



701 Market Street, Suite 5400  
 Philadelphia, Pa 19106  
 Phone #: 215-683-9738  
 Fax #: 215-683-9809

# Loading Zone Application

\*Please type or print neatly in ink. Be sure to complete both sides of the application and return it to the address on the application.\*

- Loading Only (30 Minute Limit)
- Passenger Loading Only (20 Minute Limit)

Date of Application: \_\_\_\_ / \_\_\_\_ / 20 \_\_\_\_.

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

Mailing/Billing Address: \_\_\_\_\_  
(Street) (City) (State) (Zip Code)

Contact Person:

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

Title: \_\_\_\_\_ Phone #: \_\_\_\_\_

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

## Proposed Loading Zone Information

Zone to Be Located On:

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

Zone Location (address): \_\_\_\_\_

\_\_\_\_\_ feet (circle one) North    South    East    West    of \_\_\_\_\_  
(Name of closest cross street)

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

Nature of Business: \_\_\_\_\_

Number of daily pickups and deliveries: \_\_\_\_\_      Length of longest vehicle to use the zone: \_\_\_\_\_ Feet

Minimum Curb Space Required: \_\_\_\_\_ Feet      Are you the owner of this proposed location?    Yes    No

During what hours will this zone be necessary? (Please fill in the times with the corresponding days below)

Monday		A.M.	to		P.M.	Friday		A.M.	to		P.M.
Tuesday		A.M.	to		P.M.	Saturday		A.M.	to		P.M.
Wednesday		A.M.	to		P.M.	Sunday		A.M.	to		P.M.
Thursday		A.M.	to		P.M.						

Why do you feel this zone in necessary? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Rules and Regulations

### Governing the Establishment and Use of Loading Zones

- All loading zones may be used by the general public
  - Even though you pay for the installation and maintenance of the zone, this does not make you the owner of the zone. You cannot control who parks in the loading zone.
  - A citizen does not have to be utilizing your business in order to park in the zone.
- The applicant must be engaged in a business or profession, or as representative of a firm or corporation.
- The application for a loading zone must be made on this form.
- The Philadelphia Parking Authority may approve or deny any application for a loading zone.
- Loading zones will be established upon issuance of a permit by the Philadelphia Parking Authority.
- Before a permit is issued, an inspection and installation fee must be paid to the Philadelphia Parking Authority. Installation fees are as follows:
  - Center City & University City
    - \$500 per Meter Removal or \$250 per 23 feet of space
  - All other areas
    - \$300 per Meter Removal or \$150 per 23 feet of space
  - You will be billed by the Philadelphia Parking Authority for the installation fee after the inspection of the proposed loading zone has occurred.
  - No fee shall be required for the designation of a curb loading zone in front of any business located on a street with a designated bicycle lane.
- Any permit issued is valid for one year only, and is not transferrable to another person, firm or location.
- Any permit may be cancelled on 15 days notice.
- Permits are reissued upon payment of an annual maintenance fee.
  - Center City & University City
    - \$150 per year
  - All other areas
    - \$75 per year
  - Should your business fail to pay by the expiration date on the invoice, the Philadelphia Parking Authority has the right to remove the loading zone. If you would like to have a zone installed in the future, you must first rectify your past account with the Philadelphia Parking Authority.
- In case of a change of address or withdrawal from business, the applicant shall notify the Philadelphia Parking Authority
- All vehicles shall be parked parallel to the edge of the roadway, headed in the direction of traffic, with the wheels placed approximately six inches from the curb.
- Vehicles shall be permitted to remain in a Loading Only zone for a period of thirty (30) minutes and in a Passenger Loading Only zone for a period of (20) minutes.
- Abuse of Zone
  - If you are found to be abusing the 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.

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### ACCEPTANCE OF TERMS

I agree to comply with the terms on this application. My signature below certifies that I understand that failure to comply with these terms may result in the removal of the loading zone.

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

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

Official Title: \_\_\_\_\_

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