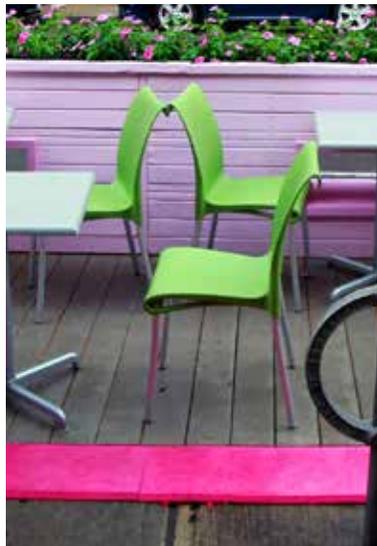


STREETSIDE SPOTS

SUBMISSION REQUIREMENTS





APPLICATION INSTRUCTIONS

Photo Credit: Seattle Department of Transportation
Parklet in Seattle

Step 1 – Application

Submit the following by 5:00pm Monday, February 15, 2016:

- A non – refundable first-time review fee of \$305
- Application form
- Project description: project narrative and all materials to be used in the construction and operation of the streetside spot
- Site Plan: a measured drawing that shows the footprint of the proposed streetside spot and 9m on either side of the proposed installation
- Photos of existing site conditions
- Elevation Drawings: measured drawings that show the proposed streetside spot from all angles and positive drainage flow
- Businesses or project experience (recommended)
- Neighbourhood Support (recommended): Letters of support from neighbouring businesses, local BIA, Councillor, community associations, and residents
- Budget (recommended)
- Timeline (recommended)

Cover Photo Credits:

(Top Row, Left to Right) Portland Bureau of Transportation, Portland;
Mark Hogan, San Francisco

(Bottom Row, Left to Right) Steve Chou, Vancouver; Joseph Morris, Toronto;
Paul Kruger, Vancouver

Submit all documents by email to StreetsideSpots@ottawa.ca, by mail, or in person to the Neighbourhood Connection Office, 4th Floor West, 110 Laurier Ave, West K1P 1J1. Please submit .pdf or .jpg files when possible. Note that if you are applying for a streetside spot in more than one location, a separate application package must be submitted for each location.

The Streetside Spots Selection Panel will review applications and approve spots based on availability and application score. All applicants will be notified in writing of the selection panel's decision. Successful applicants will be invited to proceed to Step 2 on or before March 15, 2016.

Step 2 – Approval Requirements

Upon approval from the Streetside Spot Selection Panel, submit the following:

- A non – refundable permit processing fee of \$56
- Proof of \$5M Commercial General Liability Insurance and Broad Form Property Insurance for the full replacement cost of the structures, equipment and other contents located in the streetside spot area and owned by the applicant
- Copy of your valid business license, if applying for a Streetside Patio or Vending permit
- Copy of your valid Liquor Licences , if applying for a Streetside Patio and will be selling alcohol
- Public Health requirements, if specified

Note: It is strongly recommended that applicants refrain from purchasing materials or equipment for the purposes of a streetside spot before receiving approval and securing the appropriate permits. Any purchase of these items prior to receiving approval from the City are at the applicant's sole and complete risk.

Step 3 – Permitting

City staff will conduct an on-site pre-construction inspection. The applicant is responsible for construction of the streetside spot according to the plans submitted. No changes will be accepted after the streetside spot has been approved.

Step 4 – Post Installation Inspection

After construction, City staff will arrange a second on-site inspection. If approved, submit the following:

- Daily permit fee of \$1.18/m², if applying for a Streetside Patio or Vending permit
- Annual permit fee of \$156, if applying for a Streetside Parklet

Once fees are received, your permit will be issued. Post the permit, hang your streetside sign and you are ready to open your streetside spot!



SUBMISSION REQUIREMENTS

Photo Credit: Mark Fogan
Parklet in San Francisco

Required Items

Project Description

Provide a short project description explaining your vision for your streetside spot. Applicants are encouraged to describe the:

1. Intended use of the space
2. Benefits of a streetside spot in the proposed location
3. Creativity in the design of the space
4. Proposed months, days, and hours of operation
5. Colour boards, material list, or web site links for all materials to be used in the construction and operation, including platform surface, vertical barriers, all appurtenances such as canopies, umbrellas, tables, chairs, barrier, other furniture or equipment, plantings, lighting, etc. Remember, live plants are required!

Site Plan

A site plan showing the existing street and sidewalk environment is required. The site plan should show the footprint of the proposed streetside spot and all street and sidewalk elements at least 9 metres on either side of the proposed streetside spot location (**Figure 1**). The site plan does not need to show the design of the streetside spot. Site plans must be drawn to scale, legible and include all applicable elements below:

1. Project title and location
 2. Name and address of owner and applicant
 3. Certified designer, contractor or architect
 4. Legend (including bar scale and written ratio scale in metric, and any graphic symbols used on the plan)
 5. North arrow (located at the top of page)
 6. The applicant's building and any other adjacent buildings the streetside spot will front and their addresses and location of building entrances
 7. Proposed streetside spot dimensions and setback dimensions (1 metre from adjacent parking spaces and 0.5 metres from adjacent bicycle lane or auto traffic lane)
 8. Dimensioned locations of existing site features and landscape elements within 9 metres of the development limit. These may include, but are not limited to
 - » Adjacent bike or vehicle traffic lane(s)
 - » Sidewalk width(s)
 - » Curb cuts and driveways
 - » Bus zones
 - » Parking spaces, parking zone, and any pavement markings that denote parking
 9. If electricity (ex. for lighting) is considered, access to and ownership of a power source must be shown on the plans. Wiring is not to create a tripping hazard.
 10. Description of any signage, street furniture, pay and display machines, ring and post bike parking racks etc. that may need to be removed or relocated.
NOTE: This may involve additional costs for the applicant.
- » Existing Pay and Display Machine numbers (these 5-digit identification numbers are posted on the machine facing the street, and are formatted as follows: XXXXX)
 - » Utilities under, on and over the right-of-way
 - » Utility access panels
 - » Poles
 - » Streetlights
 - » Storm water drainage or catch basin
 - » Fences
 - » Steps
 - » Fire hydrants
 - » Waste receptacles
 - » Benches
 - » Mail / newspaper boxes
 - » Bike racks
 - » Trees and/or tree pits
 - » Flower planter boxes



Photo Credit: Kay Cheng
Parklet in San Francisco

TITLE: MR. TASTY'S PARKLET
 ADDRESS: 123 MAIN ST., OTTAWA POSTAL CODE
 APPLICANT / OWNER:
 ARCHITECT:

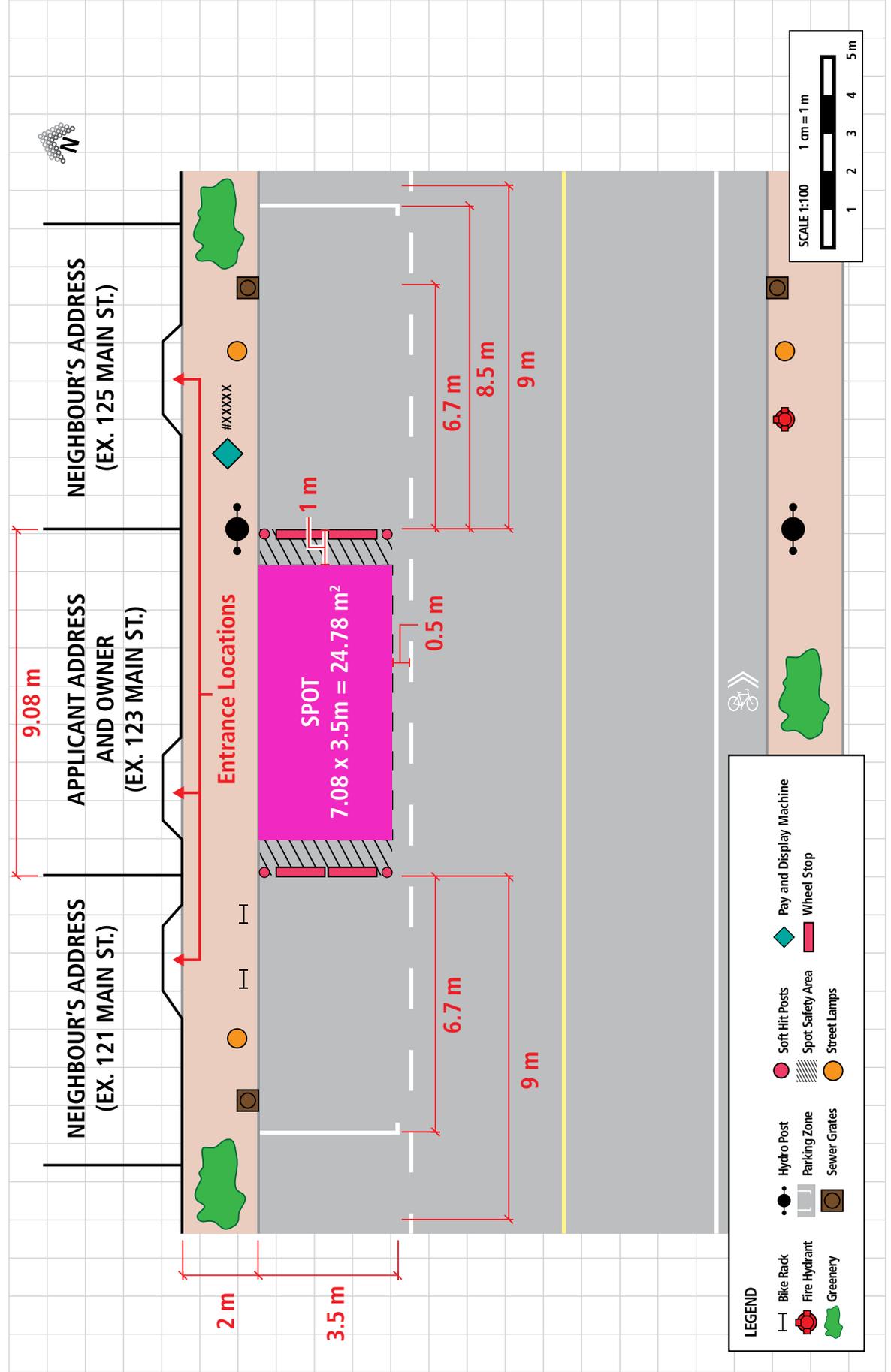


Figure 1: Sample site plan.

Site Conditions Photos

Photos of existing site should clearly show:

1. Your building and any other adjacent buildings the streetside spot will front.
2. Existing site features and landscape elements within 9m of the streetside spot.
3. Photos should be taken from multiple angles around the proposed site and be clearly labelled (**Figure 2**).
4. Include additional photos of all utilities, storm water drainage, sidewalk, and pavement anomalies.

NOTE: We recommend that you take your pictures early to avoid any risk of an early snow fall.

Elevation Drawings

The Elevation Drawings must show:

1. Dimensioned elevations from all four sides to show the dimensions of the streetside spot, elements and buffer areas as well as the details of the elements and construction materials included in the design (**Figures 3 – 6**)
2. How positive drainage flow will be maintained along the curb line (**Figure 7**)

Recommended but not required

Business or project experience

Applicants are encouraged to describe their ability to construct, maintain and steward the streetside spot effectively. This may include information about the marketing, operations, maintenance, afterhours plan, and staffing.

Neighbourhood Support

Applicants are strongly encouraged to include letters of support from neighbourhood stakeholders including businesses on either side, other local businesses, the local BIA, Councillor, community associations, residents, etc. Letters should highlight the benefits of the proposed streetside spot for the local community and the number of parking spaces the streetside spot will occupy. Letters should also include contact information for the person signing.

Budget

Applicants are encouraged to include a sample budget of the proposed streetside spot.

Timeline

Applicants are encouraged to provide a project timeline for permits, construction, installation, and removal.

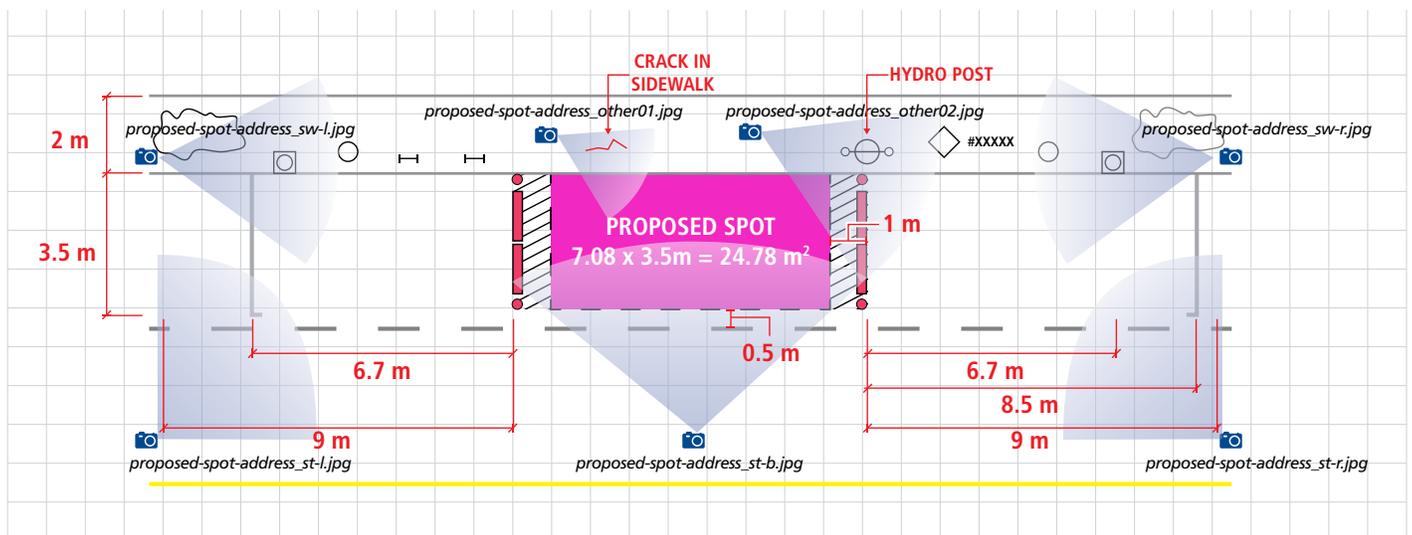


Figure 2: Required angles and naming conventions for photos of existing site conditions.

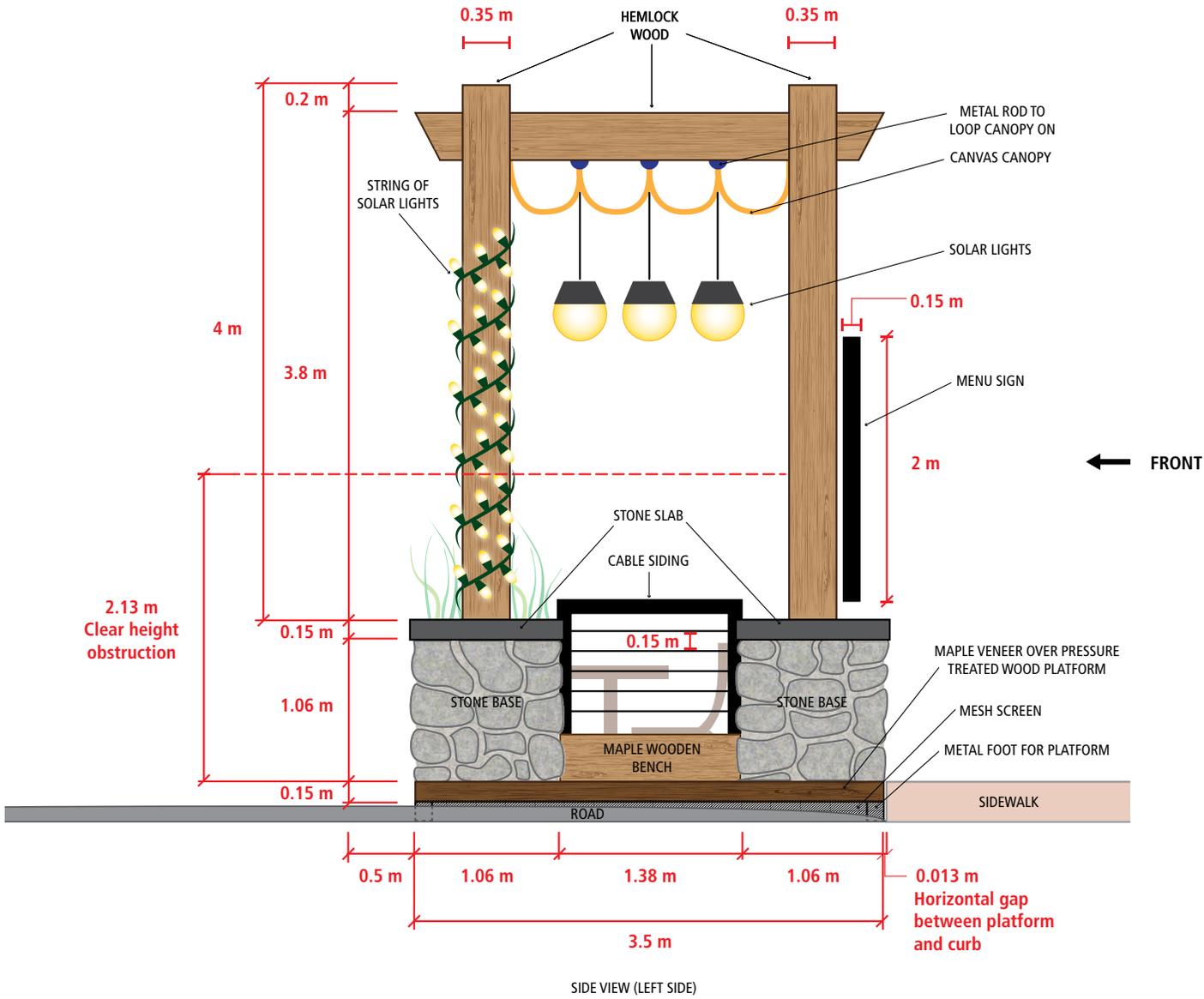


Figure 3: Example elevation drawing showing the left side view of a Streetside Spot.

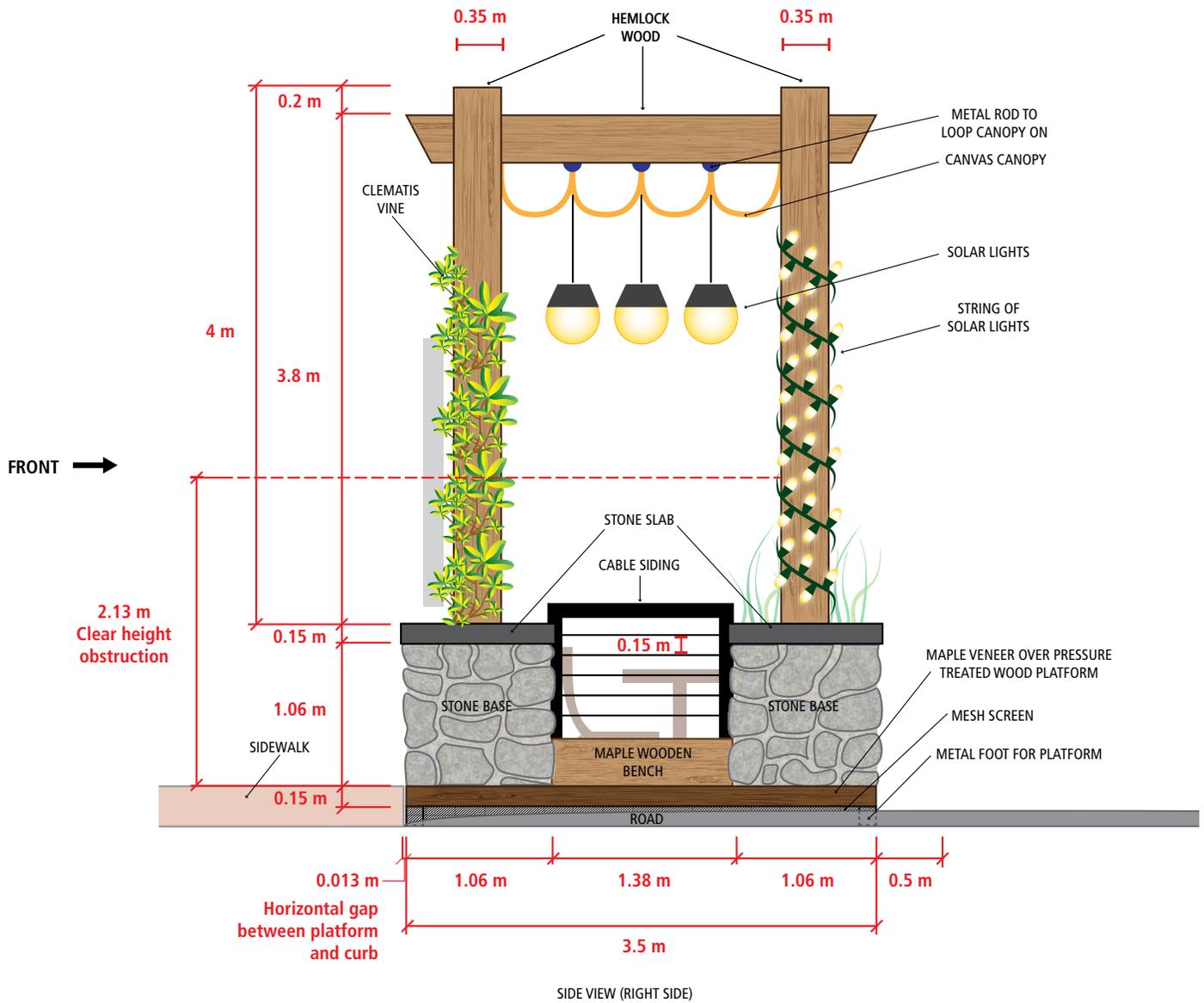


Figure 4: Example elevation drawing showing the right side view of a Streetside Spot.

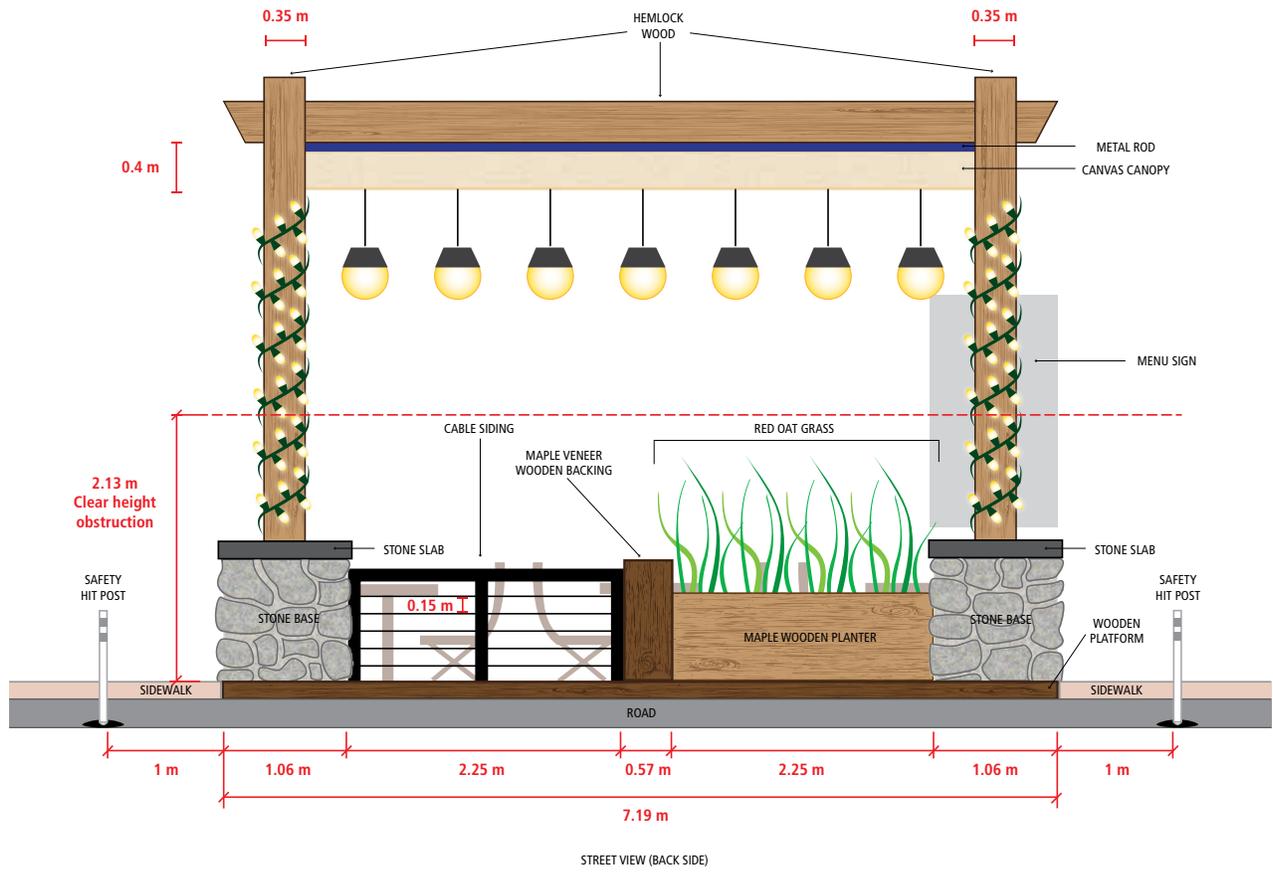


Figure 5: Example elevation drawing showing the street view of a Streetside Spot.

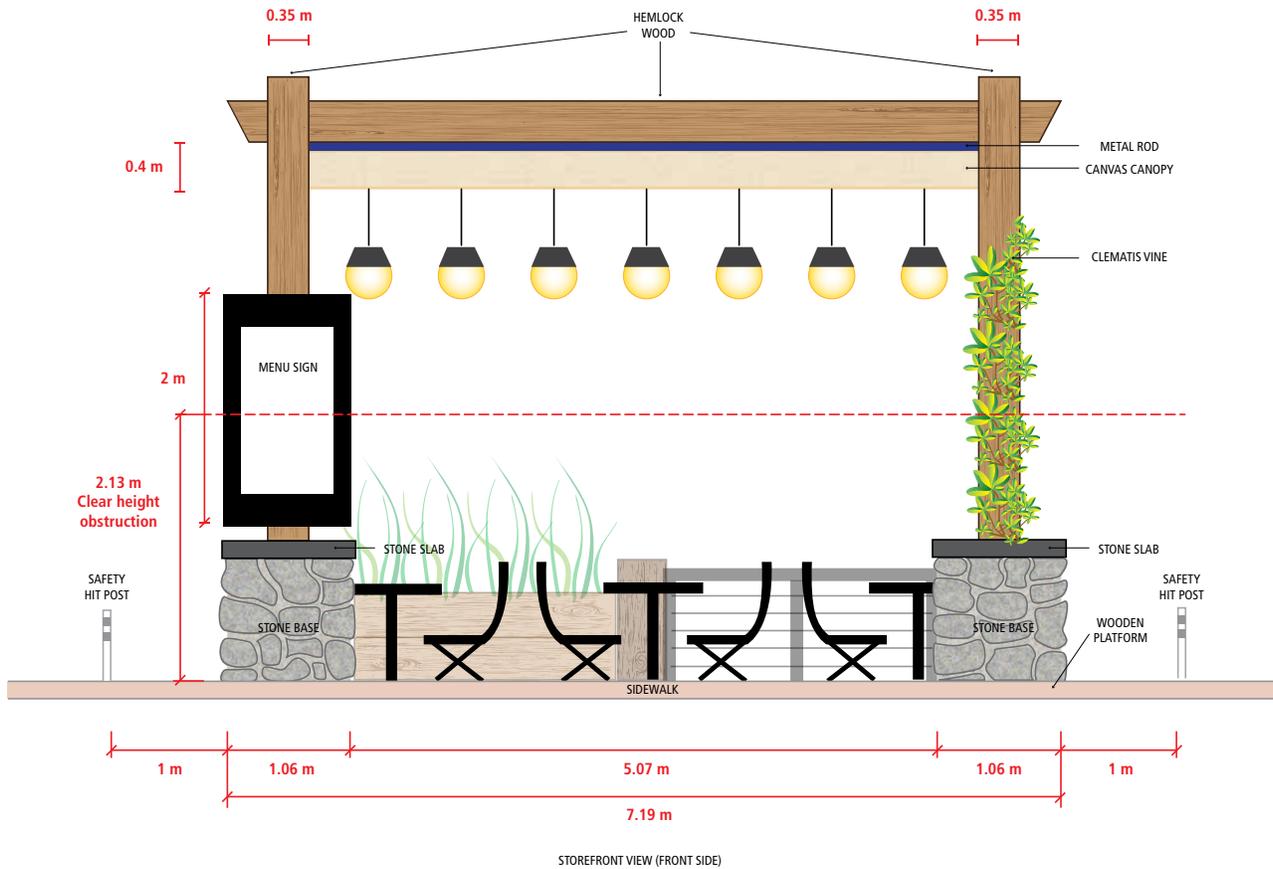


Figure 6: Example elevation drawing showing the storefront view of a Streetside Spot.

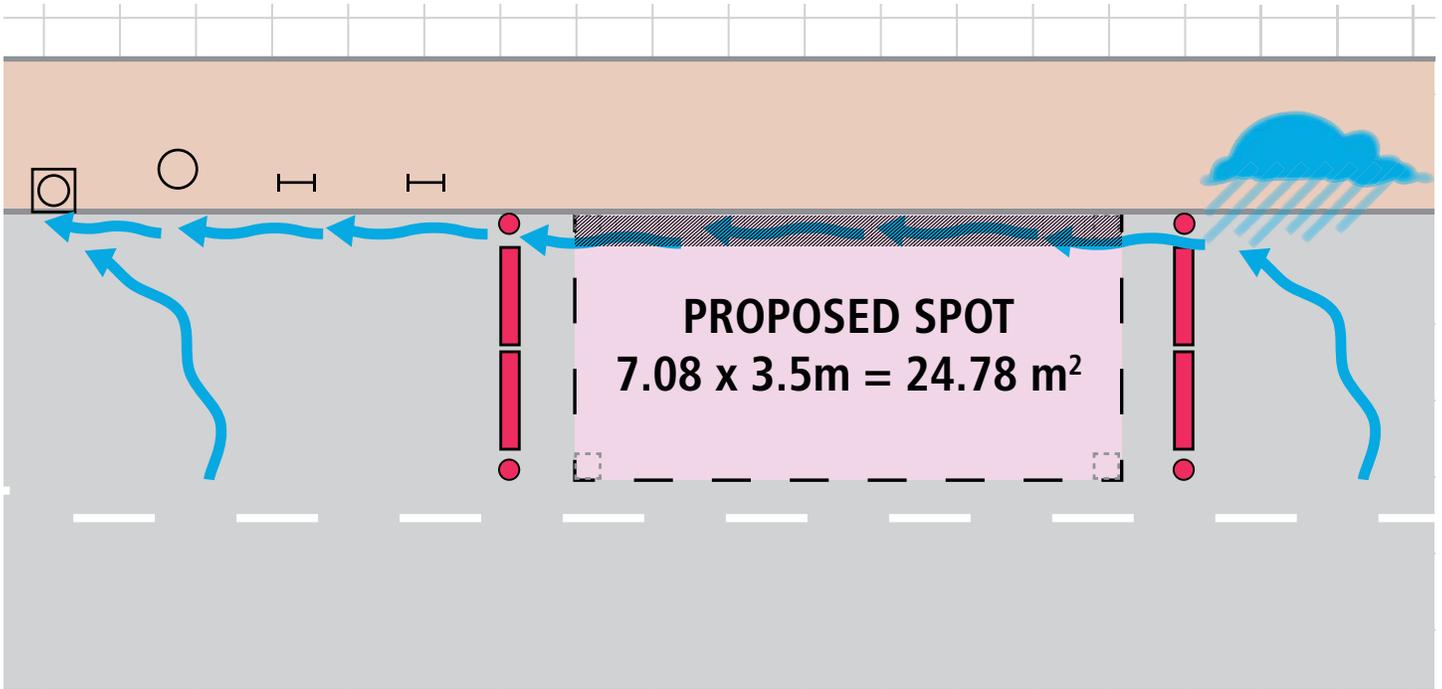


Figure 7: Positive drainage flow using elements in previous site plan example.





Questions?

Visit ottawa.ca/StreetsideSpots or e-mail StreetsideSpots@ottawa.ca for more information.

Photo Credit: Steve Chou
Parklet in Vancouver