



# BOSTON PARKLETS

# PROGRAM APPLICATION

Please complete the following parklet application.  
Applications can be printed via City web page and either mailed or scanned for submission to [Parklets@boston.gov](mailto:Parklets@boston.gov)  
Applications are accepted on a rolling basis.

Visit [Boston.gov/Transportation/Parklets](http://Boston.gov/Transportation/Parklets) for more information.

**SECTION ONE** *Parklet Partner Details*

1.1 Last Name

1.2 First Name  M.I.

1.3 Organization Name and Type

1.4 Phone Number (    )    -

1.5 Email Address

1.6 Street Address, City/Town, State, and Zip

**SECTION TWO** *Proposed Parklet Location*

2.1 Nearest Street Address

City/Town, State, and Zip

2.2 Nearest Cross Street

2.3 City Council/District Representatives

**SECTION THREE** *Location Information*

3.1 Please describe the parking signage directly abutting in the area of proposed parklet:

3.2 Please select what type of use is present in the area of the proposed parklet (can select more than one):

Business / Office Use       Bar

Retail/Commercial       Multi-Family Residential

Restaurant/Cafe       Single-Family Residential

**SECTION FOUR** *Additional Application Materials*

4.1 Please attach ALL of the following materials to complete this application.

**Proof of Community Outreach and Support**  
Applicants must submit a letter of support from immediate abutters, as well as the community group, BID, or neighborhood association in the proposed parklet location.

**Existing Conditions Photos**  
Please provide any photos that may help to describe the proposed parklet location and its existing conditions.

**Preliminary Parklet Design Rendering**  
Provide detailed 2-3 dimensional drawings or mock-up visuals that will provide the best representation of your proposed design to include a list of proposed materials, lighting, seating, colors etc.

**Programming Prospects**  
Please describe in detail your programming for the length of your parklet permit season. Applicants will be required to program or "activate" their parklet once a month with an event/ happening (ie. musical entertainment, book-clubs, ice-cream gathering, meet-ups etc.)

**Budget and Maintenance Plan Worksheet**  
Provide a detailed plan for the daily, monthly cleaning of the parklet as well as a proposed maintenance plan and budget set aside for repairs, replacements, etc. Please indicate if community partnerships will be used to assist in this.

**Proof of Liability**  
The applicant must show proof of insurance to cover the parklet. Prior to obtaining a Permit, applicants will be required to obtain and maintain liability insurance for a minimum of (\$1,000,000.00) per occurrence and Two Million Dollars (\$2,000,000.00) in the aggregate.