

CITY OF ROCKFORD  
RIVER DISTRICT ASSOCIATION  
STREET PARKLET PROGRAM

2026

Parklet Application



# RIVER DISTRICT ASSOCIATION DOWNTOWN STREET PARKLET PROGRAM

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A parklet is a seasonal use of a parking space designed for the public to relax and enjoy the city. Parklets are a simple and basic idea – use a parking space to create a tiny park (“parklet”) or a space where people can gather in an unexpected place. They are an extension of sidewalk dining, in a unique way. Parklets can provide amenities like seating, plantings, gaming (like chess or mini-put), bike parking and public art. Parklets are located in the parking lane adjacent to the curb designed as an extension of the sidewalk. Advertising and other commercial activities are not permitted in the parklet.

This River District Association Application document is intended to guide applicants through the process and procedures for applying to install a parklet. It provides a comprehensive overview of the program, policies, procedures, criteria and guidelines for creating parklets in the River District right-of-way.

The parklet season which begins on May 1st and ends on October 31st. Parklet permits have an 8-month term, and must be applied for, and issued, every year.

The parklet will be maintained by the applicant for the duration of the season which may be as long as, but not the entire time as deemed by the River District Association and City of Rockford, May 1 to October 31 (weather permitting) at which point the parklet must be removed and stored for the winter by the applicant before November 1.

Establishments with a valid Business License may apply for a Parklet Permit. Applicants intending to serve food and liquor at a parklet must also apply for City of Rockford Outdoor Sidewalk Café License.

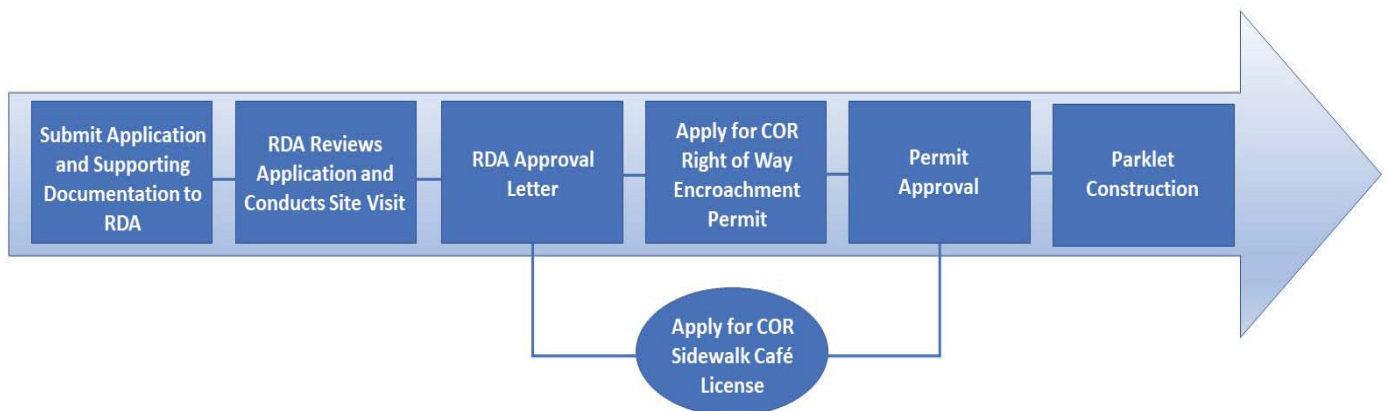


## PARKLET LOCATION

Parklets should be located on commercial corridors. They should be in front of businesses or institutions that generate foot traffic. Parklets will be considered on acceptable streets within the River District that meet the following characteristics:

1. Streets with posted speed limit of 30 mph. or less.
2. Sidewalk paving that extends to back of curb.
3. Should be in an unrestricted parking lane, parallel to the curb edge, adjacent to the sidewalk
4. Does not block access to public utilities, hydrants, alleys, or driveways
5. Design does not block existing street drainage patterns
6. Parklets must be 15' from catch basins
7. Parklet must be located in front of applicant business, or supporting property owner **with** approval of adjacent property owners.
8. Must be at least one 20' parking space away from the nearest intersection
9. Can occupy no more than **two** parking spaces with total length not exceeding 44'
10. Cannot be in or block a bus stop, on street handicap parking or loading zone.
11. Parklets cannot be located on streets with steep slope

## APPLICATION PROCESS



1. Applicant submits parklet application and supporting documents to the River District Association (RDA) for review.
2. RDA reviews the application and if all documentation is satisfactory, schedules a site visit to review the proposed parklet location with the applicant. As part of the preliminary screening process the River District Association and City of Rockford will review proposed sites for:
  - Potential conflicts with future street projects
  - Traffic patterns
  - Street regulations
  - Roadway geometry
  - Operational considerations
3. If the location meets all the site location characteristics the RDA will issue a letter of approval to the applicant.
4. The applicant may apply for a Right of Way Encroachment Permit with the City of Rockford (COR). Applicants intending to serve food and liquor at a parklet must also apply for COR Out-door Sidewalk Café License.
5. The COR will issue a Right of Way Encroachment Permit and if necessary Outdoor Sidewalk Café License.
6. Construction of the Parklet may begin.

## APPLICATION CHECKLIST

### Application

- Please ensure that all pages of the enclosed application are accurately completed.

### Business License Certificate(s)

- Please provide copies of your City of Rockford business license certificate(s). If you do not have a valid business license, please apply for the appropriate license(s) at the COR Finance Department.

### Photograph(s)

- Please provide photograph(s) on 8 ½" X 11" paper(s) which are clear and depict the proposed site of the Parklet and its relationship to the surrounding public way.

### Plan(s)

- Plan(s) shall be submitted on 8 ½" X 11" paper(s) and clearly illustrate:
  1. The business name and address as they appear on your business license.
  2. The exact length(s) and width(s) of the proposed Parklet, and they must match the dimensions on the application.
  3. Proposed landscaping ensuring that the proposed parklet is aesthetically-pleasing and consistent with the RDA's objective of developing attractive vibrant streets.
  4. The boundary shall fully enclose on the sides facing the street by continuous railing or barrier 36" –42" in height
  5. Parklet structure and furnishings may not be bolted physically attached to the curb, street or side-walk.
  6. Compliance with the Clearance requirements.
- Plan(s) that do not meet the requirements will be returned to the applicant for corrections, thus delaying the processing of your application.

### Insurance Requirements

- Please include your proof of insurance with this application. The requirements are below:
  1. The Certificate of Insurance evidencing commercial general liability insurance with limits of not less than \$500,000.00 per occurrence, \$1,000,000.00 in aggregate combined single limit, for bodily injury, personal injury and property damage liability. The City of Rockford and the River District Association shall be named as an additional insured on a primary non-contributory basis for any liability arising directly or indirectly from the operations of a Parklet; and the permittee shall indemnify, defend and hold the City of Rockford and River District Association harmless from any loss that results directly or indirectly from the permit issuance.
  2. The Certificate of Insurance "Description" section must clearly indicate the following:
    - a. "City of Rockford, The River District Association, their agents and employees are listed as additional insured in regard to the Parklet"
    - b. Your specific public way use must be listed, or it will not be accepted.
    - c. Having the City of Rockford and the River District Association only in the "Certificate Holder" section of the Certificate of Insurance does not mean that the City and RDA is listed as additional insured. Therefore, please ensure that the statement above is listed on your Certificate of Insurance "Description" section.
  3. The issuing insurer shall provide for 10 days prior written notice to the City of Rockford and the River District Association if coverage is substantially changed, canceled or not renewed.
  4. The Certificate of Insurance "Certificate Holder" section must include the following:

CITY OF ROCKFORD  
425 EAST STATE STREET  
ROCKFORD, IL 61104

RIVER DISTRICT ASSOCIATION  
102 NORTH MAIN STREET  
ROCKFORD, IL 61101

5. The insured listed on the Certificate of Insurance must be issued to the entity applying for the Outdoor Dining Sidewalk Cafe Permit

## PARKLET APPLICATION

### APPLICANT INFORMATION

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BUSINESS NAME:

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PERMIT MAILING ADDRESS:

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CITY:

STATE:

ZIP CODE:

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CONTACT PERSON:

TITLE:

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PHONE:

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E-MAIL:

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Note: Please review the above section to ensure the accuracy of your contact information. Any omissions/in-accuracies will delay the processing of your application.

All Parklet applicants are required to obtain the signature of the Alderman in whose ward the proposed use of the public way is located. For Aldermanic Ward office information, please go to the City of Rockford web-site. Additionally, the applicant will need to forward the signed and completed Parklet Application, including plans, photos, certificate of insurance, acceptance letter, and a copy of current license certificate.

Failure to submit all the requirements will delay processing your application. No faxes will be accepted. Please return this application and all the associated documents by mail or in person to:

River District Association  
102 North Main Street  
Rockford, IL 61101

### ALDERMAN'S RECOMMENDATION

Application should have prior recommendation of the Alderman of the Ward within which the Parklet will be located. Such recommendation shall not be unreasonably withheld.

ALDERMAN'S SIGNATURE:

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DATE:

WARD:

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### DESIGN PLAN AND PHOTOGRAPHS

Please enclose a plan of the proposed Parklet and its relationship to the surrounding public way. Please show the associated dimensions, clearance measurements, boundaries and landscaping, street location, and its relationship to the surrounding public way. Also include photograph(s) of proposed Parklet location

## ACCEPTANCE OF PARKLET PERMIT TERMS

Please check ALL the boxes. Failure to complete this section properly will prevent your application from being processed.

### ACKNOWLEDGMENTS:

I hereby understand and accept the terms and conditions relative to the issuance of the Parklet permit, and by signing below, I acknowledge that I must adhere to the City of Rockford's Municipal, the Rules and Regulations for Parklets and if applicable Outdoor Dining Sidewalk Café's, as well as all the additional requirements promulgated herein:

I understand it shall be my duty as the permit holder, and as a condition of the permit, to:

- comply with all the requirements defined within Rockford's Municipal Code, the Rules and Regulations, as well as the requirements promulgated herein;
- upon submission of the Parklet Application, furnish the Certificate of Insurance;
- Pay the non-refundable City of Rockford Right of Way Encroachment and if applicable, Sidewalk Café annual permit fees;
- resolve all Account Holds since failure to do so will prevent the issuance of this permit application;
- install or maintain the Sidewalk Café after the issuance of the permit;
- install and/or maintain the Parklet in a manner that complies with all applicable accessibility requirements under local, state or federal law,

I understand that failure to adhere to all conditions imposed in the permit may result in revocation of the permit.

I hereby attest that all information that I have submitted is true and accurate.

MUST BE SIGNED BY AN AUTHORIZED OWNER/OFFICER OF THE LICENSED BUSINESS

ENTITY SIGNATURE:

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PRINT NAME:

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BUSINESS LICENSE ACCOUNT NO.:

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BUSINESS NAME:

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BUSINESS ADDRESS:

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CITY:

STATE:

ZIP CODE:

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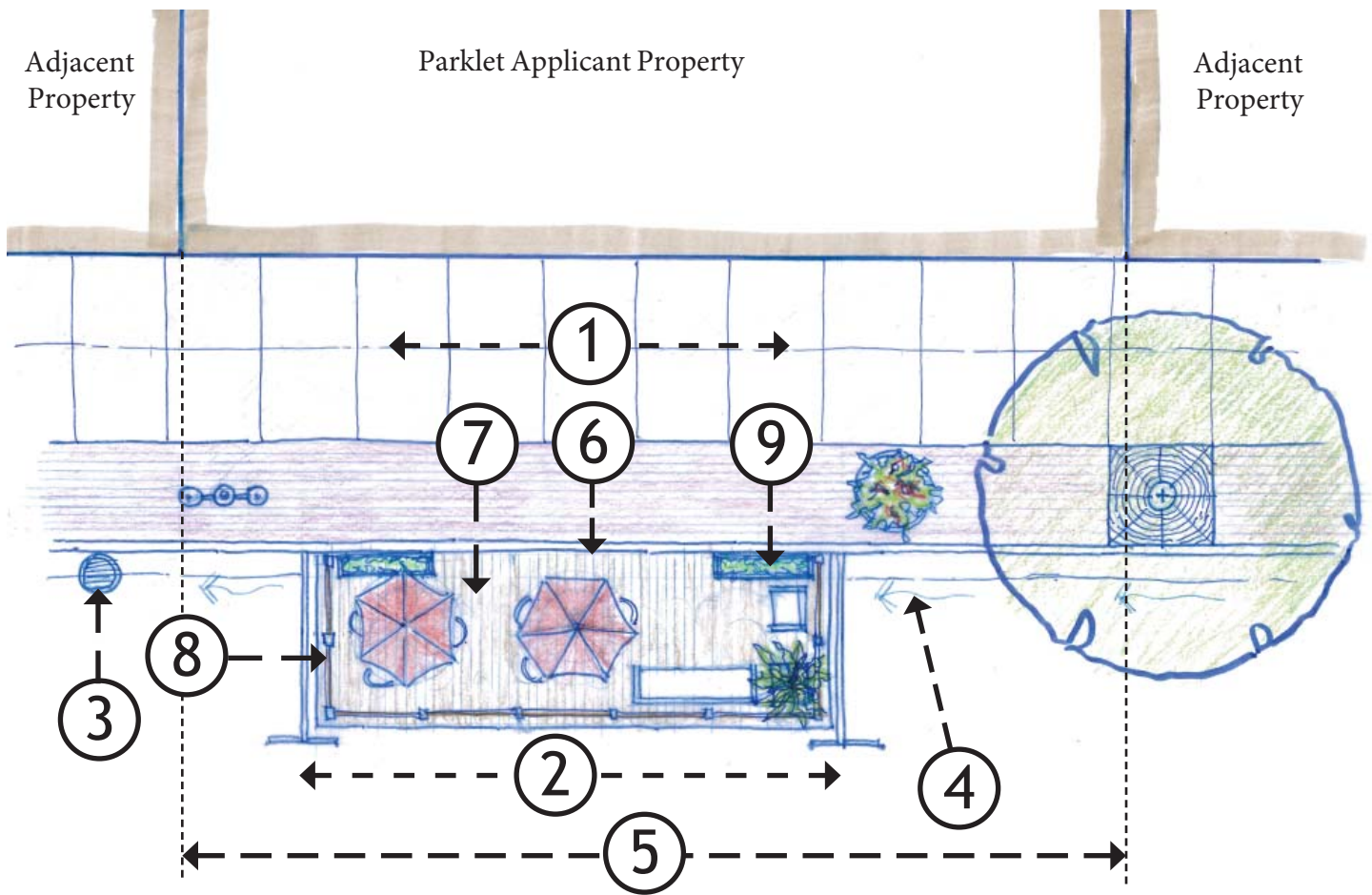
BUSINESS PHONE:

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APPLICANT E-MAIL:

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## PARKLET DESIGN



1. The sidewalk facing the parklet should be open to pedestrians. Parklet should not block fire hydrants, signs or other street furnishings.
2. The parklet dimensions should be the size of a standard parallel parking space. approx. 7 feet wide by 22 feet long. Parklet may take up to two parking spaces in length.
3. Do not block drainage structures.
4. Maintain water flow under parklet deck to drainage structure.
5. The parklet zone may not be longer than the frontage of the applicant's or supporting property owners property line without approval from adjacent property owners.
6. Provide smooth transition from curb to parklet deck with no more than 1/2" gap.
7. Parklet deck should be structurally sound and slip resistant surface that is level with the adjacent curb and have no more than 2% cross slope.
8. Provide continuous railing or barrier on street sides of parklet. Railings should be between 36" - 42" in height and be securely affixed to the parklet structure.
9. Colorful landscape plantings are encouraged in planters affixed to railings and in raised planters.