metered parking spaces at the site? yes no

* If “yes”, the applicant will be responsible for lost meter revenue. Transportation staff will provide accurate cost estimates of these charges based on location.

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)?

If a Street Seat is installed, describe how and where garbage pickup will occur:

II. REQUIRED COMMUNITY SUPPORT & OUTREACH DOCUMENTATION

The Street Seat program application requires documented support by the local neighborhood. This is an essential part of your application and application submissions that do not include documentation of community outreach will not be considered.

Full consensus in support of your Street Seat is not required. However, signed letters of support are the most effective tool for demonstrating effective outreach and support for your project.

The following is a list of examples of suggested attachments:

Written endorsement by local neighborhood association? letter included do not have support

Written endorsement by local business association? letter included do not have support

Letters of support from immediate neighbors? letters included do not have support

Other: if other forms of documented support are attached please describe below:

III. REQUIRED CONCEPT DESIGN DOCUMENTS

Please refer to the design diagram requirements in the Street Seat Program Overview. You can use the following checklist to ensure that your design proposal package is complete.

Have you included the following design documents?:

- Street Seat Location and Context Plan.** This drawing should show the Street Seat footprint in relation to the surrounding streetscape context.
- Detailed Site Plan.** This is a top-view drawing of your Street Seat design
- Design Elevations.** These are side-view drawings of your proposed design

Design/Architecture Services

Have you enlisted the services of a design firm? If yes please include their information below:

Design Firm: _____

Phone Number: _____ Email: _____

Construction Services

Have you enlisted the services of a contractor? If yes please include their information below:

Contractor: _____

Phone Number: _____ Email: _____

IV. APPLICATION SUBMISSION INSTRUCTIONS

Please include the following paperwork to ensure your application is complete:

- Non refundable application fee of \$100.00. *Checks should be made out to City of Portland.*
- Completed Application Form (3 pages).
- Community support documentation.
- Design documents. Drawings should be formatted to an 11x17 page layout:
 - *Street Seat Location and Context Plan*
 - *Detailed Site Plan*
 - *Design Elevations*
- Sidewalk Café Seating Concept Drawing. Include both proposed seating for platform and sidewalk. *Only relevant for private street seat proposals.*
- Sidewalk Café Seating Responsible Party Agreement. *Only relevant for private street seat proposals.*
- Liability insurance documentation (*for questions call 503-823-4554*):
 - *Standard Certificate of Liability Insurance, with the City of Portland named as the Certificate Holder.*
 - *An endorsement, on file with the certificate, naming the City of Portland as an additional insured.*
- Completed Maintenance and Operation plan.
- Send scanned documents by email to streetseats@portlandoregon.gov.



PORTLAND BUREAU OF TRANSPORTATION

2016 STREET SEAT MAINTENANCE PLAN

PREPARED FOR THE BUREAU OF TRANSPORTATION, CITY OF PORTLAND

Business name: [Click here to enter text.](#)

Property address: [Click here to enter text.](#)

Contact name and phone number: [Click here to enter text.](#)

Date: [Click here to enter text.](#)

The Revocable Permit issued for the installation and operations of the Street Seat platform requires the permittee to maintain the platform in good, clean, and safe condition.

The following is the cleaning, operations, and maintenance plan for the Street Seat installation at [Click here to enter business name and address.](#)

Please include, at a minimum, the following:

1. **Contact info:** [Click here to enter text.](#) Identify and provide contact information for the responsible party assigned to be the PBOT contact for all questions related to maintenance and cleanliness of the Street Seat platform.
2. **Cleaning schedule:** [Click here to enter text.](#) How will the platform be regularly cleaned? Who will perform the duties (name and job title)? At what frequency? How will the area below the platform be cleaned and when?
3. **Pedestrian clearance:** [Click here to enter text.](#) Attach a diagram showing table and chair layout. If applicant has tables on sidewalk and platform then provide layouts for both and include pedestrian sidewalk clearance (all new Street Seat permits require an 8 ft clear zone).
4. **No smoking:** [Click here to enter text.](#) Describe the strategies that will be used to enforce the ban on smoking on the Street Seat platform.
5. **Noise:** [Click here to enter text.](#) Does the business have a good neighbor agreement, and if so, what are the elements related to outdoor seating and hours of operation?
6. **Furniture:** [Click here to enter text.](#) Describe any proposed removable furniture and attach photos. Describe where furniture will be stored overnight and when the business is closed..
7. **Use during cold/rainy months:** [Click here to enter text.](#) If applicable, describe how the platform will be used during cold and rainy months and where furniture will be placed when not used.

If applicants have plans to use canopies or other add-ons need to be approved separately by submitting detailed drawing plans with materials, attachment methods, and specific dimensions.

Please note that per City Code 17.25.080 furniture may not be stacked and stored on the platform for more than 10 days.

8. **Trash collection and loading/unloading:** [Click here to enter text.](#) Where will trash be collected and trash bins placed in relation to the Street Seat platform? How will truck deliveries be accommodated in relation to Street Seats placement?
9. **Material maintenance:** [Click here to enter text.](#) Describe the upkeep and replacement schedule for the building materials included in the Street Seat installation. Be sure to also include landscaping components.