



Parklet Process

Updated September 2025

1. **Submit Conceptual Permit Application**

- a. Submit application via ePermits (epermits.nashville.gov)
- b. Application should include the following materials (see Parklet Checklist for details):
 - i. Permit Fees
 - ii. Site Plan
 - iii. Parklet Programming
 - iv. Letter(s) of Support
 - v. Indemnity and Hold Harmless Statement, Proof of Insurance
 - vi. Permit Application
 - vii. Other Permits

2. **Departmental Review.** An interdepartmental committee (Planning, NDOT, Beer Board, Water, Police, Fire) will review applications, on a first-come-first-served basis, to ensure that the concept application meets program criteria.

3. **Submit Final Permit Application.** For those applicants with an accepted conceptual application, the next step is to submit a construction permit application and fully detailed site plan, including but not limited to items such as cross sections, elevations, structural details, safety treatments, existing utilities, and maintenance of traffic plans. Metro staff will work with the applicant in a collaborative fashion during this period to ensure that the parklet design is appropriate and that the final drawings produced meet requirements.

4. **Construction Permit Approval.** Within five business days from submittal of a final plan, if it is determined by the NDOT that the application satisfies all policy requirements and the applicant has paid all necessary fees, NDOT will grant final approval and issue a permit, taking into consideration the recommendation of the interdepartmental committee.

5. **Construct Parklet.** Upon permit issuance and as a condition of permit approval, applicants are required to meet with NDOT no less than ten days before beginning any site work. Installation of the parklet must be completed within two weeks of permit issuance.

6. **Permit Renewal.** Applications must be renewed annually. The renewal will include a permit fee and cost associated with the parking spaces being utilized.

7. **Parklet Removal**



- a. The permittee, at the permittee's sole cost, shall be responsible for removal of the parklet and restoring the right of way to its original condition upon the occurrence of one or more of the following events:
 - i. The cessation of use,
 - ii. Failure to comply with permit conditions or other legal requirements,
or
 - iii. The parklet poses a dangerous condition or threat to life or property.
- b. Metro may remove the parklet for any of the following reasons:
 - i. Failure to maintain the parklet,
 - ii. Violation of policies and regulations adopted for this program by NDOT,
 - iii. Violation of the permit,
 - iv. Modifications not previously approved by Metro,
 - v. When the parklet encroachment causes a dangerous condition or threat of danger to life or property as determined by the director of NDOT. This includes but is not limited to, where:
 - (A) The parklet is encroaching into a travel lane or bike lane;
 - (B) The parklet has lost structural integrity;
 - (C) A gap develops between the parklet and sidewalk; or
 - (D) The parklet creates visibility issues.
 - vi. As a condition of permit issuance, the parklet permittee shall agree in writing, in a form approved by the metropolitan department of law, to authorize Metro to remove the parklet at the permittee's sole cost in the event that any of the occurrence of any of the circumstances for removal herein.
 - vii. If any of the above violations occur, the applicant will be sent notice of the violations and, except in the case of dangerous or threatening conditions, will be given a maximum of five working days to remedy the condition or remove the parklet. If the permittee fails to timely or adequately maintain or repair the encroachment or remove the encroachment within the five working days, the permit will be terminated. Once the permit is terminated, the parklet must be removed at the sole cost of the permittee within three calendar days. When the encroachment causes a dangerous condition or threat of danger to life or property, the permit will be terminated without the five day notice and removed immediately at permittee's cost.



- c. Metro, at its sole discretion, may remove the parklet and restore the public right-of-way to its previous condition upon a finding that it is in the public interest for Metro to fund or partially fund removal of the parklet.
- 8. **Transfer of Permits.** If the permittee sells its business interests, one of the following must be done:
 - a. Removal of the parklet; or
 - b. Upon the approval of Metro, a new permit in the purchaser's name may be issued. The new permittee must comply with all other requirements for the issuance of a permit.
- 9. **Program Changes.** Metro reserves the right to amend the parklet program and all terms contained within it up until the point that a final permit is issued. Applicants may withdraw their application if they do not agree with any of the policy changes.