



# City of Sonoma

## Parklet Reimbursement Application

**FOR STAFF USE ONLY:**

Received by:           Date:

Verified by:           Date:

Check #:                Date:

The Parklet Reimbursement Program is designed to support use of parklets in the public right-of-way by businesses affected by COVID-19 health regulations, and to support a vibrant downtown environment that benefits all businesses. This City program reimburses costs of decorative materials for parklets, up to \$300 per public parking space utilized, with a \$1,500 (five space) maximum per parklet. Reimbursements are available on a first come, first served basis while allotted funds are available.

**Eligible Expenses:** Decorative and portable materials including planter boxes and plants; decorative coverings for traffic barriers; curtains, shades, or portable umbrellas/stands; painting; banners; string lights or other non-permanent lighting; and portable furniture.

**Ineligible Expenses:** Expenses that are considered construction-related are **not** eligible for reimbursement. This includes but is not limited to: platforms, ramps, barriers, walls, posts, canopies, electrical work, heaters, or built-in furniture, as well as cost for engineering, permitting, or installation.

Submit this completed application, along with required documentation and a completed W-9 form (request for Taxpayer ID Number), as directed at the bottom of this form. City staff will conduct a visual review to ensure compliance with parklet guidelines and contact you if additional information is needed. Check will be issued to the Business Name of the one Applicant listed at top of this form.

### APPLICANT INFORMATION

Applicant Name:

Mailing Address:

Phone Number:

Email:

Name of Applicant's Business (*check will be issued to this name*):

Business Street Address:

City Business License Number:

Parklet Encroachment Permit Number:

Location of Parklet:

Number of Public Parking Spaces occupied by Parklet (per encroachment permit):

Total Amount Requested for Reimbursement for Eligible Expenses:

Are there any other businesses served by this Parklet? Yes\_\_\_ No\_\_\_

If yes, Name of business(es):

Name of business representative (co-applicant):

### DOCUMENTATION

Attach copies of paid invoices or receipts. Sufficient detail must be provided (on the documentation or through an attachment) for a staff determination that expenses are qualifying (see list of eligible expenses at top). Include a photograph of your Parklet.

### SIGNATURE

Applicant:

Date:

Co-applicant:

Date:

*Co-applicants acknowledge that reimbursement will be issued to one Applicant, who is responsible for any allocation of funds. If more than one co-applicant, list additional co-applicants and have each sign on the back of this form.*

**Mail or deliver application and documentation to City Hall, #1 The Plaza, attention Lisa Janson or send by email to [LJanson@sonomacity.org](mailto:LJanson@sonomacity.org). Use "Parklet Application for (Business Name)" in the subject line.**