

Town of Hanover, NH
43 South Main St
Hanover, NH 03755

PARKLET APPLICATION

Enhancing the pedestrian experience Downtown.

Planning, Zoning, and Codes

Interested persons may submit an application to install and operate a Parklet for review and consideration by the Town of Hanover. A Parklet is the temporary use of space in the dedicated public right-of-way (parking spaces), primarily as additional seating areas for restaurant patrons, citizens, and visitors. Parklets are privately constructed and maintained for customers or the general public.

INSTRUCTIONS: Complete the application in full and submit to the Planning Office with an application fee of \$50.00 and required materials. Payment of applicable fees is due at the time of submission. Incomplete applications will be returned.

APPLICANT NAME:	MAILING ADDRESS:
PHONE:	E-MAIL:
ORGANIZATION/BUSINESS NAME:	
PROPERTY OWNER NAME:	MAILING ADDRESS:
PHONE:	E-MAIL:
PROPOSED LOCATION: <i>[Nearest street address]</i>	
DESCRIPTION OF PROPOSED PARKLET: <i>[Include architectural renderings]</i>	
APPLICANT & PROPERTY OWNER'S AFFIRMATION	
<i>I hereby do affirm that I am the owner or a duly authorized representative of the corporation owning the above reference property. I have been made aware of the Applicant's intent to install a Parklet in the location within the Town's Right-of-Way, as identified on this application and have no objections.</i>	
<u>APPLICANT SIGNATURE:</u> _____ DATE	
<u>PROPERTY OWNER SIGNATURE:</u> _____ DATE	

The applicant must secure any Town and State permits that may be required.

EXISTING CONDITIONS SITE PLAN

The Applicant must submit an **Existing Conditions Site Plan** with the application. The plan may be hand-drawn as long as all of the required elements are included and the drawing is legible.

The **Existing Conditions Site Plan** must show the following:

- Proposed site
- 20 feet on either side of the proposed site
- Proposed Parklet footprint with dimensions

The **Existing Conditions Site Plan** must also include the following existing elements:

- Parking stalls with dimensions
- Location of existing utilities
- Location of storm drains
- Driveways and alleyways
- Sidewalk dimensions
- Street trees and tree wells
- Permanent above the ground street fixtures (such as utility poles, street lights, parking meters, electrical boxes, signs, fire hydrants, etc.)
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- Movable above the ground street fixtures (such as trash bins, planters, benches etc.)
- Property lines
- Building entrances

For more information please review the attached Hanover Design and Placement Guidelines .



EXISTING CONDITIONS PHOTOS

The Applicant must submit **Existing Conditions Photos** like those shown below with the application.



BUILDING ELEVATION: Take a photo of the proposed site from across the street. Center the proposed site within the frame, including the sidewalk, fronting, and adjacent buildings.



UPSTREET SIDEWALK APPROACH: Take a photo of the Parklet site from the sidewalk.



DOWNSTREET SIDEWALK APPROACH: Take a photo of the Parklet site from the sidewalk.



UTILITIES, GUTTER, & DRAINS: Take photos of the curb gutters where the Parklet structure will connect with the sidewalk. Include photos of storm drains and utilities within 20 feet to either side of the proposed Parklet site.



ABOVE GROUND FIXTURES: Take photos of existing above ground-fixtures within 20 feet to either side of the proposed Parklet site. Include utility poles, parking meters, street trees, benches, etc.

PARKLET PROVISIONS

WHERE ARE THEY PERMITTED? The Town Manager has designated the areas in which Parklets may be established and maintained.

WHEN ARE THEY PERMITTED? Parklets are permitted from May 1st, unless otherwise approved by the DPW, through October 31st. Parklets not removed after November 1st may be removed by the Town at the owner's expense.

WHAT CAN BE PUT ON A PARKLET? Parklets may feature:

- ❖ Tables and chairs
- ❖ Benches
- ❖ Planters and landscaping features
- ❖ Art Work
- ❖ Bike Racks

While other features may be acceptable, the goal of these spaces is to enhance the pedestrian experience Downtown by providing places for activities on the commercial streets of the Town. Parklets may be restricted to use by patrons of a particular establishment or group of cooperating businesses, or may be open to the general public for their enjoyment. Parklets may be used as an accessory space for a nearby business but they may not be used as a stand-alone place of business.

WHO CAN INSTALL A PARKLET?

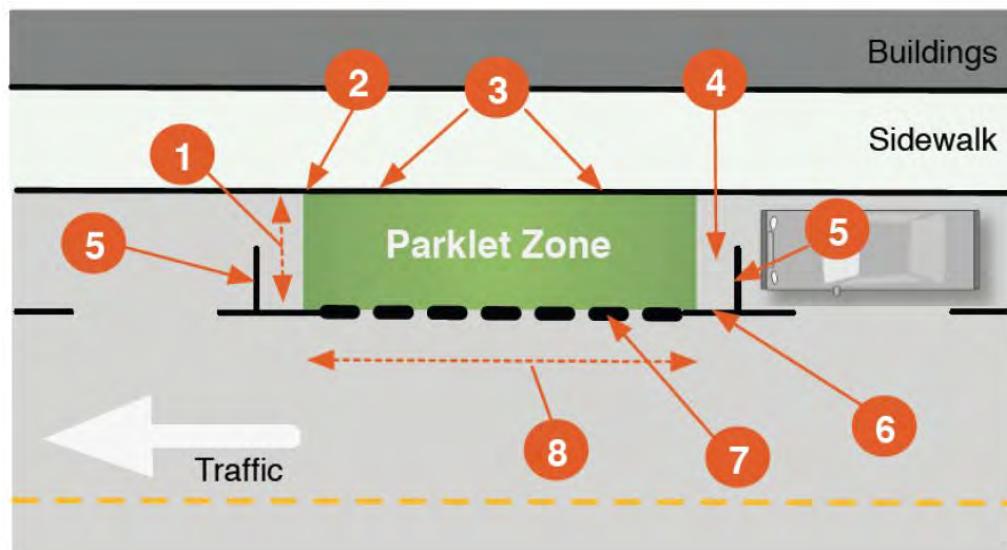
Storefront business owners, upper floor business owners, non-profits and community-based organizations may apply for permission to install a Parklet. Other applicants may be considered on a case-by-case basis.

WHAT IS THE APPLICATION PROCESS?

A person seeking to install a Parklet in a designated location shall submit a completed application form and required materials to the Planning Office. Parklet applications require approval from the Town Parklet Review Committee (PRC), made up of staff from the Town Manager Office, Public Works Department, Fire Department, Planning, Zoning and Codes Department and the Police Department.

DESIGN & PLACEMENT GUIDELINES

1. Maintain paths of water drainage from center line of road to curb, and along the curb.
2. Finished surface of parklet floor to be flush with curb, 1/2" gap max.
3. 4' distance from parklet to jersey barrier/planter and wheel stop.
4. 72" water-water filled jersey barrier or 1,000 lbs planter installed before the Parklet and a 3' Wheel stop installed in line with the outer edge of the Parklet.
5. Reflective soft hit posts at each corner of the Parklet-occupied parking space.
6. Protected outside edge with MUTCD-compliant object marker.
7. Parklet shall be limited to a maximum of 4 parking spaces.



Additional Standards

1. Parklet must have barrier to prevent entrance and egress along three sides. The side toward sidewalk can be open for the entire length or have an entryway. Railings shall be constructed to code and be of safe, durable materials.
2. Floor of the Parklet should be at the same level for its entire area.
3. Furniture should be sturdy, durable, and designed for the outdoors. Unsecured furniture is not permitted after business hours.
4. No sound amplification system is permitted.
5. No advertising on the Parklet is allowed.
6. Umbrellas, stades or tents must not extend past the Parklet, must not affect visibility of adjacent business signs, and must be secured to withstand wind stresses.
7. Structural elements and decorations must not extend beyond the Parklet.
8. Parklet may not be installed before May 1st, unless otherwise approved by DPW, and must be removed by October 31st.
9. Parklets adjacent to corners or alleyways must be set back enough to maintain sight lines for cars entering the main flow of traffic using practices commonly used by the Department of Public Works.
10. Parklet must be ADA compliant with 2010 Standards for Accessible Design.
11. If the applicant desires to install lights, or has other power needs, plans must be presented at the time of application.