



Metropolitan Nashville Planning Department

Metro Office Building
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Nashville, TN 37201
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Pilot Parklet Application

Application Deadline: February 8, 2019

Application No. _____ **Date Submitted:** _____

(Assigned by Planning Department staff)

Parklet Sponsor(s) _____

Parklet Name _____

Desired length of time (may not exceed one year) _____

New parklet Returning parklet

Refer to the Pilot Parklet Application Guidelines required before filing this application. Parklet sponsors should be adjoining property owners/merchants, a community group, or a neighborhood association.

Architect Engineer Optionee Property Owner Purchaser of property Leasee Other

PARKLET SPONSOR CONTACT INFORMATION

NOTE: All communication by phone, e-mail, or mail will be with the parklet sponsor. **You must fill in all information --- fields are not optional. PLEASE NOTE THAT A LETTER INDICATING THE CONSENT OF THE PROPERTY OWNER, SIGNED BY THE PROPERTY OWNER, MAY BE REQUESTED AND REQUIRED AT THE DISCRETION OF THE EXECUTIVE DIRECTOR.**

Parklet Sponsor Name(s): _____

Company Name: _____

Parklet Sponsor Address: _____

Address of proposed parklet/location description: _____

Metro Council District: _____

Phone: _____ business home cell

Phone: _____ business home cell

Parklet Sponsor E-mail: _____

Parklet Sponsor Signature: _____

Print Name: _____

Checklist

- Application filled out completely
- Photos showing existing conditions of area proposed for parklet to be included in request
- Site plan depiction, including sketch or drawing of parklet area in relation to existing on-street parking spaces, bike lanes, bus stops, fire hydrants, street trees, etc.
- Project narrative describing concept, intent of parklet space, and materials to be utilized
- Letter(s) of support from property owners/businesses which abut the proposed parklet
- Signed maintenance and operation agreement
- Copy of general liability insurance identifying Metropolitan Government of Nashville & Davidson County as an additional insured party

Additional documents and approvals such as parklet elevations, renderings, construction permits, public notices, etc. may be required upon request.

Accepted by: _____ Date: _____