

PARKLET PROGRAM GUIDE



WHAT IS A PARKLET?

- Parklet is public seating platform that converts curbside parking spaces into vibrant community spaces
- Parklet is designed to incorporate seating, greenery, and bike racks and accommodate demand for public space on neighbourhood, retail or commercial streets.
- Parklet is the product of a partnership between the Town and local businesses, residents, or neighborhood associations.
- Parklet fosters a sense of community by creating space where people can meet and become more physically active within the community.



TOWN OF COMOX PARKLET PROGRAM

- Pilot program is for year round parklets located Downtown
- Proposed new locations referred to BIA
- Replace no more than 2 on-street parking spaces
- Minimum width of unobstructed sidewalk next to a parklet is 2.0 metres
- Dimensions: maximum 2.25m wide (parallel parking width)
- Constructed and maintained by the applicant (commercial, or non-profit organization)
- Require a Road Encroachment Agreement with Town
- Require a Building Permit

HOW TO APPLY

Application for parklet should include:

- Site Plan
- Photos of existing site
- Brief description of number of seating/tables and other features
- Complete Road Encroachment Form
- A comprehensive general liability insurance with no less than \$2,000,000 for bodily harm and property damage, naming the Town as an additional insured will be required.
- A sign permit may be required for any new signs.

FEES

- Building Permit fee of \$ 35
- Annual Road Encroachment Agreement fee of \$ 50, payable by October 30.

GENERAL PARKLET DESIGN GUIDELINES

- Accessible to public
- Easy to construct and disassemble
- Slip resistant & low maintenance materials
- At grade with sidewalk
- Barrier from street traffic
- Minimum of 2 bicycle parking spaces built in or located next to the parklet
- When dis-assembled:
 - i. Applicant is responsible for the complete removal of parklet
 - ii. Town will charge a fee if it must take down the parklet for the applicant



This information package is for convenience purposes only

**For more information please contact:
Town of Comox Planning Department
Tel. 250-339-1118**

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or in person at 1809 Beaufort Avenue, Comox BC