



CURBSIDE OCCUPANCY

DESIGN REQUIREMENTS

Curbside Structures

The following design requirements pertain to the occupancy of curbside zones and installation of curbside platforms and structures, whether used for commercial dining/retail or as a public parklet. The sponsoring entity is responsible for meeting requirements and maintaining the curbside platform in accordance with standards.

Placement Requirements:

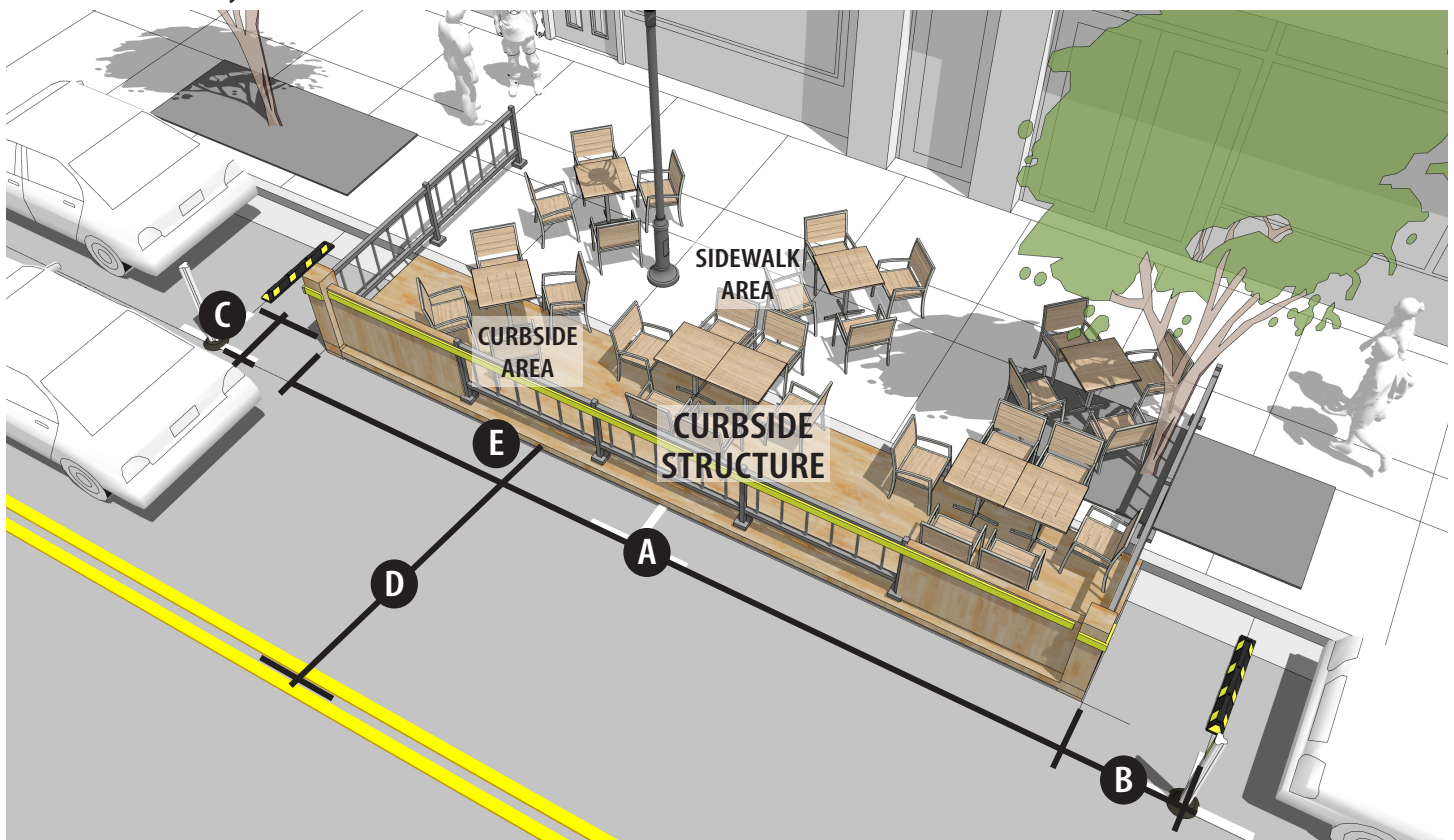
- May only be placed where the curbside is not used for any of the following uses:
 - » ADA parking spaces
 - » Vehicle travel lanes
 - » Bicycle lanes
 - » Transit stops
 - » Commercial and/or short-term pick-up and drop-off loading zones
- May not be located within 15-feet of a fire hydrant when the hydrant is located behind the curbside lane. This does not apply when hydrants are located within bumpouts or otherwise directly accessible from an adjacent travel lane. Fire hydrants must have a minimum of 3-feet clear around them on all sides.

- Cannot block access to building FDCs (Fire Department Connection) or create unnecessarily long and/or indirect routes to access FDCs from the vehicle lane. Must have a 3-foot side clear path from the vehicle lane to the FDC that is as straight as possible.
- Cannot block access to parking pay stations.
- Cannot be located where the running slope of the adjacent sidewalk along the curbside occupancy area exceeds 5% slope.
- Must not obstruct any part of the required clear walking zone (i.e. sidewalk) area of the roadway, based on the widths identified in the Sidewalk Occupancy Permit Application.

Structure Layout:

- A Length:** Maximum curbside platform structure length is 72-feet (approximately 4 parking spaces).
- B Adjacent Parking / Loading Buffer:** The outer edge of the curbside structure may not extend to within 4-feet from the edge of adjacent parking or loading spaces.
 - » When adjacent to a parking or loading area, a 3 to 6-foot long section of rubberized curb stops must be placed at the edge of the parking space and outside of the gutter (or 12" from face of curb if no gutter is present).
 - » Curb stops must be anchored into the asphalt roadway surface. All anchor locations must be patched/sealed at the end of each curbside occupancy season.
 - » If there is a bike corral, curb bump-out, or another curbside structure in the parking space adjacent to the curbside structure, a rubberized curb stop is not required.
 - » A flexible delineator post must be placed at the corner of the adjacent parking space.

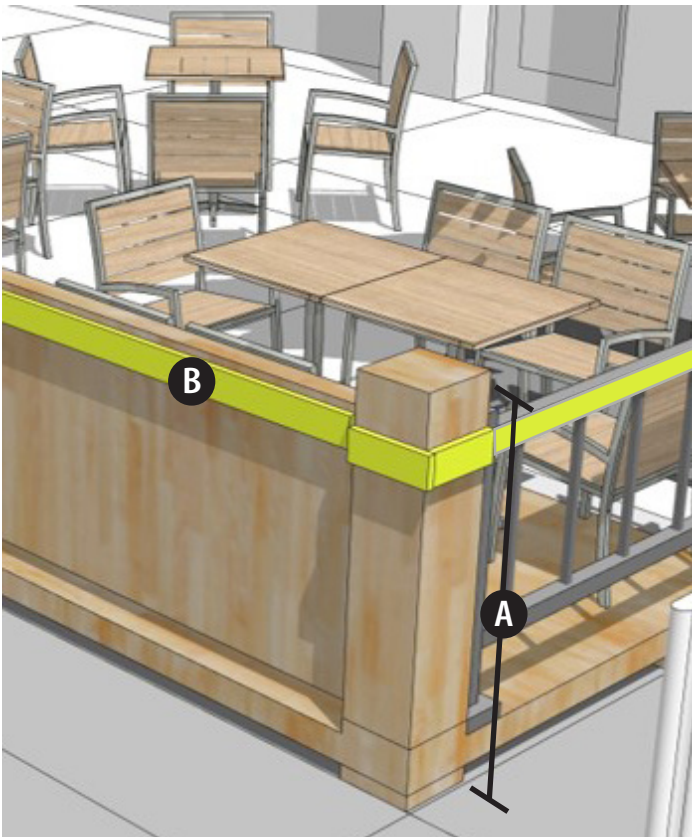
- **Crosswalk Setback:** Must be setback at least 8-feet from the nearest edge of a crosswalk.
- **Travel Lane Buffer:** The curbside structure may not extend to within 2-feet of the edge of the adjacent vehicle travel lane. Measure from the following:
 - C** On streets with parking space pavement markings: Measure the 2-foot buffer toward the curb, from the parking pavement markings.
 - D** On streets without parking space pavement markings: Measure 10-feet out from the center line of the street. This is where the buffer zone begins.
 - E** Add the 2-foot buffer to the exterior travel lane boundary to find the permissible edge of the patio.

Curbside Structure Layout

Fencing and Protection Measures

- A** Must have rigid, continuous fencing 36" to 42" tall along the ends and street facing sides of the structure. Solid panels and/or landscape planters may be used.
 - » No portion of the curbside structure may exceed 42" in height above the sidewalk at the curb and/or surface of the structure platform.
- B** A contiguous band of reflector tape must run along the top outside edge of the entire structure and be visible by vehicles within the roadway.
- C** When any side of the structure is exposed directly to potential on-coming traffic (e.g. when located at the start of a block with no bumpouts or at a T-intersection), water-filled barricades must be installed along all such exposed sides.

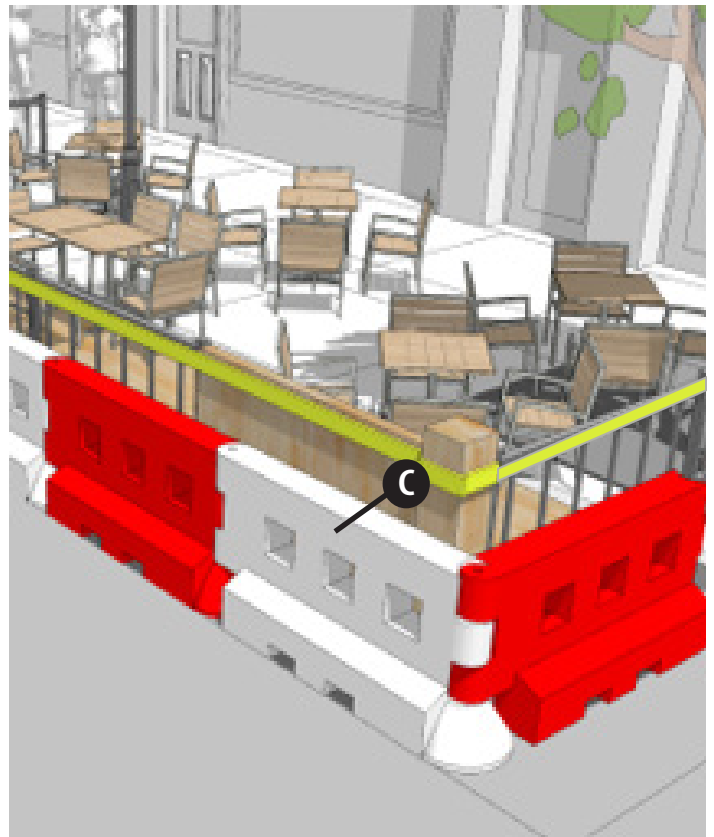
Protection Measures



Accessibility:

- D** The platform must provide a flush continuous transition from the sidewalk to the platform surface.
 - » Vertical changes in level at threshold transitions shall be less than 1/2" and if over 1/4" have a max 1:4.
 - » Running slope along the platform to be a maximum of 2%. Cross-slope a maximum of 2%.
 - » If the curb height is significantly uneven or creates overly restrictive conditions for the required platform structure, an elevated platform may be permitted.
- The entire length of the platform shall be open to the sidewalk to the extent possible.
- E** An accessible pathway from the sidewalk to the platform shall be at least 36" wide with a 60" minimum diameter turning space at the end of the pathway.
 - Exemptions may be requested during the Building and Sidewalk Occupancy Permit application process.

Fencing

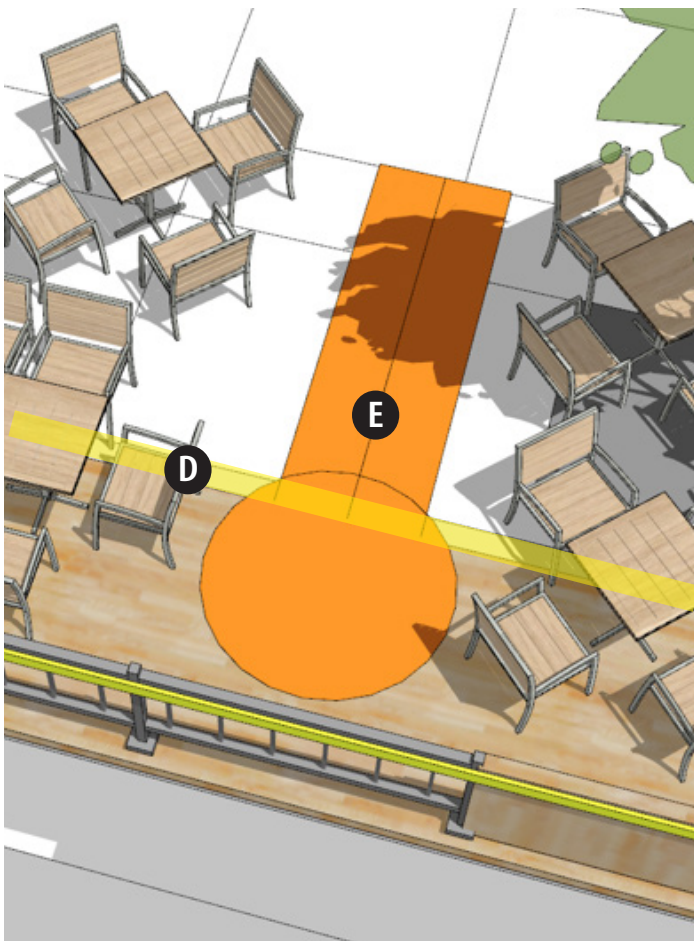


Structure Assembly & Utilities

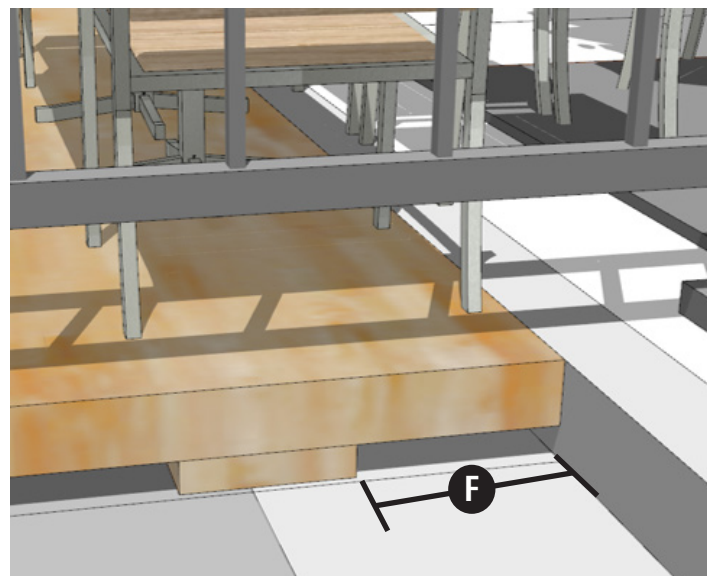
- All structures will require a building department review and building permit as well as a decking plan with an engineer or architect’s seal.
- Must be designed to accommodate a uniform load of 100 lbs per square foot.
- F** Must provide a minimum 8” wide and 3” tall clearway along the gutter line. Use threshold plates or a cantilevered platform section to provide clearway.
- The bottom of the platform should be elevated above the roadway surface by at least 1.5” in order to allow for drainage and water to flow below the platform structure.

- Access to any utility manholes, hand holes, or valve covers covered by the structure must be provided. Removable deck panels or access hatches in the structure surface may be used to provide such access.
- Any anchors used to attach materials, including the curb stops, to the asphalt surface must be patched/ sealed when removed.
- Anchors or screws into the street curb are prohibited.
- Any electrical components shall be fed from a GFCI circuit. If electrical elements are desired, it shall be noted on the plans and may require permit and inspection prior to use.

Accessibility



Clearway Along Gutter



Additional Design Considerations

- **Curbless Streets:** On curbless streets and/or where there is no traditional curb transition, the curbside structure may not require a deck platform surface. In such cases, fencing and protective measures should be rigid and interconnected to provide a solid barrier and fencing. Gaps should be provided along the bottom of the fencing and/or the fence held at least 2" above the roadway surface to allow for uninterrupted water flow through the curbside zone.
- **Plantings/Planters:** Include green features, such as plantings, to provide a more park-like appearance. Maintenance must ensure plants appear healthy and lush.
- **Materials:** Use high quality, durable, and beautiful materials. Wood planks/panels and decorative metal fencing/panels are suitable materials. Chain link fences, pallets, plastic construction fencing, and similar materials may not be used.
- **Art:** Incorporate art.
- **Messaging & Signage:** Advertising, business logos / wordmarks, and other non-regulatory signage may not be affixed on the structure. Refer to the City of Ann Arbor Sign ordinance for additional requirements.

Public Parklet Additional Design Requirements:

- **Signage** must clearly indicate the parklet is for use by the general public and any adjacent property owners and businesses.
- **Branding:** Do not use furniture, fixtures, materials, or colors that are clearly associated with sponsoring business. Parklets must not be used for advertising.
- **Access:** Provide multiple points of entry from the sidewalk to enable permeability from pedestrian space into the parklet space.



REVIEWS & APPROVAL

- Curbside occupancy requires a [building permit](#) (for the platform structures), a [sidewalk occupancy \(curbside platform\) permit](#), and a [meter bag contract](#). Applications for these permits/agreements should be requested in that order. A building permit and meter bag application must be included in the sidewalk occupancy permit application, but the meter bag application will not be processed until the sidewalk occupancy permit has been approved. The sidewalk occupancy (curbside platform) permit can authorize sidewalk occupancy and curbside occupancy under one permit.
- Final approval for curbside occupancy will be managed through the sidewalk occupancy permit process. The sidewalk occupancy permit should show the additional curbside layout area that is desired and the detailed drawings of the planned improvements that meet the above guidelines.
- **Applicants may apply for an annual permit. Annual permits are valid from June 1 of the current year to May 31 of the following year, although all platforms must be removed from the Monday of the last full week of October to the Monday of the last full week of April. On curbless streets where platforms are not required (State Street from William to Washington), curbside dining areas must be removed Nov. 1 - April 1 to ensure winter street maintenance.**
- ONLY the owner or manager of a street level business or property may submit applications for an annual permit between April 1 and April 30. After April 30, anyone may apply for an annual permit in accordance with the requirements set forth in Chapter 47, Section 4:14(2)(a).
- The applicant should clearly identify on the application the parking area they wish to occupy. It must also indicate the total square footage and the items to be displayed or reason for occupancy.
- Prior to the issuance of the permit, the applicant must give written notice (on the form provided by the City) to the business(es) directly adjacent to the sidewalk area to be occupied and approval from any and all business within 75 feet in direct competition with applicant's items. All parties must be notified at least 72 hours before any sidewalk occupancy permit can be issued. Street level businesses wishing to occupy sidewalk space directly adjacent to (in front of) their business do not have to comply with this requirement. [See Administrative Rules for additional requirements.]
- Pursuant to Chapter 47, Section 4:14(12) applicants for Sidewalk Occupancy permits must submit evidence of adequate insurance coverage consisting of a certificate issued by an authorizing agent of the insurance company with the required amendments and/or changes per the attached Insurance Requirement Form. Faxed copies must be sent directly from the insurance company.
- Fees for platform dining include:
 - » BUILDING PERMIT FEES: <https://www.a2gov.org/departments/build-rent-inspect/building/permits/Pages/Fees.aspx>
 - » SIDEWALK OCCUPANCY ANNUAL PERMIT FEES: <https://www.a2gov.org/services/Pages/Sidewalk-Occupancy-Permit-.aspx>
 - » METER BAG FEES: <https://pcia2.com/meter-bags/>. Meter bags for this purpose are provided at a reduced rate plus an annual administrative fee.
- Before using any sidewalk occupancy permit involving the sale of food or product for human consumption, a copy of the Application for Certification must be received from the County Health Officer.
- The permit must be prominently displayed so that it is visible to the public while conducting activities permitted by this Chapter. The permit holder must provide refuse receptacles that cannot be deposited in City refuse containers.
- Curbside occupancy must comply with State of Michigan Liquor Control Commission regulations.
- Access to utilities and expedient removal of curbside structures must be provided at the request of city staff. City staff can direct removal of any structures at their discretion and is not liable for damages to the structure.
- The DDA approves meter bags and has the authority to change curbside space designations / use at any time.

THIS PAGE INTENTIONALLY LEFT BLANK