



DEVELOPMENT SERVICES

Building Safety - 215 E. McKinney Street - Denton, Texas 76201 voice: (940) 349-8360
www.cityofdenton.com

TEMPORARY PARKLET PROGRAM APPLICATION FORM

APPLICANT INFORMATION

Complete the form below to provide some basic information.

GENERAL INFORMATION

Proposed Parklet Address: _____

Nearest Intersection: _____

Current Use of Property: _____

Applicant Name (Business, organization, or individual): _____

Mailing Address: _____ Zip Code: _____

Contact Name 1: _____

Title 1: _____ Phone 1: _____

Email 2: _____

Contact Name 2: _____

Title 2: _____ Phone 2: _____

Email 2: _____

I have read and understood the City of Denton Parklet Manual, and *Ordinance 20-1103* which covers responsibilities, design guidelines, and technical requirements.

Name(s) of Property Owner: _____

Property Owner Address: _____ Zip Code: _____

Phone: _____ Email: _____

DESIGNER INFORMATION

Check one:

If known:

I don't know yet Designer Name: _____

I'll design it myself Firm: _____

I'll hire a designer Phone: _____ Email: _____

PARKING INFORMATION

Number of parking spaces to be occupied: Parallel _____ Angled/Perpendicular _____

Total size of proposed parklet: _____ square feet

Estimated Project Cost: \$ _____

SITE PLAN

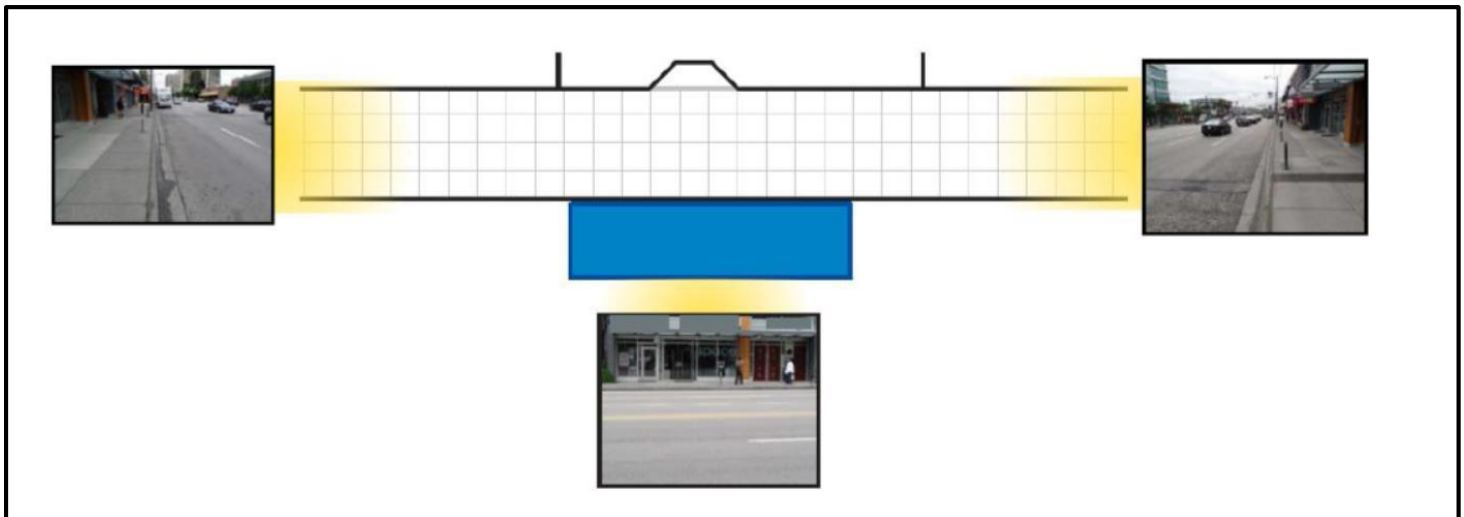
Provide a measured site plan of the existing space for your proposed parklet installation. This can be digitally or hand-

drawn. Please reference the Parklet Design section for requirements and example. The following are items to include in your site plan:

- Your building and neighboring properties (include addresses)
- Proposed parklet and dimensions
- 2 foot buffer on side of parklet location (not to be included in parklet size)
- On street adjacent features (e.g: trees, utilities, canopies, clearance, light poles, bike racks, benches and any other on-street features),
- Accurate dimensions of all components of parklet with labeling
- Any unique features

PHOTOS OF EXISTING SITE

Provide photos of existing conditions indicating where you would like to install the parklet. The following diagram demonstrates where shots may be taken, which includes parking spaces, sidewalk, and building façade in front of the proposed location.



CONCEPT DESCRIPTION

Provide a brief summary explaining your initial concept.

What are the project goals and the visions for your parklet?

Include proposed materials, and any amenities

Provide drawings to describe your proposed project (optional)

PROOF OF NOTIFICATION

Provide the property owner's authorization for the building directly in front of your proposed parklet (if not yours) and the two buildings abutting.

DOCUMENTED COMMUNITY SUPPORT

Although additional community support is not required, it is strongly encouraged. Example of documentation may include signed petitions and letters of support from local businesses, residents, institutions, and other organizations. The following are samples that you may use as templates:

Sample Petition of Support

[Name of Business/Organization]

I support a parklet in front of [location]! Thank you for helping improve public space on Sample Street. 1234 Sample Street, Denton, TX

Name	Address		Phone Number	Email	I live within 5 blocks of [location]	Signature

Sample Letter of Support

To whom it may concern,

I'm writing to express my support for a parklet to be constructed in front of [Name of Business/Organization] located at 1234 Sample St. I understand that the parklet would take the space of 2 parking spots. This parklet will be a great asset to the neighborhood in addition to being a space for patrons of Sample St. businesses to gather without blocking the sidewalks or venturing into the street.

Sincerely
(Signature)

Name (Printed)

Contact

(Tel/Email for contact) Address

Date