



SMALL BUSINESS OUTDOOR EXPANSION PERMIT



SUPPORTING SMALL BUSINESSES IN FOREST GROVE

To support small businesses in Forest Grove and to aid in social distancing, the City of Forest Grove is expanding their location permit to allow seating and sales in the public parking stall directly in front of their business. This is in addition to the location permit already allowing seating and sales on a

portion of the sidewalk in front of their business, provided the right-of-way is clear and safe for all pedestrians.

Only local and collector streets, i.e. 21st and Main Streets, are eligible for a location permit. Arterials and Highways, i.e., 19th Avenue and Pacific Avenue, are not eligible.



**FOREST
GROVE**  **OREGON**

A place where families and businesses thrive.



PUBLIC PARKING STALLS

- Business can apply for a Location Permit for outdoor seating or sales in a public street parking stall directly in front of their business. Limit of 1 stall per business.
- The location permit expansion will be allowed June 9 to September 30, 2020.
- Public parking stalls will be permitted between the hours of 5pm to 10pm, Thursday through Sunday. These areas will also be permitted operation on Monday, July 6, and Monday, September 7, from 5pm to 10pm.
- Materials may go into the parking stall on designated days starting at 5pm and must be removed by 10pm. No materials may be in the parking stall outside of the designated days and hours.
- No permanent structure may be erected, and no alteration to the pavement may occur.
- The parking stall must be cleaned after each designated day.
- Business shall be required to use traffic cones to mark the edge of the seating or sales area. Devices other than traffic cones may be approved on a case by case basis. Visible marking tape, commonly yellow in color, must also separate the parking stall from the street.
- Must follow Oregon Health Authority regulations and guidance for the duration of the permit.
- Failure to comply with the above guidelines may result in revocation of the location permit.

If you are interested in providing outdoor dining in a public parking stall on a more permanent basis, please refer to the Downtown Parklet Program at:
www.forestgrove-or.gov/urban/page/parklet-pilot-program

APPLICANTS MUST PROVIDE THE FOLLOWING MATERIALS:

- Completed Location Permit application:
<https://www.forestgrove-or.gov/engineering/page/location-permit>
- Sketch diagram of where table and seats will be located in the parking stall. Please attach the sketch to the location permit.
- Certificate of Insurance for \$2 million in liability coverage that names the City of Forest Grove as an additional insured.
- There are no fees for a Location Permit.

PLEASE APPLY AS FOLLOWS:

- Drop off hard copy to Department of Engineering, 1928 Council Street, Forest Grove, or
- E-mail Marcey Crowell at mcrowell@forestgrove-or.gov

The Location Permit only applies to public sidewalks and public parking. For private sidewalks and private parking, please contact your landlord.



A place where families and businesses thrive.

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