

# Parklet Sponsorship Program

## INFORMATION PACKAGE CITY OF SURREY PARKLET PROGRAM

### WHAT IS A PARKLET?

A parklet is a temporary to semi-permanent “pop-up” public space. Often Parklets take over space from cars on public roads and make space for people. Parklets are public space that everyone is welcomed in, and are not for the sole use of a business or organization. Parklets can include things like seating, art, plants or other public amenities to make streets better places for people.

The City of Surrey Parklet Program is your opportunity to create a Parklet in front of your business or organization. Businesses or organizations can apply to sponsor the design and build of your dream Parklet.

### QUESTIONS

at any point if you have questions about Parklets you can email [neighbourhoodteam@surrey.ca](mailto:neighbourhoodteam@surrey.ca).

### PARKLET SPONSORSHIP OVERVIEW

You can apply for two types of Parklets, depending on your needs and interests.

### SEASONAL PARKLET

Installed for five months, approximately May to September or any portion thereof.

### SEMI-PERMANENT PARKLET

Installed in place for twelve months a year.

### YOU WILL BE RESPONSIBLE FOR:

- Day to day maintenance and cleaning
- Funding build and installation of parklet
- Funding annual refurbishment (if required)

### WE WILL BE RESPONSIBLE FOR:

- Major repairs
- Permits and fees
- Ownership of Parklet
- Coordinating installation and removal

### APPLICATION PROCESS

The first step in the process is to fill out the application form and send it to [neighbourhoodteam@surrey.ca](mailto:neighbourhoodteam@surrey.ca). You'll be providing:

- information about yourself,
- the desired location,
- evidence of community support, and
- general design information.

You'll also be asked to identify the Site Steward. This is an important supporting role who will be responsible for communicating any issues or problems, keeping it free of litter, and minor cleaning as required.

After receiving your application we will work with you to determine a successful location and design. A staff committee will need to review and approve all third party Parklet designs.



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## APPROPRIATE SITES

Parklets work best in areas that have complimentary land uses — such as cafes or other food service, storefront retail, transit stops, and natural pedestrian routes. Parklets are not recommended to “fix” an empty or underutilized area, but rather to augment a location that already has potential.

Parklets work best in on-street parking spots — ideally over two spaces. Very busy roads are not great locations for safe and pleasant Parklets.

## PARKLET DESIGN

You can either provide your own design from a third party provider, or work with staff and use a selection of pre-designed modular furnishings.

### APPLY FOR THE NEIGHBOURHOOD ENHANCEMENT GRANT

**Apply for the Neighbourhood Enhancement Grant to help offset the cost of the Parklet. You can receive up to \$3000.**

[surrey.ca/neighbourhoodteam](https://surrey.ca/neighbourhoodteam)

## PARKLET DESIGN GUIDELINES

### GENERAL CONSTRUCTION

- Parklet must be constructed in a way that it can be easily moved if required
- Parklet surface must be at grade with sidewalk
- Parklet must be flush with curb (no more than ½ inch gap)
- Parklet must be no wider than 1.8m/6ft from curb edge
- Base must provide free drainage of stormwater
- Access points must be provided into base to allow for regular inspection and cleaning
- Road edge must be visually permeable
- Non side-walk edge(s) has barrier or railing
- Inner sidewalk edge should be open

### VISUAL IDENTITY AS PUBLIC SPACE

- Must appear as public space
- No branding or logos allowed
- No advertising
- A sign recognizing the sponsor(s) is acceptable
- No adjacent outdoor dining (eg. tables on sidewalk and on parkit)

### ACCEPTABLE FURNISHINGS

- Furniture designed to be outdoors
- Bench seating
- Landscaping
- Bike racks
- Tables
- Chairs
- Plantings
- Art
- All furnishings must be affixed to the surface. Any loose items (e.g. patio umbrellas) must be removed at end of business hours.