



Parklet Program

Information & Application

Updated 2/26/2021

Downtown Billings Alliance, Inc.
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Parklet Program

Definition

A Parklet is an extended structure that is installed by the business to extend its footprint to the sidewalk and/or to the on-street parking spaces. Normally, a parklet structure is made of wooden fixtures and furniture that are installed seasonally between the months of May and October. However, a parklet can be made of more durable material should the business owner choose to.

Purpose

The purpose of this program is to provide guidance to businesses downtown who wish to pursue installing a seasonal parklet in front of their business storefront. A parklet encourages extending the business's seating or merchandise onto the sidewalk or portion of the street to create an urban setting where patrons can browse or consume goods outdoors. This practice: (i) attracts new customers and businesses to downtown Billings; (ii) stimulates new, private investment and economic development; (iii) positively impacts the marketability and perception of downtown Billings; and (iv) promotes commercial revitalization and creates a communal destination. This document will also offer a checklist to applicants as a tool to walk through the process of completing all the necessary paperwork and acquiring any required permits as well as building, installing, and/or storing parklets.

The design and aesthetic appeal of the parklet **must** be furnished with greenery (live or artificial) to create an inviting atmosphere. It is also expected for pedlets to incorporate safety measures to ensure the safety of pedestrians/patrons. Finally, a parklet must not block walking accessibility for pedestrians.

Application timeline and Review Process

Applications are open until March 31st. Applications will be welcomed on a first come first served basis. Applicants will have a five year first right of refusal. Applicants will:

- Receive a Parklet Packet
- Fill out appropriate engineering permit and submit to City Engineering
- Pay the City the associated fees (if applicable e.g. Encroachment Permit Fee)
- Draft design/drawings of Parklet structure
- Fill out and submit the Parklet application to the DBA office with proof of completing the proper permitting
- The DBA office will review and recommend to the Billings Parking Board
- The Billings Parking Board will review and consider for approval

Parking expectations and fees

Parklets may be assembled and displayed between **May 1st and October 31st**. They must be removed and stored away during the rest of the year. If encroaching over parking spaces, parklets may only encroach over a maximum of **three** diagonal parking spaces (36 feet) or a maximum of **two** parallel parking spaces (50 feet). A flat rate of \$2,500.00 is to be paid to the City's Parking Division. This fee covers the entire duration (May - Oct) per year.

City Permits

Below are the two options of permits you must acquire from the city:

- **Temporary Outdoor Furniture/No Alcohol** – Use the attached Outdoor Furniture Permit.
- **Seasonal but Permanent Structure/With Alcohol** – Use the attached Encroachment Permit Application.

Parklet Program Eligibility

Applicants are asked to answer the following questions to determine eligibility:

Yes

No

☐☐

Is the property within the Downtown Business District?

☐☐

Are the property taxes current?

☐☐

Do you have a moving and storage plan in place for the fall/winter?

****If you answered 'No' to any of the above questions, please explain below:**

Program Guidelines

Please read carefully and place a check mark next to each statement indicating that you understand the expectations.

☐

Applicants are responsible for all costs associated with necessary permits.

☐

All parklets will follow the specifications provided and must meet all code requirements of the City of Billings as applicable.

☐

Applicants will be responsible for moving and storage each fall/winter season as well as installation each spring/summer season.

☐

Applicants will be responsible for required maintenance, repair, and cleaning of parklet structures.

Please note: In addition, the Downtown Billings Alliance will collect applications and submit to the Billings Parking Board for review and approval. The Billings Parking Board reserves the right to offer, deny, or suggest changes of the proposal requesting a parklet for any reason not specifically listed in this document including but not limited to, receiving inaccurate or incomplete information.

Parklet Program Application

Business Name
Date
Business Type
Business address
Contact Person
Phone
Email
Please circle all that applies: Business Owner Property Owner Both
Property Address
Property Owner
Property Owner Phone
Proposed Project Date
Anticipated Project Completion Date

Please remember to provide the following:

- Moving & storage plan
- Photo of proposed location of parklet
- Eligibility checklist (listed above)

Signature of Property Owner _____

Date _____

Signature of Business Owner _____

Date _____

Disclaimer:

The Downtown Billings Alliance, Inc., its committees, partners and or affiliates are not responsible for the planning, design, or construction of improvements to property that is owned by the applicant. No warranties or guarantees are expressed or implied by the description of, application for, or participation in Parklet Program. The applicant is advised to consult with licensed architects, engineers, or building contractors before proceeding with final plans or construction.