

SITE PLAN AND TRAFFIC CONTROL PLAN CHECKLIST

This application will not be processed without a Site Plan and Traffic Control Plan, as needed, which shall include:

1. Site Plan showing the existing transportation facilities of the proposed Right of Way use area. Online mapping tools useful for this purpose include Google Maps, Bing Maps, and the City's GIS mapping tools. Existing site conditions base map shall include:
 - a. Proposed site use area and photo(s) of existing conditions
 - b. 20 feet either side of the proposed site
 - c. Proposed Parklet or closure footprint with dimensions
 - d. Parking stalls with dimensions
 - e. Adjacent vehicular lane dimensions
 - f. Location of existing utilities including fire hydrants, water valve boxes, manholes, catch basins and storm drains.
 - g. Location of building structure fire department connection (FDC)
 - h. Driveway and alleyways
 - i. Sidewalk dimensions
 - j. Street trees and tree wells
 - k. Permanent above ground street fixtures (such as utility poles, streetlights, electrical boxes, signs, etc.)
 - l. Moveable above ground street fixtures (such as trash bins, planters, benches, etc.)
 - m. Property lines
 - n. Building entrances
 - o. Locations of any Bus Stops within the event area or detour route.

2. Site Plan showing the proposed use of the Right of Way use area. Online mapping tools useful for this purpose include Google Maps, Bing Maps, and the City's GIS mapping tools. Existing site conditions base map shall include:
 - a. Temporary Use of Right of Way Area clearly indicated.
 - b. Identification of any proposed impacts to traffic flow (travel lanes, bike lanes, etc.). All traffic control plans shall comply with the MUTCD and/or the ODOT Temporary Traffic Control Handbook.
 - c. Existing devices (i.e. Traffic Signals) to be modified during the Temporary Right of Way Use. Identify traffic control devices that conflict with, or unnecessarily limit, traffic movements within the Temporary Right of Use Area that due to temporary changes in traffic flow shall be covered, adjusted, or deactivated. The City Transportation Engineer will determine what temporary operational modifications need to be made to existing traffic signals, if necessary.
 - d. Proposed parking impacts identified including locations, number of parking stalls. Accessible ADA parking stalls shall not be impacted.

- e. Proposed parklet or closure footprint with dimensions
 - f. Proposed pedestrian route clearly identified with dimensions
 - g. Parklet and pedestrian routes must be ADA compliant meeting standards of current Public Rights of Way Accessibility Guidelines (PROWAG)
 - h. Show proposed signs and other measures to protect and direct pedestrians, bicyclists and other non-motorized traffic through or around the area as applicable
 - i. Locations and types of any traffic control devices such as temporary signs, barricades, and barrels
 - j. Maintaining paths of water drainage from centerline of road to curb, and along the curb
 - k. Proposed right of way use area shall have safe durable barrier / railings providing a protected outside edge to entrance and egress along the three sides towards the street for the parklet and/or pedestrian route and can be open to the sidewalk side.
 - l. Table or furniture layout identified. Furniture should be sturdy, durable, and designed for outdoors. Unsecured furniture is not permitted after business hours.
 - m. If proposing use of any tents or umbrellas, show layout, they must be secured to withstand wind stresses, and not extend past the parklet or affect visibility of signage or site lines at street, driveway, or alley intersections. (Standard Detail R-2)
3. Additional Guidelines
- a. No advertising on the terrace or parklet
 - b. Smoking on parklets is prohibited
 - c. If applicant desire to install lights, or has other power needs, plans must be presented at the time of application with power source identified.
 - d. If the proposed area is encroaching or crossing property that is owned by an entity other than the City of Bend, obtain and provide written permission
 - e. Maintenance (cleaning, sweeping, etc.) of the permitted area is the responsibility of the applicant.
 - f. At the end of the permit, clean up and removal of the temporary parklet and appurtenances is the responsibility of the applicant

City of Bend Traffic Control Device Resources:

1. City of Bend Streets & Operations traffic control devices are in use with construction season upon us for street preservation work (chip seal, slurry seal, paving) and core duty maintenance of our transportation system and right of way.
2. For street or alley closures, City has a limited supply of Type III barricades and road closed signs to assist in closures. For example, the current Brooks Alley and Tin Pan Alley intermittent closures, we can provide the materials if the business owners or DBBA can place and remove them daily.

3. City of Bend Streets & Operations department ordered 15 white and 15 orange portable water fillable barricades (pictured below) which we should receive on June 10, 2020. These barricades (3 per permit) could be provided and utilized for identification and protection of the “upstream” or “leading edge” of traffic coming up to the permitted area. The remainder of the permitted area barriers would be the responsibility of the applicant.

