



**PERMIT APPLICATION FOR  
RIGHT-OF-WAY (ROW) DINING  
(PARKLETS)**

City of Decorah  
400 Claiborne Drive  
Decorah, IA 52101  
(563) 382-3651  
citymanager@decorahia.org

*Persons interested in the temporary use of parking spaces in the dedicated public right-of-way (ROW) for dining may submit an application for review and consideration by the City of Decorah. Use of the ROW for these purposes is restricted to the C-3 Zoning District. This permit application shall be used for those interested in using parking spaces for dining (i.e., parklets).*

**INSTRUCTIONS:** Complete the application in full and submit to the City Manager’s Office with required materials. Ordinarily, the City Manager’s office will consider and approve permits that meet the specified requirements, but at their discretion may bring a permit before City Council for consideration. **An approved permit is required prior to using the designated ROW space.** Please see page 2 and 3 of this application for additional details.

<b>ORGANIZATION/BUSINESS NAME (APPLICANT):</b>	<b>PHONE:</b>
<b>MAILING ADDRESS:</b>	<b>E-MAIL:</b>
<b>BUSINESS OWNER’S NAME OR BUSINESS REPRESENTATIVE’S NAME:</b>	
<b>PROPERTY OWNER NAME:</b>	<b>PHONE:</b>
<b>MAILING ADDRESS:</b>	<b>E-MAIL:</b>
<b>PROPOSED LOCATION: [NEAREST STREET ADDRESS]</b>	
<b>DESCRIPTION OF PROPOSED RIGHT-OF-WAY (ROW) USE: [INCLUDE SITE PLAN]</b>	
<p><b>APPLICANT’S AFFIRMATION</b></p> <p><i>I do hereby affirm that I am the owner of the above-described business or that I am a duly authorized representative of said business that is requesting the permit. I agree that Applicant will defend, indemnify, protect, and save harmless the City of Decorah, its employees, agents, and elected officials from any and all liability, from any claim or cause of action which any person may have or claim to have by any reason of any actual or alleged failure on the part of the applicant to comply with the terms and provisions thereof. Applicant agrees to pay on behalf of the City of Decorah all sums (including reasonable attorneys’ fees and costs) that the City of Decorah is obligated to pay by reason of any liability of any kind resulting from the use by the Applicant and Applicant’s invitees, guests, employees, and agents of the public property and public right of way covered by this permit application. I hereby certify that I have read and examined this application and its attachments and know the same to be complete, true, and correct.</i></p> <p>Representative or Applicant Signature: _____ Date: _____</p>	
<b>OFFICE USE ONLY</b>	
Date Received: _____ <input type="checkbox"/> Certificate of Insurance <input type="checkbox"/> Site Plan	
<b>Police Department:</b> <input type="checkbox"/> Approved Initials: _____ <input type="checkbox"/> Denied Date: _____	<b>City Engineer:</b> <input type="checkbox"/> Approved Initials: _____ <input type="checkbox"/> Denied Date: _____
<b>City Manager:</b> <input type="checkbox"/> Approved Signature: _____ <input type="checkbox"/> Denied Date: _____	

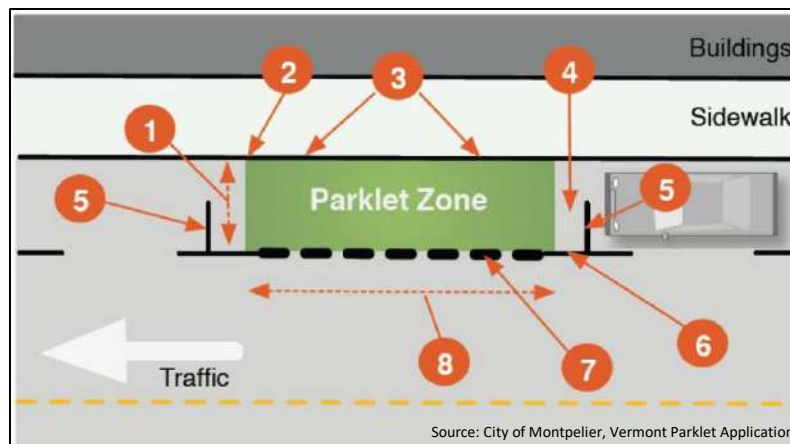
## RIGHT-OF-WAY (ROW) DINING PROVISIONS

Persons interested in using designated parking spaces in the right-of-way (ROW) in the C-3 Zoning District for dining must submit an application for a "ROW Dining (Parklets) Permit" for review and consideration.

The permit for parklets will be in effect from May 1 through October 31 of the current calendar year. A total of 11 spaces will be available for parklets and permits will be issued on a first-come, first-served basis. A maximum of one parking space per applicant may be approved. If all 11 allotted parking spaces are not reserved by June 30, those having one space may apply for one additional space until all 11 are reserved (requests for second space are subject to Council review and approval). A permit may be issued to any individual retailer who completes the application, provides proof of liability insurance naming the City as an additional insured, and abides by the rules for ROW dining listed below. The applicant is responsible for obtaining any other applicable permits required for temporary outdoor expansions (e.g., expanded liquor license, outdoor service area, etc.).

All applicants must provide proof of insurance to the City. Insurance requirements are as follows: Throughout the term of any permit, the Applicant shall maintain Comprehensive General Liability Insurance with limits no less than \$2,000,000 combined single limit per occurrence for bodily injury, personal injury, and property damage. The policy shall name the City of Decorah as an Additional Insured and require 30 days written notice of cancellation.

### Parklet Design and Placement Requirements:



1. Maximum of 7-foot width.
2. Maintain paths of water drainage from centerline of street to curb, and along the curb.
3. ADA accessibility required. The finished surface of parklet floor shall be flush with the top of the curb ( $\frac{1}{2}$ " horizontal gap max) or an ADA-accessible ramp from the curb to the parklet shall be provided. Platforms must be constructed using slip resistant materials and may not be bolted to the street.
4. Maintain a 3-foot distance between the parklet and wheel stop.
5. A 6-foot wheel stop must be installed between parklet and adjacent parking space (**wheel stops shall be provided by the City of Decorah Street Department**).
6. Reflective soft hit posts must be provided at each corner of the parklet-occupied parking space (**reflective posts shall be provided by the City of Decorah Street Department**).
7. Protected outside edge. Parklet must be enclosed on three sides. The enclosure must provide clear, unobstructed sightlines to and from the street. Enclosure minimum height = 36", maximum height = 42".
8. Generally, 1 or 2 parking spots per parklet. The length of the parklet will depend on the length of the space being occupied, less 3 feet at each end adjacent to a parking space.

## Additional Parklet Requirements:

- Applicant shall provide trash collection for the parklet.
- Furniture should be sturdy, durable, and designed for the outdoors. Unsecured furniture is not permitted after business hours.
- No sound amplification system.
- No advertising is allowed in the parklet.
- Umbrellas must not extend past the parklet, must not affect visibility of signage, and must be secured to withstand wind stresses.
- Structural elements and decorations must not extend beyond the footprint of the parklet.
- Parklet may not be installed before May 1<sup>st</sup> and must be removed by October 31<sup>st</sup> of each calendar year.
- Smoking on parklets is prohibited.
- Parklets adjacent to corners or alleyways must be set back enough to maintain sight lines for cars entering the main flow of traffic using practices commonly used by the City of Decorah Street Department.
- Must be designed with sufficient structural integrity to withstand urgent removal by dragging or other pre-determined and approved method in the event of an emergency.
- The City of Decorah reserves the right to terminate the ROW dining permit if the above listed requirements are not met.

