



APPLICATION FOR HOTEL LOADING ZONE
PHILADELPHIA PARKING AUTHORITY
701 Market Street, Suite 5400, Philadelphia, Pennsylvania 19106
215-683-9818/215-683-9403 • 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 Philadelphia Parking Authority will issue the hotel one “Hotel Patrons Only” placard per 20 feet of space. It will be the hotel’s responsibility to make sure each and every vehicle utilizing the Hotel Loading zone has a placard on display at all times. Any other vehicle parked in the zone with no placard visible will be subject to a parking violation and/or removal of the vehicle. All fines will be the vehicle owner’s responsibility.
- 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.
 - If you are found to be abusing the hotel loading zone, the Philadelphia Parking Authority has the right to remove the zone after a warning has been issued for the behavior to stop.
 - Such behavior that could result in removal of the zone includes, but is not limited to, putting traffic cones in the loading zone, using the zone as your own personal parking spot, telling citizens that they are not allowed to park in the zone, etc.
 - 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: _____