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## ABOUT PARK(ING) DAY

**PARK(ing) Day** is an annual international event where the public collaborates to temporarily transform metered parking spaces into small parks to elicit a reconsideration of the designation of public space. This global project evolved out of the implementation of a local project in San Francisco, in 2005. The art and design studio Rebar transformed a parking spot into a temporary park to draw attention to lacking open space. Out of this initial local project evolved the now global [PARK\(ing\) Day](#) event which commences every 3<sup>rd</sup> Friday of September.

### **Arlington PARK(ing) Day:**

Events like PARK(ing) Day enrich our community life by creating an inviting streetscape and by promoting activities that allow for social exchange, fun, creativity, and critical thinking. PARK(ing) Day in particular can furthermore promote a rethinking of the usage of the public-right-of-way and may motivate the public to more actively participate in the civic processes which shape our urban environment.

The first step on the way to participating in the PARK(ing) Day event is the identification of your parking space site. Make sure to talk with adjacent business or property owners to let them know what you're planning, how many spaces you'll use, when you'll use them, and what they can expect to see in the park.

## PARK(ING) DAY SITE CRITERIA

**Location:** Not at the end of street blocks; only in legal parking spaces (no rush hour/handicap/loading zone, reserved car-sharing etc.); Sites are subject to approval by Arlington County Department of Transportation.

**Speed limit:** not over 25 mph

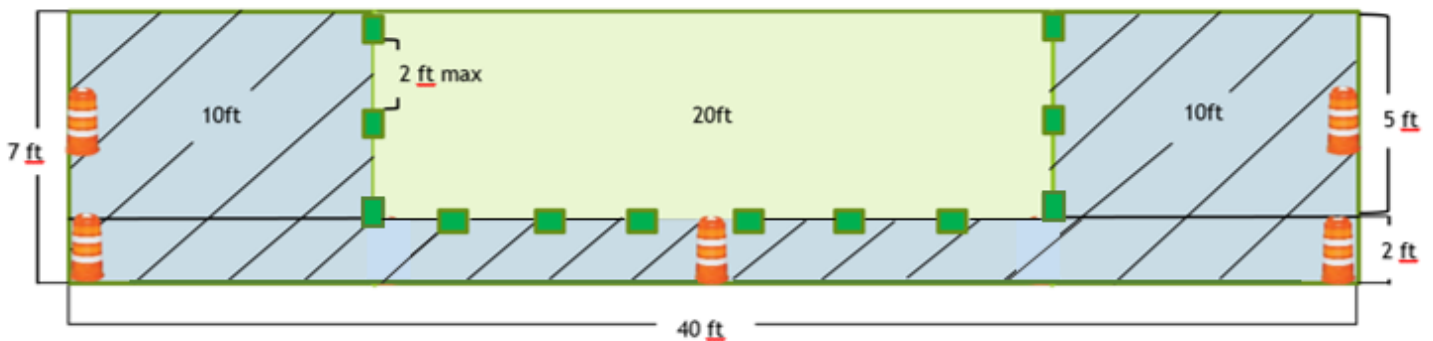
**Time:** 9 am to 3.30 pm

**Space size:** Minimum of two parking spaces (40ft) , including 10ft buffer on each side of 20ft design area (or at the ends of multiple PARK(ing) Day installations grouped together).

The effective design area for a minimum design site = 20ft x 5ft; the space has to be enclosed on all sides towards the buffer zones, not facing the sidewalk, with **maximum of 2 feet between fence objects, such as planters**

**Bufferzone:** Bufferzone needs to be separated from the street and other parking spaces by traffic barrels (shall be rented from Arlington County at time of application).

Except for traffic barrels, buffer zones need to be kept clear of any objects or people.



**List of approved and restricted items and activities:**

Approved Items/Activities	Restricted Items/Activities
Potted Plants	Distraction to drivers: such as banners, ballons, flashing lights, canopies, free-standing tents, flying objects, etc.
Park-like activities	Open flames of any kind, generators
Arts and crafts, games (excluding ball-games), other cultural activities	Loose or uncovered material (sand, gravel, mulch, stone, etc.)
Art displays or easels	Free-standing umbrellas
Rugs, carpets, blankets, or similar	Sidewalk storage or overflow of activities
Informative signs or displays	Physical structures that damage the surface, impede public space, or create a hazard (trip or slip hazard, etc.)
Tables, chairs, benches, etc.	Activities that are inherently dangerous or are restricted by County Code
	No vending or merchandise displays

By 3.30 pm on PARK(ing) Day, the permit holder must restore the public space within and adjacent to the design site to the condition existing immediately before its PARK(ing) Day utilization. All trash and materials need to be removed from the site and appropriately disposed of.

**We encourage the use of reusable materials to minimize waste production!**

## PARK(ING) DAY PERMITTING

Every applicant will need to apply for a PARK(ing) Day permit to participate in the PARK(ing) Day event. Please fill out and provide the following forms at the time of application to the **Development Services Permitting & Inspections Counter**, 2100 Clarendon Blvd., Suite 800, Arlington, VA 22201.

**Last day to submit your application: August 31st.**

1. PARK(ing) Day TROW Application (page 5)
2. PARK(ing) Day Agreement and Release Form (page 6)
3. Certificate of Liability Insurance (page 7)
4. Site Design Concept (page 8)
5. Barrel Request Form (page 9)

*You may submit these forms in person at the address above or as an attachment via email at [dsbcustserv@arlingtonva.us](mailto:dsbcustserv@arlingtonva.us).*

After your permit has been approved, please return to the Development Services Permitting & Inspections Counter to settle the costs for your PARK(ing) Day event. The final approval will be provided only after payment has been made.

## PERMIT FEE SCHEDULE

**The Arlington Division of Transportation will sponsor the barrel and temporary signage fee for the first five applications from private residents (one site per application)!**

To apply for a PARK(ing) Day permit the following fees are due after the Site Review and Initial Approval:

### **PARK(ing) Day Permit:**

\$36.70 per permit

\$27 for two temporary “no parking” signs at the location. Additional signs at a cost of \$1.35; each may be required per staff review.

\$5.40 per barrel (min. of 5; one extra barrel per each additional consecutive space)

### **Parking Meter Closure**

The following fees apply for impacted parking meters (only for actual design site - not buffer zone):

\$16.20 per day for each parking meter with a time limit of 4 hours or less

\$11.90 per day for each parking meter with a time limit of more than 4 hours

### **Example (per minimum design site at meter):**

Permit Fee: \$36.70

Temporary “no parking” signs: \$27

Parking Closure: max. \$16.20

Barrels: \$27

Total: \$106.90

## APPLICATION FORM

# ARLINGTON COUNTY, VIRGINIA

DEPARTMENT OF ENVIRONMENTAL SERVICES, DIVISION OF TRANSPORTATION  
2100 CLARENDON BOULEVARD, SUITE 800, ARLINGTON, VA 22201  
PHONE: 703-228-3629 | EMAIL: [dsbcustserv@arlingtonva.us](mailto:dsbcustserv@arlingtonva.us)

## PARK(ING) DAY

### APPLICATION FOR TRANSPORTATION RIGHT-OF-WAY PERMIT

PLEASE COMPLETE APPLICABLE ITEMS 1 THRU 18

LAST DAY TO SUBMIT YOUR PARK(ING) DAY PERMIT APPLICATION IS AUGUST, 31<sup>st</sup>, 2018.

Application Information	Permit No.	Application Date
Applicant Information	1. Name (First, Last)	Company Full Legal Name (if applicable)
	2. Name of Representative (First, Last)	3. Title of Representative
	4. Preferred Phone	5. Email address
	6. Address	7. City, State, Zip Code

8. Address and/or Street Name of proposed PARK(ing) Day installation: \_\_\_\_\_

9. Block Number: \_\_\_\_\_ Between \_\_\_\_\_ and \_\_\_\_\_ (cross streets)

10. Date of PARK(ing) Day: \_\_\_\_\_ Time: 9 AM to 3:30 PM

11. How many spaces, excluding buffer space, are you requesting for your PARK(ing) Day installation?

1 Space (20LF)

2 Spaces (20LF x 2 = 40 LF)

Other \_\_\_\_\_

12. Meter ID #'s (or Multi Meter Podium ID #) that will be utilized for the PARK(ING) Day installation (if applicable): \_\_\_\_\_

13. Please identify the forms you are submitting with your PARK(ing) Day application:

PARK(ing) Day Agreement and Release Form

Certificate of Liability

Site Design Concept

PARK(ing) Day Barrel Request Form

I hereby certify that I have the full authority to make the foregoing Application as, or on behalf of, the Applicant; the information in this Application and the required submittals are complete and correct; the Work and facilities to be installed shall comply with all laws of the Commonwealth of Virginia, and all ordinances, rules, regulations, policies, and special conditions of the County and of the County Board of Arlington County, Virginia.

14. Signature of Applicant: \_\_\_\_\_

17. Date: \_\_\_\_\_

15. Print Name: \_\_\_\_\_

18. Telephone: \_\_\_\_\_

16. Company Full Legal Name (if applicable): \_\_\_\_\_

\* Applicant must pay in full before a permit is issued for participation in PARK(ing) Day.\*



To participate in the PARK(ing) Day event, please read and sign this Agreement and submit it together with the other forms at the time of the PARK(ing) Day permit application.

### Arlington County PARK(ing) Day Agreement and Release Form

In consideration of being permitted to use the portion of the public space specified below for the purposes of the PARK(ing) Day event, (the “undersigned”) hereby agrees as follows:

1. PARK(ing) Day activities shall be limited to September 21, 2018 between the hours of 9:00 am and 3:30 pm. Any use of the public space beyond this day and time is not allowed.
2. The undersigned agrees to abide by all PARK(ing) Day permit guidelines including the list of approved and prohibited items and activities. The undersigned agrees to adhere to the approved site plan.
3. The undersigned agrees to promptly restore the public space to the condition existing immediately before its entry thereon.
4. All of the undersigned’s activities on the public space shall be in accordance with all applicable laws, regulations, and requirements, including all work rules and regulations adopted by Arlington County for the public space. The undersigned shall not use or permit the use of the Premises for the manufacture, storage, dispensing, sale, or drinking of intoxicants, or use or sale of any illegal drugs or substances, and shall not allow gambling or any illegal practices in the space.
5. The undersigned agrees to defend, indemnify, and hold harmless the County of Arlington, its officials, officers, employees and agents against: (a) any liability, claims, causes of action, judgements, or expenses, including reasonable attorney fees, resulting directly or indirectly from any act or omission of the permit holder, anyone directly or indirectly employed by them, and anyone for whose acts or omissions they may be liable, arising out of the permit holder’s use of the public right-of-way; and (b) all loss by the failure of the permit holder to fully or adequately perform, in any respect, all authorizations or obligations under the permit.

By signing below, the undersigned hereby certifies that it agrees with and understands the foregoing.

*Please Print*

Organization or Individual’s Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Design Site Parking Meter ID (located on parking meter): \_\_\_\_\_

Design Site Street Name and Block Number: \_\_\_\_\_



*To participate in the PARK(ing) Day event, please provide a Certificate of Liability Insurance and submit it together with the other forms at the time of the PARK(ing) Day permit application.*

## **Certificate of Liability Insurance**

**Permit Applicant: Give this memo to your insurance broker or agent.**

Arlington County Department of Transportation requires a Certificate of Liability Insurance for the PARK(ing) Day Permit. This process will involve 2 documents, the certificate of insurance coverage and the endorsement naming Arlington County as an additional insured.

### **Minimum Liability Insurance Requirement:**

\$1,000,000 each occurrence Combined Single Limit Bodily Injury and Property Damage.

Wording on the Endorsement must be as follows:

1. Arlington County is an additional insured under the commercial general liability insurance as respect to any street use permit issued by Arlington County.
2. Arlington County is “primary and non-contributory” Additional Insured.
3. Arlington County shall be given not less than thirty (30) days’ notice of cancellation of the policy, except in the case of non-payment, then not less than ten (10) days’ prior notice is required.

### **IMPORTANT NOTICE TO APPLICANT:**

The permit application will not be approved without having the required insurance in place.

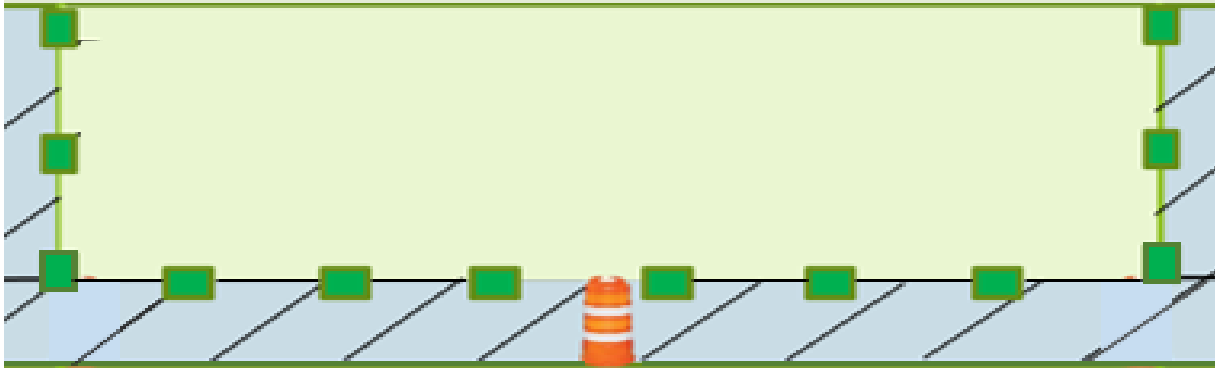
*To participate in the PARK(ing) Day event, please fill out the Site Design Concept with your design specifics and submit it together with the other forms at the time of the PARK(ing) Day permit application.*

### Site Design Concept

Please provide street name, block number, and if applicable parking meter ID (located on parking meter): \_\_\_\_\_

\_\_\_\_\_

Please provide a sketch of your site design set up (can be more than one design space) with object dimensions and materials used.



Please describe briefly any activities planned within the space:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



*To participate in the Park(ing) Day event, please fill out the Barricade Request (min. of 5 barrels for minimum site design; each additional consecutive space requires one additional barrel) and submit it together with the other forms at the time of the Park(ing) Day permit application (The Arlington Division of Transportation will sponsor the barrel fee for the first five applications from private residents; limited to one site per application).*

**PARK(ING) DAY  
 BARRICADE/BARREL REQUEST FORM**

<b>PERMIT NUMBER (staff use)</b>	
<b>DELIVERY DATE</b>	
<b>DELIVERY LOCATION</b>	
<b>PARKING METER ID</b>	
<b>BLOCK FROM:</b>	
<b>TO:</b>	
<b>NUMBER OF BARRELS</b>	
<b>REMOVAL DATE</b>	<b>SAME DAY (3.30 PM)</b>
<b>REQUESTOR NAME</b>	
<b>COMMENTS</b>	

**For Arlington County staff use only:**  
 PLEASE FAX THE BARRICADE REQUEST FORM TO CONTROL CENTER  
 FAX NUMBER: 703-228-6585

REQUEST MUST BE SENT AT LEAST 72 HOURS IN ADVANCE OF THE EVENT