

Chapter 500 – Specific Encroachment Permits

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500.3I **Parklets** (New 03/19)

The term “parklet” refers to a small temporary constructed seating or community gathering area over an on-street parking space or an extension of the sidewalk into the operating State highway right-of-way. The purpose of a parklet is to create a safe, comfortable and inviting pedestrian experience for the general public where narrow sidewalks cannot accommodate the expansion of an area for seating or gathering without compromising pedestrian safety or walkway area. Wide sidewalks or future widening of the sidewalk may negate the need for a parklet. Parklets may be permitted to remain in place for a period of up to one year. Renewals requests will be considered and reviewed for any additional one-year periods.

The local public entity representing the area in which the parklet is proposed is responsible for its proposal, application, installation, maintenance and removal. No other type of applicants will be accepted (i.e. businesses, individuals, organizations, etc.).

Parklet proposals are administered as “Parks” under the Division of Right of Way and Land Surveys Office of Real Property Services - Property Management, Airspace, Clearance & Demolition. A Right of Way Use Agreement is required per California Government Code Section 14013 (Marler-Johnson Park Lease). The following requirements must be written into the ‘Use’ clause of the agreement.

- Parklets must be open for use by the general public.
- Parklets must support the needs of local communities.
- Parklets may include seating areas, benches, tables, bike racks, and planting areas.
- Parklets must be constructed and/or installed to conform with the Americans with Disabilities Act Accessibility Guidelines (ADAAG).
- Parklets are not intended to replace walkways.
- Parklets must be properly maintained and kept free of trash or nuisance.
- Parklets must include signage designating the parklet as a public space not reserved for patrons of adjacent businesses.
- Parklets may include a sign identifying the local public entity. No commercial advertising is permitted.
- Vending and/or table service on parklets is strictly prohibited.
- Tables and seating must be distinct from those of nearby businesses.

Parklet Proposal Package & Process

The parklet proposal package must include a project narrative, site plan, photos and comply with the parklet design requirements. It is initially submitted to the Region / District Division of Right of Way and Land Surveys Office of Real Property Services - Property Management, Airspace, Clearance & Demolition to ensure that the parklet location and use will not risk public safety or interfere with the State highway’s primary transportation use. If deemed acceptable, the proposal is then forwarded to the District Airspace Review Committee (DARC) for review.

Once a parklet proposal package has been approved by the Region / District Division Right of Way and Land Surveys Office of Real Property Services - Property Management, Airspace,

Clearance & Demolition unit, a complete application package along with an “Encroachment Permit Administrative Route Slip” (form TR-0154) is forwarded to the District Encroachment Permits Office to request the issuance of an administrative encroachment permit. This certifies that the project has been reviewed and approved and does not require any further coordination.

A complete application package must contain:

- A completed “Standard Encroachment Permit Application” (form TR-0100).
- “Encroachment Permit Administrative Route Slip” (form TR-0154).
- “Certification of Compliance with Americans with Disabilities Act” (form TR-0405).
- Copy of the fully executed Right of Way Use Agreement.
- Local interest and support for the parklet in the form of an adopted ordinance, resolution, or written consent from all the local public entities impacted directly.
- Approved Design Standard Decision Document for all Highway Design Manual design exceptions.

Project Narrative

The project narrative must include a short project description (800 words or less) which must include the following elements:

1. Identify the proposed parklet as an element of the Caltrans Complete Streets and Multi-Modal Transportation Plan.
2. Identify benefits from the parklet to the neighborhood in the immediate vicinity.
3. Identify how the community can participate in the creation and/or stewardship of the parklet.
4. Identify the proposed schedule for opening of the parklet.
5. Provide information of the parklet designer, including experience in the design of similar facilities.

Parklet Design Requirements

Structural plans, calculations and specifications are required when an elevated platform is proposed and must be prepared by a licensed California Civil or Structural Engineer.

Drainage plans, calculations, and specifications are required when changes to the drainage system capacity are proposed and must be prepared by a licensed California Civil Engineer and in compliance with chapter 800 of the Highway Design Manual. A Flood plain encroachment study must be completed in accordance with the Federal Highway Administration standards, if drainage is changed within a federal highway facility.

1. Parklet location is evaluated using the current Highway Design Manual policy for shoulder width, clear recovery zone, horizontal clearance and corner sight distance. A Design Standard Decision Document will be required for any deviations.
2. Parklets may be allowed on highways where the speed limit is 30 mph or less.
3. Parklets are located along the curb line on highways where on-street parking spaces exists (parallel, diagonal or perpendicular parking). Parklets may be considered in locations

where marked parking spaces are not available if marking is provided by the local public entity.

4. For parallel parking, the parklet structure must be set back 48 inches from adjacent marked parking spaces. For diagonal and perpendicular parking spaces, the edge of the parklet structure must be set back 36 inches from the adjacent parking space on either side.
5. No portion of the parklet may extend more than 36 inches above the surface of the roadway, except for landscape planting.
6. Landscape planting must be free from thorns. Trees must be small trees as defined in chapter 900 of the Highway Design Manual. Trees must be single trunk. Select tree species that can be maintained with an 8-foot clearance from the surface of the roadway to the lowest branches and foliage. Select plant species, excluding trees, which can be maintained to not extend into the travelled way or adjacent parking space and with a maximum height of 42 inches above the road surface.
7. The local public entity must establish the location of a parking stall line/edge of travel way.
8. Parking spaces adjacent to parklets must have parking bumpers a minimum of 4 feet from both sides of the parklet.
9. Space for curbside trash collection of adjacent property owners on both sides of the parklet must be considered.
10. Parklet railing opening must not exceed 4 inches for visual identification and to keep children from leaving the parklet area and encroaching into the traveled way.
11. Parklet substructure must accommodate the crown of the road and provide a slip resistant level surface.
12. No bolting to the state highway or curb is allowed.
13. Parklets must
 - comply with the American with Disabilities Act (ADA) and Design Information Bulletin 82. ADA certification is required (See Section 500A).
 - not be placed over ADA parking spaces or adjacent to red, yellow, white, or green curb zones, hydrants, newspaper vending machines, or postal collection boxes.
 - not restrict access to emergency vehicles, transit routes or public utilities.
 - not inhibit drainage capacity.
 - be located in well-lit areas.
 - be at least one parking space distance from any intersection curb returns.
 - be a minimum of 2 feet from the established parking stall line, edge of travel way, or bicycle lane, whichever allows for the greatest distance between the parklet and public traffic.
 - have a minimum height of 24 inches for visual identification for approaching vehicles.
 - have a flush transition at the sidewalk to avoid tripping hazards. Object markers and delineators must be used to enhance the visibility of the parklets.
 - be closed off to pedestrians on 3 sides, and open to the sidewalk side only. No pedestrian access will be allowed from the vehicular traffic side.

To avoid creating a distraction to the traveling public, parklets must not include the following elements:

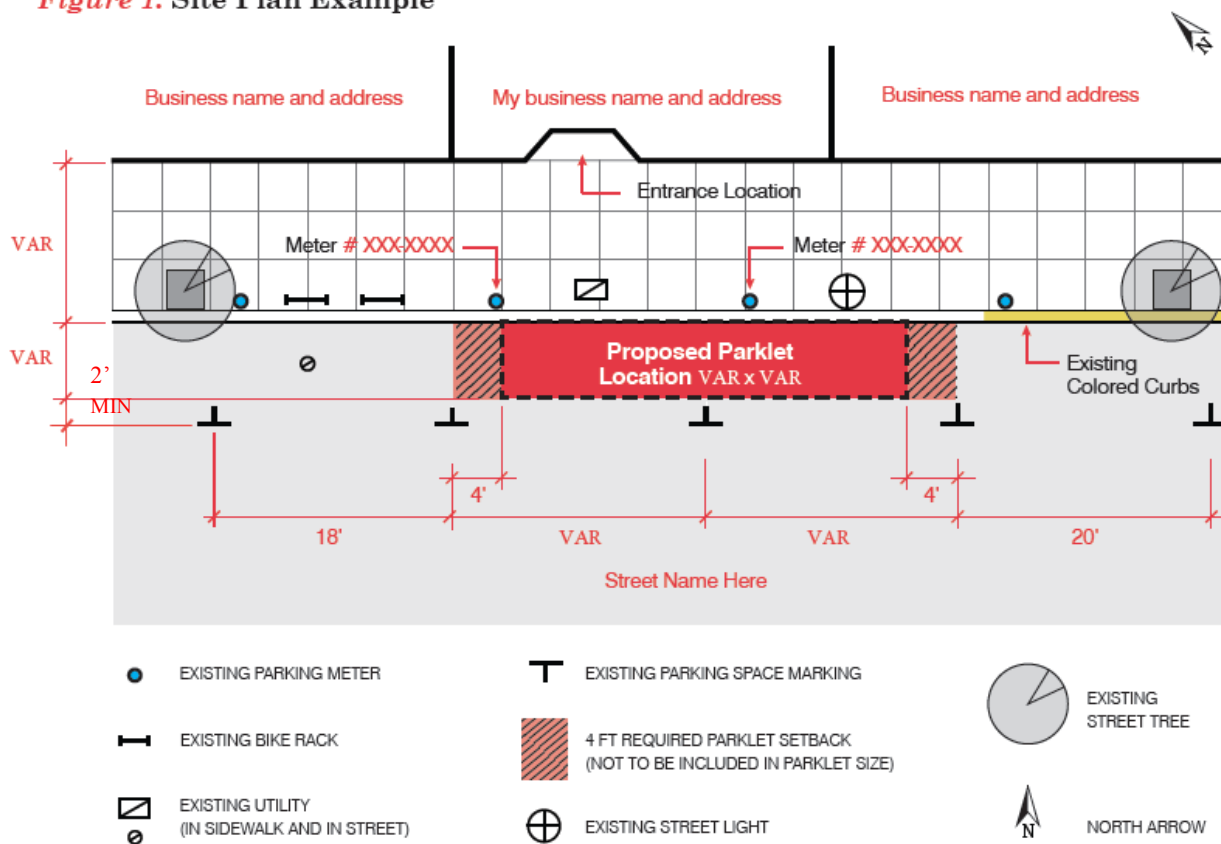
1. Colors or combination of colors usually reserved for official traffic control devices described in the California Manual of Uniform Traffic Control Devices (CA MUTCD).
2. Illumination including blinking or intermittent lights.
3. Text that makes special interest, private, religious, or political statements.
4. Text that includes business names, trade names, jingles, or slogans.
5. Reflective glaring surface finishes.
6. Out of scale with its surroundings.
7. Seating that is not integrated into the design elements.
8. Interference with traffic control devices.
9. Moving elements (kinetic art) or simulated movement.
10. Symbols or icons, including flags and logos.

Site Plan and Photos

The site plan must be drawn to scale, with dimensions and show the parklet footprint and the following elements at least 20 feet on both sides as shown in Figure 1.

1. Parklet location and adjacent properties (existing bridge number, building or property address).
2. Horizontal dimensions from bridge supports to proposed parklet (if located under an existing bridge).
3. Parklet setback dimensions from adjacent parking spaces (48 inches minimum) and from adjacent bicycle lane or edge of travel way (24 inches minimum).
4. Adjacent bicycle lane (if existing) or auto traffic lane(s).
5. Existing parking meters with numbers of all parking meters to be covered or removed.
6. Location of existing trees and tree pits.
7. Existing sidewalk width(s).
8. Location of existing utilities in the street and sidewalk.
9. Location of other existing sidewalk features near proposed parklet area (fire hydrants, streetlights, utility poles and access panels, bicycle racks, etc.).
10. Existing curb ramps and driveways.
11. Location of existing drainage system.
12. All colored curb zones (red, yellow, green, white, blue).

Figure 1. Site Plan Example



Photos must also be provided with the parklet submittal package and taken from specific angles around the proposed parklet site. Photos must depict existing conditions, drainage, utilities, sidewalk, curb and gutter, and pavement conditions. Image files are to be named using the conventions shown in Figure 2:

Figure 2. Existing Conditions Photos: Locations and File Names

