

## Parklet Notice Template

**Document Purpose:** to notify and document that the business conducted public outreach for the permanent commercial parklet to operate in the public Right of Way.

### INSTRUCTIONS

**A letter of support is *only* needed from each of the following:**

- Owner of property occupied by the business (unless property is owned by business owner)
- Owners of any properties fronted by the parklet if parklet extends beyond business' property
- All businesses and residents *occupying the properties fronted by the parklet*

**The following individuals *only* need to be notified:**

- The presiding neighborhood organization (contact list provided online or ask Max Devilliers)
- All businesses and residents *on the block where the parklet is located*

When complete, please combine all letters of support and the list of individuals you notified into one document and submit that as your "Proof of Outreach and Notice" attachment when applying for the "Right of Way - Parklet Permit" in APEX.

**Short-Term Parklet Applicants:** If you are applying for a series of Short-Term Commercial Parklets (i.e., parklets in place for no longer than 6 days) instead of a Permanent Parklet, please print, sign, and date in the blank fields below and upload this signed document to your permit application in APEX as your 'Proof of Public Outreach and Notice'. *There is no need to obtain Letters of Support or notify the public of Short-Term Parklet applications unless you plan on operating the Short-Term Parklet in front of an address other than your business' address.*

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Parklet Host Signature

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Date

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Parklet Host Name

## Permanent Commercial Parklet Notice

I, \_\_\_\_\_, am applying for a permanent parklet permit to operate a permanent commercial parklet for my business, \_\_\_\_\_, in the parking lane located at \_\_\_\_\_, Alexandria VA, \_\_\_\_\_.

My plan is to operate a permanent commercial parklet that is \_\_\_ feet long and \_\_\_ feet wide during the following hours and days of the week: \_\_\_\_\_ year-round.

A basic Design Plan of this parklet is provided below for your information:

***PARKLET HOST: This is an example Design Plan. Replace this image with your Design Plan or a photo of your parklet and delete this italicized text***



If you have any questions, please contact me by phone at \_\_\_\_\_ or by email at \_\_\_\_\_. If you have any concerns, please notify the City of Alexandria Parklet Program Manager, Maxime Devilliers, at [max.devilliers@alexandriava.gov](mailto:max.devilliers@alexandriava.gov) or 703-746-4245.