



Guidelines for Parklet/Streatery Application

You must submit the application and all required attachments at least ten (10) business days prior to the next available Parking Commission meeting.

- The Parking Commission meets on a quarterly basis so make sure you apply as early as possible. For Parking Commission meeting dates please visit <http://www.lafayette.in.gov/638/Parking-Commission>.
- We will not consider your application until you submit all the required documents. For assistance with your submission, please contact the Engineering and Public Works Department by phone at (765) 807-1050 or by email at permits@lafayette.in.gov.

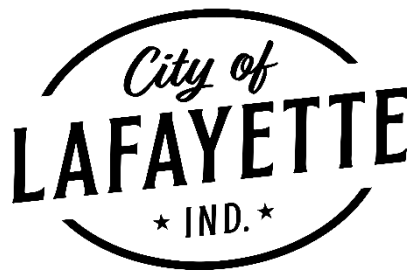
To apply for a parklet/streatery license you must submit the following:

1. Application.
2. Certificate of Insurance (COI) with a combined single limit of \$1,000,000 naming the City as additional insured.
3. Owner Authorization Form (if the applicant is not the deeded property owner).
4. Streatery Only: If serving alcohol, proof of Indiana Alcohol Beverage Permit is required. The applicant is responsible for ensuring compliance with the terms and conditions of their Indiana alcohol beverage permit. Issuance of a Streatery license by the City of Lafayette does not guarantee service of alcohol is permitted under the applicant's Indiana alcohol beverage permit. It is up to the applicant to make sure they are in compliance with the alcoholic beverage permit. If they have any questions about alcohol service in the Streatery, they should contact the ATC.
5. Hold Harmless and Indemnification Agreement (included in application).
6. Construction, design, and site plans – go to <https://www.lafayette.in.gov/DocumentCenter/View/12410/Design-Guidelines-for-Parklets-Streeteries>.
7. Copy of Letter providing seven (7) days advanced Notice to Adjacent Property Owners and Users (entire block). The letter must include (1) the nature of the application; (2) the area to be used; and (3) the date, time, and place of the parking commission meeting.

Overview of Process:

1. Submit all required documents at least ten (10) business days before the next Parking Commission meeting. The Ten (10) day notice is the minimum requirement and does not guarantee your application will make it on the next available Parking Commission Meeting agenda.
2. Staff will begin to review your application and plans.
3. We will place your application on the agenda for the next available Parking Commission meeting.
4. Prior to the Parking Commission meeting, you are required to provide seven (7) days of advanced notification to all adjacent property owners and users on your block. In addition to notifying the occupants/tenants/business owners, you must notify the property owners. You can use [Beacon - Tippecanoe County](#) to find their listed mailing address.
5. If your application is approved, you will be required to pay the \$100 fee.
6. After payment, we will issue your license.
7. Once we issue your license, you may begin to construct/place your parklet or streatery (we will provide you with a list of required inspections).
8. Please post your license conspicuously and in public view at an exterior location attached to or near the parklet/streatery location.
9. The parklet/streatery may be up from April 1-November 1. Please vacate the area by November 1 to avoid fines.
10. An annual \$100 renewal fee is due on the anniversary of your license issue date.
11. Any changes to your construction/design plans or site plan will require a new submittal.

20 N 6th Street
Lafayette, IN 47901
(765) 807-1050
permits@lafayette.in.gov



PARKLET/STREATERY APPLICATION

Office of the City Engineer

1. Choose which type of permit/license for which you are applying:

- Parklet** Public gathering space with privately owned facilities (benches, chairs, tables, umbrellas, etc.).
- Streatery** Used as an extension or stand-alone sidewalk café, connected visually and for use by patrons of a nearby restaurant or bar and service at which is submitted to all the terms and conditions of the nearby restaurant or bar food service permit.

2. Are you the owner or occupant?

- Owner** **Occupant** (If occupant, the deeded property owner must submit an owner authorization form on your behalf.)

3. Business Information:

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|------------------|--|
| Business Address | |
| Business Name | |

4. Applicant Information:

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|-------|--|-------|--|
| Name | | | |
| Email | | Phone | |

5. Provide a brief description/scope of work of your proposed parklet or Streatery.

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6. Will you be serving alcohol (Streatery only)?

Proof of Indiana Alcohol Beverage Permit required. The applicant is responsible for ensuring compliance with the terms and conditions of their Indiana alcohol beverage permit. Issuance of a Streatery license by the City of Lafayette does not guarantee service of alcohol is permitted under the applicant's Indiana alcohol beverage permit. It is up to the applicant to make sure they are in compliance with the alcoholic beverage permit. If they have any questions about alcohol service in the Streatery, they should contact the ATC.

- Yes** **No**

Hold Harmless Agreement

- I Agree** I agree to indemnify, save, and hold harmless the City, its officers, boards, commissions, employees, and agents, and defend them against all claims, suits, causes of actions, judgments, and all expenses and attorney fees pertaining thereof, for injuries or death to persons and damage to the property attributable or arising from the construction, installation, operation, maintenance, or existence of the parklet or Streatery.

Owner Authorization

I certify that I am the deeded owner, or legal agent of the owner, of the real estate subject to this application or that the owner or legal agent of the owner has authorized me, to submit this application (separate Owner Authorization required).

- I am the Deeded Owner**
- I am the Occupant** (The owner will submit a separate Owner Authorization on my behalf.)

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|-------|--|------------|--|-------|--|
| Name: | | Signature: | | Date: | |
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