



CITY OF KLAMATH FALLS DEVELOPMENT SERVICES DEPARTMENT

226 S. 5th Street, Klamath Falls, Oregon 97601
(541) 883-4950

www.KlamathFalls.city
devservices@klamathfalls.city

SEASONAL PEDLET PROGRAM APPLICATION DUE APRIL 2, 2026 - *(for City-provided Pedlet)*

Applicant Information

Name:	
Phone:	
Email:	

OFFICE USE ONLY

Submittal Date:	
Received by:	
Approval:	Yes / No

Property Owner Information

Name:		Phone:	
Mailing Address:			

Business Information

Business Name:			
Business Owner Name:			
Business Address:			

PROPOSED IMPROVEMENTS AND ESTIMATED COSTS

On a separate document, please provide the following information:

- Describe the proposed improvements & services that will be provided outdoors.
 - Include a clean, detailed overhead site plan of the proposed outdoor setup and amenities. Conceptual drawings, photos, etc. are encouraged.
 - Include business hours of operation and proposed pedlet hours of use. Those businesses with greater hours of pedlet use that generate more outside activity will be given priority.

Required Submittals:

- | | |
|--|---|
| <input type="checkbox"/> Seasonal Pedlet Program Application | <input type="checkbox"/> Detailed Site Plan |
| <input type="checkbox"/> Proposed Improvements and Estimated Costs | |

I have read the Seasonal Encroachment Permit Conditions. I understand that if the request is approved, I will sign a Seasonal Encroachment Permit, provide the required insurance, and submit the required \$500 fee. I will make the proposed improvements to the property frontage to accommodate pedlet placement as early as _____ (month) ____ (day), 2026.

Applicant's Signature

Date



SEASONAL ENCROACHMENT PERMIT CONDITIONS

DOWNTOWN PEDLET PROGRAM

1. Applicants must hold and maintain a current and active City of Klamath Falls business license.
2. Applicants shall comply with all relevant local, state, and federal regulations pertaining to Applicants' use of the Area, including, but not limited to, OLCC regulations.
3. Applicants shall be responsible for the maintenance of the Area and shall restore it to its original condition upon the termination of the permitted encroachment.
4. Applicants shall provide all furniture and fixtures (hereinafter "Equipment") used within the Area or to delineate the Area.
5. Applicants shall be responsible for the securing of maintenance of their Equipment. Broken, damaged, or otherwise non-functional Equipment shall be removed and replaced promptly at Applicant's expense. Penetrating anchorage to the concrete and/or brick paver surface is not permitted.
6. During Applicant's regular business hours, their customers shall have the exclusive right to use the Equipment and delineated sidewalk area.
7. Applicants, at their option, may remove Equipment at the end of each business day. In the event Applicants choose to leave the Equipment in place outside of their regular business hours, then the public may use the Equipment.
8. The City shall not be responsible for any loss or damage to any Equipment, regardless of such loss or damage occurring during normal business hours or outside of such hours.
9. The City will be responsible for initial setup and final breakdown of Pedlet each season. Applicants shall be responsible for Pedlet while in service. Applicants shall be responsible for maintenance and condition of Pedlet structures and railing furnished by the City.
10. If approved, a \$500 fee will be required for City resources and staff time for administration of the pedlet program, including pedlet delivery, installation, disassembly and haul-off, and off-season storage.
11. Applicants shall maintain insurance throughout the duration of the seasonal pedlet placement and provide the City a certificate of liability insurance meeting required minimums. Additional City coordination to occur if awarded.