

## Application for Parklet Permit

**BEFORE SUBMITTING AN APPLICATION:**

- Schedule a meeting with the Planning staff to review your proposed location, design, and necessary documents. To schedule meetings regarding parklet applications, or for any questions, contact Cathie Gilbert, Designated Permit Manager for downtown at 337-291-8454 or [cgilbert@lafayettela.gov](mailto:cgilbert@lafayettela.gov).
- Review the [Parklet Design Manual](#) to confirm that your parklet meets the required specifications and standards.

Please remit to:  
 LCG Permitting Counter  
 220 W. Willow Street (Bldg. B)  
 Lafayette, LA 70501  
 337-291-8431

**Required Attachments**

Before any permit shall be issued, the application must be accompanied the following. Please check or indicated N/A in each of the boxes.

	A certified copy of the certificate of incorporation or certificate of organization issued by the Louisiana Secretary of State if the applicant is incorporated or a limited liability company organized under the laws of the state of Louisiana. <ul style="list-style-type: none"> <li>- A certified copy of the certificate of registry if the applicant is a partnership.</li> <li>- A certified copy of the certificate of authority issued by the Louisiana Secretary of State if the applicant is a corporation incorporated, or a limited liability company organized, under the laws of a state other than Louisiana.</li> </ul>
	Certificate(s) showing the applicant is registered with the Louisiana Department of Revenue and local tax collection agencies if applicant is required to so register under Louisiana law.
	If the permitted activity includes an outdoor dining area or outdoor merchandise display, a certificate of occupancy issued by the planning administrator for the building from which it will be operated.
	If the permitted activity includes an outdoor dining area, a copy of the restaurant’s alcoholic beverage license(s), if any.
	Construction/design drawings and specifications for the platform structure and all fixed elements which must be approved by Lafayette Consolidated Government and contain stamped approval by a design professional (engineer or architect). The full Commercial Plan Review process will be required once permit location and concept is approved.
	Signed and notarized hold harmless agreement signifying that Lafayette Consolidated Government is not responsible for any damage to the parklet or its users.
	A copy of the applicant’s general liability policy that covers the permitted activity and a current certificate of insurance.

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The applicant must notify the permitting authority of any changes to the information provided in this application within 10 business days.

1. Doing Business As: \_\_\_\_\_

2. Owner(s) name(s): \_\_\_\_\_ Tax ID: \_\_\_\_\_

3. If the applicant is a corporation, partnership, limited liability company, firm or other legal entity of any type other than a natural person, please list on a separate sheet, the full names and addresses of all officers, partners, members, principals and/or registered agents.

4. Location of business: \_\_\_\_\_

5. Mailing address: \_\_\_\_\_

Street

City

State

Zip

6. Permit Classification: (circle one)      Parklet (w/ Food Service)      Parklet (General)

7. Operational days / hours: \_\_\_\_\_

8. Telephone numbers: Business (\_\_\_\_) \_\_\_\_\_ Home (\_\_\_\_) \_\_\_\_\_

9. Certificate of Occupancy number: \_\_\_\_\_

10. Application Review Fee: \_\_\_\_\_

Note: Upon approval, applicant will be responsible for Building Permit fee (minimum \$100 or \$5 per \$1,000 cost of construction) and a Parklet Permit fee (\$1,000/yr @ metered location or \$500/yr @ non-metered location). Prorates are applied for parklet permit fee if permitted after January 1st.

11. Desired location of parklet (please describe and include meter number if applicable): \_\_\_\_\_

The application/review fee of \$100 is NONREFUNDABLE, regardless of the Downtown Management Committee's approval or denial of the application.

By completion of this application, I agree to follow the requirements set forth in Article VII, 78-401 through 78-435.

Signature

Title

Date

\*When the Downtown Management Committee meets to review your application, they may require additional information to complete this process.

## INDEMNITY AGREEMENT

STATE OF LOUISIANA

PARISH OF LAFAYETTE

**BEFORE ME**, the undersigned authority personally came and appeared \_\_\_\_\_, permit holder, who being first duly sworn, did depose and state:

Permit holder has been issued a permit pursuant to Lafayette City-Parish Consolidated Government Code of Ordinances, Article VII, Section 78-401 through 78-435.

In connection with the permit and permitted activity, the permit holder agrees to and shall defend, indemnify and hold harmless the Lafayette City-Parish Consolidated Government (hereinafter "LCG"), its officers, agents, contractors and employees against any and all claims, allegations demands, suits, judgments, costs, attorney's fees or awards for personal injury or bodily injury, death, property damage and/or loss of any kind by

(a) LCG, its employees, agents, representatives, invitees and/or their contractors or subcontractors or their employees, invitees, agents or representatives; and

(b) permit holder, permit holder's employees, invitees, guests, agents, representatives and/or permit holder's contractors or subcontractors or their employees, invitees, agents or representatives; and

(c) any and all other third-parties, their employees, agents, invitees, guests, representatives and/or their contractors or subcontractors, or their employees, invitees, agents or representatives,

which arise out of, result from or are in any way connected with permit holder work, operations, acts, activities, or presence on the physical location of the permitted activity, and/or which arise out of, result from or are in any way connected with the acts, activities, or presence of a third party on the physical location of the permitted activity, and/or which arise out of, result from or are in any way connected with the acts, activities, or presence of any employee, invitee, guest, agent, representative, contractor or subcontractor of the permit holder on the physical location of the permitted activity, whether such claim, allegation, demand, suit, judgment or award arises out of, results from, or is any way connected with a pre-existing defect, negligence, alleged negligence, sole or concurrent negligence or alleged sole or concurrent negligence of LCG and/or permit holder, or the imposition of any fines, penalties, assessments or liens, which arises out of, results from or is any way connected with permit holder's work, operations, acts, activities or presence on the physical location of the permitted activity.

Further, permit holder assumes full responsibility for the condition of the premises of the permitted activity, and Lafayette City-Parish Consolidated Government shall have no responsibility for its condition and are not liable for injury and/or damage caused by any defect in the subject premises to permit holder or anyone on the subject premises.

Permit holder shall pay all such claims and shall immediately reimburse any and all attorney's fees incurred by the LCG and any other costs of defense, adjustment, and investigation incurred by LCG in connection with such claims and shall pay reasonable

attorney's fees and costs associated with the enforcement of this defense and indemnity agreement by LCG.

Permit holder shall, at his/her/its own expense, maintain in full force and effect a general liability insurance policy covering the permitted activity carried on under the terms of the permit and covering the premises on which the permitted activity occurs. Said insurance shall be on the form prescribed by the Risk Management Division of the Lafayette City-Parish Consolidated Government. Said insurance policy will include complete coverages for the hold harmless, defense and indemnity obligations stated in the previous paragraphs.

The permit holder shall name LCG as an additional insured (except for Workers' Compensation insurance) and provide that the permit holder and his/her/its insurers waive their right of subrogation against LCG.

\_\_\_\_\_

SWORN TO AND SUBSCRIBED before me on this \_\_\_\_\_ day of \_\_\_\_\_, 2013, at \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC (Signature)

\_\_\_\_\_  
NOTARY PUBLIC (Printed Name)

\_\_\_\_\_  
NOTARY PUBLIC (Number)

Commission Expires: \_\_\_\_\_