



City of Klamath Falls
500 Klamath Avenue
Klamath Falls, OR 97601
(541) 883-5316
www.klamathfalls.city

SEASONAL PEDLET PROGRAM APPLICATION

Due April 15, 2022

APPLICANT INFORMATION

Name:
Phone:
Referred by:

FOR OFFICE USE ONLY

Application Date:
Approval Date:
Notes:

PROPERTY OWNER INFORMATION

Name:	Years Owned:
Address:	Phone:

BUSINESS AND / OR PROJECT INFORMATION

Name of Business:	Business / Project Owner's Name:
Address:	Phone:

PROPOSED IMPROVEMENTS/DESCRIPTION OF PROJECT or SERVICES

Describe the proposed improvements & services that will be provided outdoors:
(include a detailed description of proposed project, a conceptual drawing, pictures, etc.)

Describe the proposed improvements & services (continued)
attach additional pages if needed

Estimated Improvement Costs \$ _____

I have read the Seasonal Pedlet Program Guidelines. I understand that if the proposal is approved, I will make the above improvement to the property to accommodate pedlet placement within the approved duration of May 1 - November 1.

APPLICANT'S SIGNATURE:



DATE:

For Staff use:

Process/Step	Date	Notes
Review of application; meeting with the Review Committee Scheduled		
Applicant notified of Committee recommendation and application status		

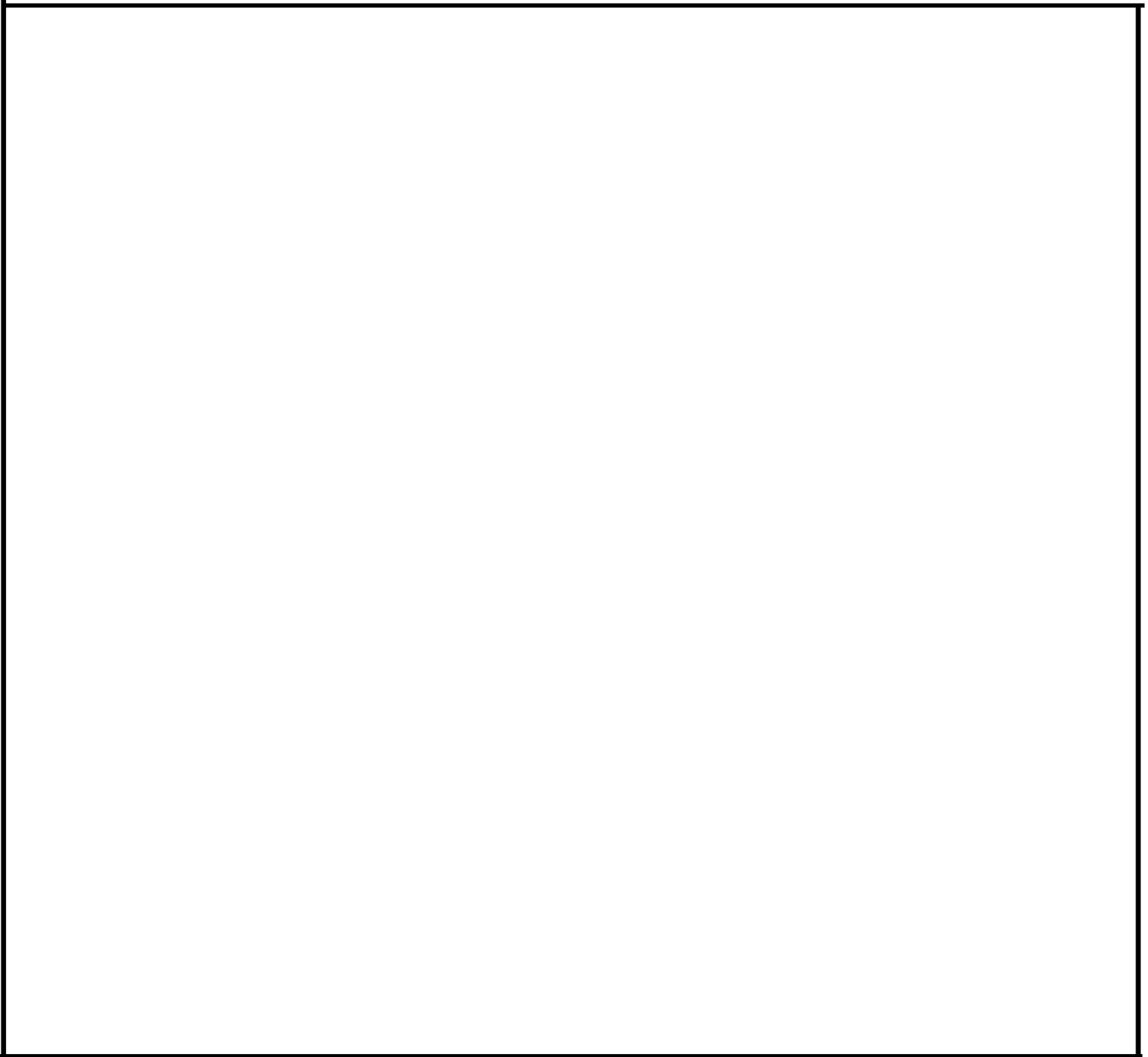
**SEASONAL ENCROACHMENT PERMIT CONDITIONS
DOWNTOWN PEDLET PROGRAM**

- 1) Applicants shall comply with all relevant local, state and federal regulations pertaining to Applicants' use of the Area, including, but not limited to, OLCC regulations.
- 2) Applicants shall be responsible for the maintenance of the Area and shall restore it to its original condition upon the termination of the permitted encroachment.
- 3) Applicants shall provide all furniture and fixtures (hereinafter "Equipment") used within the Area or to delineate the Area.
- 4) Applicants shall be responsible for the securing and maintenance of their Equipment. Broken, damaged, or otherwise non-functional Equipment shall be removed and replaced promptly at Applicants' expense. Penetrating anchorage to the concrete and /or brick paver surface is not permitted.
- 5) During Applicants' regular business hours, their customers shall have the exclusive right to use the Equipment and delineated sidewalk area.
- 6) Applicants, at their option, may remove the Equipment at the end of business each day. In the event Applicants choose to leave the Equipment in place outside of their regular business hours, then the public may use the Equipment.
- 7) The City shall not be responsible for any loss or damage to any Equipment, regardless of such loss or damage occurring during normal business hours or outside of such hours.
- 8) Applicant shall be responsible for maintenance and condition of Pedlet structures and railings furnished by the City. The City will be responsible for initial setup and final breakdown of Pedlet each season. Applicant shall be responsible for Pedlet while in service.

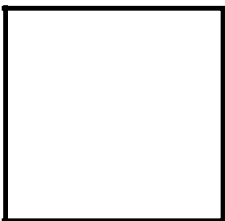
SEASONAL PARKLET/PEDLET PROGRAM

SITE PLAN FORM

A site plan is required to accompany all seasonal parklet/pedlet applications. This form is provided for this purpose, although site plans are not restricted to this form. Please review the reverse side of this form for site plan requirements. The City strongly recommends hiring a licensed surveyor, prior to building, to locate property lines.



Please draw an arrow in box at right to indicate north
NORTH. >



Applicant/Business Name(s): _____

Site Address: _____

Scale: **1" (4 squares) = 20' (1 square= 5')** or: _____

Seasonal Parklet/Pedlet Program

Site Plan Checklist

Note: the following are basic things that need to be shown on a site plan. Depending on the circumstances of your proposal, additional attributes may be required. You are advised to check with the City Planning Division to see what is expected of your site plan. This form may not be large enough to provide ample detail for complex proposals. Applicant is encouraged to provide supplemental illustrations as necessary.

Fill out all information below the drawing field (grid).

- Name(s) of applicant(s) & business name.
- Site address.
- Scale. The default scale is 1 inch (or four "squares") is equal to 20 feet. The scale is flexible depending on the circumstances of your proposal. A different scale may be used as long as it is identified in the space provided. **The site plan needs to be drawn to the scale indicated.**
- Date of the site plan. Each revised site plan needs to also have a revised date. If the map is a revision of an earlier version, please check the appropriate box.
- Draw an arrow in the box provided that indicates **true north**.
 - Exterior property boundaries/dimensions shall be shown.
- Clearly illustrate "Area" to be used. This shall include any sidewalk and/or adjacent parking spaces being used to accommodate the requested parklet/pedlet.
 - Note days/hours of operation.
- Illustrate all 'Equipment' to be used (i.e. tables, chairs, umbrellas, general decorations, delineation, pedestrian ramps, etc.)