TOWN OF TELLURIDE
EST.1878

PARKLET
INFORMATION PACKET

bit.ly/totpermits

Welcome

To use a public parking space for a parklet for outdoor dining, you must follow the Town of Telluride's regulations.

- A complete application and the required fee must be submitted for processing. Incomplete applications will not be accepted.
- The Town and the Planning & Building Department must approve the proposed location and design before installation can proceed.
- Once approved, a Temporary Summer Parklet Permit will be issued, allowing for parklet installation.
- After construction is complete and the final inspection is passed, a fee based on the parklet size must be paid to the Town.
- Upon payment, a Temporary Summer Parklet Certificate will be issued, authorizing the private use of the parklet.

All necessary information for applying and obtaining approval is included in this document.

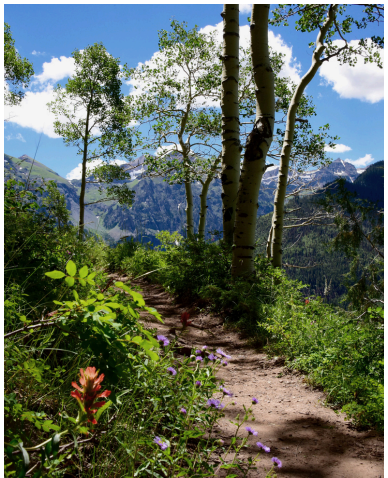
Applications must be submitted online.

Visit bit.ly/totpermits of scan the QR code to the right to begin the application process.

If you have questions, contack the Planning and Building Department at (970) 728-2175 or by emailing planningandbuilding@telluride.gov

Table of Contents

Timeline	4
Parklet Permitting Process	5
Parklet Fees	6
Design Standards	7
Parklet Guidelines	8
Application Checklist	9



Timeline

Applications Open

Monday, February 10, 2025

- Applications open on SmartGov with new maps to reference. Visit bit.ly/totpermits to complete your app.

Applications Close

Friday, March 14

- All applications and revisions to submitted applications due. No late applications will be considered. No exceptions.

Installation Period

Tuesday, April 1

The earliest parklet installation may begin for approved parklet permits. No installation for denied permits.

Liquor Permit Application Due

Thursday, April 3

- Liquor permit applications are due through Eproval by 5 pm MT. Visit bit.ly/toteproval to complete you liquor permit changes.

Installation Complete

Monday, May 19

- All parklet installations must be complete by this date (unless exemption has been granted)

Parklet Uninstall

October 1 or 31, 2025

- All parklet installations on Colorado Ave must be broken down by October 1, all others must be broken down by October 31.

Process

01 Submit Permit Application & Fee before March 14, 2025

- Submit a complete application with all required documents.
- Pay the $605 application fee.
- The Town will review your application and issue a **Temporary Summer Parklet Permit** upon approval.
- Parklet designs must follow Parklet Design Standards and Guidelines.
- If serving alcohol, contact the **Town Clerk's Office** at **clerks@telluride-co.gov** for liquor license requirements.

02 Get Permit & Schedule Pre-Installation Inspection

- After receiving your permit, schedule a pre-installation inspection on SmartGov.
- No installation can begin before inspection.
- Parklets must be installed by the third Monday in May.
- Shade structures may be installed after the Balloon Glow on June 7 or take down one day before the event.

03 Install Parklet & Pass Inspections

- Schedule and pass a **second inspection during installation** and a **final inspection after completion**.
- Parklets must meet safety, accessibility, and design standards.
- Non-compliance may result in the **removal** of the parklet.

04 Pay Fee & Get Parklet Use Certificate

- After passing the final inspection, pay the **Parklet Certificate Fee** to receive your **Parklet Use Certificate**.
- The certificate must be displayed on the parklet.
- For the 2025 season, **Parklets on Colorado** must be removed by **Wednesday, October 1, 2025**. All others must be removed by Friday, **October 31, 2025**, and must be removed by that date.

05 Get Liquor License Approval (If Serving Alcohol)

- Parklets serving alcohol must get **local and state approval** for a Temporary Modification of Licensed Premises.
- Contact the **Town Clerk's Office** at clerks@telluride-co.gov for details.

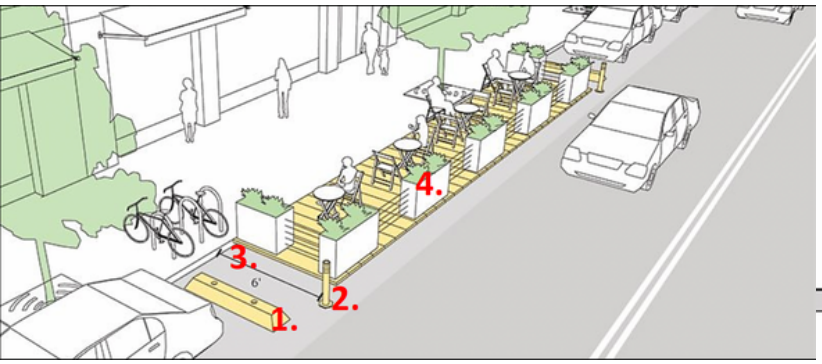
Parklet Fees

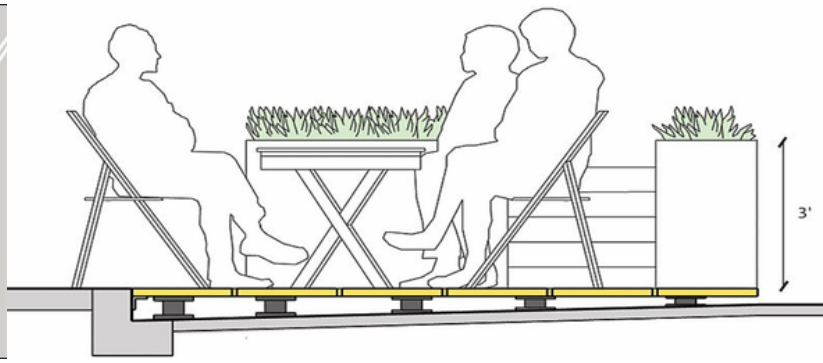
Application Fee:

- $605 (due with application)

Temporary Summer Parklet Certificate Fee

- Formula: $20 × number of days used × number of parking spaces × 0.85
- Fee is based on 85% daily occupancy of a parking space.
- If your parklet only uses part of a second space, you will be charged for the full space unless the remaining area is approved for bike parking. In that case, you'll only pay for the portion used by the parklet.





Design Standards

1. **Visibility & Safety Buffers**
   - Parklets must have black rubber wheel stops (3 feet long) at each end, placed 4 feet from the parklet and 1 foot from the curb to protect from traffic.
   - Bike racks may be placed at one or both ends with Town approval.
2. **Visibility & Safety Buffers**
   - Parklets must have 3-foot tall reflective posts at each outside corner to stay visible to traffic. These cannot extend into the travel lane.
3. **Size Limits**
   - Parklets can be up to 10 feet wide (or 8 feet wide on narrow streets).
   - Length can range from 20 to 40 feet (one to two parking spaces). A portion of a second space may be used, but no more than two full spaces total.
4. **Barriers & Structure**
   - Parklets must have a 3-sided barrier (planters, railing, cables, etc.) between 36–42 inches high that can withstand 200 lbs. of force.
   - No roof structures are allowed.
   - Barriers must stay within the parklet space and cannot block sidewalks or additional parking.
5. **Accessibility**
   - Parklets must be level with the sidewalk, with no gaps over ½ inch to prevent tripping.
   - A 36-inch-wide entryway must be clear and ADA-accessible.
6. **Platform Requirements**
   - The surface must be level (max 2% slope) and allow for drainage.
   - Platforms must support 100 lbs. per square foot and be made of durable, slip-resistant materials like wood, metal, concrete, or composite.

Guidelines

1. Parklets are permitted only for food service establishments with a valid Town of Telluride Temporary Summer Parklet Certificate ("parklet business").
2. Parklets will be considered along the curb line on streets where there is on-street parallel parking only, must be at least one parking space away from any intersection, curb cut or street corner, and entry into parklets must occur only from adjacent sidewalks.
3. Parklets may not extend beyond the width of the parklet business' storefront unless permission is granted by the neighbors establishment or Town infrastructure maintenance is require and permission given by Town Public Works Department.
4. Parklets cannot block public utilities or access points (i.e. manhole covers, fire hydrants, utility access panels), and must meet the minimum five-foot (5') clearance requirement from public facilities or vertical utilities in the right-of-way.
5. When it is determined a parklet location off Colorado Avenue is limited due to roadway width or other circumstance, the applicant may request a narrower parklet footprint. Alternatively, the applicant may consider an Outdoor Dining License* to occupy all or part of the sidewalk immediately in front of the applicant's business, provided that no less than four feet (4') of the sidewalk remains unobstructed for pedestrian traffic taking into account benches, light poles, and other possible obstructions.
6. The parklet should maintain a visual connection to the street. Umbrellas are the preferred shading device to maintain visibility with adjacent businesses. Colors of the canvas must be limited to solid, muted tones or colors consistent with the general color theme of the restaurant business. Shade structures with side coverings are prohibited unless the side coverings collapse only during rain or snow occurrences. Umbrellas and other approved shade structures shall have a minimum seven feet (7') vertical clearance as measured from the finished deck surface of the parklet to the bottom edge of the umbrella or shade structure, and shall not exceed a maximum of nine (9) feet in height from the finished deck surface of the parklet. Umbrellas shall be mechanically fastened to a 40-to-60-pound base to prevent movement during high-wind events. Other approved shade structures, such as canopies, shall be adequately attached or fixed to the parklet to sustain high winds. No part of any umbrella or other shade structure may extend into the travel lane or over sidewalks. Finally, umbrellas must be closed when winds exceed 15 miles per hour.
7. Parklet businesses are required to maintain all relevant licenses for food and beverage service, including liquor licenses. *
8. Food and beverage service on Parklets is permitted during the parklet business' normal operating hours but may not continue past 10:00 pm daily.
9. Parklet businesses must monitor their parklets to ensure use does not cause a public nuisance through noise, lighting, litter or other manner, and to identify unlawful obstructions into the sidewalk or roadway (i.e. strollers, bicycles, pets). In the event of an obstruction the business shall notify Town staff to respond.
10. Parklet businesses must contain all operations within the parklet and are prohibited from using adjacent sidewalks or roadways for wait staff activity, seating, food delivery, or dining.
11. Parklet businesses are responsible for installation and removal of parklets, and for providing all furnishings, which must be secured and remain contained within the parklet.
12. Parklets must comply with the Americans with Disabilities Act (ADA).
13. No advertising, logos, or other branding is permitted on or within parklets.
14. No lease or sub-lease arrangements are permitted nor is any additional payment or consideration permitted by patrons to reserve or occupy a table within a parklet.

*Additional information regarding liquor and outdoor dining licenses is available through the Town Clerk's Office (clerks@telluride-co.gov).

Application Checklist

- ✓ **Complete Application Form**

  Visit bit.ly/totpermits to fill out your application form

- ✓ **Application Fee**

  $605 due at application submission

- ✓ **Parklet Design Map**

  Must follow Town guidelines, including dimensions, barriers, and materials.

- ✓ **Site Map & Photos**

  Show the proposed location, surrounding area, and parking spaces.

- ✓ **Proof of Insurance**

  Provide required coverage documentation.

- ✓ **Signed Adjacent Business Consent Form(s)**

  If applicable

- ✓ **Signed Homeowners Association Consent Form***

  Develop a customer database and track customer interactions to build relationships and loyalty.

- ✓ **Certification of private contractor that parklet meets the Parklet Design Standards**

Next Steps

The following are required prior to issuance of a Parklet Certificate:

- **Temporary Summer Parklet Certificate Fee**

  Visit bit.ly/totpermits to fill out your application form

- Signed License Agreement & Comprehensive Waiver for Temporary Use of Public Rights-of-way

- Certificate of General Liability Insruance

  Certificate of General Liability Insurance naming Town of Telluride as additional insured with minimum limit of $1,000,000 per occurrence primary coverage, and $2,000,000 annual aggregate, and if applicable, general liquor liability coverage in the amount of $1,000,000 annual aggregate.

Please direct parklet questions to the Planning and Building Department. Whereas liquor permit application questions can be directed to the Clerk's Department.

planningandbuilding@telluride.gov
clerks@telluride.gov

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