

DRAFT

TUCSON
SHARED SPACES MANUAL
v20210730

<https://www.tucsonaz.gov/pdsd/temporary-expansion-restaurant-seating>



DRAFT

Table of Contents

ABOUT SHARED SPACES

- A.1** Introduction [reserved] --
- A.2** Program Goals [reserved] --
- A.3** Definitions --
- A.4** Responsibilities --

PROCESS

- B.1** Flow Chart [reserved] --
- B.2** Process Overview --

DESIGN STANDARDS

- C.1** Site Guidelines --
- C.2** Kit of Parts How To Use --
- C.3** Safety Components --
- C.4** Accessibility Standards --
- C.5** Pop-Up Kit of Parts --
- C.6** Long-Term Kit of Parts --
- C.7** Amenities --

TECHNICAL GUIDE

- D.1** Site Plan: Standard Symbol Key --
- D.2** Site Eligibility Sample Plan --
- D.3** Shared Space Site Plan Samples --
- D.4** Deck Support Component Details --
- D.5** Enclosure Component Details --
- D.6** Canopy Detail --
- D.7** Plant Guide --

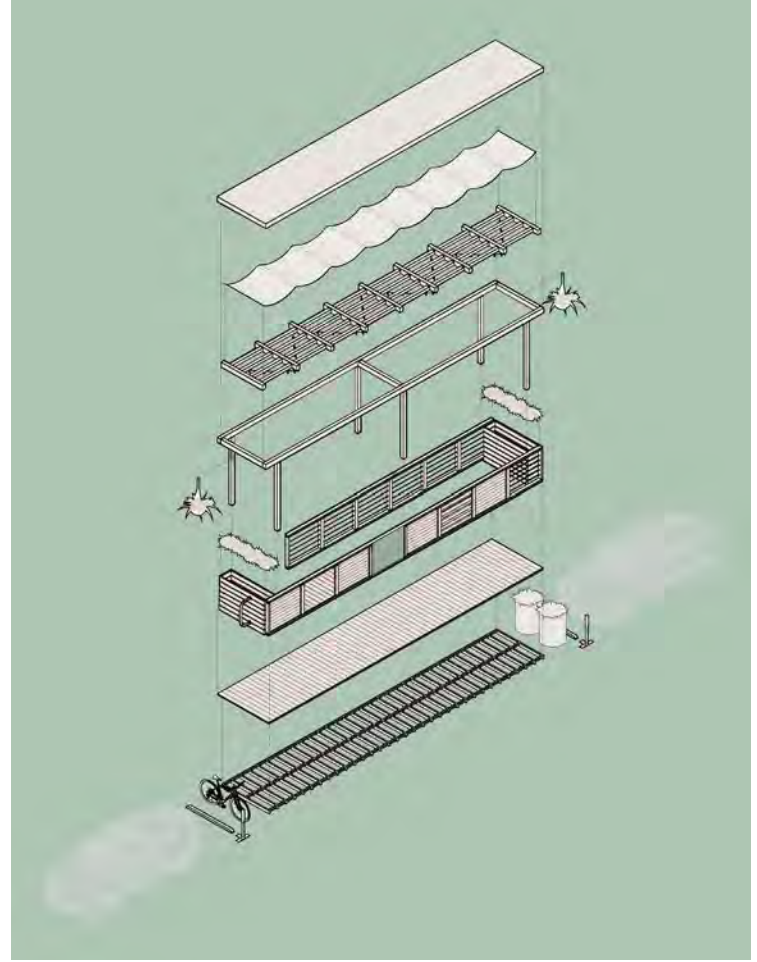
APPLICATION CHECKLISTS

- E.1** Site Guideline Checklist --
- E.2** Site Eligibility Submittal Checklist --
- E.3** Pop-Up Checklist --
- E.4** Long-Term Checklist --
- E.5** Custom Checklist --
- E.6** Shared Space Permit Submittal Checklist --



About Shared Spaces

RESERVED



A.2 Program Goals

RESERVED

A.3 Definitions

A.3.a Shared Spaces encompass various ways public rights-of-way may be used in this program. This manual focuses initially on “streateries.” Shared Spaces are located in public rights of way. They may be located on sidewalk or street parking spaces. Shared Spaces may be permitted as either Pop-Up or Long-Term.

A.3.b Streatery. A Streatery extends the footprint of a dining/drinking establishment onto the adjacent sidewalk and/or parking lane. Per this manual, a Streatery must:

- Have doors and windows of the applicant business facing the Streatery.
- Be sponsored, built and maintained by the adjacent dining/drinking establishment.
- If serving alcohol, comply with all State liquor license requirements.
- Is intended solely for customers of the applicant business.

A.3.c Streetail. A Streetail extends the footprint of a retail establishment onto the adjacent sidewalk and/or parking lane. Per this manual a Streetail must:

Have doors and windows of the applicant business facing the Streetail

FUTURE PROGRAM

Be sponsored, built and maintained by the adjacent retail establishment.

Is intended solely for customers of the applicant business.

A.3.d Parklet. A Parklet is a small public space with may provide amenities such as seating, planting, bike parking, art or games. Per this manual a Parklet must:

FUTURE PROGRAM

- Be public space and must be accessible to anyone not just nearby business patrons.
- Is usually sponsored and maintained by a nearby business or organization.

Permit Term:

All shared spaces occupy the public right of way. As such, permits are revocable by the City of Tucson at the end of the given time frame.

A.3.e Long-Term Shared Space. This option requires use of the Long-Term Kit of Parts. Permit period is 1 year, renewable annually. If located in a parking lane, the deck must be flush with the top of the sidewalk curb.

- Shared Spaces are constructed of semi-permanent materials and designed per this manual’s standards.
- Licensed architect or engineer stamp is required for permit.
- Registered contractor is required.

A.3.f Pop-Up Shared Space. This option requires use of the Pop-up Kit of Parts. It is a non-renewable permit period of 30 days. It may be eligible for renewal as a Long-Term Shared space if a subsequent application is submitted and it meets all the standards of Long-Term Shared Space as set forth by this manual.

- If located in a parking lane, be at street level and provide a ramp(s) at the curb.
- Pop-Ups are constructed of lighter, less expensive materials that are quicker to construct of non-permanent materials per this manual's standards.
- Licensed architect or engineer stamp is not required for a permit.
- Registered contractor is not required.

A.3.g Custom Shared Space. This option requires permitting through the standard development services process. Permit renewal period is 1 year, renewable annually. The Custom Shared Space design does not use the kit of parts described in this manual.

A.3.h Accessibility. An accessible route must be maintained through public ways and may not be obstructed unless a suitable alternate is provided. Where a new seating area does not meet floor or ground surface requirements for an accessible route, sufficient accessible seating shall be provided in the existing seating area.

A.3.i Critical Equipment Access. New seating areas, furniture, barriers, tents, or similar items may not impede access to fire hydrants, fire department connections, standpipes, fire pumps, control panels, electrical panels, meters, backflow devices, or similar equipment, devices, or connections.

A.3.j Landlord/Property Owner's Written Consent. Subject to consent and the restaurant's conformance with these guidelines, seating areas may be expanded into walkways, sidewalks, yards, parking lots, on-street parking, and similar spaces as outlined. Written consent from the landlord/property owner must be submitted with each application.

A.3.k Permits. Improvements that involve electrical, plumbing or minor building alterations may trigger the need to obtain building or operational permits. Please review the permit exemptions web page to determine if a permit is required <https://www.tucsonaz.gov/pdsd/building-permit-exemptions>. If a permit is required, please submit your construction drawings here: <https://www.tucsonaz.gov/pdsd/commercial-permits> . Additional permit fees may be incurred.

A.3.l Sponsor. The person, business, organization, or other entity seeking to install and steward a Shared Space.

A.4 Responsibilities

A.4.a Design, Capital Cost, Liability and Maintenance. Shared Space sponsors (i.e., the person, business, organization, or other entity seeking to install and steward a Shared Space) are responsible for all aspects of their Shared Spaces, including but not limited to:

- Conducting required neighborhood outreach
- Designing per this manual
- Funding
- Construction
- Assuming all liability for the Shared Space
- Ensuring regular maintenance and keeping in good repair
- Upon removal of the Shared Space, or when warranted, repair to all penetrations in the road surface, curbs and sidewalks to return the site to original condition.

A.4.b Insurance Requirement: Sponsor use of the right-of-way must be covered by liability insurance. The insurance certificate must be on an ACORD 25 form (see example in this section) and satisfy the following:

- i. Submit the certificate as part of the full Application Package. The applicant is responsible for maintaining a current policy and submitting the updated policy on an annual basis to the City at the time of the permit renewal. Applicant's failure to supply current insurance documentation must result in the permit being revoked.
- ii. The certificate must show:
 1. The City of Tucson, its agents, officers, employees and volunteers are named as "Additional Insured." All Certificate of Insurance policies must reflect this with the exception of workers compensation.
 2. The City of Tucson shall be notified at least thirty (30) days prior to cancellation or alteration of any insurance coverage. A 10-day notice of cancellation for non-payment of premium.
 3. Policies shall be endorsed to include a waiver of subrogation endorsement in favor of the City of Tucson (including worker's compensation).
 4. General Liability Including: Bodily Injury, Contractual Independent Contractors Product/Completed Operations Comprehensive Form Hazard Broad Form Property Damage Premises Operation Personal injury
 5. Address for the certificate.
City of Tucson
PO Box 27210
Tucson, AZ 85726-7210

- iii. Limits. The following insurance limits must be reflected on the certificate:
 1. General Liability – Minimums to meet are: \$1,000,000 each occurrence; \$1,000,000 to rented premises (each occurrence); \$10,000 medical expenses; \$1,000,000 personal injury; \$2,000,000 aggregate* and \$2,000,000 COMP/OP aggregate*
 - * Most aggregates are double the per occurrence rate
 2. Workers Compensation – Arizona Statutory Requirement
 3. Liquor liability - \$1,000,000 (if serving alcohol)

- iv. Any contractor doing work for the Shared Space sponsor shall have statutory workers compensation coverage with an Employers liability amount of at least \$1,000,000.

Additional riders may be required. To ensure your certificate is complete, please contact the City of Tucson Risk Management Office using the contact form at:

<https://www.tucsonaz.gov/riskmanagement/contact-risk-management>

Example page from ACORD 25.

about shared spaces

		CERTIFICATE OF LIABILITY INSURANCE		DATE (MM/DD/YYYY)		
THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.						
IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).						
PRODUCER	CONTACT NAME:		PHONE (A/C, No, Ext):	FAX (A/C, No):		
	E-MAIL ADDRESS:					
	INSURER(S) AFFORDING COVERAGE			NAIC #		
INSURED	Business name		INSURER A :			
			INSURER B :			
			INSURER C :			
			INSURER D :			
			INSURER E :			
			INSURER F :			
COVERAGES		CERTIFICATE NUMBER:	REVISION NUMBER:			
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN. THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.						
INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	GENERAL LIABILITY					EACH OCCURRENCE \$ 1,000,000
	COMMERCIAL GENERAL LIABILITY					DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000
	CLAIMS-MADE <input type="checkbox"/> OCCUR <input type="checkbox"/>					MED EXP (Any one person) \$ 10,000
						PERSONAL & ADV INJURY \$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:	XX				GENERAL AGGREGATE \$ 2,000,000
	POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/>					PRODUCTS - COMPI/OR AGG \$ 2,000,000
	AUTOMOBILE LIABILITY					COMBINED SINGLE LIMIT (Ea accident) \$
	ANY AUTO					BODILY INJURY (Per person) \$
	ALL OWNED AUTOS					BODILY INJURY (Per accident) \$
	HIRED AUTOS					PROPERTY DAMAGE (Per accident) \$
	SCHEDULED AUTOS					\$
	NON-OWNED AUTOS					\$
	UMBRELLA LIAB					EACH OCCURRENCE \$
	EXCESS LIAB					AGGREGATE \$
	RETENTION \$					\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY					WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER <input type="checkbox"/>
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/> Y/N	<input checked="" type="checkbox"/> N/A			E.L. EACH ACCIDENT \$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below:					E.L. DISEASE - EA EMPLOYEE \$ 1,000,000
						E.L. DISEASE - POLICY LIMIT \$ 1,000,000
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)						
Business operations, outdoor dining area, in City right-of-way for (insert Business name and address)						
The City of Tucson is an additional insured for general liability.						
CERTIFICATE HOLDER				CANCELLATION		
City of Tucson Real Estate Division P.O.Box 27210 Tucson AZ 85726-7210				SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.		
				AUTHORIZED REPRESENTATIVE		

DRAFT

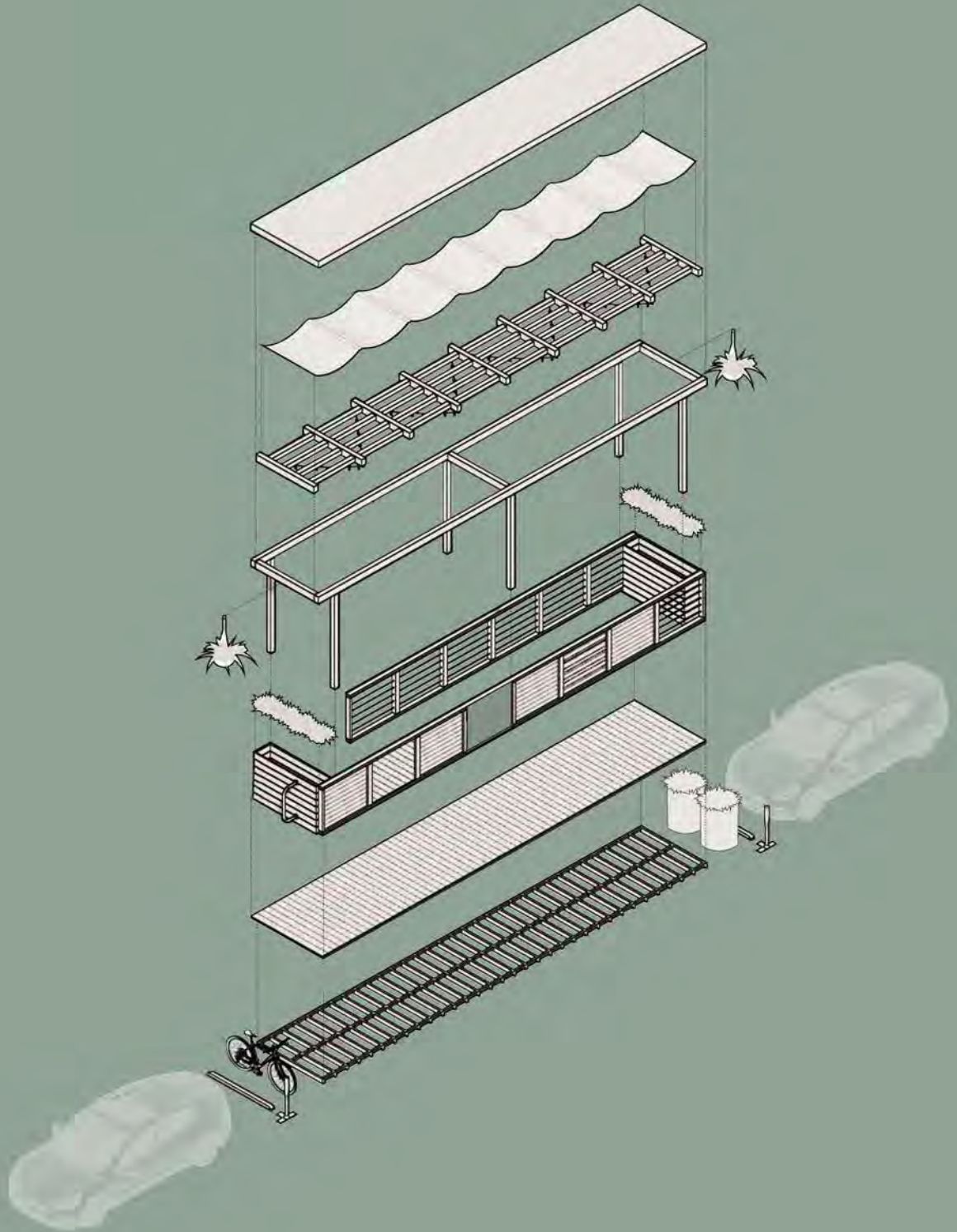
[THIS PAGE IS LEFT INTENTIONALLY BLANK]

DRAFT

[THIS PAGE IS LEFT INTENTIONALLY BLANK]

DRAFT

PROCESS



B.1 SHARED SPACE PROCESS OVERVIEW FLOW CHART

RESERVED

B.1 SHARED SPACE PROCESS OVERVIEW FLOW CHART

RESERVED

B.2 Process Overview

The Shared Space development process begins with pre-planning and pre-approval and goes through design, submitting an application and obtaining a permit for construction in order to start using the new space. The following is the overview of the main tasks and the process you'll need to consider before submitting a full application.

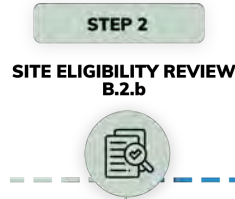
Please refer to the web site for the most current procedures and requirements:

<https://www.tucsonaz.gov/pdsd/temporary-expansion-restaurant-seating>



B.2.a STEP 1: Pre-Planning

- Take time to review the whole manual and understand the process and options available.
- Determine which type of shared space meets your needs the best.
 - Examples of Streateries
 - Sidewalk Café
 - Restaurant/Bar
 - Ice Cream Stand
 - Examples of Parklets [FUTURE PROGRAM]
 - Public Bocce
 - Public seating with a Little Library
 - Public Garden
- Determine how long you would like to host the Shared Space and resulting budget ramifications
 - Pop-Up vs Long-Term
- Review your own proposed site to see if it meets with the basic Site Guideline requirements.(C.1 and site guideline checklist E.1)



B.2.b STEP 2: Site Eligibility Submittal Checklist

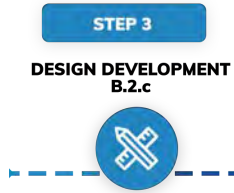
The following is designed in a checklist format to assist in putting together the submittal.

- i. Site Eligibility Application.** Follow the instructions on the program web site to complete online application. <https://www.tucsonaz.gov/pdsd/temporary-expansion-restaurant-seating>
- ii. Site Guidelines Checklist.** Use the Site Guidelines Checklist to review your location and identify critical elements that inform your site's eligibility, and that will need to be reflected in your Site Eligibility Plan. Section C.1 provides more information and the checklist can be found in Section E. Application Checklists.
- iii. Site Eligibility Plan.** Create and submit a measured, to scale drawing that indicates:
NOTE: A sample Site Eligibility Plan and a list of the symbols to use on the plan are available in the Technical Sections D.1 and D.2
 - o Your building and adjacent properties including addresses and their building entrances
 - o Existing curb cuts and driveways
 - o Existing parking spaces with dimensions
 - o Existing sidewalk widths
 - o Adjacent bike lane and traffic lanes
 - o Storm Water flow direction.
 - o All significant existing site elements including but not limited to those listed on the E.1 Site Guidelines checklist.
 - o Shared Space Safety Zone [C.3] dimensions, if required [elements surrounding the Shared Space footprint]
 - o Proposed Shared Space footprint with dimensions and square footage

- **iv. Images of Existing Site.** Submittal package must include:
 - Photos taken from specific angles around the proposed Shared Space site per diagram below.
 - Photos of all utilities as well as sidewalk and pavement anomalies.
 - Aerial image of the location from an online Internet map (Google maps, Map Tucson with 2020 imagery, etc.) to include up to 40=60 feet on either side of proposed location.
 - Reference E.1 Site Guidelines Checklist.



- **v. Project Narrative.** The project narrative is a short project description (maximum 300 words) explaining the vision for your Shared Space. You are encouraged to emphasize:
 - How your proposal responds to the Shared Spaces program goals. [Future Program]
 - How the immediate neighborhood will benefit from the Shared Space.
 - Define if your Space will be Pop-Up or Long Term.
 - Target Date for installation.
 - Your plan for ongoing Shared Space maintenance (for example: daily cleaning approach following health guidelines, power-washing debris out from underneath decks at regular intervals to prevent pests and odors, painting/sealing wood and metal elements, etc.).
- **Submit your Site Eligibility Application package.**



B.2.c STEP 3: Design Development.

Neighbor Outreach. Once you have been notified your proposed site is eligible via the Site Eligibility Review process, it is recommended that you immediately reach out to your neighbors. Proof of Consent is required from property owners within the following distance of your Shared Space:

- Pop-Ups: 100 feet
- Long-Term: 500 feet

Additionally, for business in Major Impact Traffic Zones, petitions may be required from property owners along the block in lieu of a Consent Letter.

Distance is measured in a radius from each outside corner of the proposed Shared Space.

Start your Design. You have two options when designing your Shared Space:

1. **Kit of Parts.** The mix and match components of the Kit-of-Parts allow for customization to express individuality and meet differing needs. There are separate Kit-of Parts for Pop-Ups and Long-Term Shared Spaces. The Components of each have been previously vetted by Development Services, allowing for a streamline review process.
2. If you are looking to create a unique Shared Space that does not work with the Kit of Parts, pursue a Custom Shared Space. Designs must comply with C.3 Safety Guidelines and C.4 ADA guidelines as well as all current codes adopted by the City of Tucson. . Follow instructions on the program web page for submittal procedures.



B.2.d STEP 4: Permitting + Construction.

Prepare Application. Follow the instructions on the program web site to complete online application.
[https://www.tucsonaz.gov/pdsd/temporary-expansion-restaurant-seating.](https://www.tucsonaz.gov/pdsd/temporary-expansion-restaurant-seating)

At this stage, if your Shared Space requires construction, you will need to provide more detailed drawings and examples are included in Section D. Technical Guide. Applications at this stage will need to include the following:

- o Shared Space Permit Submittal Checklist (E.6)
 - o Updated Site Plan, with any changes required through the Site Eligibility process
 - o Design Component selections (see Section D. Design Guide) to include construction drawings and details as appropriate for Long-Term
 - o Neighbor consent letter (see examples on program web page, link listed above)
 - o Certificate of Liability Insurance (see Section A.4)
 - o ROW Permit Application. When the Shared Space uses public right of way and will require any “breaking of ground” and/or will require travel restrictions to allow the construction of the Shared Space, this permit and all required attachments must be completed and submitted as part of the Application. Breaking ground in the public right of way includes digging, nailing equipment into the pavement, or other ground disturbance. Travel restrictions include temporarily restricting or closing sidewalks, bicycle lanes, vehicle lanes, and/or transit lanes or access to bus stops. A Mobility Control Plan that shows how barricades will be used to set up the travel restrictions will be required. Most barricading companies will know how to apply for this permit and supply the required documents.
- Responses to Comments.** After the initial review, there may be comments or questions that you will need to respond to by either providing additional information, or adjusting the submittals to reflect required changes.
 - Fees.** Fees are listed online based on the Shared Space’s type, size as well as the duration of the permit. Fees must be paid in order for the permit to be issued.
 - Liquor License.** If you are electing to serve liquor in your Shared Space be sure to apply for Extension of Liquor License. This is an independent process. See [Insert website]

Approvals. After the response has been reviewed by the appropriate City departments and if there are no other comments or questions, the appropriate permits and agreements will be issued. Coordination to finalize any documentation and provide signatures will occur.

Construction.

- o You will need to coordinate with Park Tucson on any metered parking space reservations, and posting any signs or hooding the meter. (See Section C.3.a)
- o You or your contractor are required to notify the ROW Permit Center Public Works and the Planning Department at least 10 days before beginning any site work to let them know the date your work is scheduled to begin.
- o Remember to keep your work site clean and make sure the sidewalk adjacent your installation remains unobstructed and accessible to all pedestrians.

Post Construction Inspection.

On Site Field Verify. Refer to instructions listed on the program web site for steps to follow.

B.2.e STEP 5: Enjoy + Maintain!

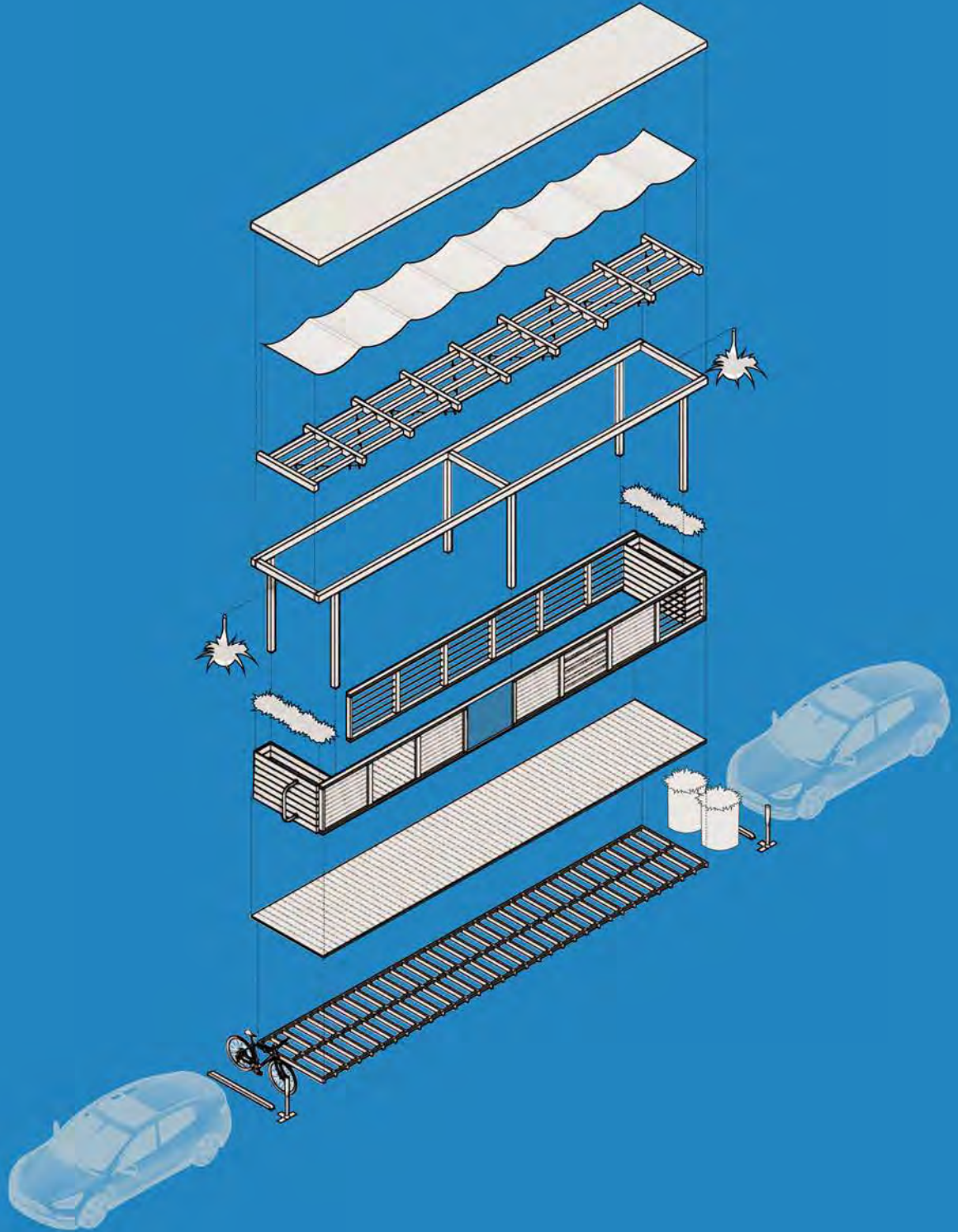
Cleaning + Maintenance. The safety and comfort of your Shared Space users as well as your relationships with your neighbors rely on establishing and implementing a robust maintenance plan. It is your responsibility to maintain + clean your shared space and have a written maintenance plan that is available that is available upon request. Shared Spaces require daily attention, so it's a best practice for sponsors to designate a person/persons to manage maintenance tasks.

DRAFT

[THIS PAGE IS LEFT INTENTIONALLY BLANK]

DRAFT

SHARED SPACE DESIGN STANDARDS



Shared Space Design Standards

Introduction

These standards are set up to provide pre-vetted design and material components, a Kit of Parts, that help create Shared Spaces that are safe, accessible, attractive, and functional. Options are also available to add amenity components such as shading devices, lighting and artwork that can enhance and customize your shared space.

This section contains the following:

- C.1** Site Guidelines
- C.2** Kit-of-Parts How To Use
- C.3** Safety Components
- C.4** Accessibility Standards
- C.5** Pop-Up Kit of Parts
- C.6** Long-Term Kit-of-Parts
- C.7** Amenities

C.1 Site Guidelines

The Site Guidelines criteria must be met, and existing site features are required to be shown on Site Eligibility plan. The criteria are in the form of a checklist to assist you in documenting that your site meets the criteria, and that you have included all of the elements that apply to your site on your plan.

Submit this checklist and your site Eligibility Site Plan with your Site Eligibility Application.

See the Application Section **E.1** for the Guidelines Checklist to use.

A sample Site Eligibility Plan and a list of the symbols to use on the plan are available in the Technical Section.

Shared Space Design Standards

C.2 Kit of Parts

How to use the Kit of Parts. The Kit of Parts are pre-approved components intended to be modular, easily constructed and durable with readily available materials. Custom, Pop-Up and Long-Term Shared Spaces have differing Kit of Parts requirements and selection options.

		Pop-Up	Long-Term	Custom
C.3 Safety Components		R	R	R
C.3.a	No-Parking Signs	R	R	R
C.3.b	Soft Hit Posts	R	R	R
C.3.c	Wheel Stops	R	R	R
C.3.d	Reflective Corners	R	R	R
C.3.e	Drainage	R	R	R
C.3.f	Identification Signage (<i>future program</i>)	n/a	n/a	n/a
C.3.g	Planters	R	R	R
C.4 Accessibility Standards		R	R	R
C.5a Pop-Up Enclosure Component		R: one or more	N	custom
C.5.a.i	Metal or Plastic Ped Rail	O	N	n/a
C.5.a.ii	Plastic Jersey Barrier	O	N	n/a
C.5.a.iii	Wood fencing	O	N	n/a
C.5.a.iv	Stock Tank	O	N	n/a
C.6.a Deck Support System		N	R: one	custom
C.6.a.i	Lumber Framing	N	O	n/a
C.6.a.ii	Steel Framing	N	O	n/a
C.6.a.iii	Pedestal System	N	O	n/a
C.6.b Decking System		N	R: one	custom
C.6.b.i	Wood Decking	N	O	n/a
C.6.b.ii	Plastic or Composit Decking	N	O	n/a
C.6.b.iii	Pavers	N	O	n/a

C.6.c Long Term Enclosure Components		N	R: one or more	custom
C.6.c.i	Wood or Plastic Lumber Rail	N	O	n/a
C.6.c.ii	Steel	N	O	n/a
C.6.c.iii	Wood or Steel Planter	N	O	n/a
C.7 Amenities		O	O	O
C.7.a	Signage	O	O	O
C.7.b	Umbrellas	O	O	O
C.7.c	Field Built Canopy	N	O	O
C.7.d	Planters	O	O	O
C.7.e	Plantings	O	O	O
C.7.f	Lighting	O	O	O
C.7.g	Heating/Cooling	O	O	O
C.7.h	Artwork	O	O	O
C.7.i	Bicycle Parking	O	O	O
C.7.j	Tables + Seating	O	O	O

- R:** Required
- O:** Optional
- N:** Not Allowed
- n/a:** Not Applicable

C.3 Safety Zone Components

Required Components for All Shared Spaces

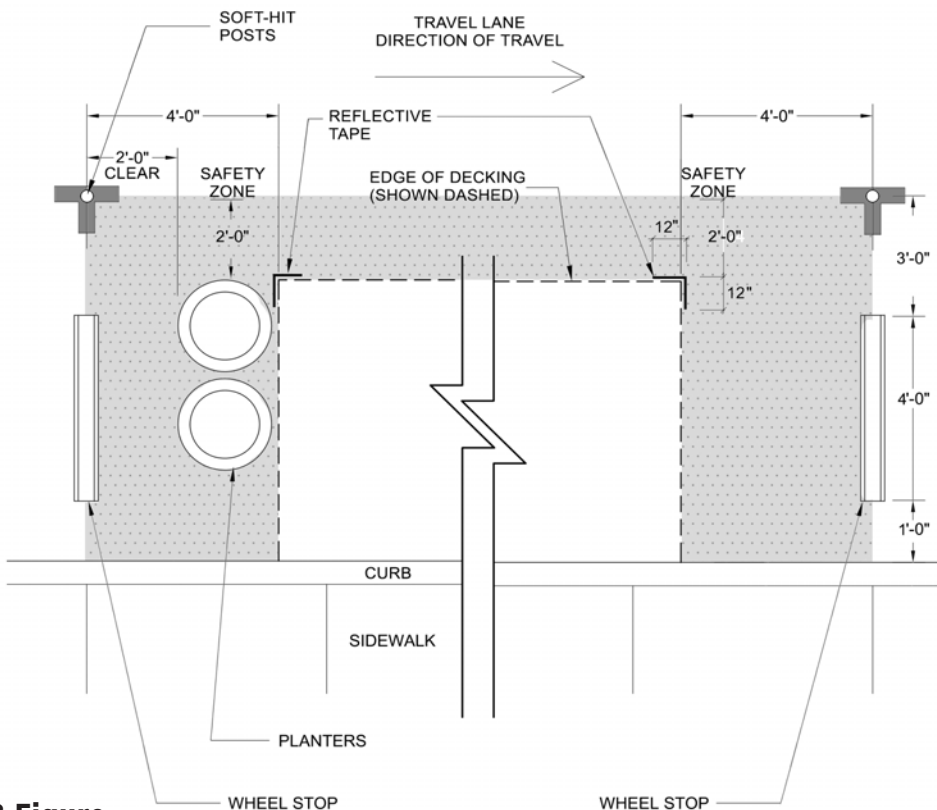
C.3.a Pre-Construction “No Parking” signs or Parking Meter Hoods.

- Contact Park Tucson as soon as you know what parking spaces you are interested in using. Call (520) 791-5071 or email ParkTucson@tucsonaz.gov.
 - Long-Term Shared Space: removal of the parking meter may be required, and annual rates will apply.
 - Pop-Up Shared Space: reservations are required at least 24 hours in advance of when signs and/or hooding of the parking meter(s) is needed. Charges will apply.
 - Read more online at ‘Reserve Metered Spaces of Loading Zones’. <https://www.tucsonaz.gov/park-tucson/downtown-construction-loading-information>
- Park Tucson will put up signs and/or hood the meeter(s), based on appropriate treatment, once reservation is completed.



SAFETY ZONE COMPONENTS

THESE STANDARD SAFETY FEATURES AND LOCATIONS ARE REQUIRED FOR ALL R.O.W. SHARED SPACES



C.3 Figure

C.3.b Soft Hit Posts.

Long-Term Shared Spaces require:

- Soft Hit Type 2 Guide Post
- Minimum 36 inches tall
- White with reflective surface each side at the top.
- Surface Mount Pin Lock Base
- Butyl Adhesive Pad or 10 oz Epoxy Kit
- Locate per Figure C.3
- Sponsor is responsible for prompt maintenance and replacement should damage occur.



Pop-Up Shared Spaces may use:

- Portable delineator tube min 36 inches tall with 18 lb. base.
- Base of tube must not extend into roadway or bike lane.
- Sponsor is responsible for prompt maintenance and replacement should damage occur.



C.3.c Wheel Stops.

- 4 feet long x 4 inches high x 6 inches wide wheel stop installed with 12 inches rebar spikes
 - Pop-Up: rubber is suitable
 - Long-Term: rubber or concrete is suitable



rubber



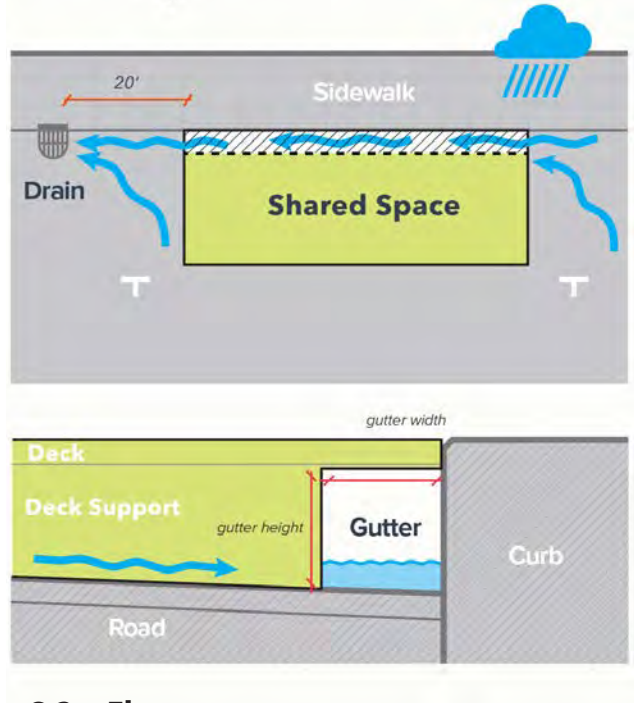
concrete

- Install per Figure C.3

C.3.d Reflective corners. Two (2) bands of 2 inch wide outdoor silver, red or orange reflective tape, each 24 inches long horizontally to be fixed around the two (2) corners adjacent to the vehicle traffic lane. One (1) at platform height or 8 inches from grade and one (1) at top of enclosure rail. Where planters obstruct view of either location, place tape on planter.



C.3.e Drainage. The Shared Space must be designed to allow for rainwater to flow along the curb without obstruction. A continuous gap between the curb and base of the frame is required except where adjustable pedestal deck support system used and water drainage flows under entire platform. The Department of Transportation and Mobility (DTM) will confirm gap requirements. Sponsor must be able to gain access to gutter to clear obstructions.



C.3.e Figure

C.3.f Identification Signage. Parklets must post a sign. These signs should be visible from the adjacent sidewalk.

Signage will follow these graphics (digital files available at X) :



FUTURE PROGRAM

C.3.g Planters. Planters must be placed in the safety area at the oncoming traffic end of the Shared Space.

Dimensions.

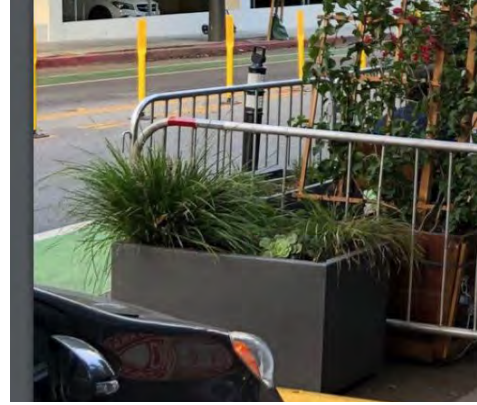
- Minimum 17 inches high, maximum 42 inches high.
- Minimum 12 inches wide, maximum 24 inches wide.
- Minimum 36 inches long, maximum 42 inches long.
- Multiple planters may be used to achieve these dimensions.

Fill.

- Fill bottom 10% of planter with sand and remaining with sand soil mix to provide suitable weight.
- Planters must sit directly on the ground, not raised on feet.
- Planters must be able to absorb impact

Materials.

- Acceptable materials for planters include:
 - Fiber cement
 - Cast resin
 - Aluminum
 - Light gauge (≥ 12 gauge) steel
 - Heavy gauge exterior rated plastics and resins
 - Fiberglass
- Planter materials that are not permitted:
 - Concrete
 - Heavy gauge plate steel
 - Ceramic



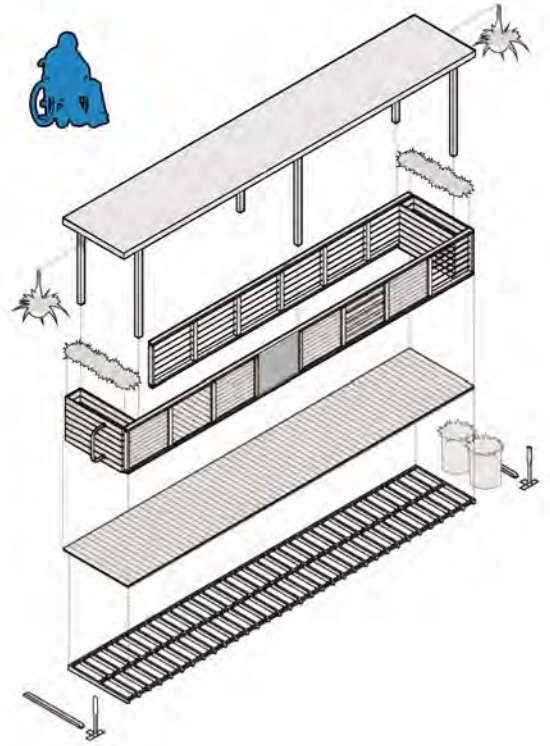
C.4 Accessibility Standards

The Shared Spaces program seeks to make all Shared Spaces accessible to and usable by individuals with disabilities. All accessible components of the proposed Shared Space must conform to the applicable provisions, rules, regulations and guidelines of the: ICC A117.1-2009 Accessible and Usable Building Facilities and the 2010 ADA Standards for Accessible Design.

C.4.e Curb Ramps. If a platform flush with sidewalk is not provided, a curb ramp that is ADA/ANSI compliant is required with a 5 foot diameter turn around at the top and at the end of the accessible path. Ramps must be 36 inches min wide clear, with handrails on each side. They should be heavy duty and support a minimum of 850 lbs, rated for outdoor use with a textured floor. Ramps should be securely installed so they do not slip or rock.



C.4.e Curb Ramp example



C.5 Pop-Up Kit of Parts

Required Pop-up Components

		Pop-Up
C.3 Safety Components		R
C.3.a	No-Parking Signs	R
C.3.b	Soft Hit Posts	R
C.3.c	Wheel Stops	R
C.3.d	Reflective Corners	R
C.3.e	Drainage	R
C.3.f	Identification Signage <i>(future program)</i>	n/a
C.3.g	Planters	R
C.4 Accessibility Standards		R
C.4.a	Accessible Entry	R
C.4.b	Accessible Path of Travel	R
C.4.c	Accessible Surface	R
C.4.d	Equivalent Facilities	R
C.4.e	Curb Ramps/ Thresholds	R
C.5a Enclosure Component		R: one or more
C.5.a.i	Metal or Plastic Ped Rail	O
C.5.a.ii	Plastic Jersey Barrier	O
C.5.a.iii	Wood fencing	O
C.5.a.iv	Stock Tank	O
C.7 Amenities		O
C.7.a	Signage	O
C.7.b	Umbrellas	O
C.7.c	Canopy	N
C.7.d	Planters	O
C.7.e	Plantings	O
C.7.f	Lighting	O
C.7.g	Heating/Cooling	O
C.7.h	Artwork	O
C.7.i	Bicycle Parking	O
C.7.j	Tables + Seating	O

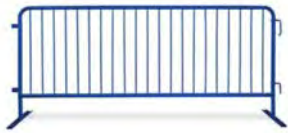
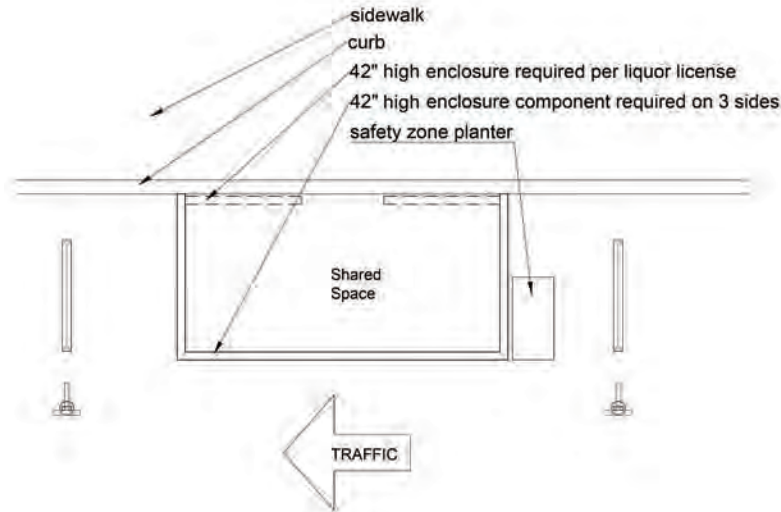
R: Required

O: Optional

N: Not Allowed

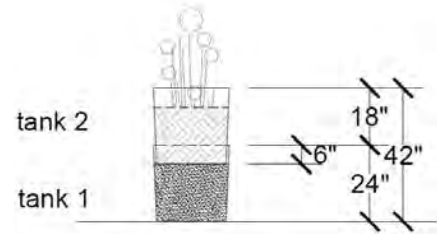
n/a: Not Applicable

C.5.a Enclosure Components. Enclosure is required on three (3) sides of Shared Space. 42 inches high and a sphere of no larger than 3.5 inches may pass through enclosure walls. Opening at base of enclosure may be a maximum of 6 inches.



i. 42 inches high metal or plastic Pedestrian Railing. Choose fencing with flat feet to ensure weights may be placed to withstand 250 lbs. of force in all directions. *Option: paint, fabric sleeve or add artificial vines to dress them up!*

ii. 42 inches high Jersey Barriers plastic or concrete, or Barrels water or sand filled. *Option: add murals to dress them up!*



iii. 42 inches fencing panels made of wood, metal, composites, vinyl. Option: Paint or add artificial vines to dress up! Weight the bases, with/sand bags or concrete or sand buckets so assembly may withstand 250 lbs. of force in all directions.

iv. Stock Tank planters. (2)24 inches stock tanks may be stacked to create a 42 inches barrier. fill bottom tank with sand to 6 inches below rim. Nest second 24 inches stock tank on top and fill with planting materials.

Streateries that serve alcohol must be in compliance with all liquor laws including providing a barrier around the entire area serving alcohol. In addition to the barriers at the three (3) street sides, Streateries must provide an additional 42 inches min height barrier between the Streatory and the sidewalk.

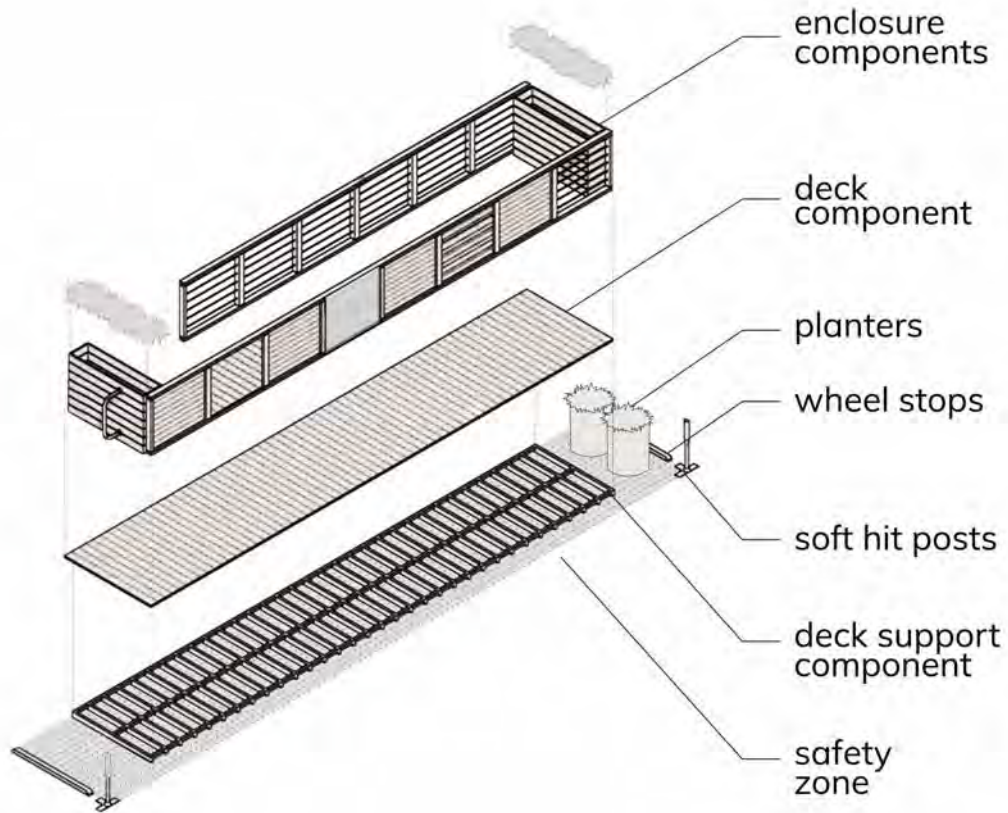
C.6 Long-Term Kit of Parts

Required Long-Term Components

		Long-Term
C.3 Safety Components		R
C.3.a	No-Parking Signs	R
C.3.b	Soft Hit Posts	R
C.3.c	Wheel Stops	R
C.3.d	Reflective Corners	R
C.3.e	Drainage	R
C.3.f	Identification Signage (<i>future program</i>)	n/a
C.3.g	Planters	R
C.4 Accessibility Standards		R
C.4.a	Accessible Entry	R
C.4.b	Accessible Path of Travel	R
C.4.c	Accessible Surface	R
C.4.d	Equivalent Facilities	R
C.4.e	Curb Ramps/ Thresholds	R
C.6.a Deck Support System		R: one
C.6.a.i	Lumber Framing	O
C.6.a.ii	Steel Framing	O
C.6.a.iii	Pedestal System	O
C.6.b Decking System		R: one
C.6.b.i	Wood Decking	O
C.6.b.ii	Plastic or Composit Decking	O
C.6.b.iii	Pavers	O
C.6.c Enclosure Components		R: one or more
C.6.c.i	Wood or Plastic lumber rail	O
C.6.c.ii	Steel	O
C.6.c.iii	Wood or Steel Planter	O

C.7 Amenities		O
C.7.a	Signage	O
C.7.b	Umbrellas	O
C.7.c	Canopy	O
C.7.d	Planters	O
C.7.e	Plantings	O
C.7.f	Lighting	O
C.7.g	Heating/Cooling	O
C.7.h	Artwork	O
C.7.i	Bicycle Parking	O
C.7.j	Tables + Seating	O

- R:** Required
- O:** Optional
- N:** Not Allowed
- n/a:** Not Applicable



C.6.a Deck Support Components

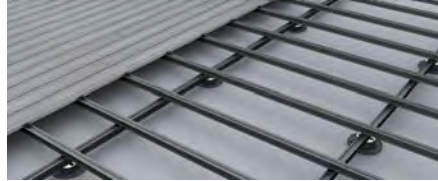
Select one:



i. Wood Framing

Pressure-treated wood members spaced at regular intervals act as joists that support wood or plastic lumber decking.

See Technical Guide D.4.a.



ii. Steel Framing

A steel frame deck support system is more durable long term than lumber. Used in conjunction with pedestal supports it is easily relocated.

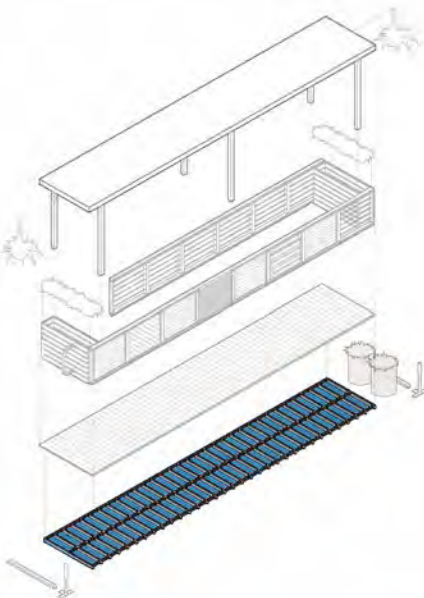
See Technical Guide D.4.b.



iii. Pedestal System

An adjustable pedestal system provides a series of adjustable point supports that directly support the decking materials above the deck frame.

See Technical Guide D.4.c.



C.6.b Decking. The decking is the “floor” of the Shared Space and must be durable enough to withstand the wear and tear of a public space. Decking material must be commercially rated to withstand loads and have a minimum slip resistance DCOF of ≥ 6 .

Select one.



i. Wood Decking

Wood is a readily available and relatively inexpensive material, making it a desirable choice for decking. A wood deck, however, generally may show more wear and be susceptible to cracking and splitting. Standard dimension wood decking can be installed on a wood or steel frame. Specialty modular wood tiles are available for a pedestal support system



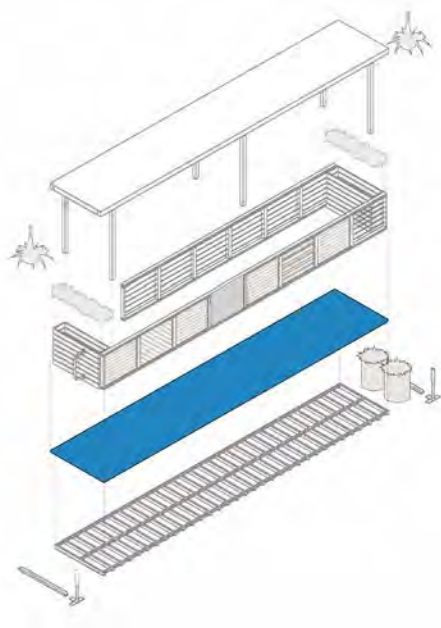
ii. Plastic or Composite

Widely employed in outdoor decking, plastic lumber is waterproof resistant to rot and mold, and less susceptible to cracking and splitting when installed properly. The material also requires minimal maintenance and is available in a variety of colors. Specialty modular tiles are available for pedestal support system.



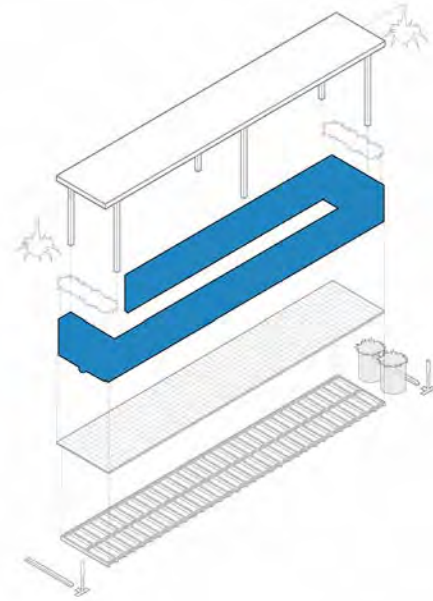
iii. Pavers

Pavers which are designed for pedestal installation are a durable and easy to install. Pavers are required to be designed specifically for load bearing pedestal installation. Pedestal installation. options include porcelain, concrete, and even turf systems.



C.6.c Enclosure Components. Continuous enclosure elements are required to delineate both ends and the street edge of a long-term Shared Space.

Streateries that serve alcohol must be in compliance with all liquor laws including providing a barrier around the entire area serving alcohol. In addition to the barriers at the 3 street sides, Streateries must provide an additional 42 inches min height barrier between the Streatory and the sidewalk.



Select 1 or more to create a unique look.



i. Wood or Plastic Lumber Rail

Wood or plastic lumber perimeter rail systems are custom built per the standard technical detail. Wood can be treated with a clear sealant or painted.

See Technical Guide D.5.a, D.5.b



ii. Steel Rail

Three durable, aesthetically pleasing steel perimeter systems are available:

1. System built with steel flat bars.
2. System built with solid or perforated steel panels on a steel frame.
3. Steel cable system on a steel frame.

See Technical Guide D.5.c, D.5.d, D.5.e



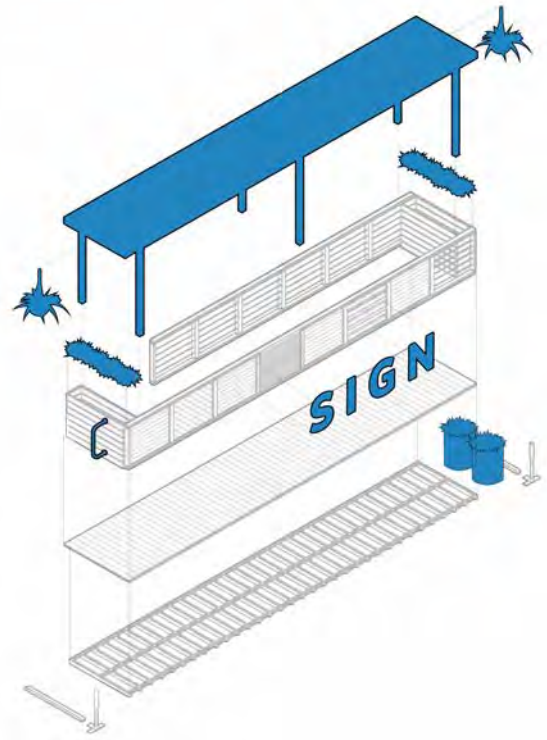
iii. Planter

Planter enclosure component to protect occupants and provide greenery. Wood can be treated with a clear sealant or painted. Metal can be painted or exposed rusted finish.

See Technical Guide D.5.f, D.5.g, D.5.h, D.5.i

C.7 Amenities

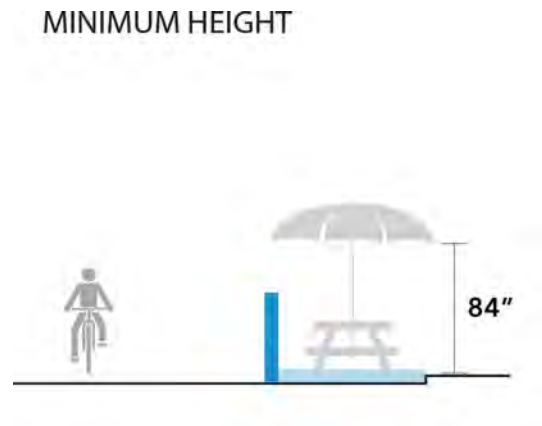
Amenities are recommended but not required to be incorporated into the Shared Space design. Shared Space sponsor can provide their own furniture and games as long as it does not create a hazard and meets accessibility standards.



C.7.a Signage. Shared Spaces may include painted or applied signs. Applied signs must not protrude more than 3 inches off the surface of the enclosure. Signs must be mounted below 42 inches or between 84 inches and 120 inches. Signs must adhere to the City of Tucson Unified Development Code Article 7A. A sign permit must be applied for separately. The sign coverage calculation for a Shared Space must include art indicating sponsorship, logos or designs that “brand” the Steatery and vmust comply with the current City of Tucson Sign Code.

C.7.b Umbrellas:

- May not inhibit site lines. Umbrella canopy must not protrude under 84 inches.
- No portion of the umbrella may protrude outside the Shared Space footprint with the exception of the canopy over sidewalks zones. Any portion of umbrella canopy encroaching over sidewalk footprint must be above 84 inches.
- The Shared Space sponsor is responsible for maintaining and operating umbrellas to ensure safety during a wind event. Umbrella's must be left in closed position while Shared Space is closed.
- Each umbrella post must be mechanically fastened to structure or a weighted base of 80 lbs. minimum.

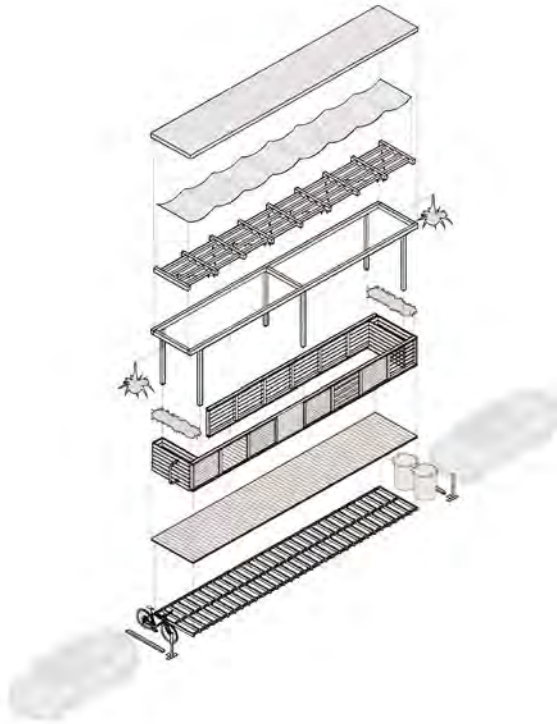


C.6.b Figure - Umbrellas

C.7.c Field Built Canopy:

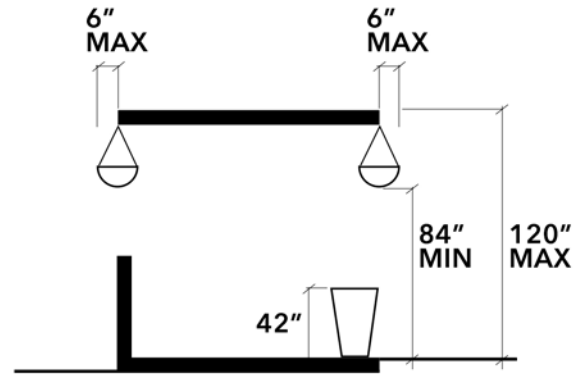
Shade and shadow are valuable and dynamic in the desert southwest. The Canopy Component provides three (3) options: trellis, tensile shade and full shade metal roof. The canopy may be constructed of either steel or wood.

- Long-Term Shared Spaces only.
- May not inhibit site lines. Horizontal members must not protrude under 84 inches or above 120 inches.
- May not extend beyond footprint of Shared Space or into the safety zone.
- See Technical Guide detail D.6



C.7.d Planters.

Planters may be added inside the Shared Space. Planters be maximum 42 inches high, and minimum 18 inches high so as to not pose a tripping hazard. Hanging planters may not extend more than 6 inches beyond perimeter of Shared Space and may not hang below 84 inches and the planter shall not have any wire or metal extending out from it, or sharp planting materials, that could poke someone in the head or at the eye level, and the planter shall not have wide gaps between any bars that might create a head entrapment.



C.7.e Plantings. Drought tolerant and native plants are good choices for ease of maintenance. Plants with fragrance, texture and seasonal interest are also recommended. Plant material must not impede or hinder pedestrian and vehicular movement or visibility. Poisonous or invasive plants are not permitted. Consider proximity of guest to plants with thorns, spikes, or sharp edges. Plants may not extend more than 12 inches outside planter.

See Technical Guide D.7



C.7.f Lighting. Shared Spaces may not have power cords running on the ground. Overhead power must be a minimum of 120 inches above finish grade.

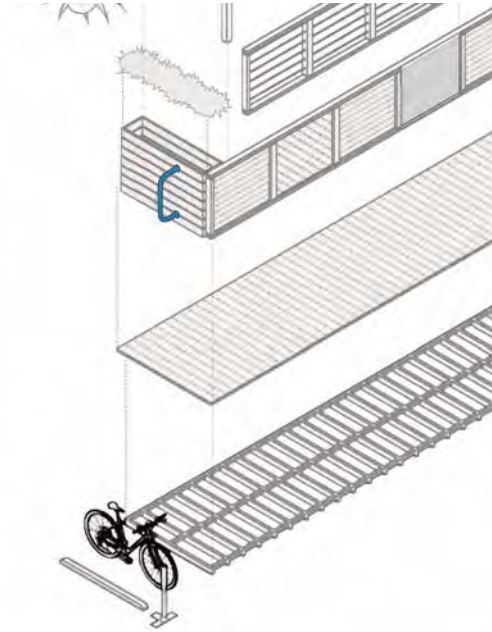
All lighting must be full cut off and must comply with the City of Tucson/Pima County Outdoor Lighting Code.

C.7.g Heating/Cooling. Outdoor heaters and elements that use gas or propane fuel are allowed. Heating equipment may not be placed under a shade structure unless manufacturer approves for such use. Fans or water spray cooling devices are allowed. Power cords and water lines must not be run at grade, head height clearance is minimum 120 inches.

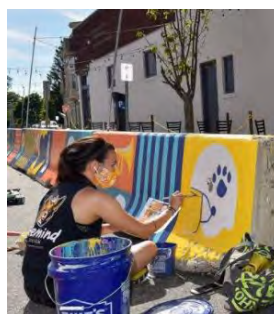
C.7.h Artwork. Art can enhance the attractiveness of and create identity for your Shared Space. Art that is integrated into the design or displayed on a rotating basis is permitted. Any side of the perimeter delineation elements – railings or planters, can have artwork applied. Clearly indicate on your concept drawings the space where the art will be located. Some art, depending on size, design and placement, may require additional review.

Artwork indicating sponsorship, logos or designs that “brand” the Shared Space will be considered signage and must comply with the current City of Tucson sign code and be submitted for separate sign permit.

C.7.i Bicycle Parking. Bicycle parking is encouraged and may be integrated into a Shared Space structure. See Technical Guide D.5.i



C.7.j Tables + Seating. Tables and seating may be provided at Sponsors discretion. It is Sponsor’s responsibility to ensure that they are suitable for commecrial exterior applications.

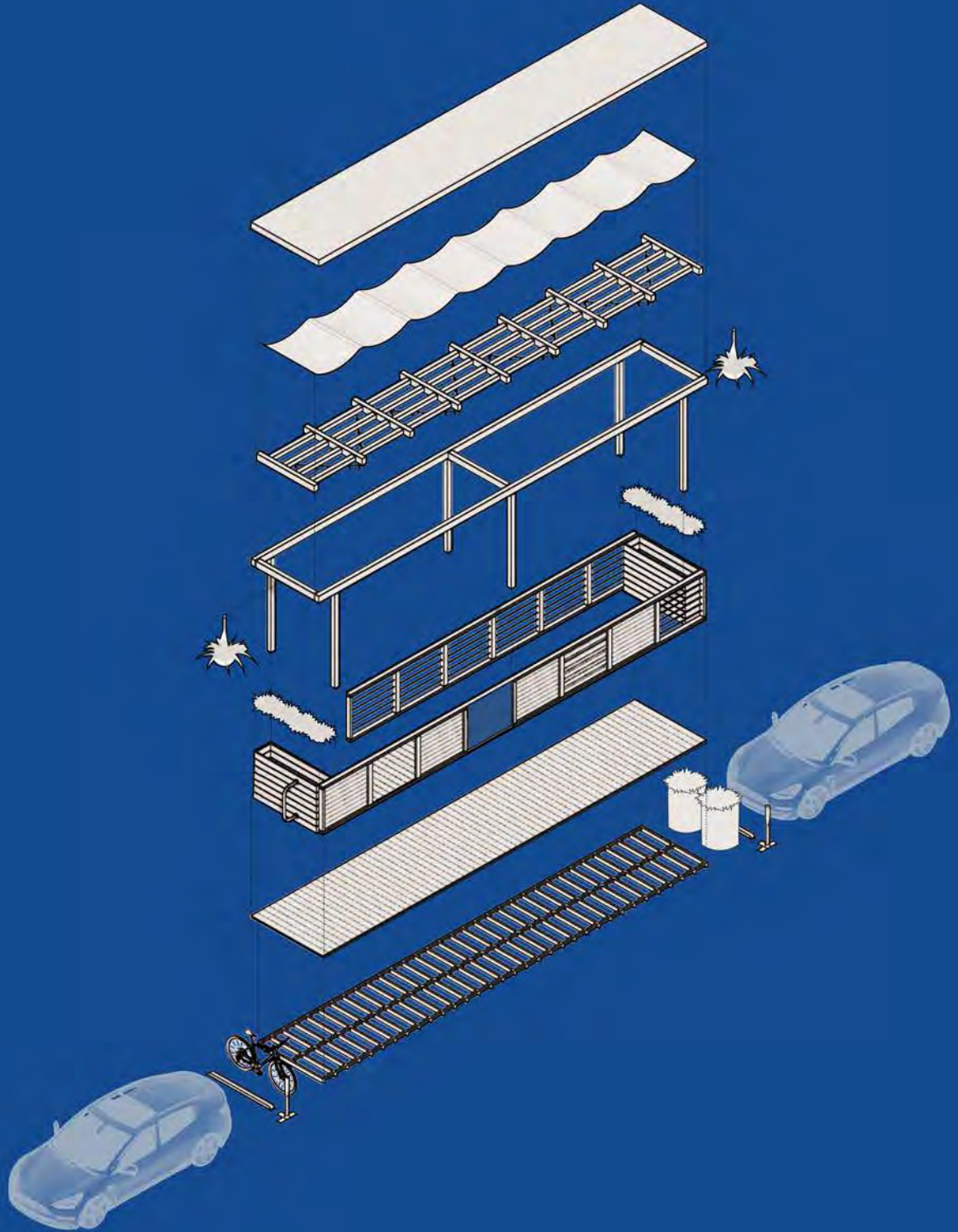


DRAFT

[THIS PAGE IS LEFT INTENTIONALLY BLANK]

DRAFT

TECHNICAL GUIDE

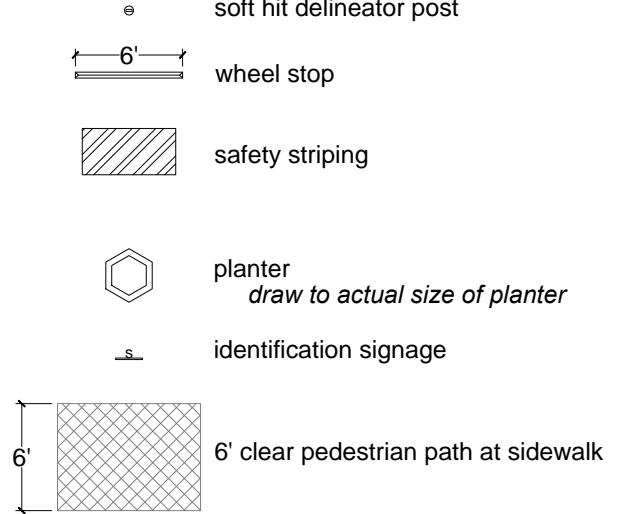
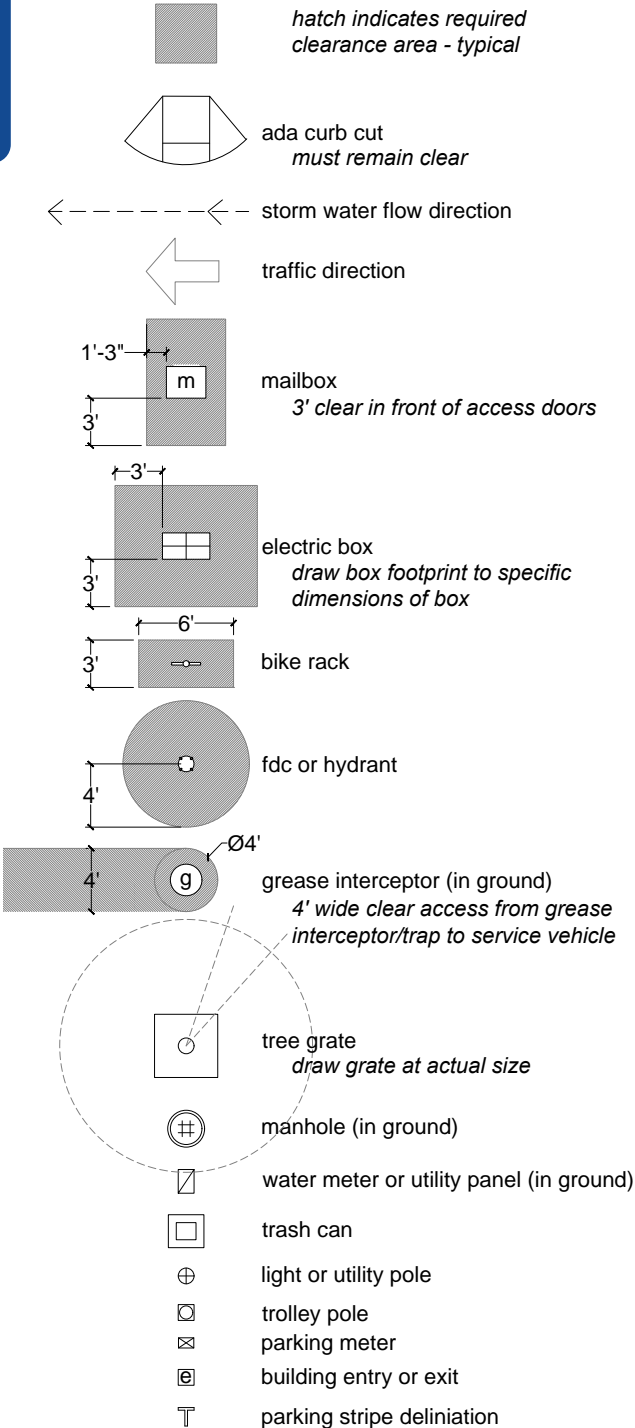


D.1 Site Plan: Standard Symbol Key

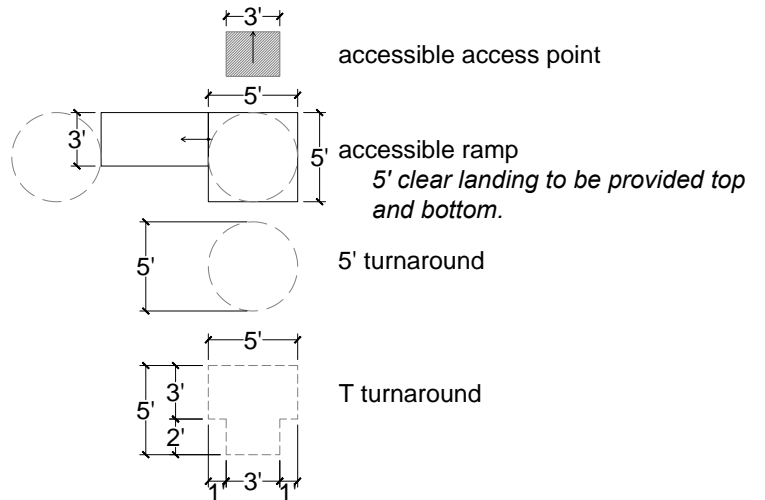
Use following standard symbol library (available for AutoCAD download at:[insert website link]. For your Site Eligibility Plans. Using these symbols aides in a streamline review.

Existing Site Features


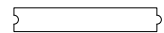

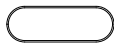
Saftey Components





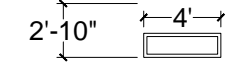
Accessibility Components



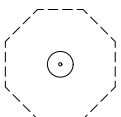




Pop-Up Components

-  pedestrian railing
-  jersey barrier
draw to actual size to be used
-  picket fencing
-  stock tank

Long-Term Components

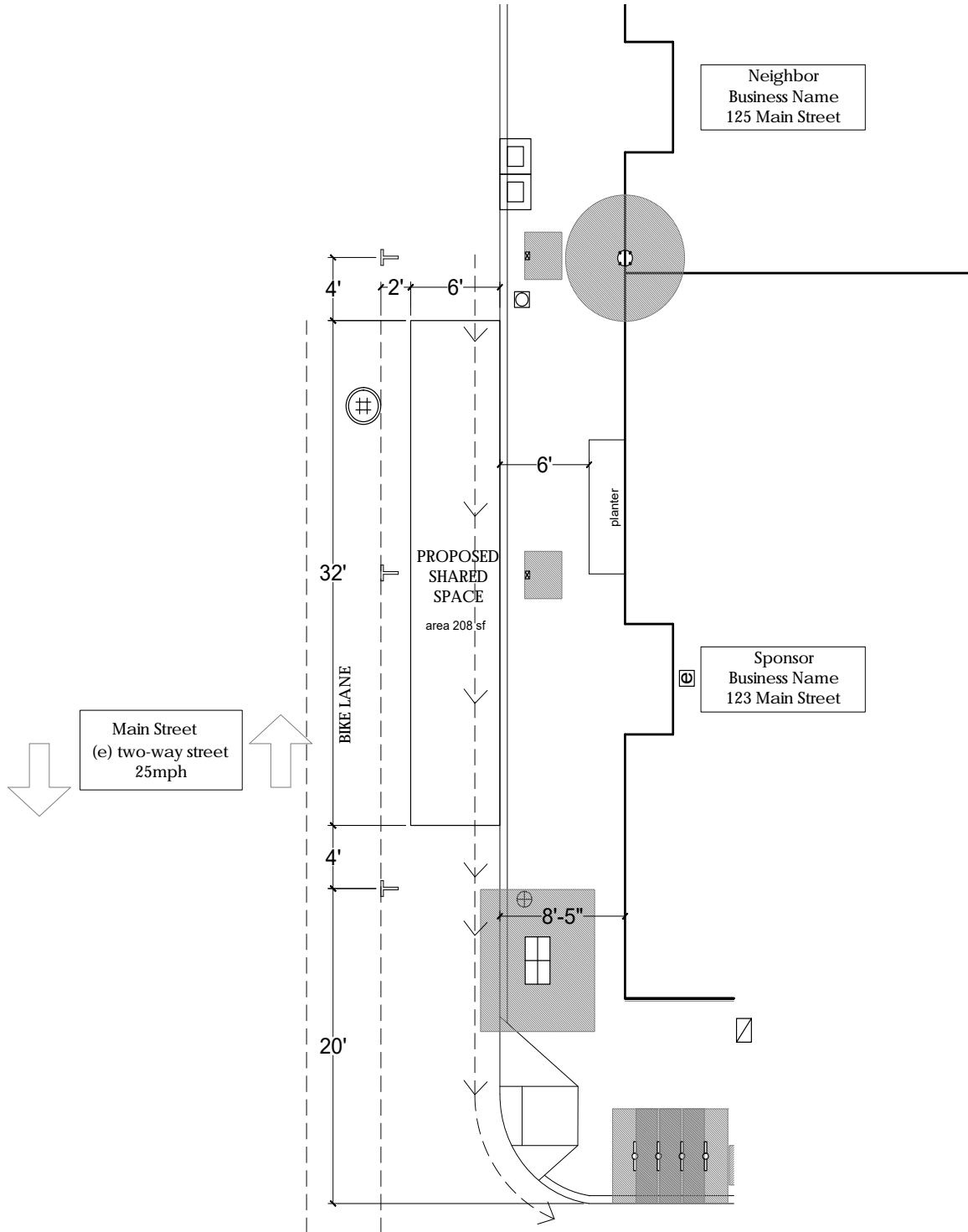
-  deck module w/ deck framing
-  enclosure rail
-  enclosure planter

Accessory Components

-  umbrella
draw to actual size to be used
-  canopy
draw to actual size to be used
-  planter
draw to actual size to be used
-  bike rack on planter
-  table and chairs
draw to actual size to be used

D.2 Site Eligibility Sample Plan

- Pop-Up or Long Term Shared Space
- See B.2.b.iii for list of site conditions to be indicated.

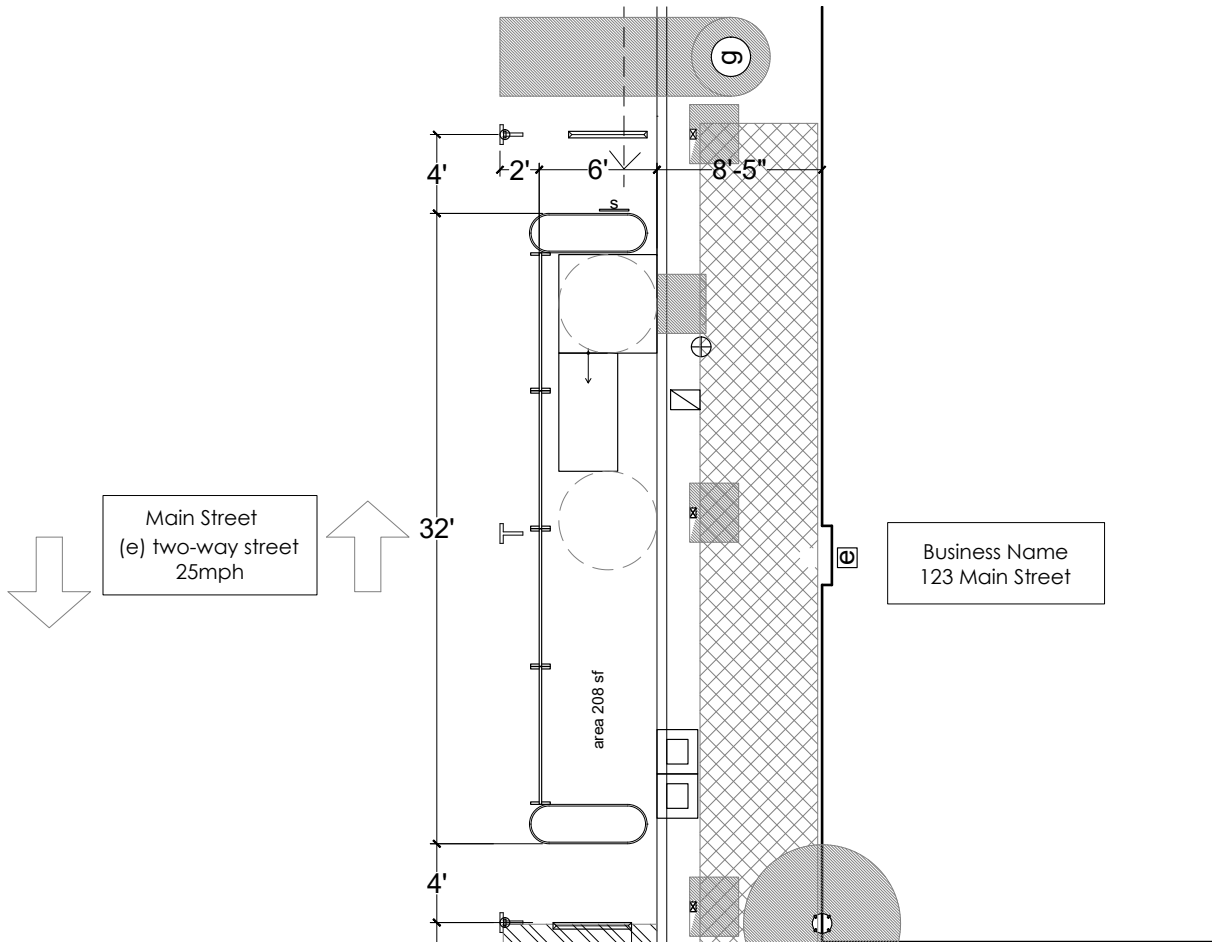


Disclaimer:

This sheet is provided for illustrative purposes only. All submittals need to be completed by an Arizona registrant and be specific to the construction being undertaken.

D.3.a Shared Space Site Plan Sample

- Pop-Up. Parallel parking with no liquor service

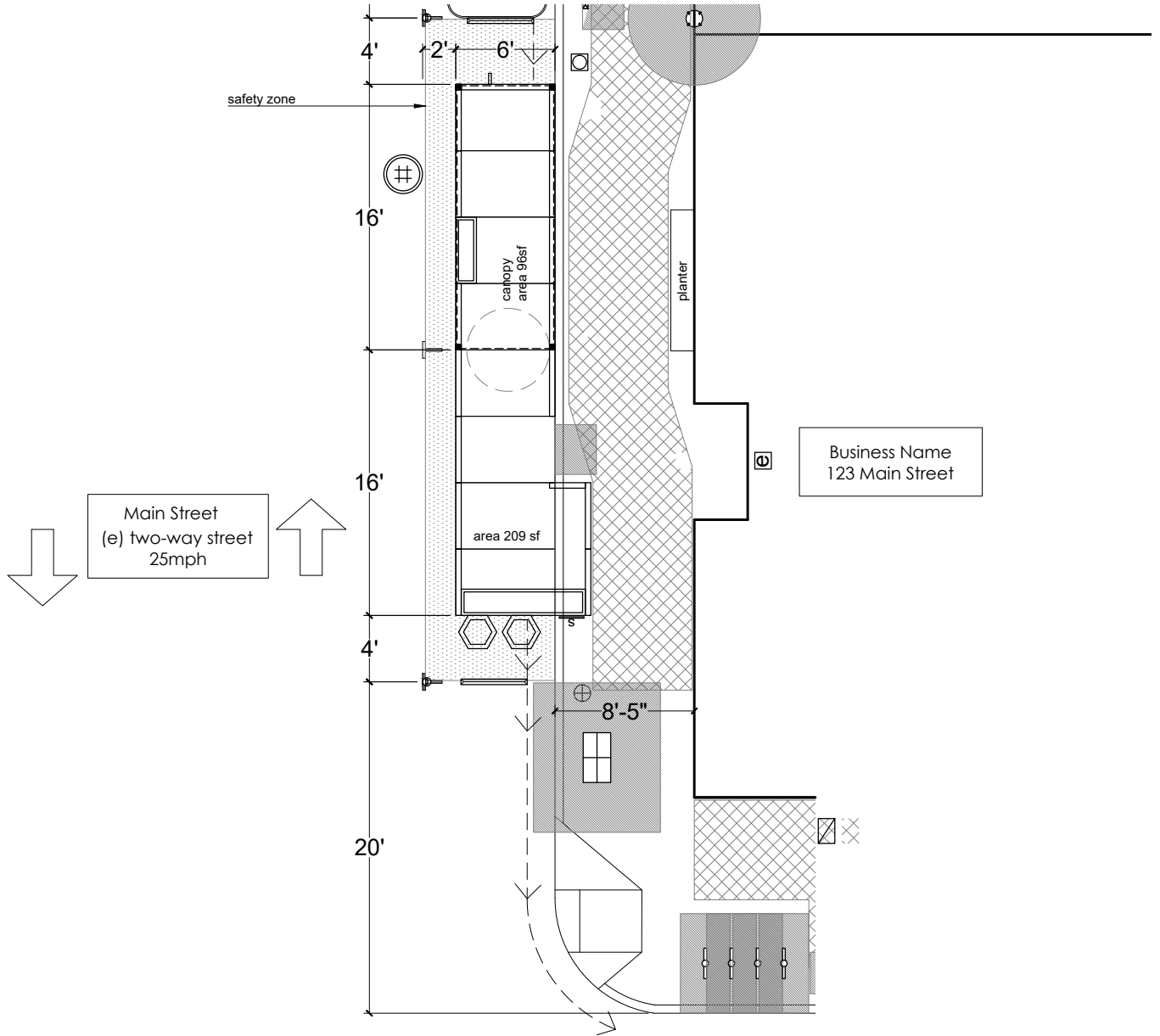


Disclaimer:

This sheet is provided for illustrative purposes only. All submittals need to be completed by an Arizona registrant and be specific to the construction being undertaken.

D.3.b Shared Space Site Plan Sample

- **Long-Term.** Parallel parking license with liquor service [liquor license extension of premise required].

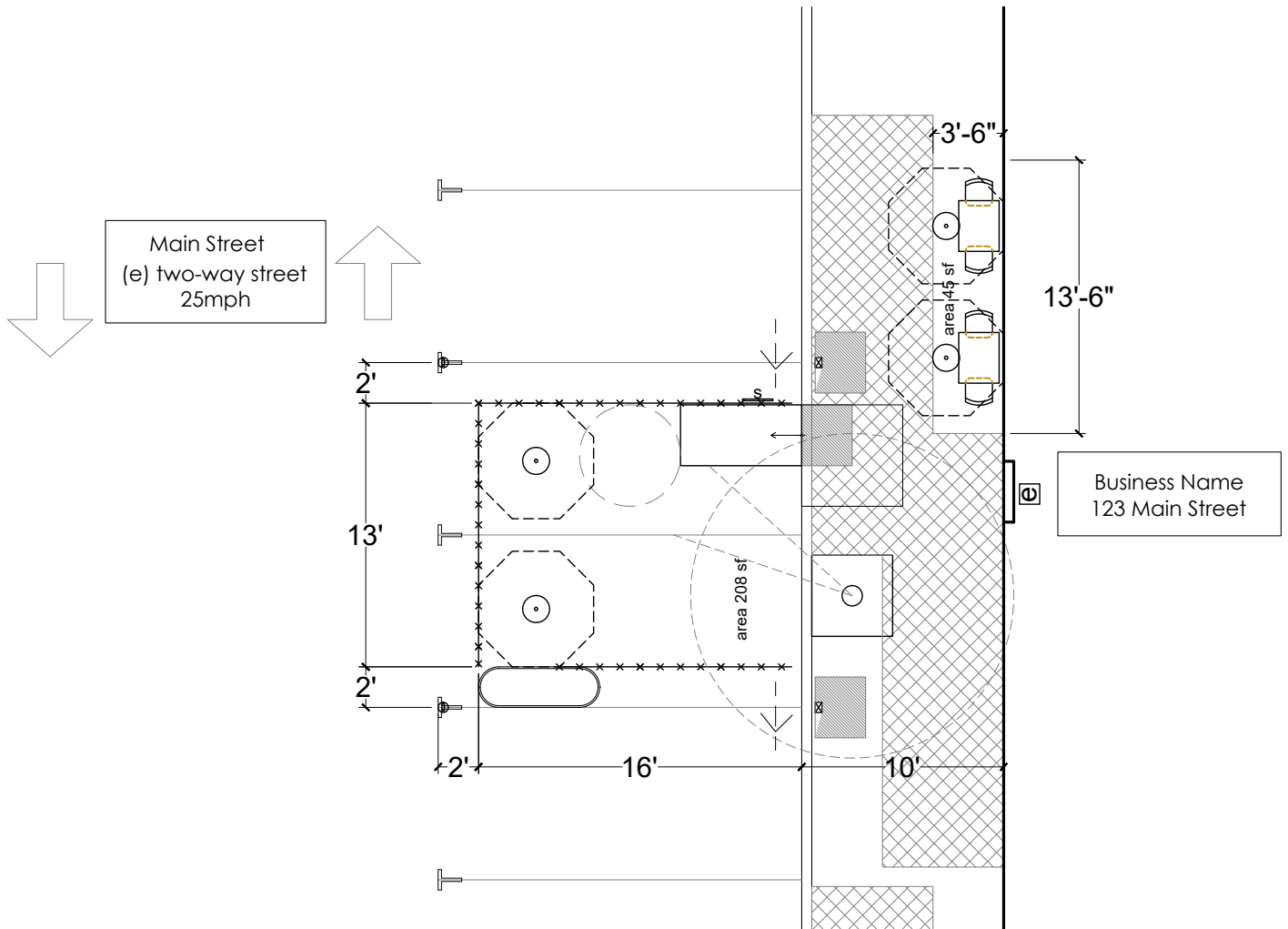


Disclaimer:

This sheet is provided for illustrative purposes only. All submittals need to be completed by an Arizona registrant and be specific to the construction being undertaken.

D.3.c Shared Space Site Plan Sample

- **Pop-Up.** Perpendicular street parking without liquor service.

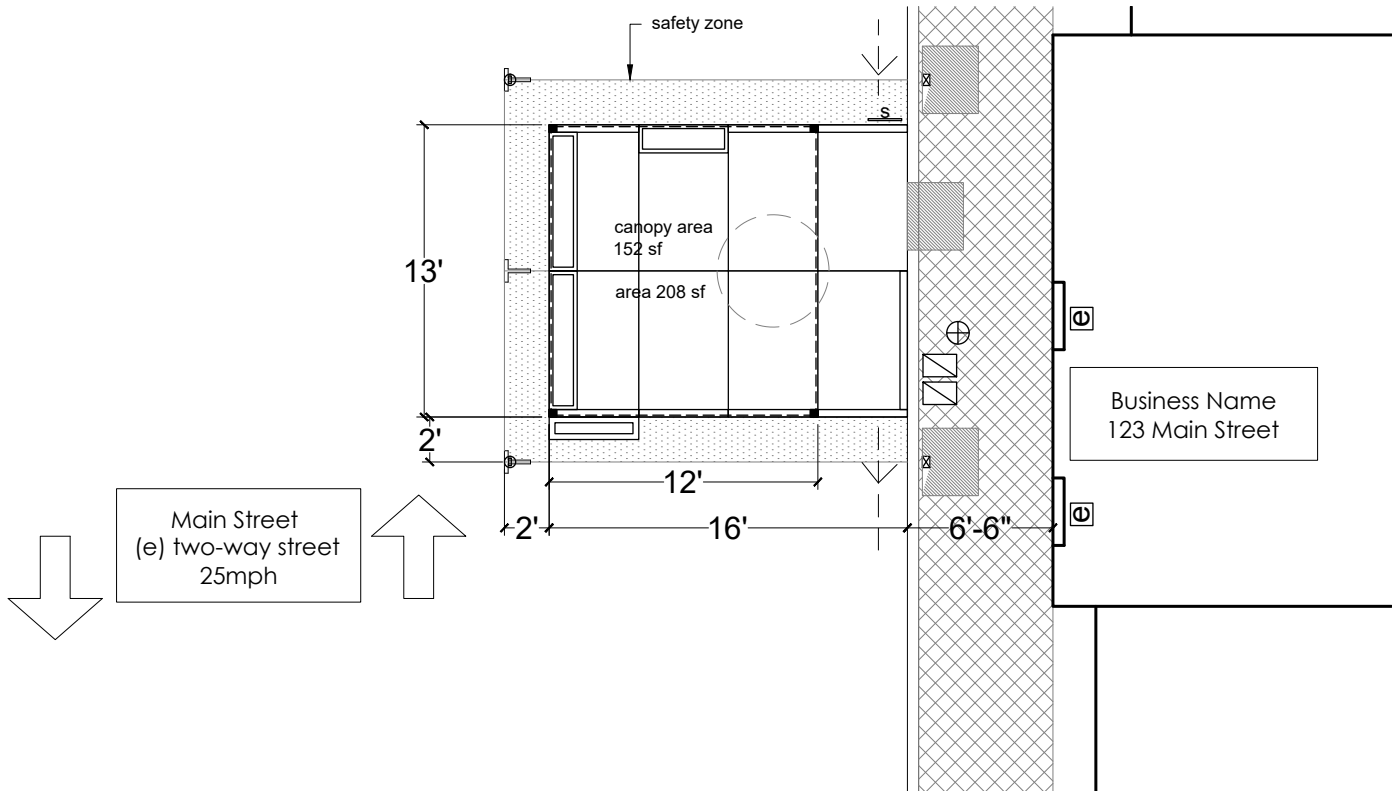


Disclaimer:

This sheet is provided for illustrative purposes only. All submittals need to be completed by an Arizona registrant and be specific to the construction being undertaken.

D.3.d Shared Space Site Plan Sample

- **Long-Term.** Perpendicular street parking license with liquor service [liquor license extension of premise required].

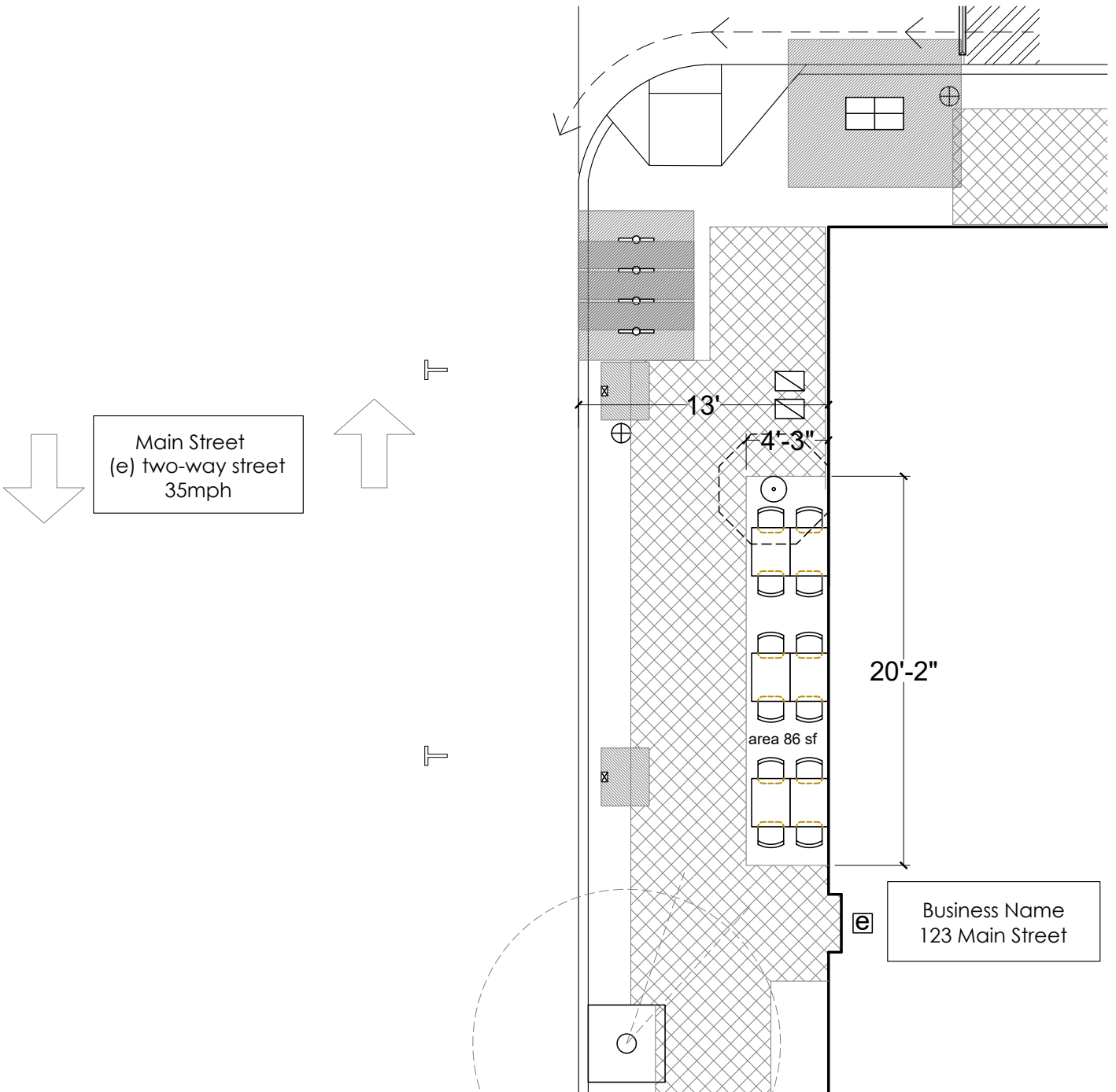


Disclaimer:

This sheet is provided for illustrative purposes only. All submittals need to be completed by an Arizona registrant and be specific to the construction being undertaken.

D.3.e Shared Space Site Plan Sample

- **Pop-Up.** Sidewalk right of way without liquor service.

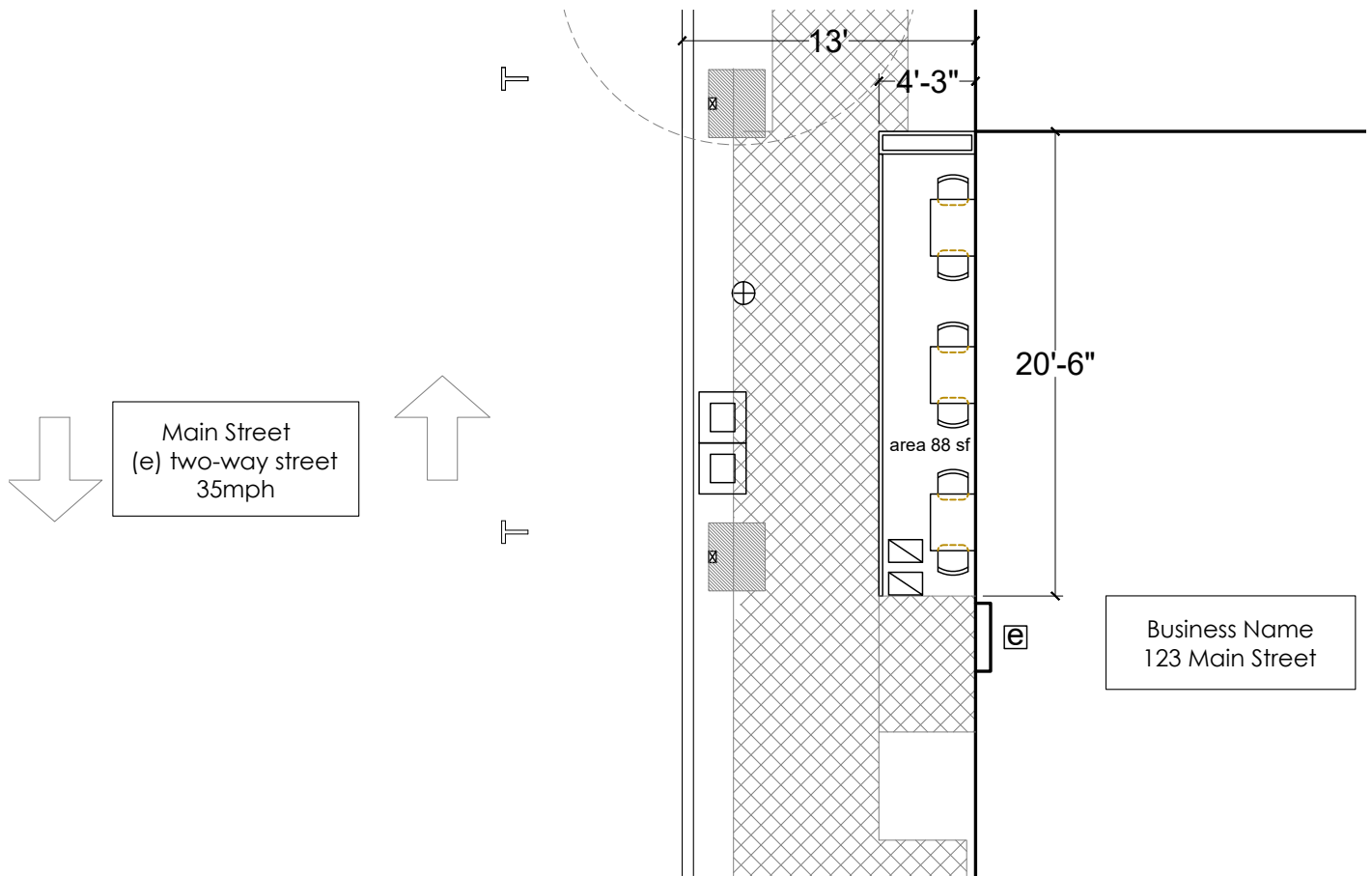


Disclaimer:

This sheet is provided for illustrative purposes only. All submittals need to be completed by an Arizona registrant and be specific to the construction being undertaken.

D.3.f Shared Space Site Plan Sample

- **Long-Term.** Sidewalk right of way with liquor service [liquor license extension of premise required].

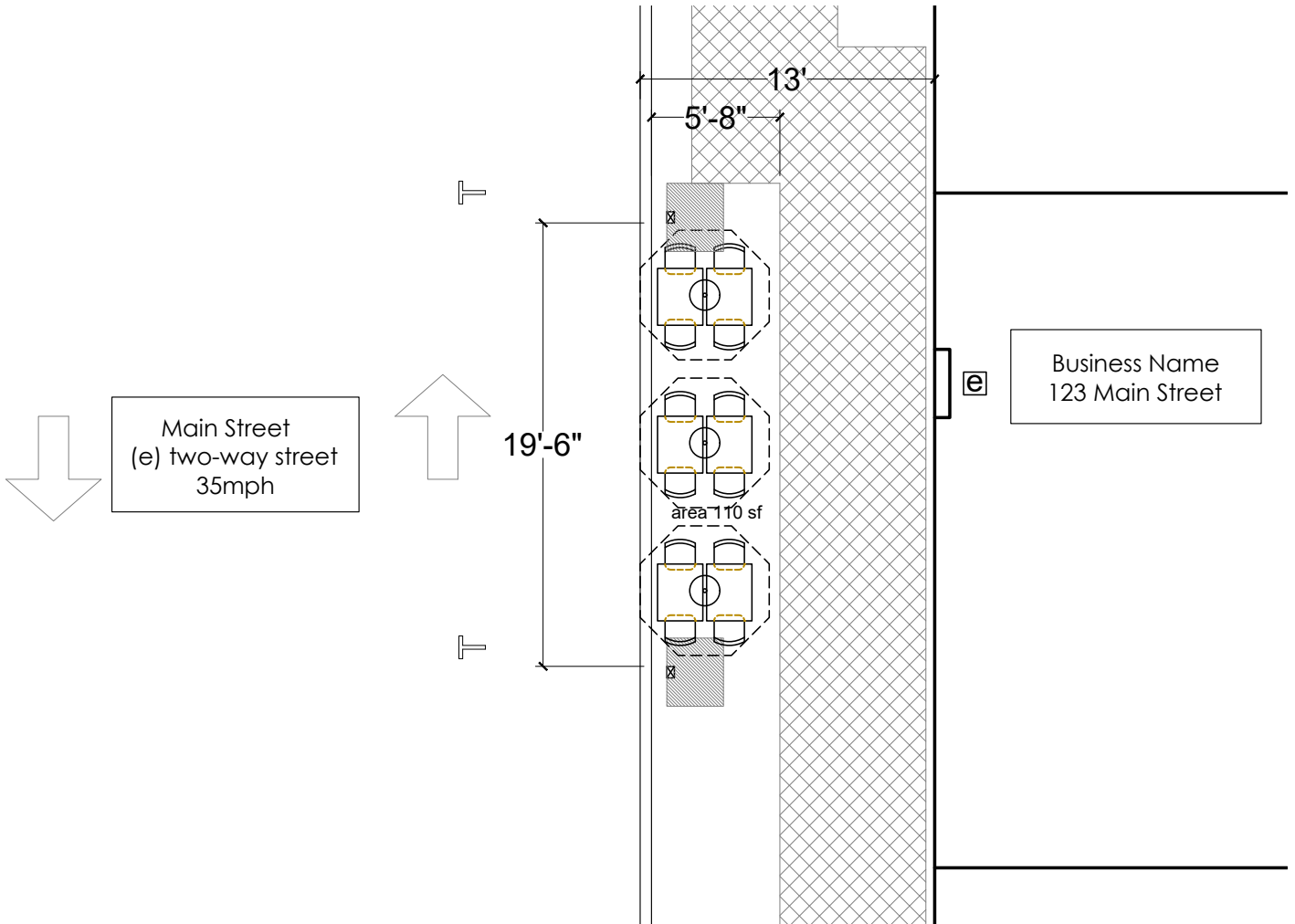


Disclaimer:

This sheet is provided for illustrative purposes only. All submittals need to be completed by an Arizona registrant and be specific to the construction being undertaken.

D.3.g Shared Space Site Plan Sample

- **Pop-up.** Sidewalk right of way without liquor service.

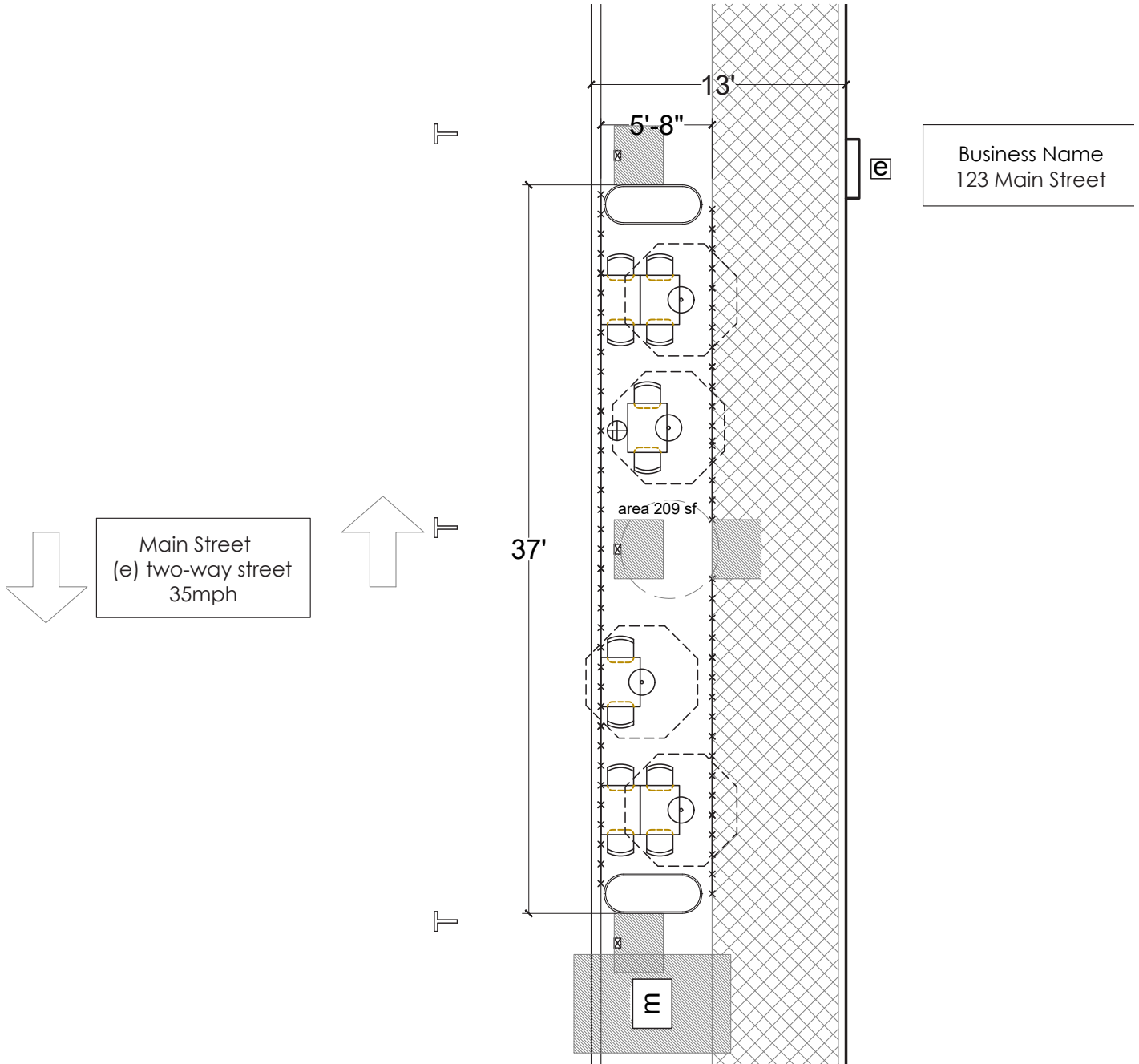


Disclaimer:

This sheet is provided for illustrative purposes only. All submittals need to be completed by an Arizona registrant and be specific to the construction being undertaken.

D.3.h Shared Space Site Plan Sample

- **Long-Term.** Sidewalk right of way with liquor service [liquor license extension of premise required].

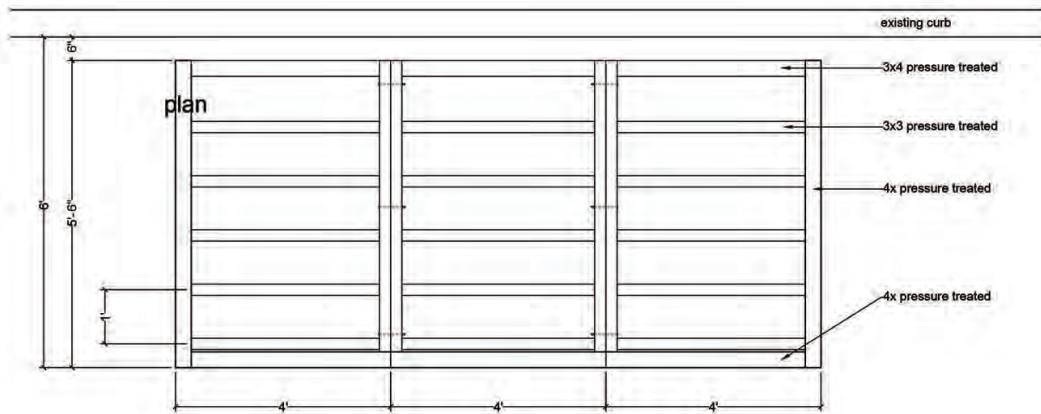
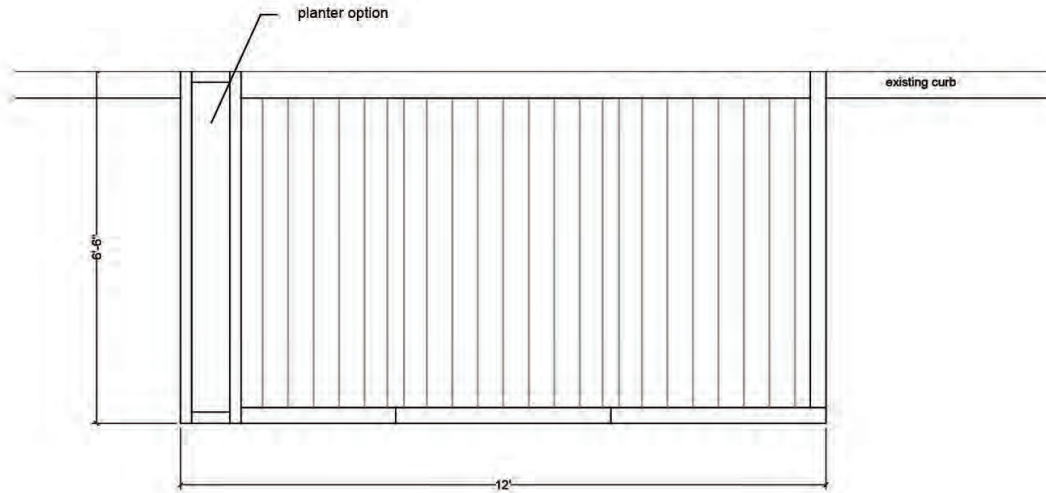


Disclaimer:

This sheet is provided for illustrative purposes only. All submittals need to be completed by an Arizona registrant and be specific to the construction being undertaken.

D.4 Deck Support Components Data Sheets

D.4.a Lumber Deck Plan

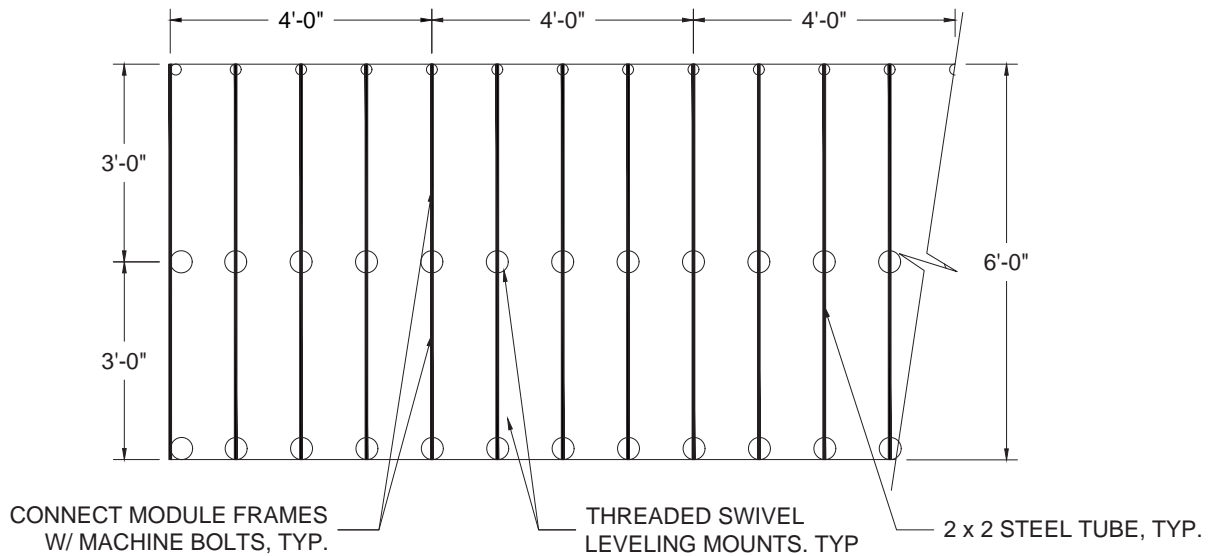


Lumber Framing Plan

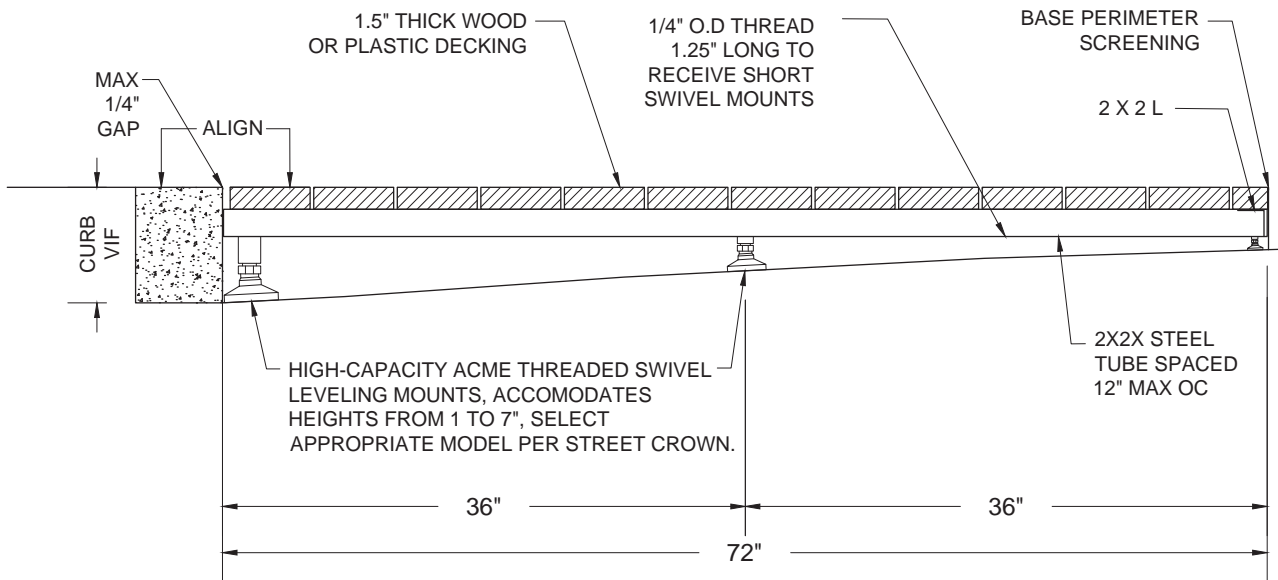
Disclaimer:

This sheet is provided for illustrative purposes only. All submittals need to be completed by an Arizona registrant and be specific to the construction being undertaken.

D.4.b Steel Framing Plan



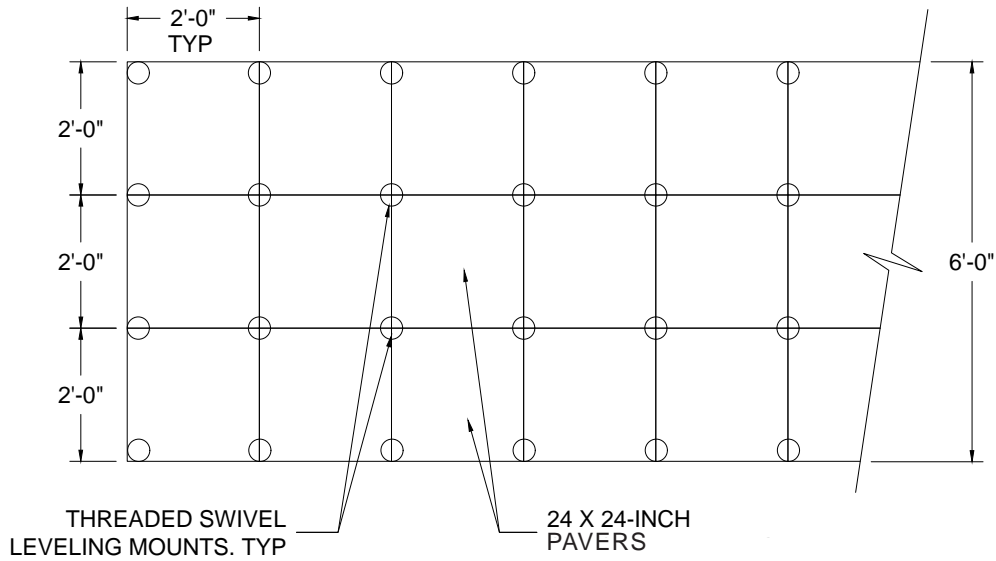
Steel Framing Detail



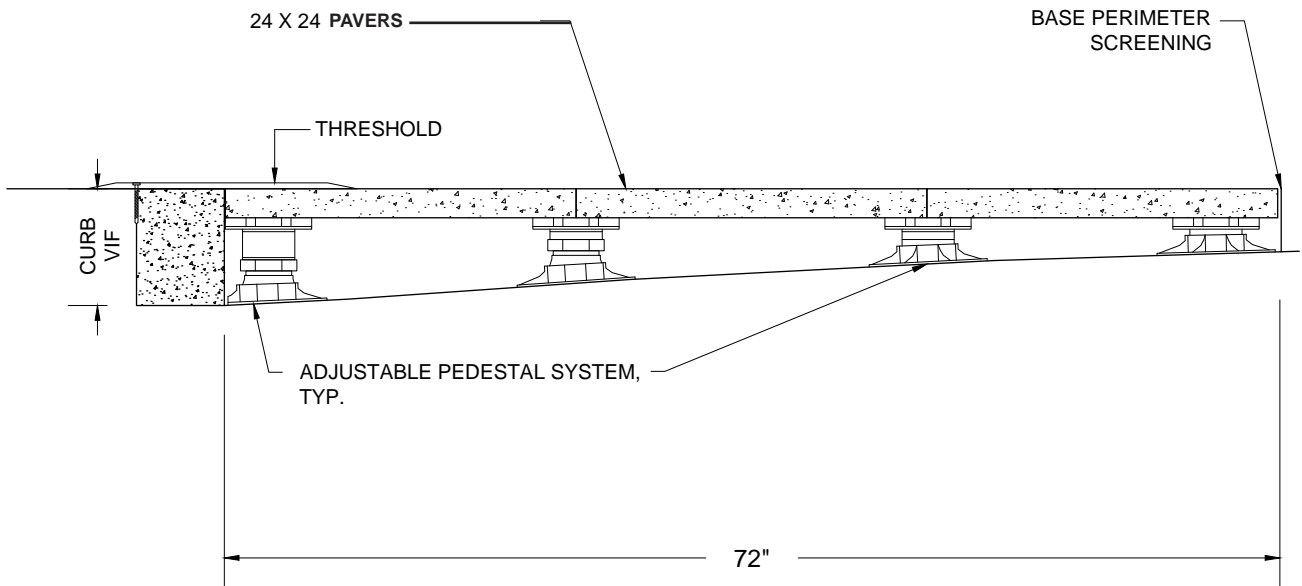
Disclaimer:

This sheet is provided for illustrative purposes only. All submittals need to be completed by an Arizona registrant and be specific to the construction being undertaken.

D.4.c Pedestal Deck Support Framing Plan - Pavers



Pedestal Deck Support Cross Section - Pavers

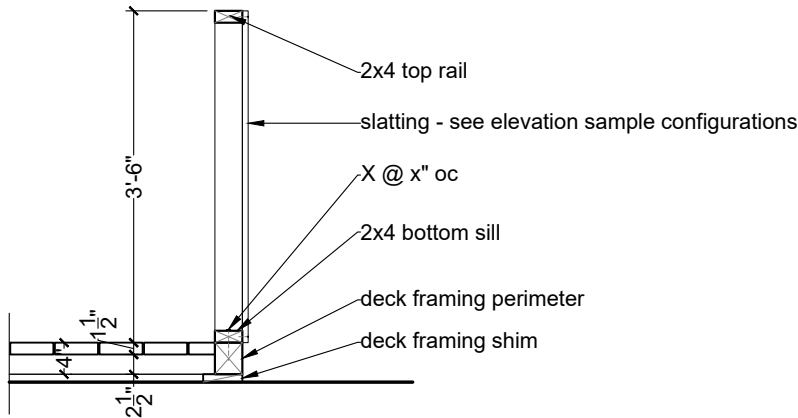


Disclaimer:

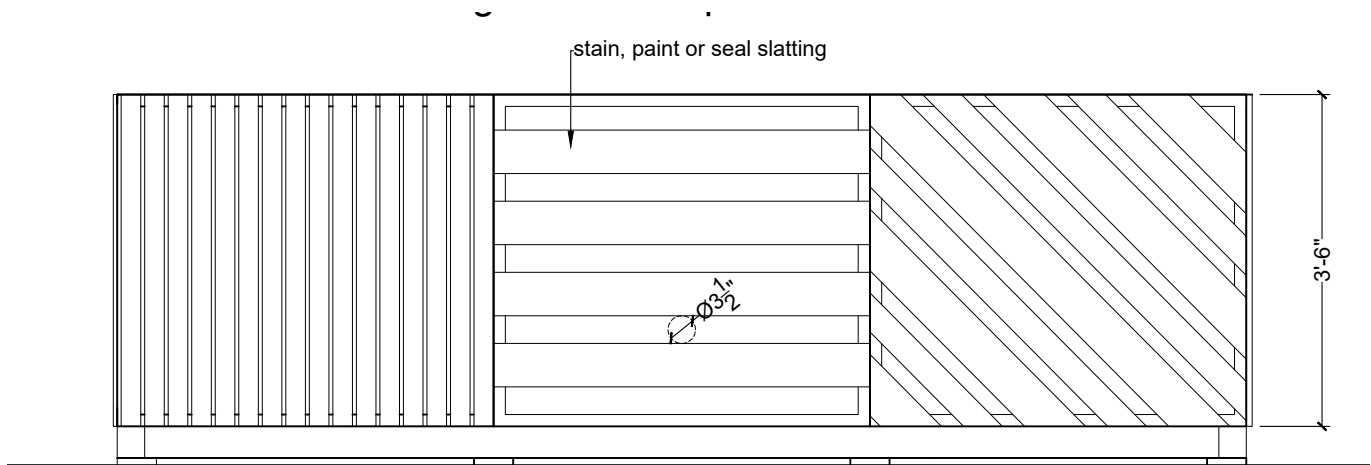
This sheet is provided for illustrative purposes only. All submittals need to be completed by an Arizona registrant and be specific to the construction being undertaken.

D.5 Enclosure Components Data Sheets

D.5.a Wood Rail 1: Slats



Enclosure Wood Rail Detail: Configuration Samples



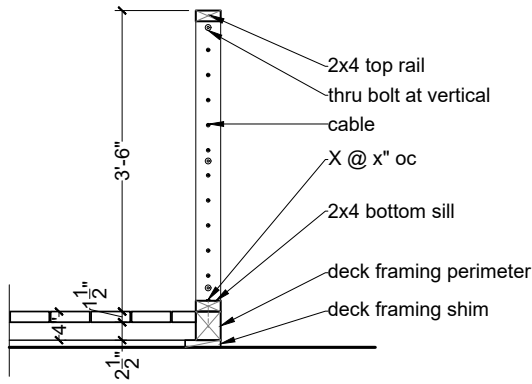
Enclosure Wood Rail Detail: Slatting Configuration Samples

Create a pattern that meets your aesthetic. Be sure to meet height requirement and no openings that a sphere greater than 3.5" may pass through.

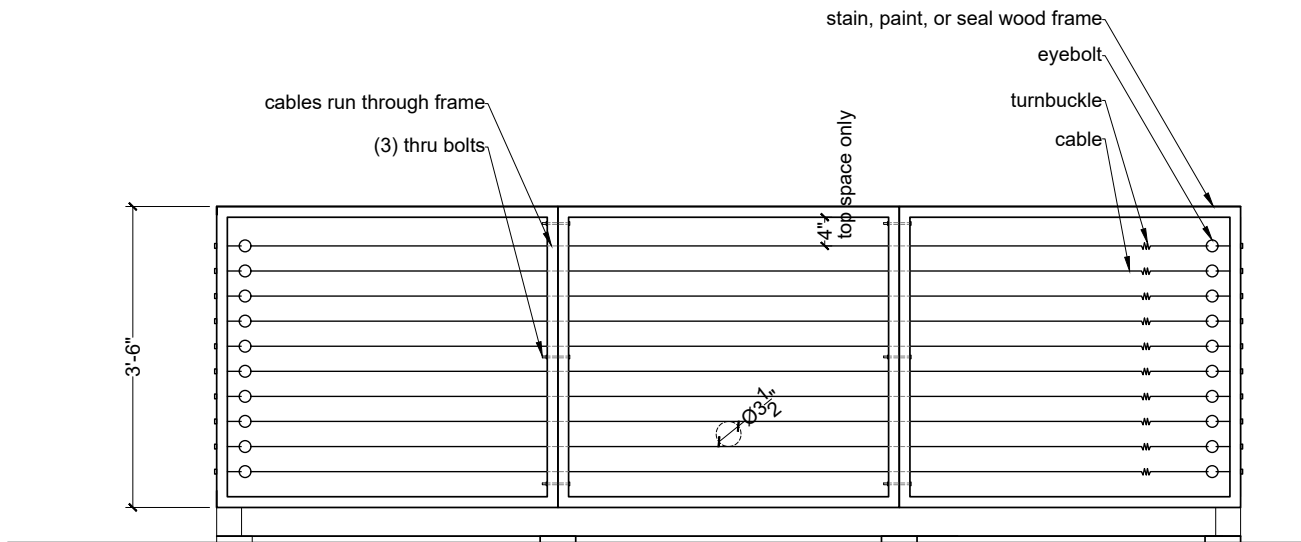
Disclaimer:

This sheet is provided for illustrative purposes only. All submittals need to be completed by an Arizona registrant and be specific to the construction being undertaken.

D.5.b Wood Rail 2: Cable Rail



Enclosure Cable Rail Detail

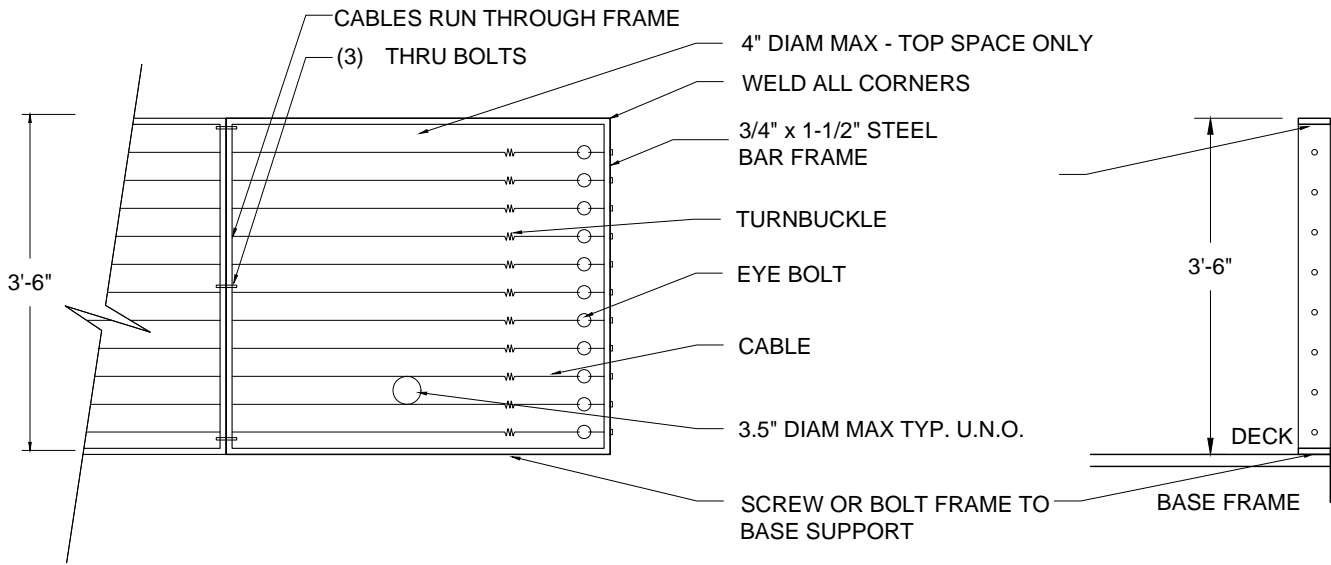


Enclosure Cable Rail Detail

Disclaimer:

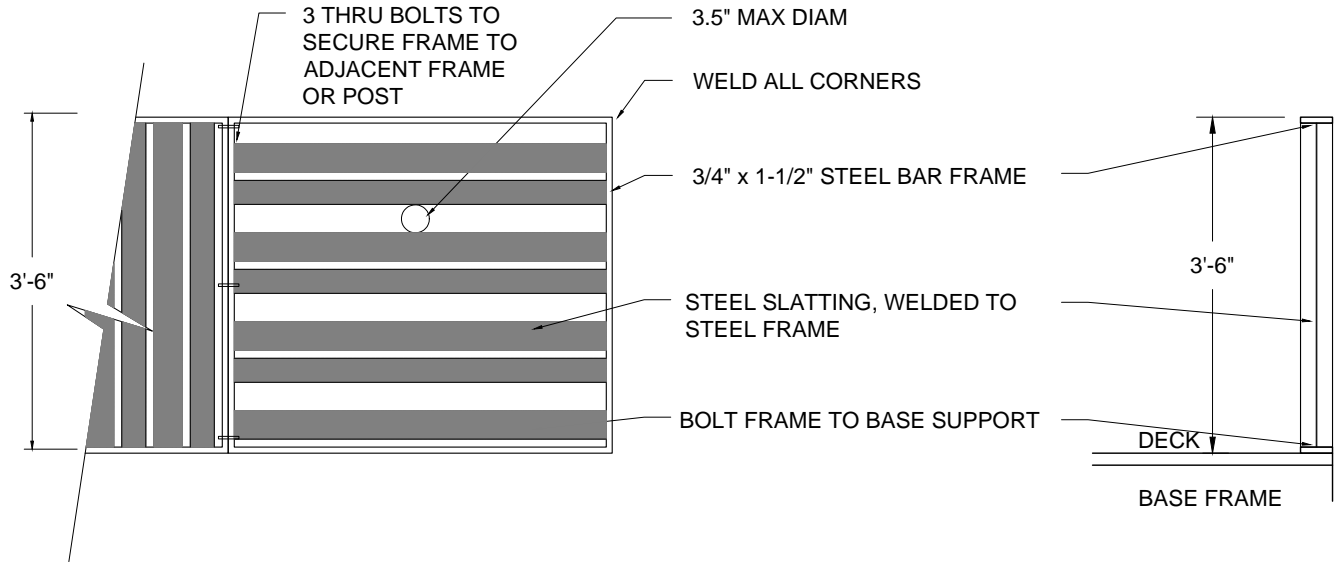
This sheet is provided for illustrative purposes only. All submittals need to be completed by an Arizona registrant and be specific to the construction being undertaken.

D.5.c Steel Rail 1: Cable Rail



Disclaimer:

This sheet is provided for illustrative purposes only. All submittals need to be completed by an Arizona registrant and be specific to the construction being undertaken.

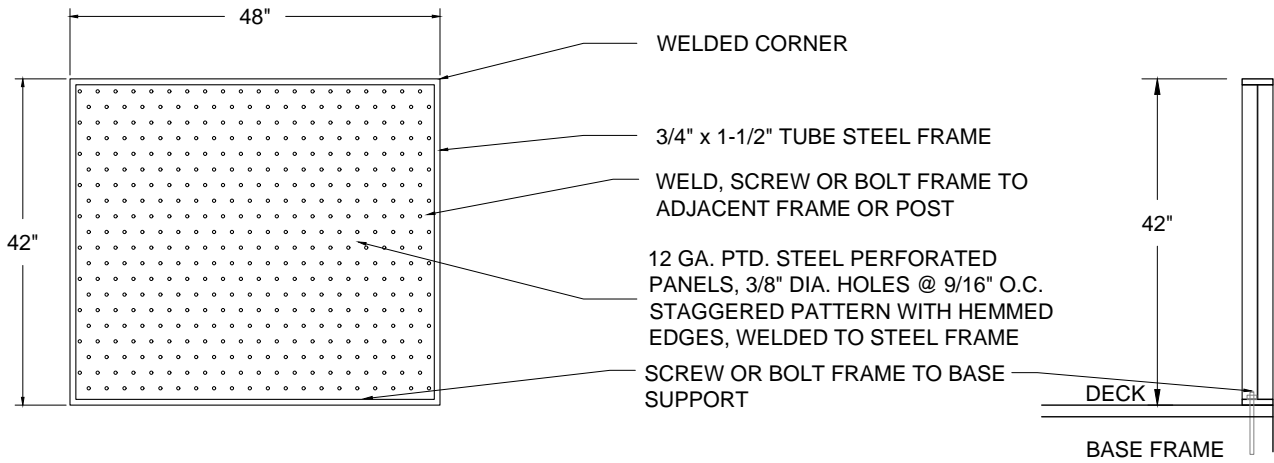
D.5.d Steel Rail 2: Flat Bars**Enclosure Steel Rail Detail: Slatting Configuration Samples**

Create a pattern that meets your aesthetic. Be sure to meet height requirement and no openings that a sphere greater than 3.5" may pass through.

Disclaimer:

This sheet is provided for illustrative purposes only. All submittals need to be completed by an Arizona registrant and be specific to the construction being undertaken.

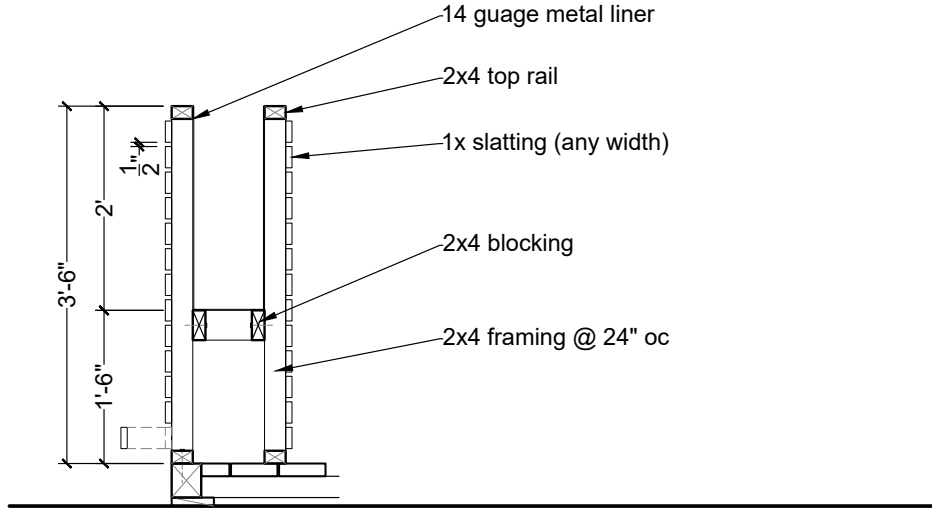
D.5.e Steel Rail 3: Perforated Sheet



Disclaimer:

This sheet is provided for illustrative purposes only. All submittals need to be completed by an Arizona registrant and be specific to the construction being undertaken.

D.5.f Planter 1: Wood



Enclosure Wood Planter Detail



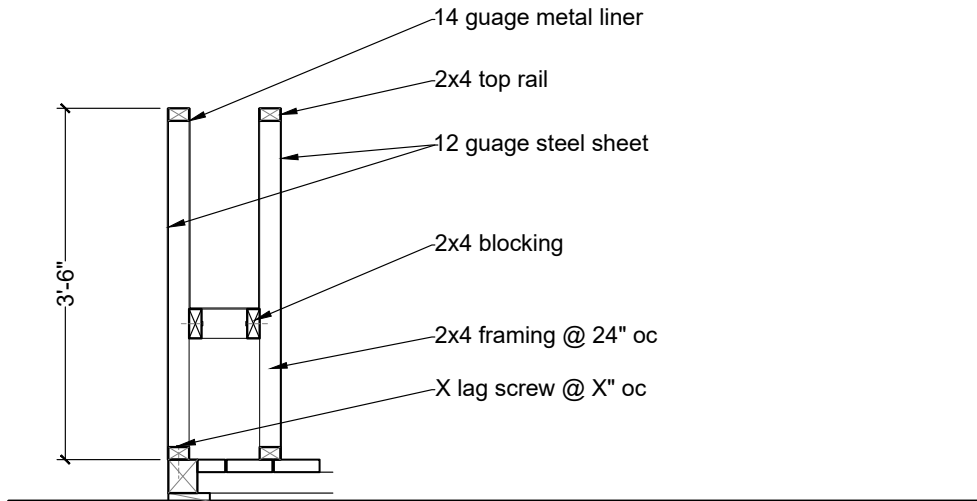
Enclosure Elevation: Wood Planter

Create a slatting pattern that meets your aesthetic. Be sure to meet height requirement.

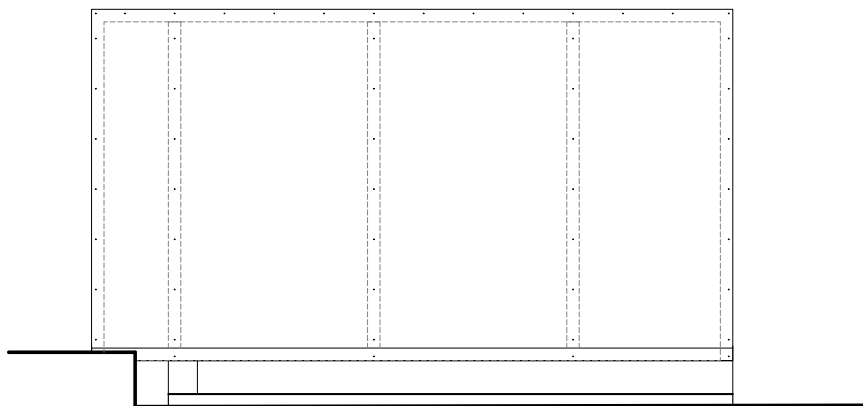
Disclaimer:

This sheet is provided for illustrative purposes only. All submittals need to be completed by an Arizona registrant and be specific to the construction being undertaken.

D.5.g Planter 2: Steel



Enclosure Steel Clad Planter Detail



Enclosure elevation: Steel Clad Planter

Create a slatting pattern that meets your aesthetic. Be sure to meet height requirement.

Disclaimer:

This sheet is provided for illustrative purposes only. All submittals need to be completed by an Arizona registrant and be specific to the construction being undertaken.

D.5.h Planter 3: Planter Rail

12 GA. PTD. STEEL PERFORATED PANELS,
3/8" DIA. HOLES @ 9/16" O.C. STAGGERED PATTERN
WITH HEMMED EDGES, WELDED TO STEEL FRAME

3/4" X 1-1/2" PAINTED STEEL FRAME W/
2" X 4-1/2" X 1/4" STEEL TABS @16" O.C. (MIN)
BOLTED TO WOOD SILL

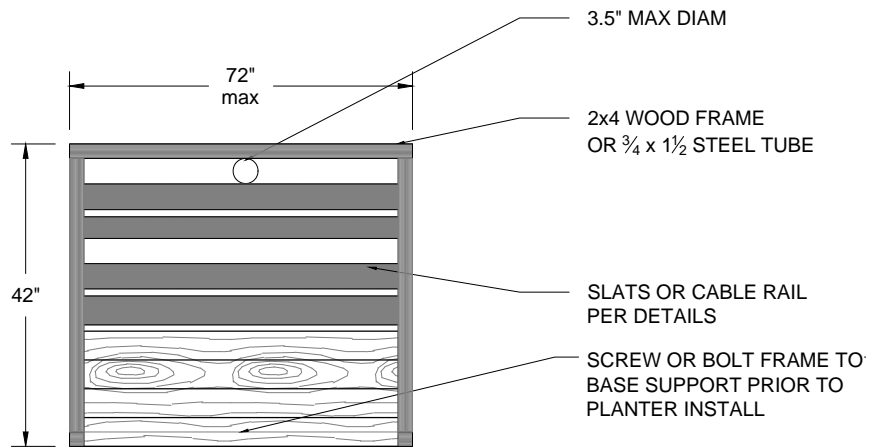
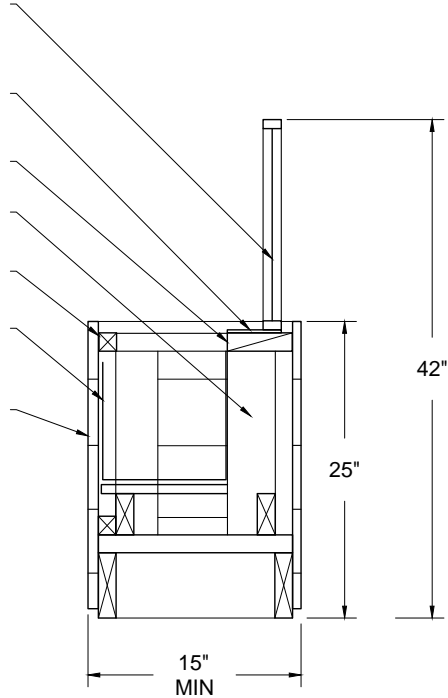
2X WOOD SILL

2X4 WOOD VERTICAL SUPPORTS
@16" O.C. (MIN)

2X2 WOOD TOP PLATE

PLANTER LINER
(HEAVY-DUTY ABS OR SIM.)

1X6 WOOD BOARDS ON EXTERIOR
BUTT JOINTED, STAINED OR
SEALED



Disclaimer:

This sheet is provided for illustrative purposes only. All submittals need to be completed by an Arizona registrant and be specific to the construction being undertaken.

D.5.i Planter 3: Planter Rail with Bike Rack

- A metal bike rack loop may be attached to a 42 inch wood end planter opposite direction of vehicular traffic.
- Bike rack must be securely bolted to the planter.
- Bike rack must not have any sharp edges.

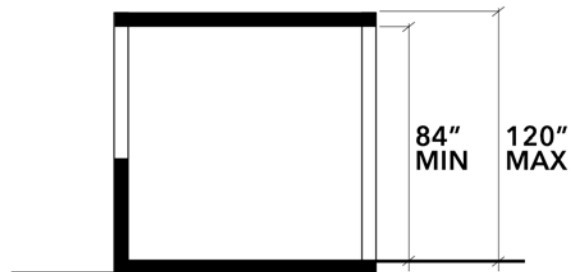
Disclaimer:

This sheet is provided for illustrative purposes only. All submittals need to be completed by an Arizona registrant and be specific to the construction being undertaken.

D.6 Canopy Detail



- Long-Term Shared Spaces only.
- Field Built. May be constructed of wood or steel.
- Three (3) options for the canopy: trellis, tensile shade and full shade metal roof or a combination may be used.
- May not inhibit site lines. Horizontal members must not protrude under 84 inches or above 120 inches.
- May not extend beyond footprint of Shared Space or into the safety zone.
- See also C.7.c Field Built Canopy



Disclaimer:

This sheet is provided for illustrative purposes only. All submittals need to be completed by an Arizona registrant and be specific to the construction being undertaken.

D.7 Plant Guide

Botanical Name	Common Name	Typical Height x Width	Landscape Use	Secondary Use
<i>Ageratum Corymbosum</i>	Desert Ageratum	3 x 3	GC	P
<i>Aloe Variegata</i>	Partridge Aloe	0.75 x 1	SU	GC
<i>Bouteloua Gracilis</i>	Blue Grama	1 x 1	G	GT
<i>Chrysactinea Mexicana</i>	Damianita	2 x 2	SH	
<i>Penstemon Eatonii</i>	Firecracker Penstemon	1.5 x 3	P	WF
<i>Ruellia Brittoniana 'Katie'</i>	Dwarf Purple Ruellia	1 x 2	P	GC
<i>Oenothera caespitosa</i>	Tufted Evening Primrose	12 x 12	P	
<i>Melampodium leucanthum</i>	Black Foot Daisy	12 x 12	P	
<i>Linum lewisii</i>	Blue Flax	20 x 20	P	WF

Key

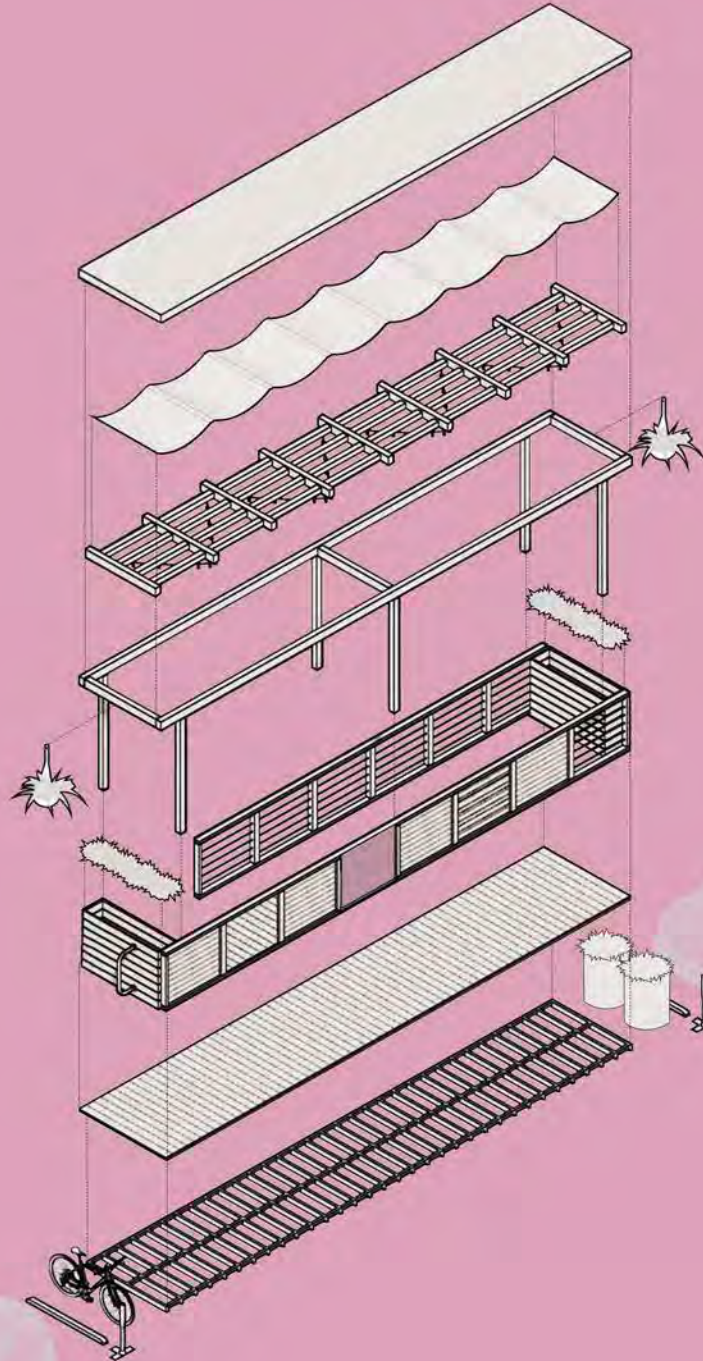
G - grass	P - Perennial	WF - Wildflower
GC - ground cover	SU - Succulent	
GT - grass/turf	SH - Shrub	

DRAFT

[THIS PAGE IS LEFT INTENTIONALLY BLANK]

DRAFT

APPLICATION CHECKLISTS



E.1 Site Guideline Checklist

The following Site Guidelines criteria must be met, and features shown on the Site Eligibility plan required with your application. The criteria are in the form of a checklist to assist you in documenting that your site meets the criteria, and that you have included all of the elements that apply to your site on your plan.

Submit this checklist with your Site Eligibility Application.

SITE CRITERIA REQUIRED and MET:

- Shared Space is within the public Right of Way.
- Doors and windows of the Sponsor's business are facing the Shared Space.
- Shared Space occupies no more than 2 street parking spaces or is on a sidewalk.
- Shared Space is on a street with a speed limit of 25mph or less if located in a parking space or 35mph if located on a sidewalk.
- Shared Space is a minimum of 30 feet from the approach side of an intersection or 20 feet from departure intersection.
- Shared Space is not within the Site Visibility Triangle.
- Shared Space is not located adjacent to any portion of a colored curb.
- A continuous unobstructed Pedestrian Pathway of 6 feet wide is maintained.
- Shared Space is within a Historic Preservation Zone and sponsor will submit for Historic Preservation Zone Design Review OR Shared Space is NOT within a HPZ.

EXISTING SITE FEATURES shown on Site Eligibility Site Plan:

- Access to these may not be obstructed by the Shared Space
- Features must be shown on the Site Eligibility Site Plan.
- A sample Site Eligibility Plan and a list of the symbols to use on the plan are available in the Technical Sections D.1 and D.2.

- | | |
|--|---|
| <input type="checkbox"/> Bike Lane | <input type="checkbox"/> Grease Interceptor |
| <input type="checkbox"/> Sun link Streetcar utility boxes, poles or boxes | <input type="checkbox"/> Storm Drain (20 feet required from Shared Space) |
| <input type="checkbox"/> Utility pole | <input type="checkbox"/> Loading Zone |
| <input type="checkbox"/> Light pole | <input type="checkbox"/> Accessible curb ramp |
| <input type="checkbox"/> Mailbox | <input type="checkbox"/> Driveway, driveway apron or alleyway |
| <input type="checkbox"/> Electrical box | <input type="checkbox"/> Site Visibility Triangle |
| <input type="checkbox"/> Fire hydrants and Fire Department Connections (FDC) | <input type="checkbox"/> Trash Cans / Trash Enclosures / Trash Compactors |
| <input type="checkbox"/> Backflow device | <input type="checkbox"/> Bike Racks / Lockers |
| <input type="checkbox"/> Fire pump | <input type="checkbox"/> Public Bench |
| <input type="checkbox"/> Standpipe | <input type="checkbox"/> Parking Meters noting, which will remain active and which will not |
| <input type="checkbox"/> Control Panel | <input type="checkbox"/> Tree Grates |
| <input type="checkbox"/> Electrical Panel | <input type="checkbox"/> Entries or exits from buildings |
| <input type="checkbox"/> Utility meter | <input type="checkbox"/> Accessible pathways to or from buildings |
| <input type="checkbox"/> Manhole | <input type="checkbox"/> Access to neighbors property |
| <input type="checkbox"/> Transit/ Bus stop | |

E.2 Site Eligibility Submittal Checklist

- i. Site Eligibility Application.** Follow the instructions on the program web site to complete online application. <https://www.tucsonaz.gov/pdsd/temporary-expansion-restaurant-seating>
- ii. Site Guidelines Checklist.** Use the Site Guidelines Checklist to review your location and identify critical elements that inform your site's eligibility, and that will need to be reflected in your Site Eligibility Plan. Section C.1 provides more information and the checklist can be found in Section E. Application Checklists.
- iii. Site Eligibility Plan.** Create and submit a measured, to scale drawing that indicates:
NOTE: A sample Site Eligibility Plan and a list of the symbols to use on the plan are available in the Technical Sections D.1 and D.2
 - o Your building and adjacent properties including addresses and their building entrances
 - o Existing curb cuts and driveways
 - o Existing parking spaces with dimensions
 - o Existing sidewalk widths
 - o Adjacent bike lane and traffic lanes
 - o Storm Water flow direction.
 - o All significant existing site elements including but not limited to those listed on the E.1 Site Guidelines checklist.
 - o Shared Space Safety Zone [C.3] dimensions, if required [elements surrounding the Shared Space footprint]
 - o Proposed Shared Space footprint with dimensions and square footage
- iv. Images of Existing Site.** Submittal package must include:
 - o Photos taken from specific angles around the proposed Shared Space site.
 - o Photos of all utilities as well as sidewalk and pavement anomalies.
 - o Aerial image of the location from an online Internet map (Google maps, Map Tucson with 2020 imagery, etc.) to include up to 40=60 feet on either side of proposed location.
 - o Section C.1 Site Guidelines, E.1 Site Guidelines Checklist and E.2 iv SiteEligibility Submittal Checklist.

- v. Project Narrative.** The project narrative is a short project description (maximum 300 words) explaining the vision for your Shared Space. You are encouraged to emphasize:
 - o How your proposal responds to the Shared Spaces program goals. [Future Program]
 - o How the immediate neighborhood will benefit from the Shared Space.
 - o Define if your Space will be Pop-Up or Long Term.
 - o Target Date for installation.
 - o Your plan for ongoing Shared Space maintenance (for example: daily cleaning approach following health guidelines, power-washing debris out from underneath decks at regular intervals to prevent pests and odors, painting/sealing wood and metal elements, etc.).

- Submit your Site Eligibility Application package.**

E.3 Pop-Up Shared Space Checklist

		Pop-Up	Provided
C.3 Safety Components		R	
C.3.a	No-Parking Signs	R	
C.3.b	Soft Hit Posts	R	
C.3.c	Wheel Stops	R	
C.3.d	Reflective Corners	R	
C.3.e	Drainage	R	
C.3.f	Identification Signage <i>(future program)</i>	n/a	
C.3.g	Planters	R	
C.4 Accessibility Code		R	
C.4.a	Accessible Entry	R	
C.4.b	Accessible Path of Travel	R	
C.4.c	Accessible Surface	R	
C.4.d	Equivalent Facilities	R	
C.4.e	Curb Ramps/ Thresholds	R	
C.5a Enclosure Component		R	
C.5.a.i	Metal or Plastic Ped Rail	R	
C.5.a.ii	Plastic Jersey Barrier	R	
C.5.a.iii	Wood fencing	R	
C.5.a.iv	Stock Tank	R	
C.7 Amenities		O	
C.7.a	Signage	O	
C.7.b	Umbrellas	O	
C.7.d	Planters	O	
C.7.e	Plantings	O	
C.7.f	Lighting	O	
C.7.g	Heating/Cooling	O	
C.7.h	Artwork	O	
C.7.i	Bicycle Parking	O	
C.7.j	Tables + Seating	O	

R: Required

O: Optional

N: Not Allowed

n/a: Not Applicable

E.4 Long-Term Shared Space Checklist

		Long-Term	Provided
C.3 Safety Components		R	
C.3.a	No-Parking Signs	R	
C.3.b	Soft Hit Posts	R	
C.3.c	Wheel Stops	R	
C.3.d	Reflective Corners	R	
C.3.e	Drainage	R	
C.3.f	Identification Signage (<i>future program</i>)	n/a	
C.3.g	Planters	R	
C.4 Accessibility Standards		R	
C.4.a	Accessible Entry	R	
C.4.b	Accessible Path of Travel	R	
C.4.c	Accessible Surface	R	
C.4.d	Equivalent Facilities	R	
C.4.e	Curb Ramps/ Thresholds	R	
C.6.a Deck Support System		R: one	
C.6.a.i	Lumber Framing	O	
C.6.a.ii	Steel Framing	O	
C.6.a.iii	Pedestal System	O	
C.6.b Decking System		R: one	
C.6.b.i	Wood Decking	O	
C.6.b.ii	Plastic or Composit Decking	O	
C.6.b.iii	Pavers	O	
C.6.c Long Term Enclosure Components		R: one or more	
C.6.c.i	Wood or Plastic lumber rail	O	
C.6.c.ii	Steel	O	
C.6.c.iii	Wood or Steel Planter	O	
C.7 Amenities		O	
C.7.a	Signage	O	
C.7.b	Umbrellas	O	
C.7.c	Canopy	O	
C.7.d	Planters	O	
C.7.e	Plantings	O	
C.7.f	Lighting	O	
C.7.g	Heating/Cooling	O	
C.7.h	Artwork	O	
C.7.i	Bicycle Parking	O	
C.7.j	Tables + Seating	O	

E.5 Custom Shared Space Checklist

		Custom	Provided
C.3 Safety Components		R	
C.3.a	No-Parking Signs	R	
C.3.b	Soft Hit Posts	R	
C.3.c	Wheel Stops	R	
C.3.d	Reflective Corners	R	
C.3.e	Drainage	R	
C.3.f	Identification Signage <i>(future program)</i>	n/a	
C.3.g	Planters	R	
C.4 Accessibility Code		R	
Custom Enclosure		R	
Custom Deck Support		R	
Custom Decking		R	
C.7 Amenities		O	
C.7.a	Signage	O	
C.7.b	Umbrellas	O	
C.7.c	Canopy	O	
C.7.d	Planters	O	
C.7.e	Plantings	O	
C.7.f	Lighting	O	
C.7.g	Heating/Cooling	O	
C.7.h	Artwork	O	
C.7.i	Bicycle Parking	O	
C.7.j	Tables + Seating	O	

R: Required

O: Optional

N: Not Allowed

n/a: Not Applicable

E.6 Shared Space Permit Submittal Checklist

- i. Shared Spaces Application.** Follow the instructions on the program web site to complete online application. <https://www.tucsonaz.gov/pdsd/temporary-expansion-restaurant-seating>
- ii. Site Eligibility Approval.**
- iii. Historic Preservation Zone (HPZ) review.** If your site is within an established Historic Preservation Zone [verify via <https://maps2.tucsonaz.gov/html5viewer/?viewer=historicproperties>] you will need to submit for HPZ review and receive approval prior to issuance of Shared Space Building Permit.
- iv. Site Guidelines Checklist.** Submit completed Site Guidelines Checklist E.1
- v. Proof of Neighbor Consent.** Pop-Ups require all owners within 100 feet. Long-Term requires all owners within 500 feet. Petition signatures may be required in Major Impact Traffic Zones.
- vi. Site Plan.** Submit a measured, to scale drawing that indicates:

NOTE: A sample Site Eligibility Plan and a list of the symbols to use on the plan are available in the Technical Sections D.1 and D.2

 - o Your building and adjacent properties including addresses and their building entrances
 - o Existing curb cuts and driveways
 - o Existing parking spaces with dimensions
 - o Existing sidewalk widths
 - o Adjacent bike lane and traffic lanes
 - o Storm Water flow direction.
 - o All significant existing site elements including but not limited to those listed on the E.1 Site Guidelines checklist.
 - o Shared Space Safety Zone [C.3] dimensions and components.
 - o Shared Space plan indicating as applicable:
 - o Footprint
 - o Ramp
 - o Deck component
 - o Enclosure components
 - o Safety Components
 - o Canopy Components and square footage
 - o Umbrellas
 - o Site Furniture
 - o Accessibility compliance

- vii. Kit of Parts Component Selections.** Submit conceptual images, drawings, and details that reflect the Shared Space Components. For Long-Term Shared Spaces, detailed drawings by an Arizona registrant will be required.
 - o Safety Components
 - o Accessibility Components
 - o Deck Support System Components
 - o Decking System Components
 - o Amenities

- viii. Project Narrative.** The project narrative is a short project description (maximum 300 words) explaining the vision for your Shared Space. You are encouraged to emphasize:
 - How your proposal responds to the Shared Spaces program goals.
 - How the immediate neighborhood will benefit from the Shared Space. [Future Program]
 - Define if your Space will be Pop-Up or Long Term.
 - Target Date for installation.

- ix. Maintenance Plan.** Including method and schedule for maintenance of the Shared Space -for example, daily cleaning approach following health guidelines, power-washing debris out from underneath decks at regular intervals to prevent pests and odors, painting/sealing wood and metal elements, etc.. Elements to think of are:
 - o Customer space
 - o Gutters and drainageways
 - o Sub-decks
 - o Shared Space Components (cleaning, ensuring good repair, painting/sealing wood, etc.)
 - o Pedestrian pathways
 - o Other

- x. Fees.** Fees are listed online. Fees must be paid for permit to be issued.

- xi. Other Permits.** You are also responsible for determining need for and submitting for the following separate reviews:
 - o Sign Permit
 - o Liquor License
 - o Historic Preservation Zone Design Review
 - o ROW Permit Application [<https://www.tucsonaz.gov/tdot/permits-and-codes-section>]