



City of San Bruno Parklet Program Application Checklist

Below you will find a list of what must be included in your submission for your initial parklet application.

- 1. Application form.**
- 2. Letter of authorization by the restaurant business property owner.**
- 3. Proposed parklet plan set.** Provide a plan that shows the footprint of the proposed parklet. The City recommends that plans are prepared by a licensed architect or engineer.
 - a. Location of business frontage
 - b. Dimensions of parking platform
 - c. ADA accessibility and show dimensions of required clearances.
 - d. Set-backs from adjacent parking spaces and adjacent traffic lane
 - e. Locations of traffic protection improvements such as wheel stops and posts or bollards
 - f. Location of public utilities including any manhole covers, gutter drains, fire hydrants, and etc.
 - g. Any adjacent installations on the sidewalk including parking meters, utility boxes, street signs, etc.
 - h. Elevations showing the proposed platform, drainage, railings, signage and all related dimensions.
 - i. Materials palette—Use color photo samples to demonstrate:
 - i. Materials and plants to be used on platform
 - ii. Railing materials
 - iii. Platform materials
 - j. Photos of the existing site, showing the proposed parking space(s) converted into a parklet, adjacent sidewalk, and store frontage
- 4. Insurance Documents.** Please follow the City of San Bruno Standards for Insurance.
- 5. Application fee.** Make your check payable to the “City of San Bruno” Please write “Parklet Application” on the check. This fee is non-refundable.

Once complete, submit the application to the City of San Bruno Public Works Engineering via email to PWEngineering@sanbruno.ca.gov or mail (on flash drive or printed copy) to:

City of San Bruno
Public Works Engineering
567 El Camino Real
San Bruno, CA 94066

City staff will review submissions and determine if the application is complete. If the application is not complete, the application will be deemed incomplete and returned to the applicant. The applicant will need to resubmit the full application with the missing documents or elements. Applicant will be responsible for Payment of one-time permit application fee to the City of San Bruno once the application is deemed complete.

After the Parklet Encroachment Permit has been issued, the applicant may begin construction. The permit shall expire if work on the encroachment described within does not commence within 12 months from the date of approval. The final issued encroachment permit will include the permit number, issue date, project address, final approved parklet plans, scope of work, applicant contact information, and permit expiration date.

Before the parklet can be occupied by the public for business use, the City will need to complete its inspections of the parklet. Applicant will need to contact the City to schedule final inspections.