



BOSTON PARKLETS

PROGRAM APPLICATION

Please complete the following parklet application.
Applications can be printed via City web page and either mailed or scanned for submission to Parklets@boston.gov
Applications are accepted on a rolling basis.

Visit Boston.gov/Transportation/Parklets for more information.

SECTION ONE *Parklet Partner Details*

1.1 Last Name

1.2 First Name M.I.

1.3 Organization Name and Type

1.4 Phone Number () -

1.5 Email Address

1.6 Street Address, City/Town, State, and Zip

SECTION TWO *Proposed Parklet Location*

2.1 Nearest Street Address

City/Town, State, and Zip

2.2 Nearest Cross Street

2.3 City Council/District Representatives

SECTION THREE *Location Information*

3.1 Please describe the parking signage directly abutting in the area of proposed parklet:

3.2 Please select what type of use is present in the area of the proposed parklet (can select more than one):

Business / Office Use Bar

Retail/Commercial Multi-Family Residential

Restaurant/Cafe Single-Family Residential

SECTION FOUR *Additional Application Materials*

4.1 Please attach ALL of the following materials to complete this application.

Proof of Community Outreach and Support
Applicants must submit a letter of support from immediate abutters, as well as the community group, BID, or neighborhood association in the proposed parklet location.

Existing Conditions Photos
Please provide any photos that may help to describe the proposed parklet location and its existing conditions.

Preliminary Parklet Design Rendering
Provide detailed 2-3 dimensional drawings or mock-up visuals that will provide the best representation of your proposed design to include a list of proposed materials, lighting, seating, colors etc.

Programming Prospects
Please describe in detail your programming for the length of your parklet permit season. Applicants will be required to program or "activate" their parklet once a month with an event/ happening (ie. musical entertainment, book-clubs, ice-cream gathering, meet-ups etc.)

Budget and Maintenance Plan Worksheet
Provide a detailed plan for the daily, monthly cleaning of the parklet as well as a proposed maintenance plan and budget set aside for repairs, replacements, etc. Please indicate if community partnerships will be used to assist in this.

Proof of Liability
The applicant must show proof of insurance to cover the parklet. Prior to obtaining a Permit, applicants will be required to obtain and maintain liability insurance for a minimum of (\$1,000,000.00) per occurrence and Two Million Dollars (\$2,000,000.00) in the aggregate.