

# **CITY OF AURORA, IL DOWNTOWN PARKLET GUIDELINES AND APPLICATION PACKET**

**April 1, 2025**

## **APPLICATION PROCESS**

Before purchasing, constructing or installing a parklet on city-property must complete this application and be approved by the City of Aurora. Please review the following Guidelines in Section A, and then complete the application on the last page. **When completed, please email the application sheet and any supporting materials or photos to the City of Aurora City Clerk's office at [cityclerk@aurora.il.us](mailto:cityclerk@aurora.il.us).**

## **DESIGN GUIDELINES**

### **LOCATION**

- Shall be placed a minimum of one parking space in advance or prior to an intersection (22').
- Cannot be placed in front of adjacent business unless you provide written permission from the business with your application.
- If a bump-out for parking is present then the parklet may be considered in the first parking space located adjacent to the bump out.
- Shall not be located:
  - in front of a fire hydrant, or over a manhole, public utility valve or cover or guy wires.
  - in front of the Fire Department connections.
  - in a fire lane.
  - over a curb ramp or restrict a curb ramp.
  - in a loading zone unless businesses on the block agree.
  - on state-maintained highways.
  - on roadways with a posted speed greater than 30 mph.
  - on an accessible parking space.
- Sidewalk defects or empty tree wells at the parklet location will need to be repaired with a permit to ensure safe ingress and egress to the parklet.
- Sidewalk shall be clear of any obstructions with a minimum of 48" in width adjacent to any parklet. If this width cannot be maintained the parklet shall not be approved at this location.

### **MATERIALS**

- Parklet shall be made of all-weather material; preferred material shall be wood decking or composite decking.
- It shall be at the same height of the top of curb
- There shall no more than a 1/2" gap between the parklet surface and the face of curb
- The flow line of the curb shall not be obstructed with supports of the parklet structure
- Must maintain curb line drainage
- Decking shall be able to handle a live load of 150 lbs/sf.

- Railing shall be impact resistant.
- Noncombustible materials are preferred and are mandatory if the structure will be heated.
  - If heating source used on the parklet, the heating source will need to meet code and manufacturer's requirements, which would include clearances if allowed.

## DIMENSIONS

The parklet itself is required to meet handicap seating requirements (at least one parklet needs to have wheelchair accessibility).

The following provides dimension requirements for three types of "parklets" that the City will consider.

### Option 1: Full Parklet (seating area over parking space)

- Parklet dimensions 7'x36' (covers two parallel spaces)
- Parking blocks will be placed 3' from parking T on either side of the parklet.
- Parklet shall be a minimum of 12 inches from the live lane of traffic.
- Flexible delineators meeting IDOT Standard Detail 701901-03 shall be placed at 12" offsets from the parklet along the edge of traveled way.
- Parklet shall have a safety barrier at edge of the platform to protect people for walking out into live traffic. This barrier shall be a minimum of 42" from the top of the finished surface of the parklet and the spindles shall be a maximum of 4" on center.
- A minimum of 108" in height must remain clear of any obstructions along parklet's path of travel, entry and accessibility areas on the parklet. Obstructions may include but are not limited to tree branches and foliage, overhanging sign panels on posts, and/or applicant's addition of architectural elements to the parklet.
- All cross slopes of parklet shall be all ADA codes for Illinois.



### Option 2: Reverse Parklet or Pedlet (sidewalk moved out over parking space)

- Basic requirements are that it has to meet ADA standards for width and have a guardrail between the sidewalk and the street.
- Reverse Parklet dimensions 5' of walkway constructed into each parking space approved.
- Parking blocks will be placed 3' from parking T on either side of the parklet.
- Parklet shall be a minimum of 12 inches from the live lane of traffic.
- Flexible delineators meeting IDOT Standard Detail 701901-03 shall be placed at 12" offsets from the parklet along the edge of traveled way.
- Parklet shall have a safety barrier at edge of the platform to protect people for walking out into live traffic. This barrier shall be a minimum of 42" from the top of the finished surface of the parklet and the spindles shall be a maximum of 4" on center.
- A minimum of 108" in height must remain clear of any obstructions along parklet's path of travel, entry and accessibility areas on the parklet. Obstructions may include but are not limited to tree branches and foliage, overhanging sign panels on posts, and/or applicant's addition of architectural elements to the parklet.
- All cross slopes of parklet shall be all ADA codes for Illinois.



### Option 3: Aurora Downtown Parklet (seating area over parking space)

- Aurora Downtown Designed Parklet dimensions 6' by 6'.
- Parking blocks will be placed 3' from parking T on either side of the parklet.
- Parklet shall be a minimum of 12 inches from the live lane of traffic. Flexible delineators meeting IDOT Standard Detail 701901-03 shall be placed at 12 inches offsets from the parklet along the edge of traveled way.
- Parklet shall have a safety barrier at edge of the platform to protect people for walking out into live traffic. This barrier shall be a minimum of 42" from the top of the finished surface of the parklet and the spindles shall be a maximum of 4" on center.
- A minimum of 108" in height must remain clear of any obstructions along parklet's path of travel, entry and accessibility areas on the parklet. Obstructions may include but are not limited to tree branches and foliage, overhanging sign panels on posts, and/or applicant's addition of architectural elements to the parklet.
- All cross slopes of parklet shall be all ADA codes for Illinois.



#### Modular Outdoor Seating Options

- Self-standing semi-permanent structures - No need to bolt down to ground
- 6'x6' footprint - can comfortably fit 2 inside single standard parking space
- Sides and dimensions can be customized for specific needs



Booth Version 1



Booth Version 2



Pergola with Shade



Pergola with All Weather Package



Pergola with Steel Roof

### COSTS

- Cost of each parking space is \$2.00 per day.
- Permit Fee will depend on the amount of time the parklet is out on the street.
- Obstruction permit for the parklet shall be granted to the permittee when parklet is approved.

### TIME OF YEAR

- Permitting shall be allowed between April 1st and November 3rd of 2025. However, the start and end dates can be weather dependent with approval from the City Clerk.

### NEIGHBORHOOD/PUBLIC SUPPORT

- The applicant shall be responsible for acquiring and submitting a letter of support from current building owner (if you rent) and the adjacent property owners as part of this application to the City of Aurora.

**City of Aurora, Illinois**

**2025 DOWNTOWN PARKLET APPLICATION**

When completed, please email the application sheet and any supporting materials or photos to the City of Aurora City Clerk's office at [cityclerk@aurora.il.us](mailto:cityclerk@aurora.il.us). For any questions regarding this application please contact [dickt@aurora.il.us](mailto:dickt@aurora.il.us).

**BUSINESS INFORMATION**

Business Name:

Business Address:

**LOCATION AND DESIGN**

Number of Parking Spaces that will be used for the parklet:

Describe or provide a sketch with dimensions of which spaces (number in from street corner):

Provide photo or drawing of proposed parklet.

**INSURANCE INFORMATION**

Attach Insurance (including coverage for the outdoor area):

**PROPOSED PARKLET USAGE**

Start Date:

End Date:

**APPLICANT CONTACT INFORMATION**

Applicant Name:

Applicant Email:

Phone Number:

Signature:

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**FOR OFFICE USE ONLY**

Permit #:

Date Submitted:

Time:

Staff:

Approved or Denied Date: