

# PARK(ing) DAY®

FRIDAY, SEPTEMBER 17, 2010  
SEATTLE, WASHINGTON



INFORMATION AND TRAINING PACK



**PARK(ing) Day**  
**Friday, September 17, 2010**  
**Seattle, Washington**

**Guidelines and Frequently Asked Questions**

**What exactly is PARK(ing) Day?**

PARK(ing) Day is an annual one-day event where artists, activists, and citizens independently but simultaneously temporarily transform metered parking spots into “PARK(ing)” spaces: temporary public parks. PARK(ing) Day was created in 2005 by Rebar – a San Francisco art collective – and was originally devised as a creative exploration of how urban public space is allocated and used.

It is now an international event with PARKs hosted as far away as Australia. Seattle hosted their first PARK(ing) Day in 2007 with 4 PARKs. In 2009, 744 PARKs were created across 140 cities, 21 countries, and 6 continents. Seattle hosted 45 PARKs in 2009 and continues to grow.

**Why are we celebrating PARK(ing) Day?**

Did you know that nearly 28 percent of all land in Seattle is dedicated to automobile travel? And that doesn't even include private parking lots! PARK(ing) Day shows residents what their city would look like if more public space was allocated for urban parks, recreation, social interactions, and other people-centric pursuits, rather than the movement and storage of cars. It aims to get people thinking about the use of public right-of-ways and the built environment, the dominance of the car in our society, and other travel options such as biking, walking and taking the bus.

People create PARK(ing) spaces for many different reasons and with many different themes. Some want to reclaim public space for a miniature park for their community to enjoy. Others want to express some local character and spice up the neighborhood with something artistic or perhaps raise awareness of an important issue.

**What will we need from the City?**

Each PARK requires two types of permits/documentation:

- a. A temporary Street Use Permit;
- b. A temporary No Parking Permit (also referred to as a Meter Hooding Permit); OR
- c. “Notification of Temporary No Parking Zone” Form

### **a. Temporary Street Use Permit**

The Street Use Permit covers up to 30 PARKs across the city per group application. Feet First will acquire this permit from the Seattle Department of Transportation (SDOT) and will therefore handle most of the red tape for you. If there are more than 30 PARKs, Feet First will apply for a second permit. To be covered under this permit, you must complete the Feet First Street Use Permit application and send it along with your application fee to Max Hepp-Buchanan at Feet First no later than Friday, August 27<sup>th</sup>. Max can be reached at [max@feetfirst.info](mailto:max@feetfirst.info). The application asks for a rough site plan (there's a template and no artistic skills are required) that shows you have adequate barriers and setbacks. The Feet First Street Use Application Form is available on the Feet First website under "Resources" (<http://www.feetfirst.info/resources>).

#### **Fees**

The Street Use Permit costs \$101, plus a field review fee of \$150 for every 30 PARK(ing) spots. Feet First will cover these costs and acquire the permit, but parties interested in being covered under Feet First's permit must complete the official Feet First application. Applications received by August 20<sup>th</sup> will be subject to a \$10 application fee. Applications received after the 20<sup>th</sup> will be charged an additional \$5 for late processing, making the total application fee \$15.

### **b. Temporary No Parking Permit (AKA Meter Hooding Permit)**

If you choose to apply for a temporary Street Use Permit (see above) under Feet First, you are exempt from the Temporary No Parking Permit and associated fee. All you need to do is let Feet First know exactly where your PARK will be located by indicating the specific meter location or pay station space number (found on the metal base plate on the sidewalk near the space) on the Feet First Street Use Permit application.

If you do not choose to apply for a temporary Street Use Permit under Feet First, an SDOT Traffic Meter Hooding permit is required for locations with paid parking spaces. Depending on how elaborate your décor is some groups may need an extra spot for a vehicle to haul the park. If this is the case then you will need two Meter Hooding Permits. Meter Hooding Permit applications should be submitted to SDOT along with your own temporary Street Use Permit Application by August 27<sup>th</sup>. This form is available online at: <http://www.seattle.gov/transportation/parking/docs/PRAPPupdate10109.pdf>.

#### **Fees**

If you do not choose to be covered by Feet First, this permit costs \$18.50 per spot (\$37 for two adjacent spots if located on an arterial) and represents that you have 'plugged quarters' for the parking spot. In addition, you will be responsible for a \$15 lost revenue fee payable to SDOT.

### **c. "Self-Verification of Temporary No Parking Zone" Form**

If you select a parking space without a meter or pay station, you must: 1) arrange for "No Parking" easels; and 2) verify that the "No Parking" easels are in place at least 72 hours in advance of the start of PARK(ing) Day. You may contact a barricade company (a list of local companies is attached) to arrange for placement of the "No Parking" easels.

To ensure the legality of using these signs you also will have to complete an online "Self-Verification of Temporary No Parking Zone" form. This form is available at:

<http://web1.seattle.gov/sdot/nopark>. Instructions for its use can be accessed here:  
[http://www.seattle.gov/transportation/parking/docs/NoPark\\_HelpJan09.pdf](http://www.seattle.gov/transportation/parking/docs/NoPark_HelpJan09.pdf).

### **Fees**

There is no set fee associated with the “Self-Verification of Temporary No Parking Zone” form, but the barricade company will charge you a fee for their service of providing you with the “No Parking” easels.

### **One last note about permitting...**

We know this process sounds complicated and daunting, but it is totally doable. For further information about SDOT’s Temporary No Parking Zones, please visit:

<http://www.seattle.gov/transportation/parking/tempnoparking.htm>. Also, Max at Feet First is completely willing to help walk you through this process. Please contact him at [max@feetfirst.info](mailto:max@feetfirst.info) with any questions you may have.

## **Is there anything that can or should be used in the PARK?**

A traffic control barrier is required to delineate the traffic lane and adjacent parking space(s) from the approved event parking space. The barrier should consist of 36’ tall orange traffic cones. The number of cones required is based on the number of adjacent parking spaces utilized. One standard parking space requires a minimum of five cones delineating the space. Two adjacent parking spaces require a minimum of seven cones delineating the spaces. You can rent cones from a local barricade company (see attached list).

Other types of materials that can be used in your PARK include:

- Sod material (over a tarp) and potted plants
- Tables, chairs, or benches
- Arts and crafts, games, or other cultural activities
- Art displays or easels
- Rugs, carpet, blankets, or other similar surface material
- Freestanding umbrellas adjacent to the curb
- Informative signage or displays (non-commercial only)

## **Are there things to be careful about not putting in the PARK?**

Please use common sense – be Safe and Sane and all that. Restricted activities include:

- Banners
- Sidewalk storage or overflow of activities onto sidewalk area
- Chairs or sitting on the sidewalk
- Charcoal BBQs (must obtain a Fire Marshall Permit for use of propane)
- Canopies or free-standing tents
- Vending or merchandise display
- Amplified sound

- Loose or uncovered material like sand or gravel
- Balloons, flashing lights, or other similar objects that may pose a distraction to motorists

## **When can I load my materials in and out of the parking spot?**

PARK(ing) Day can only occur between the hours of 9am and 3pm on September 17<sup>th</sup>. All loading and un-loading activity on arterial streets must occur outside of the peak hours of 6am to 9am and 3pm to 7pm. Furthermore, all loading and un-loading must not impede pedestrian or vehicle mobility.

## **How do I get sod and trees and how much do they cost?**

You can get sod from Home Depot. Each roll cost \$3.19 and is 2' x 5' (10 square feet). You may also want to ask local nurseries or garden centers if they would be interested in donating materials to help spruce up your PARK.

## **Can individuals eat their own food in their PARK? If one person has a food handler's permit, can they serve food or eat food?**

Individuals are actively invited and encouraged to eat, have picnics, read books, play games, etc. in their PARK! However, if a group wants to serve food, you would need to get or already have a food handler's permit. You will need to look into this and obtain such a permit on your own. Feet First encourages PARK(ing) Day participants to host a PARK near a mobile food vendor or partner with a local independent restaurant.

## **Can businesses (i.e., cafés, bars, etc.) turn a parking space into outdoor seating for your restaurant?**

Yes, you can set up a PARK and your customers can eat there, but it is not exclusive seating and you must also allow others to sit and eat there who are not customers. You may not sell food or goods from the PARK space and no alcohol will be allowed in the PARK area.

## **How will people know about our PARK(ing) spot?**

Be sure and tell your friends about the event, but Feet First is also promoting the event through press releases, mass emails, presentations, word of mouth, websites, signs, etc., etc. The Trust for Public Land will produce a map of all the PARK(ing) spots in Seattle. All parks that have the proper permits will be included on the official map.

## **Do we need someone there all day?**

Yes, someone must be present at all times. Ensure you have your permits at the PARK in case someone raises a fuss. You should also have PARK(ing) Day materials and information so people will know what it's all about. There are a number of flyers and posters that are online on the Feet First website under "Resources" (<http://www.feetfirst.info/resources>).

## **What do we do when The Man in his Hummer comes around and wants to trample our tea party?**

It will be tempting to get angry yell at him to learn how to take the bus or walk or bike, but your best bet is to smile sweetly, describe what you are doing, and explain that you have all the right permits to be there. You could also helpfully suggest an alternative parking spot for him and his very large car.

## **What is expected of us at the end of the day?**

As you would expect, you need to leave the site as you found it. SDOT will check some of the sites and groups will be charged for any further cleaning fees. Please place a tarp under the sod to protect the sod and make for an easier cleaning after you are done. Again, all loading of materials must be completed by 3pm on arterial streets and the street must be clear.

## **Photos**

If you take any photos we would love to see them. Please send them to [max@feetfirst.info](mailto:max@feetfirst.info) and we will post them to our website and/or Facebook.

Alternatively you can join the Seattle PARK(ing) Day group on the official PARK(ing) Day Network website (<http://my.parkingday.org/group/parkingdayseattle>) or on Facebook.

# **PARK(ing) Day Checklist**

## **Friday, September 17, 2010**

### **Seattle, Washington**

#### **BEFORE**

- Think about where your PARK could be.
- Get creative about what your PARK might look like. The more creative the better!
- Will your PARK have a theme or entertainment?
- Will you do it alone or with a group of friends / colleagues?
- Once you decide to go ahead move onto the planning process.

#### **PLANNING**

- Apply for your permits and complete all the appropriate paperwork and payments (see “Guidelines and Frequently Asked Questions” for further info on this). **DEADLINE: FRIDAY, AUGUST 27**
- Recruit other people or colleagues to help you. Consider hosting a planning party to identify collaborators and assign responsibilities.
- Formulate clear plan as to how your PARK will look and what you need to do to make it happen.
- Source materials for your PARK – even consider asking local businesses and residents for materials or donations to help.
- Scout location(s) of PARK(s) and decide where you will host your PARK.
- Do you need to ask your supervisor for permission to take time for PARK(ing) Day?
- Are other groups in your area involved? Could you collaborate with ideas/decorations?
- Plan how you will get materials to and from the PARK(ing) spot.
- Plan what barriers (stanchions, cones, plant pots) you need to separate the park from traffic.
- Organize someone take come along and take pictures/video, or do it yourself.
- Organize for spokesperson/people to be at the site all day.
- Ensure that Max Hepp-Buchanan ([max@feetfirst.info](mailto:max@feetfirst.info)) knows about your PARK and that it is included on the city map.
- Obtain the PARK(ing) Day signs and handouts from the Feet First website to hand out/display.
- Advertise your PARK – contact local papers/radio stations/shops and cafés, etc. and let them know what you are doing. Post to blogs, social networking websites, etc.
- Ensure you have a plan to get rid of your materials at the end of the day.
- Do you have or need a team for breaking down the PARK?
- Join the Facebook group or the official PARK(ing) Day Network Seattle group (<http://my.parkingday.org/group/parkingdayseattle>).

#### **ON THE DAY**

Arrive early and get going with the set up of your PARK but check:

- Do you have all your permits and paperwork with you?
- Have you confirmed times with the people manning the PARK?
- Do you have PARK(ing) Day signs and handouts printed?
- Please be sure to clean you space up! The City will inspect all parking space and will charge you if you leave anything in your space.

#### **AFTER**

- Thank everyone that helped out with the event or donated items.
- Send photos, news and copies of any press materials to [max@feetfirst.info](mailto:max@feetfirst.info).
- Pat yourselves on the back for hosting a great PARK(ing) Day event!

# Seattle Permits

— part of a multi-departmental City of Seattle series on getting a permit

## Traffic Control Vendors

April 15, 2010

A Traffic Control Plan (TCP) is a plan for safety in the public right-of-way (ROW) and is designed and implemented by all those who perform work on an arterial street. The TCP provides safe and effective work areas and warns, controls, protects and expedites vehicular, bicycle and pedestrian traffic. Permit applicants are required to submit a TCP at application intake if the work involves impacts to the arterial ROW. This Client Assistance Memo (CAM) is intended to provide you with resource information if you would like assistance in creating your TCP. Your TCP will be reviewed by the City Traffic Engineer for conformance with the City of Seattle Manual for In-Street Work.

First, will your project impact travel lanes, parking, bike lanes or pedestrian areas along an arterial street?

Check the Arterial Map link:

<http://www.seattle.gov/transportation/streetclassmaps.htm>.

If your project affects any of these, you need to create and submit a TCP. If you need assistance, you may contact one of the Traffic Control Vendors in the list below. Please note: Neither the City nor this department endorses these firms or assumes liability for their services. You are not restricted to this list.

Any contractor you select who can perform the work according to City of Seattle guidelines and specifications. The vendors, in many cases, may also provide set up and take down services and the traffic control devices needed to implement your plan.

| Business Name                          | Phone                            |
|--|----------------------------------|
| AABCO Barricade and Sign               | (206) 363-6212<br>(800) 559-6212 |
| AMBACO/American Barricade              | (206) 523-4080                   |
| K & D Services, Inc                    | (800) 343 4049                   |
| National Barricade                     | (206) 523-4045                   |
| Novito Construction                    | (206) 935-4706                   |
| Peterson Brothers - equip. rental only | (253) 891-7080<br>(800) 545-1363 |
| RcE Traffic Control Inc                | (360) 874-9661                   |
| Traffic Control Plans and Design       | (206) 588-1811                   |
| Traffic Control Services               | (800) 766-5272                   |
| United Rentals – equip. rental only    | (800) 877-3687                   |

[www.seattle.gov/transportation](http://www.seattle.gov/transportation)



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