Public Works Number:
__ __ - __ __ __ __ __ __ / 3- __ __ __ __ __

CITY OF SAN JOSE
CAPITAL OF SILICON VALLEY

Department of Public Works
Development Services
200 East Santa Clara Street
San Jose, California 95113
(408) 535-7802

APPLICATION FOR PARKLET AND SIDEWALK SEATING PERMIT

Permittee	Phone Number		
Street Address	City	State	Zip Code
E-mail Address	City Business License Number (If Permittee is a business)		
Permittee Type ☐ Ground-floor Business Owner or Operator ☐ Fronting Property Owner ☐ Business Association			
Main Contact Person	Phone Number		
Title	Organization		
Street Address	City	State	Zip Code
E-mail Address			
Engineer/Architect (if known at time of application)	Phone Number		
Street Address	City	State	Zip Code
E-mail Address	State License Number		

Site Information

Site Address	Business Name
Assessor's Parcel Number(s)	

Proposed Project Information

Project Type
☐ Incidental Sidewalk Seating* ☐ Sidewalk Seating ☐ Parklet ☐ Renewal
- ☐ Two sets of 1 table & 2 chairs max. -OR-
- ☐ Two benches max.

Location
☐ Downtown Core ☐ Urban Village ☐ Specific Plan
☐ Neighborhood Business District ☐ Historic District

Sidewalk Seating Submittal Checklist
- ☐ Application Form
- ☐ Site Plan (3 sets & 1 electronic copy on CD or USB)
- ☐ Statement of Purpose
- ☐ Insurance
- ☐ Application Fee
- ☐ Accessibility Plan

Parklet Initial Submittal Checklist
- ☐ Application Form
- ☐ Preliminary Site Plan (4 sets & 1 electronic copy on CD or USB)
- ☐ Statement of Purpose
- ☐ Community Outreach & Consent Letters (both required)
  - ☐ Direct Neighbors/Businesses
  - ☐ Property Owner or Business Owner/Operator
- ☐ Application Fee

Incidental Sidewalk Seating Submittal Checklist
- ☐ Application Form
- ☐ Insurance
- ☐ Application Fee
- ☐ Accessibility Plan

* Drinking establishments are ineligible

Parklet Final Submittal Checklist (submit upon City notification)
- ☐ Detailed Site Plan (4 sets)
- ☐ Insurances (both required)
  - ☐ Applicant ($1M. General Liability)
  - ☐ Contractor ($1M. General, Auto, Worker's Comp)
- ☐ Maintenance Plan ☐ Accessibility Plan

INCLUDE COMPLETED "PARKLET AND SIDEWALK SEATING PLAN CHECKLIST" WITH APPLICATION

_____ _____ _____
Applicant (Print) Signature Date