

PARK(ing) Day Guide



PBOT
PORTLAND BUREAU OF TRANSPORTATION



PORTLAND IN THE STREETS

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**Gather
Your Team**

**Design
Your Space**

**Apply For
A Permit**

**Enjoy Your
Park**

**Share It
With The
World**

What is PARK(ing) Day?

PARK(ing) Day is an international event that has been taking place in Portland since 2006.



PARK(ing) Day allows residents and artists to work together to temporarily transform parking spaces into engaging public spaces. The project began in 2005. Rebar, a San Francisco art and design studio transformed a single parking space into a temporary public park. Since 2005, PARK(ing) Day has evolved into a global movement. Organizations and individuals create new forms of public space in urban contexts around the world.

Check out PARK(ing) Day designs, reflect on how public space is used in our city, and consider how shared spaces impact street activity in Portland.

PARK(ing) Day takes place the 3rd Friday in September. Applications are due a minimum of 7 days before the event date.

What parking spots can be used?

All installations must be located within the boundaries of existing on-street parking spaces. You can utilize any parking space within the City of Portland. The space must adhere to all the following conditions:

- Speed limit of the street is 30 MPH or less
- Not immediately adjacent to rail tracks
- Not a disabled parking space or truck loading zone
- Must adhere to parking restrictions (e.g., bused 4-6 pm)
- Located at least 40 feet away from any bus stop
- Located at least 5 feet away from an alley or driveway
- May not be political or commercial in nature
- Cannot include amplified sound, point of sale,
- Spaces cannot include items that cause a distraction for drivers (balloons, flashing lights, canopies, etc.)



You are required to **indicate the specific location of the space(s)** you are requesting when you fill out your application. For example: “On the west side of SW 10th, closest to Stark” or “the third space from 2nd on the North side of Alder”.

Keep Cars and Parks Separate

As you're setting up or taking down your project that the traffic lane and the sidewalk need to remain clear. All loading and unloading activities must not interfere with pedestrian or vehicular mobility.

- Traffic control devices mark the boundaries of your installation and clearly identify the edges of the traffic lane.
- Each installation must include a minimum of FIVE 36-inch orange cones/posts. Each cone must be affixed with retro-reflective tape.
- Your installation must be set up in a way that does not distract motorists.
(see page 6 for more information)
- Your PARK(ing) Day installation must not impede sight lines. No structure or object that exceed 7 feet in height are allowed.

All sites will be reviewed for safety the City Traffic Engineer may require more extensive traffic control if necessary.

In metered parking areas, a City of Portland Parking Enforcement Deputy will reserve your spaces for you.

In non-metered areas, you will need to reserve your own parking. Your PARK(ing) Day permit will come with "No Parking" signs that you will need to affix to easels, barricades, or sawhorses. The city does not provide you with barricades to place your signs. The signs are placed 24 hours before you plan to set up your installation. If you would like to have the ability to tow you may opt to have parking enforcement involved.



Design Requirements

We want your installation to be as innovative, creative and successful as possible. For your own safety and that of others, we have restrictions regarding what you can place in your installation.



Allowable Items:

- Astroturf, or sod material (placed on top of a tarp for easy clean up)
- Potted Plants (must adhere to height restrictions)
- Tables, chairs, benches, or other furniture that is easily removable
- Art display, easels, and installations that complement your Park
- Rugs, carpet, blankets, and similar items

Objects that must be reviewed for approval:

- Art display, easels, and installations that complement your Park
- Freestanding umbrellas
- Signs or displays
- Amplified Sound
- Canopies and freestanding tents
- Structures or objects that exceed 7 feet in height

Restricted Items:

- Any item that may cause a hazard for motorists (banners, balloons, flashing lights, etc.)
- Charcoal or propane grills
- Commercial Displays (please don't advertise or sell during the event)
- Loose or uncovered materials (Sand, dirt, gravel, etc.)
- Alcoholic beverages of any kind
- Cannabis or cannabis products of any kind

Notification Requirements



Submit Proof of notification with your application

You must submit proof that you've contacted the residents and businesses adjacent to your installation. Documentation can be in the form of a note, email, flyer, or outreach log.

Notification must include the following:

- Date and time of PARK(ing) Day
- Location of your installation parking space(s)
- Brief description of your installation
- Hours it will be present on the block
- Your contact information
- PBOT's contact information



Please include the address and business name (if applicable) of those notified. Submit the documentation with your PARK(ing) Day application.

How to Apply

To apply for a PARK(ing) Day Permit, you'll need the following:



1. **Completed Application Form:** must include specific information about your location, the parking spaces you plan to use and contact information.
2. **A site plan for the project:** help us understand how your project will be set up and function in the street. You are required to provide a hand or computer drawn site plan. The site plan must include locations of all components of your installation including traffic control devices.
3. **Proof of Notification:** submit proof that you've contacted the residents or businesses next to your installation location.

Submit your permit application:

By Email:

pbotparkingday@portlandoregon.gov

By Mail:

City of Portland, ATTN: Portland in the Streets
1120 SW 5th Ave, Suite 800
Portland, OR 97204

Drop Off In Person:

1001 SW 5th Ave, 5th Floor
Portland, OR 97204

Questions, contact us: 503.823.7788 or
pbotparkingday@portlandoregon.gov

Enjoy Your PARK!

It's time to enjoy your hard work and share your installations with your community.

Share your installation to inspire others, tag PBOT and use our hashtags:

Facebook, Twitter and Instagram: **@PBOTinfo**

Hashtags: **#portlandinthestreets** and **#PBOTparkingday**

You can also hand out copies of this year's map, you will receive a printable version of this year's map prior to the event.



After the event please share any photos and videos you have gathered:
pbotparkingday@portlandoregon.gov

Help us improve our program, provide feedback to:
pbotparkingday@portlandoregon.gov

The City of Portland is committed to providing meaningful access. To request translation, interpretation, modifications, accommodations, or other auxiliary aids or services, contact 503-823-5185, Relay: 711.

Check List

Please use this checklist to verify that you have submitted all necessary documents, meet all requirements for PARK(ing) Day, and have the appropriate traffic control devices.

☐ Application

☐ Site Plan – Installation Design drawing

☐ Proof of Notification

☐ Copy of the permit on hand on PARK(ing) Day

☐ Non-metered parking spaces: Place “No Parking” signs 24 hours before event

☐ Obtained a minimum of FIVE 28+ inch cones or candlesticks with retroreflective tape (additional cones will be required for wwwinstallations with multiple spaces)

☐ Trash bags, broom, other cleaning supplies. Please clean your space and leave of it free of debris.

