



Community Development and Planning Department  
 Planning Division

## 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 a meeting, or for any questions, or for any questions, contact Cathie Gilbert, Designated Permit Manager for downtown or staff member at 337-291-7359 or [cadams@lafayettela.gov](mailto:cadams@lafayettela.gov).
- Review the [Parklet Design Manual](#) to confirm that your parklet meets the required specifications and standards.

### 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.
	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, all fixed elements, and illustrating the location on the street, 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. (form provided)
	A copy of the applicant's general liability policy that covers the permitted activity and a current certificate of insurance.

# Application for Parklet Permit

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 proposed parklet: \_\_\_\_\_
5. Mailing address: \_\_\_\_\_  
Street  
\_\_\_\_\_  
City State Zip
6. Operational days / hours: \_\_\_\_\_
7. Telephone numbers: Business (\_\_\_\_) \_\_\_\_\_ Home (\_\_\_\_) \_\_\_\_\_
8. Certificate of Occupancy number: \_\_\_\_\_
9. Permit Classification: (circle one)      Parklet (General)      Parklet (w/ Food Service)
10. Meter number for desired location of parklet, if applicable: \_\_\_\_\_

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Please return application in-person to:  
LCG Planning Division  
Rosa Parks Transportation Center  
101 Jefferson St  
337-291-7359

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

Note: Upon approval, applicant will be responsible for a Building Permit fee (\$100) 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. A permit renewal fee (\$1,000/yr @ metered location or \$500/yr @ non-metered location) is due each proceeding year on January 1<sup>st</sup> and is not available for prorate

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

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Signature

Title

Date

<b>Parklet Design Checklist</b>	<b>Conform</b>
Parklet design and area must follow all associated regulations.	
- See "Parklet Design Manual" for details and standards	

<b>Violations of Permit</b>
Keep in mind certain actions are grounds for a written violation, fine, or even revocation of permit.
<ul style="list-style-type: none"> <li>- Parklet must be located only where indicated on issued permit.</li> <li>- Must keep the parklet and immediate area clean of all trash and litter.</li> <li>- Must place permit in a conspicuous location on or near the permitted activity.</li> <li>- Must not violate any federal, state, or local law while engaged in permitted activity.</li> <li>- Permit holder must comply with all state and local health/regulatory agencies (including food prep/service).</li> <li>- Parklet must not impede, endanger, or interfere with pedestrian or vehicular traffic.</li> <li>- Must not have any required business, building, zoning, alcohol, or health licenses suspended or revoked.</li> <li>- Must not cause any public health or safety endangerment while engaging in permitted activity.</li> <li>- Any glass bottles used within the parklet must remain in the parklet area and disposed of within the restaurant/business it came from.</li> <li>- No bar may be set up in the parklet.</li> <li>- Must use restaurant/establishment's trash receptacles for disposal - not city trash receptacles.</li> <li>- No painting sidewalk or altering public infrastructure in any way.</li> <li>- Smoking shall be prohibited within 25 feet of all public entrances (5 feet for bars).</li> <li>- Operators shall not consume or be under the influence of alcohol or controlled substances</li> <li>- Hours of operation shall only be between 7am-2am Monday-Saturday and 7am-12am on Sunday.</li> <li>- LCG, police, fire or emergency medical personnel may require the temporary removal of a parklet when street, sidewalk, utility repairs, public safety or emergency necessitates.</li> <li>- Must meet all standards set in Chapter 78, Article VII of the Lafayette Code of Ordinances.</li> </ul>
<p><b>Violation Procedure:</b></p> <ul style="list-style-type: none"> <li>- First offense: written warning by Designated Permit Manager with opportunity to remedy the violation within reasonable time, not to exceed 30 days.</li> <li>- Second Offense: Fine of \$250</li> <li>- Third and Subsequent Offense: \$500 per day <i>and/or</i> revocation of permit</li> </ul>

**INDEMNITY AGREEMENT**

**BE IT KNOWN** that on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me the undersigned authority, personally came and appeared \_\_\_\_\_, on behalf of \_\_\_\_\_, the Permit Holder, who being first duly sworn, did depose and state:

**THAT** he/she is a duly authorized representative of the Permit Holder.

**THAT** he/she has reviewed, and the Permit Holder agrees to abide by, the requirements for vendors as set forth in Chapter 78, Sections 78-401 through 78-450 of the Lafayette City-Parish Consolidated Government Code of Ordinances, "Pushcarts, Outdoor Dining and Outdoor Merchants".

**THAT** the Permit Holder, and any officers, agents and employees of the permit holder, do and will agree to defend, indemnify and hold forever harmless the Lafayette City-Parish Consolidated Government and its officers, agents and employees from and against any and all claims, demands and/or causes of action brought through or under the Permit Holder by way of subrogation, for damages to property or injury to persons which may be occasioned by any activity carried on under the terms of the permit.

**THUS DONE AND PASSED** at Lafayette, Louisiana, on the date first above written, in the presence of the undersigned competent witnesses, who signed together with Appearer and me, Notary Public, after due reading of the whole.

**WITNESSES:**

**APPEARER:**

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
**NOTARY PUBLIC**