



Parklet/Curbside café/markets. Located in a curbside parking space in the street right-of-way. They function as an extension to an existing restaurant’s seating area or retail store. Curbside Cafés/Markets are permitted to be used only during the regular operating business hours of the host establishment.

The intent of the City’s OPEN(Air) Pilot Program is to increase capacity for businesses so that they can continue to operate during COVID-19 restrictions, allowing for spacing and occupancy limitations, ensuring public safety and continued adherence to state guidelines. A permit for a Curbside Café or Parklet through the pilot program can accommodate temporary structures such as tables, chairs, shade coverings, and planters that can easily be removed. **The Pilot Program launched June 30, 2020 and has extended to October 31, 2022.**

PERMITTING CHECKLIST



- Permit Application (ROW Permit)
- Site Plan
- Certificate of Liability Insurance (City of Puyallup as additional insured with CG2012 attachment)
- Proof of ownership and proof of signature authority

HOW DO I GET STARTED?

1. Review site location to determine if a parklet is appropriate.
2. **Site plan:** Dimensions of dining area location, curbside or other area to be used, proposed type of seating, proposed markings/barricades used, proposed signage. See *requirements on page 2*.
3. If extending liquor service outdoors; business is responsible for complying with City and State laws and ordinances, including the Washington State Liquor and Cannabis Board (WSLCB).
4. Business is responsible for meeting the requirements of the Tacoma Pierce County Health Department (TPCHD). Contact: food@tpchd.org or (253) 798-4711.
5. Questions? P: (253) 864-4165 / E: permitcenter@puyallupwa.gov

REVIEW PROCESS STEPS

1. Apply [here](#). **Note that all permit fees have been waived.** Completed applications can be emailed to: permitcenter@puyallupwa.gov
2. All permit requests will be reviewed and approved by City staff and a temporary permit will be issued until the end of the Pilot Program.
3. Businesses using City-owned parklets will be selected via lottery (Up to 7) for both Spring/Summer and Fall/Winter use each year.

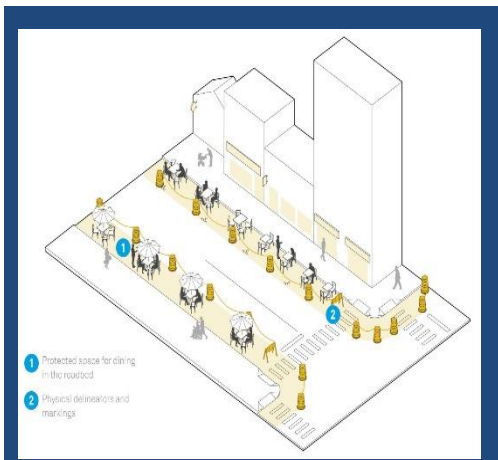
GENERAL GUIDELINES

- ✓ Only operate during regular business hours of host establishment.
- ✓ Curbside café or parklet must be directly adjacent to the restaurant or property (frontage or side). If encroaching on neighbouring business, permission must be submitted with application.
- ✓ Not encroach onto the sidewalk or block bus stops or ADA parking.
- ✓ Limited to (1) parking space (parallel or angle) or 16’ lineal feet of parallel parking.



NOTE: This tip sheet does not substitute for codes and regulations. The applicant is responsible for complying with all codes and regulations as relevant to their business and permit type. **Rev 3 / November 24, 2021**

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- ✓ Roadways with a posted speed limit of 25mph or less only. Parklets may not be closer than 25 feet of an intersection, 5 feet of a driveway, 30 feet of a stop sign, and 60 feet of a bus stop sign. Exceptions reviewed by staff on a case-by-case basis.
- ✓ Have seating separated from the travel way by at least 2 feet using fencing or barricades (30-42”).
- ✓ Be configured so all tables, chairs and attachments can be completely removed at any time.
- ✓ Be allowed shade coverings such as umbrellas or canopies granted no part of the canopy extends into the sidewalk or travel lane, is anchored securely against the wind, closed or removed overnight, and does not contain any advertising. See *sightline requirements*, page 3.
- ✓ Conform to the applicable provisions, rules, regulations, and guidance of the Americans with Disabilities Act (ADA).
- ✓ Business owners must hold a valid business license.
- ✓ Maintain a valid liability insurance policy with the City of Puyallup named as the additional insured throughout life of the permit. Informational flier for insurance provider [here](#).
- ✓ If liquor is being served to Sidewalk café customers, the business owner is responsible for holding a valid WA State liquor license and comply with all requirements established by the WA State Liquor Control Board (Contact: 360-664-1600).
- ✓ All public use permits are of a temporary nature and can be revoked by the City of Puyallup

SITE PLAN REQUIREMENTS

In order to review your application in a timely manner, it is important that an accurate and complete site plan is provided. Please use the following checklist and see exhibits on page 3 for examples:

- Label the property address, business name, street names and include a north arrow.
- Show and label all existing obstructions (e.g., fire hydrants, trees, street furniture, streetlights, bike racks, utility covers and poles).
- Show proposed curbside café/market layout: Number of tables/chairs, umbrellas or other coverings, railings/barricades, and utility connections to host establishment. Illustrate accurate dimensions of café/market (i.e., length, number of parking spaces used).
- Wheel stops placed 4ft on either end of parklet with a retroreflective delineator post or candle stick (per [NATCO requirements](#)). Loaned from the City upon request.
- Customer and table distancing shall adhere to State’s Safe Start program guidelines.
- Illustrate how ADA standards will be met. Each curbside café/market shall include a minimum of (1) ADA accessible seating area per parking space used.



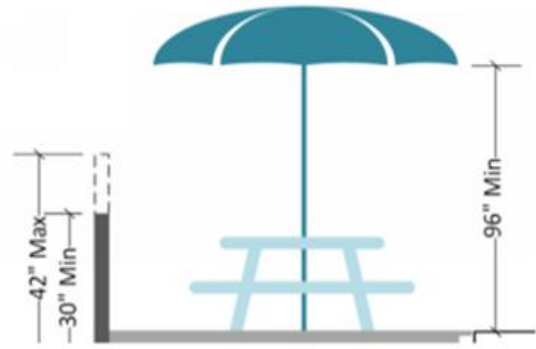
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FIGURE 1. Site Plan– Sight Line Requirements for Umbrellas and Canopies:

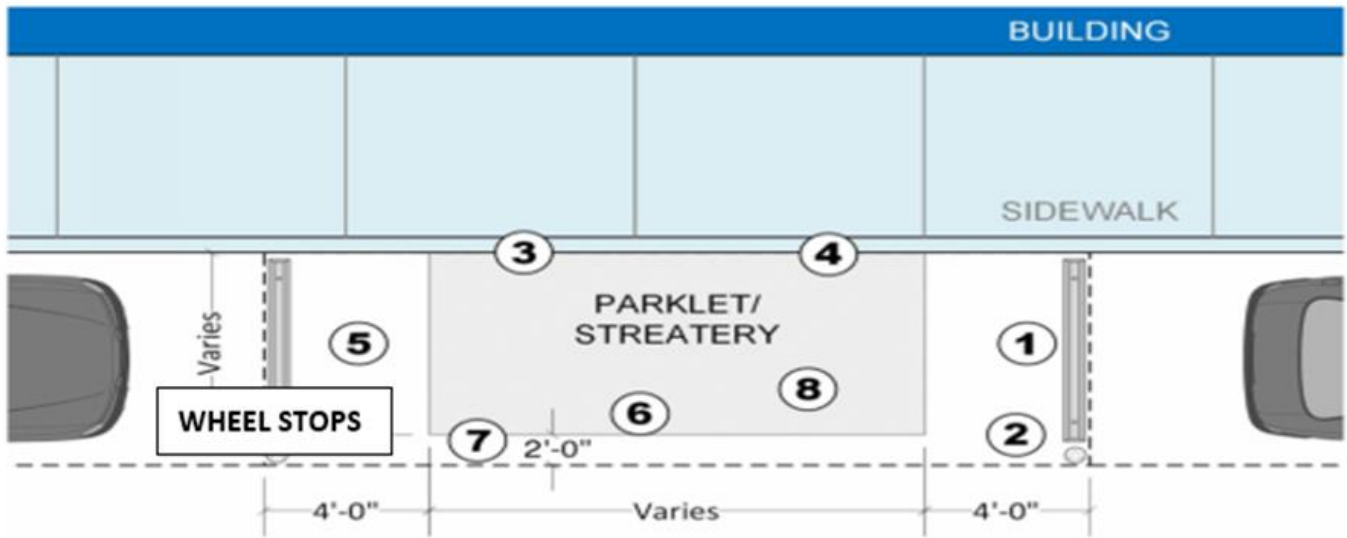
Sight Line Elements and Requirements

- The parklet/streatery design must ensure visibility to passing traffic and pedestrians and not create a visual barrier.
- The parklet/streatery shall maintain a visual connection to the street. Continuous opaque walls above 42" that block views into the parklet from the surrounding streetscape are prohibited. You are allowed to include columns and other vertical elements.
- A minimum overhead clearance of 96" must be provided for any parklet/streatery that includes a canopy (or similar element) in order to avoid creating a visual barrier and to provide adequate clearance for people.
- The parklet should have a notable, defined edge along the side of the parklet facing the roadway and adjacent parking stalls to protect parklet users from moving traffic. This can be accomplished via a continuous railing, planter, fence, or similar structure.
- The height of the outside wall is dependent on the context, but should be between 30 inches minimum on the street side to a maximum of 42 inches.



Ex: Umbrella / Canopy Sight Line Requirements

FIGURE 2. Site Plan– Parklet/Curbside Café/Market Layout Illustration:

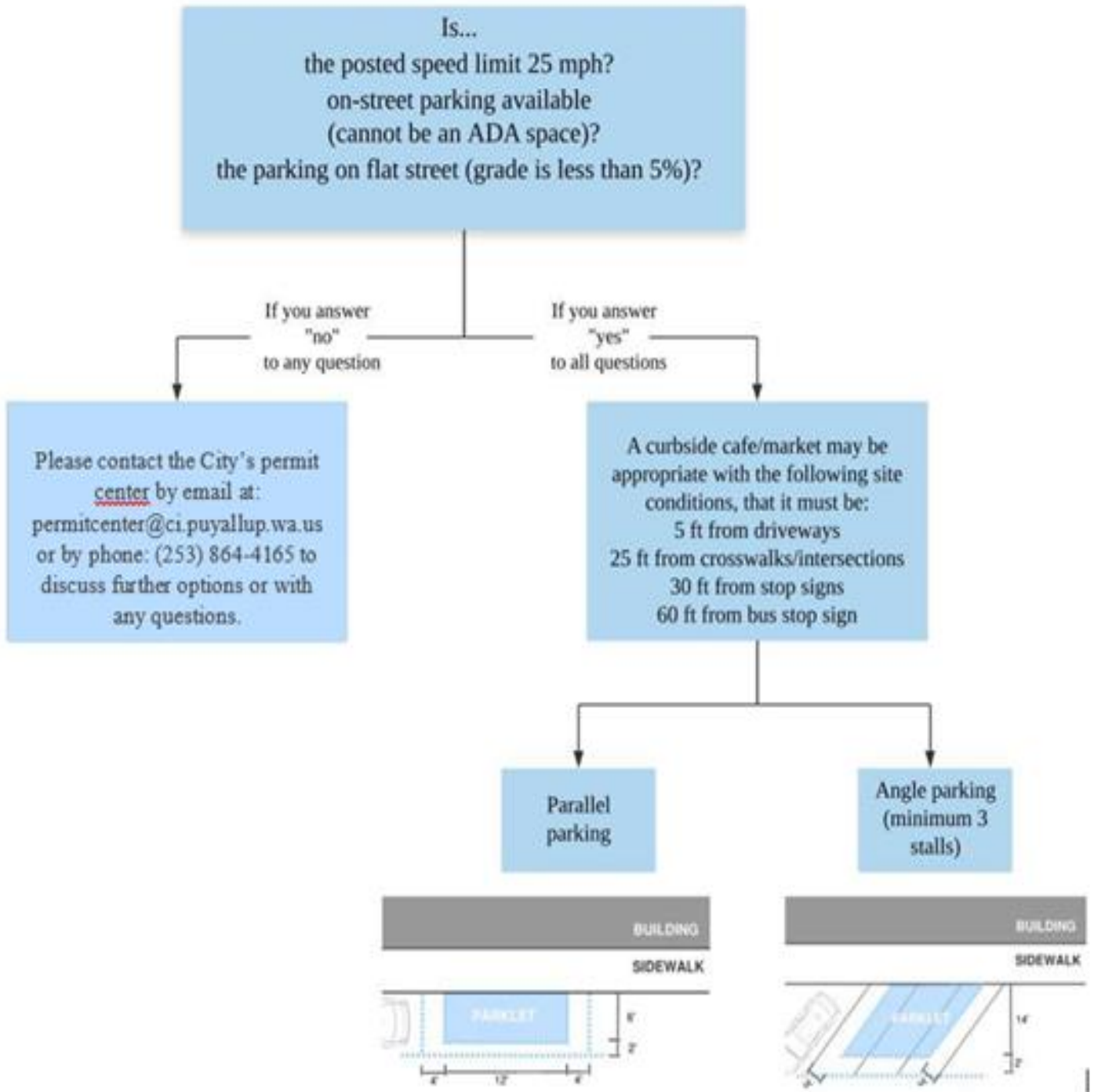


SINGLE SPACE PARKLET/CURBSIDE CAFÉ/MARKET FEATURES AND DIMENSIONS



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FIGURE 4. Is a Parklet/Curbside Café/Market Right for My Space?



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