



APPLICATION FOR HOTEL LOADING ZONE  
PHILADELPHIA PARKING AUTHORITY  
701 Market Street, Suite 5400, Philadelphia, Pennsylvania 19106  
215-683-9738 • Fax: 215-683-9809

*Please print clearly in ink or type all information. Once completed, return to the address above. If any questions shall arise during the completion of the application, please contact the phone number listed above.*

Name of Hotel: \_\_\_\_\_

Location of Hotel: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Location of Proposed Hotel Loading Zone:

Side of Street: (circle one)      North      South      East      West

Hundred block: \_\_\_\_\_ Street: \_\_\_\_\_

Name of Closest Cross Street: \_\_\_\_\_

Present Parking Regulations at Above Location: \_\_\_\_\_

\_\_\_\_\_

Please provide a brief description of why you feel a Hotel Loading Zone is needed at the above location:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

---

**CONTACT INFORMATION**

Mailing/Billing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Contact Person:

Name: \_\_\_\_\_

Title: \_\_\_\_\_ Phone Number: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Any additional contact information: \_\_\_\_\_

## RULES AND REGULATIONS REGARDING A HOTEL LOADING ZONE

- A hotel loading zone shall be available only to hotel customers, vendors, and persons making deliveries to or receiving deliveries from the hotel.
- The parking limit for the zone shall be 30 minutes.
- Installation and Annual fee for a Hotel Loading Zone:
  - Installation Payment: \$250 fee + \$500 per 20 feet of space
  - Annual Fee: \$500 per 20 feet of space
- The Philadelphia Parking Authority may approve or deny any application based on the composition of the area listed on this application.
- The Authority may terminate any hotel loading zone permit and remove the signs erected if payment of the annual fee shall be thirty days in arrears, or whenever public convenience or necessity warrants such action; provided that fifteen days' notice of such intended action shall be given to the person to whom the permit has been issued.
- A hotel that has obtained a valet parking zone permit may, upon the designation of a hotel loading zone and payment of the hotel loading zone permit fee, elect to surrender its valet parking zone permit to the Authority, in which case the hotel shall be entitled to a pro rata refund of any fees paid regarding the valet zone.
  - However, this **DOES NOT** give any hotel the ability to valet vehicles out of the hotel loading zone. If this occurs, the hotel will receive tickets for each individual vehicle.
  - Furthermore, the Philadelphia Parking Authority will keep track of all such violations. After three violations have been documented, the Authority may elect to remove your hotel loading zone.
  - If your hotel still wishes to have valet operations, you must continue to pay for the valet zone that is currently outside of your hotel.

---

### ACCEPTANCE OF TERMS

I, \_\_\_\_\_, agree that the \_\_\_\_\_  
(Print Name) (Name of Hotel)

will abide by all of the rules and regulations listed above. If my hotel does not follow these rules and regulations, the hotel agrees to forfeit the right to having a hotel loading zone installed in front of the hotel listed on this application.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_