BOSTOIN PARKLETS





SUBMIT Application

Parklet Partner Applications can be obtained by visiting: **Boston.gov/Transportation/Parklets** and submitted to: **Parklets@boston.gov**



Boston Transportation Department (BTD) and **Boston Public Works (BPW)** conduct initial review, applicants are then approved to proceed.



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DESIGN Development

Design development with community process & approval. Applicant conducts outreach with abutters & community to develop design consensus.



Applicants submit final application package to **BTD** for inter-agency approval. (Includes all items listed in <u>Section Four</u> of *Parklet Partner Application Form*)



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SIGN MOU & Pay Permit Fees

Applicant pays permit fees for season to **BPW**, and signs memorandum of understanding with **BTD**.



Applicant receives sign-off from **Public Improvements Commission (PIC)** before construction. **BTD** legislates parking changes, and applicant posts **BTD** signs 2-3 days before installation. **BTD & BPW** representatives conduct on-site inspection of final build.



