



## STREET SEAT PROGRAM

### ABOUT STREET SEATS

Street Seats is a program of the Portland Bureau of Transportation (PBOT) that allows 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 EVALUATION

The following evaluation criteria are used to evaluate the design submissions and award approvals:

- **Design creativity.** Design concepts that demonstrate originality and creativity and that enhance the streetscape will be prioritized.
- **Public seating.** Proposals that are exclusively for the use of the public will be prioritized (i.e. no proposed restaurant/bar table service).
- **Community support.** Demonstrated neighborhood support for the proposal by neighboring businesses, property owners, and neighborhood/business associations will be prioritized.
- **Quality of materials.** Designs that clearly specify materials that are of high quality and durability will be prioritized.
- **Appropriateness of location.** Locations that are likely to be well used and active will be prioritized.

Applications for Street Seat proposals are accepted on a rolling basis. For more information contact PBOT staff at [StreetSeats@PortlandOregon.gov](mailto:StreetSeats@PortlandOregon.gov).

## **RENEWAL APPLICATIONS**

Existing Street Seats wishing to renew their permit must submit a new application form each year. The Renewal Form is included in this package. The renewal request must include:

- Demonstration of continued community support for installation. Example letters/emails of support from adjacent neighbors.
- Drawings detailing any proposed design changes, if applicable.
- For establishments with an existing outdoor café seating permit, a new Sidewalk Café Concept Drawing detailing dimensions of seating included on the platform and sidewalk and a signed Responsible Party Agreement form.
- Confirmation that a minimum of \$1 million in [liability insurance](#) filed with the City of Portland is current.

Renewal permit fees will be due upon approval and prior to permit issuance.

## **PUBLIC VS PRIVATE**

The Street Seats 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. Private seating proposals will be charged an additional \$105 per linear foot of right of way (see Costs below).

## **COSTS**

All new application permits will be charged a non-refundable application fee of \$100.

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. Fees will be due upon approval of application, prior to issuing a permit to install.

Applicants for private Street Seats, who wish to allow 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/updating City of Portland [Café Seating permit](#) and an [extension of premises permit](#) from the Oregon Liquor Control Commission (OLCC), if applicable .

Public Street Seats will not incur the linear foot charge as they are not allowed to provide café table service. Public Street Seats must be signed as such and must be visually distinct from the sponsoring business.

<b>Fee</b>	<b>Amount</b>
Non refundable application fee	\$100.00
Base fee for all new Street Seat permits	\$500.00
Base fee for all renewing Street Seat permits	\$250.00
Cafe seating permit for platform ( <i>if applicable</i> )	\$105/linear foot
Lost meter revenue ( <i>if applicable</i> )	~ \$2,000-7,000, TBD based on location
Additional incurred costs (if applicable) ( <i>i.e. sign changes such as truck loading zone changes</i> )	~ \$150-\$500, TBD based on location

### **CAFÉ SEATING PERMITS**

If your *private* Street Seat application will include a request for table service, applicants will need to comply with the [Sidewalk Café Permit program guidelines](#). For locations that do not have existing outdoor seating a new permit application must be submitted and approved.

- All new Street Seat applications must demonstrate a minimum of 8 feet of Clear Pedestrian Zone.
- For locations that have an existing permit, their permit will need to be modified by submitting a revised Sidewalk Café Concept Drawing and signing a new Responsible Party Agreement form.
- All Café Seating Permits will need to be renewed annually through the Sidewalk Café Program. Additional information can be obtained by calling (503) 823-7002 option 5 or emailing [sidewalkcafe@portlandoregon.gov](mailto:sidewalkcafe@portlandoregon.gov)
- If the applicant wishes to serve alcohol on the Street Seat they are responsible for obtaining separate Oregon Liquor Control Commission (OLCC) permits or OLCC extension of premises permits. <http://www.oregon.gov/OLCC>

### **INSURANCE**

If your application is approved, you will be required to provide evidence of at least \$1M in liability insurance – the same requirement as sidewalk café seating – naming the City of Portland as an additional insured. Most businesses already carry this insurance; please check with your provider. If you or your agents have any further questions, please call Street Systems Management at 503-823-7142 or send e-mail to [insurance@portlandoregon.gov](mailto:insurance@portlandoregon.gov) Please see attached Insurance Requirements for Street and Sidewalk Use Permits. More information can be found online here: <https://www.portlandoregon.gov/transportation/article/334043>

## **MAINTENANCE**

The platform will be owned and maintained by the applicant. The applicant is responsible for all costs associated with the design development, construction, installation, maintenance, and removal of the Street Seating platform.

If your application is approved you will be required to sign an Encroachment Permit that outlines your responsibilities and submit a Maintenance and Operations Plan.

The permit obligates you to ensure that the facility is swept daily and debris is removed from under and around the platform a minimum of once a week. Please see the attached Sample Revocable Encroachment Permit and Maintenance & Operations Plan template.

## **PERMIT DETAILS**

Approved permits for this program typically expire in one year. The permit will be renewable annually, pending review and approval by the Review Committee.

If your business changes ownership you will either need to remove your Street Seat or transfer the permit to the new owner.

## **DEVELOPING 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 by neighboring business and property owners 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
- Written endorsement by local business association
- Letters of support from immediate neighbors (residential and business).

Need help identifying which neighborhood association you are in? [Click here.](#)

A Notification Flyer should be posted at the proposed location to be used to alert people passing by of the organization's application to install a Street Seat. An example Notification Flyer is included in this packet and a Word document template is also available on the program website.

Please mark the date when notification is posted at the bottom of the flyer and post the flyer in a highly visible location, preferably facing outward in a window near the main entry. The flyer can also be distributed to neighboring businesses and residents.

## DESIGN GUIDELINES

Quality and creativity of design will be one of the prioritized evaluation criteria. Serious applicants are encouraged to seek out professional design assistance. [A list of design/architecture firms](#) that have identified themselves as capable of designing and/or installing Street Seat style platforms are available on the program website.

Site locations and platform design are approved by the City based on the attached Design Guidelines. You are strongly advised to communicate with staff during your design concept development phase. Staff can help flag potential design concerns early on, and foresee potential issues that could arise later in the process.

### Design Evaluation

The following evaluation criteria will be used to evaluate the design submissions and award approvals:

- **Design creativity.** Design concepts that demonstrate originality and creativity and that enhance the streetscape will be prioritized.
- **Public seating.** Proposals that are exclusively for the use of the public will be prioritized (i.e. no proposed restaurant/bar table service).
- **Community support.** Demonstrated neighborhood support for the proposal by neighboring businesses, property owners, and neighborhood/business associations will be prioritized.
- **Quality of materials.** Designs that clearly specify materials that are of high quality and durability will be prioritized.
- **Appropriateness of location.** Locations that are likely to be well used and active will be prioritized.

### General Guidelines

- **Design for easy removal.** The Street Seat platform will sit on top of the existing street surface. As the Street Seat platform may sit on top of critical infrastructure and utilities such as gas lines, sewer and water mains, the platform must be designed for easy removal in case of necessary maintenance work. Some applicants will elect to remove the platform during colder months.
- **No advertising.** Logos, advertising, or other branding is prohibited. A small unobtrusive plaque recognizing project sponsors and material donors may be submitted for approval by the City.
- **Be creative.** Think beyond standard tables and chairs on a platform.

### Location Criteria

- At this time Street Seat applications within the downtown core (from Burnside to SW Harrison, SW 10th to SW 2nd) are not permitted.
- Street Seats are not permitted on streets where parking lanes become tow away zones during morning or afternoon hours, in front of fire hydrants, in active bus zones, across driveway curb cuts, or over manholes or public utility valves or covers.
- The proposed site should be located at least one parking spot (~20 feet) from a street corner. If a sidewalk bulb out exists this requirement does not apply..

## DESIGN GUIDELINES

- The proposed site should be located on a street with a speed limit of 30 MPH or less. Locations on streets with higher speeds will be considered on a case by case basis.
- The street shall not have a grade greater than 5 percent.

### Design Elements

- The use of high quality, durable materials capable of withstanding year-round use is required.
- The design should not include any bolts/anchors or other elements that require disturbing the street surface or sidewalk. No Street Seat component may weigh more than 200 pounds per square foot.
- The platform may not extend beyond six (6) feet from the curb line where there is parallel parking. Angled or perpendicular parking locations may be approved on a case by case basis.
- The maximum length of the platform must not be longer than the frontage of permit holder's establishment unless permission is granted by the adjacent property owner(s).
- All new proposals must maintain a minimum eight-(8) foot clear pedestrian through zone in the sidewalk corridor.
- Platform must be designed to allow for curblines stormwater drainage. A gap of six (6) inches should be maintained between the body of the deck and the curb, to facilitate the movement of water.
- The platform design should allow for access and cleaning of the area underneath the platform.
- Platform must be designed to accommodate the crown and cross slope of the street surface. Close attention must be paid to existing curb condition and height to ensure platform is flush with curb.
- Platform cross slope cannot exceed two (2) percent. Your final construction drawings will need to show spot elevations for both the sidewalk and the platform areas.
- Platform decking must be flush with the curb and may not have more than ½ inch gap from the curb.
- All street seats must comply with the Americans with Disabilities Act (ADA) and be accessible to all users, including people with physical disabilities, wheelchair users, and those with impaired vision.
- At least 50% of the platform must be flush with the adjacent sidewalk for wheelchair access.
- Platform design must include a physical buffer along the street while maintaining clear visual sightlines to the street.
- No wall or rail may be lower than thirty-six (36) inches, as measured from the street.
- Continuous opaque walls above forty-two (42) inches that block views into the street seat from the surrounding streetscape are prohibited.
- If cable railing is used, spacing between cables cannot exceed six (6) inches.

## DESIGN GUIDELINES

- The platform shall include some vertical elements, such as planters and umbrellas, to be visible to passing vehicles. However these must not obstruct driver views.
- All rails must be capable of withstanding a 200 pound horizontal force.
- Platform must be able to support 100 pound per square foot live load.
- Forty-eight (48) inch setback on either end of the platform, adjacent to parallel parking, will need to be reserved for wheel stops with embedded reflective candlesticks. These will be installed by PBOT after final facility construction/installation is complete. Additional traffic safety items may be added to the final design by PBOT staff.
- The proposed number of table and chairs shall be approved by PBOT via the Café Seating Permit. Furniture must be able to accommodate those with disabilities, wheelchairs, or mobility devices.
- Proposed covers or shelters may have additional dimensional, structural/engineering, and design requirements.

### **PREPARING CONCEPT DESIGN DOCUMENTS**

Accurate measurements are required. Please provide as much detail as possible – it will speed the process of reviewing your application. The City prefers pdf electronic documents in tabloid (17 x 11”) format.

**1. Street Seat Location and Context Plan.** This drawing should show the Street Seat footprint in relation to the surrounding streetscape context. It should include footprint of the proposed platform in context with the surrounding streetscape, including:

- footprint of the proposed Street Seat and the required 48” setback from adjacent parking on either end of the platform
- all property lines
- building footprints and entrances,
- sidewalk width
- existing parking stalls
- existing curb cuts and driveways
- adjacent bike lane and auto lanes
- all surface obstructions within 15 feet of the proposed area (e.g. bike racks, fire hydrants, utilities, streetlights, parking meters, street trees, tree pits, etc)

## DESIGN GUIDELINES

**2. Detailed Site Plan.** This is a top-view drawing of your Street Seat design and should include:

- Platform dimension (width, length, include required 48” buffer areas on either end of the facility)
- Various elements included in the design, sculptural pieces, benches, and/or any proposed tables and seating
- Different materials to be used in the design
- Description of proposed vegetation and landscaping elements
- Dimensions showing compliance with ADA requirements

**3. Elevations from all sides.** These are side-view drawings of your proposed design and should include:

- Platform dimensions (various heights of proposed elements)
- A detail showing how you will maintain positive drainage flow along the curb line.

**4. Sections** (optional). These are “cut-through” profile drawings of your Street Seat design that articulate complex design elements.

**5. Renderings and Perspectives** (optional).



## PROCESS OVERVIEW

The following is an overview of the Street Seat application, approval, and installation process:

### 1. Applicant prepares Street Seat proposal:

- **Review of Instructions.** Applicant reviews application materials, design guidelines, and confirms proposed location meets all criteria.
- **Approvals obtained.** Business and property owner approvals are obtained using Application Form.
- **Design help.** Applicant may wish to work with [a design firm](#) to assist in the development of an initial design concept. Developing the design concept early is useful in gathering support from community stakeholders.
- **Public Outreach.** Applicant begins collecting documentation of community support. This may include: meeting with neighbors, requesting letters of support from neighborhood and business associations, requesting letters of support from neighboring stakeholders, and posting information at the proposed site.

### 2. Initial Proposal Review.

- **Public notice period.** Public comment period will be open for a minimum of ten calendar days. Public comment submissions will be included in the Street Seat Review Committee's evaluation of applications.
- **Initial review by PBOT.** The Street Seat Review Committee will review the application for completeness and that all design guidelines have been met. Proposals will be evaluated based on the design criteria.
- **Initial approvals announced.** PBOT gives initial approval or denial. If approved, concept continues for further design development.

### 3. Detailed Design development

- Further design development with Transportation and Planning staff begins.
- Applicant submits final application package.
- Construction drawings are reviewed.
- Insurance requirements are confirmed.
- Fees are collected and permit documents are processed

### 4. Permit granted.

- Installation must occur within 90 days of permit issuance.
- Once the permit is secured, the applicant will need to post the included Notification Flyer a minimum 14 days prior to the scheduled installation.
- Applicant notifies PBOT 5 days before construction and schedules time for post construction inspection.
- Post construction inspection occurs prior to customer use of Street Seat.

## PROCESS OVERVIEW

### 5. Post Construction.

- The City will continue to monitor the Street Seat for compliance with the revocable permit and maintenance and operations plan. Failure to comply may result in revocation of your permit.
- Once granted, Street Seat permits and, if applicable, Café Seating permits are reviewed annually for renewal.
- The City may also request your participation in assessments and studies of the program.

**APPLICATIONS ARE ACCEPTED ON A ROLLING BASIS**

### Contact information:

SARAH FIGLIOZZI, Active Transportation Division  
City of Portland Bureau of Transportation  
1120 SW 5th Avenue, Suite 800, Portland, OR 97204  
Tel: 503.823.0805 Fax: 503.823.7576  
[StreetSeats@PortlandOregon.gov](mailto:StreetSeats@PortlandOregon.gov)

## MAINTENANCE PLAN

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.

## NOTIFICATION FLYER

A Notification Flyer template is included below and should be used:

- As one of several methods used to develop community understanding and support of the proposed Street Seat installation prior to submitting the application package.
- After the application as been approved, as a required aspect of community notification a minimum of 14 days prior to installation.

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.

Flyer Instructions:

1. You can find a downloadable word document template on the program website [www.portlandoregon.gov/transportation/StreetSeats](http://www.portlandoregon.gov/transportation/StreetSeats):
2. Fill out applicant and location information.
3. Insert drawing/rendering of the proposed Street Seat design.
4. Post the flyer in a highly visible location, preferably facing outward in a window near the main entry. Please mark the date when notification is posted at the bottom of the flyer.
5. Distributed to all nearby properties and their tenants.

If you have any questions please contact City staff at [StreetSeats@PortlandOregon.gov](mailto:StreetSeats@PortlandOregon.gov).



# NOTICE of INTENT TO INSTALL and MAINTAIN STREET SEAT PATIO

## EXAMPLE

Street Seats is a program of the Portland Bureau of Transportation (PBOT) that allows 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.

If you would like to submit a comment regarding an application email [StreetSeats@PortlandOregon.gov](mailto:StreetSeats@PortlandOregon.gov).  
For more information visit: [www.portlandoregon.gov/transportation/StreetSeats](http://www.portlandoregon.gov/transportation/StreetSeats)

Name of Applicant: Happy Studio Community Center

Address: 1234 NW 45<sup>th</sup> Avenue, Portland, Oregon

Location/dimensions: the north side of NW 45<sup>th</sup> Avenue, east of NW Main Street, 40 ft long

Contact Information: Susan Smith, (555) 123-4567, Susan.Smith@emailhost.com

Sketch of proposed Street Seat:



ten penny studio

**Date flyer posted**

Image borrowed from [www.tenpennystudio.com](http://www.tenpennystudio.com) (Seattle, WA)