



City of Chicago



STANDING/LOADING ZONE APPLICATION

Index

Topic	Page
Procedures for New Loading Zones and Standing Zones.....	1
Fees and Checklist	2
Contact Information.....	3
New 15 or 30 Minute Standing Zone	4
New Loading Zone	5
Valet Service Information.....	6
Certification	7
Acknowledgment of Continuing Responsibilities	8-9
Loading/Standing Zone Annual Payment Guide	10
POS Invoice	11



Standing/Loading Zone Application

PROCEDURES FOR NEW STANDING ZONES & NEW LOADING ZONES

Please note the following procedures when requesting a new standing zone or new loading zone:

1. Download the standard Standing/Loading Zone Application form along with the POS invoice from the Chicago Department of Transportation (CDOT) Website or obtain the Application and POS invoice from CDOT.
2. Complete the standard Standing/Loading Zone Application form. Completion of this Application form is only the first step and does not in any way guarantee that the request will be approved.
3. Provide the completed Standing/Loading Zone Application form to your alderman's office.
4. If your alderman supports your request for a new standing zone or new loading zone, the alderman's office will provide you with a Letter of Continued Review. Your request will not be processed if you do not have an aldermanic Letter of Continued Review. Only the alderman can provide the aldermanic Letter of Continued Review. Please do not contact any other City department for the aldermanic Letter of Continued Review.
5. Once you have received an aldermanic Letter of Continued Review, please complete the POS invoice by including the customer's name, address, city, state, and date. A blank POS invoice is attached on the last page of this application form. Please take the completed POS invoice to the nearest City of Chicago payment center and make a \$55 non-refundable payment as the application fee. The cashier will provide you with a valid payment receipt attached to the POS invoice. For payment center locations and hours of operation, please visit <http://www.cityofchicago.org/finance>.
6. Send your Standing/Loading Zone Application form, the aldermanic Letter of Continued Review, and a copy of the \$55 payment receipt to the CDOT, Division of Infrastructure Management, 30 North LaSalle Street, Room 310 or electronically to newloadingzones@cityofchicago.org.
7. The CDOT, Division of Infrastructure Management, will contact you to schedule a field survey of the proposed new standing zone or new loading zone.
8. If the CDOT, Division of Infrastructure Management, approves the proposed new standing zone or new loading zone you will be billed the fees that are referenced in the section below. If applicable, you will also be billed administrative fees for signage relocation, pay box relocation, or other charges required to install your signage. Your \$55 application fee will be applied against your total fee.
9. Once the fees referenced below are paid in full, the CDOT, Division of Sign Management, will schedule the installation of the new signage.
10. **Retain copies of all documents and correspondence for your records.**

FEES

Fees for use of standing zones and loading zones are established by the Municipal Code of the City of Chicago. Annual fees for these zones are as follows:

1. **\$500.00** for the first 20 feet for zones located in the Central Business District (CBD) an area starting at Division Street and Lake Michigan, westbound on Division Street to LaSalle Street, southbound on LaSalle Street to Chicago Avenue, westbound on Chicago Avenue to Halsted Street, southbound on Halsted Street to Roosevelt Road, then eastbound on Roosevelt Road to Lake Michigan).
2. **\$110.00** for the first 20 feet for zones that are not located in the CBD.
3. An additional **\$50.00 per foot** for each additional foot over 20 feet for all zones in all areas of the city. To determine your fee, please refer to the Standing/Loading Zone Payment Guide on page 10 of this application.
4. The initial fee includes the cost of the installation and the first year's annual maintenance fee. Your \$55.00 application fee will be applied to the initial fee.
5. The annual maintenance fee must be paid each additional year. Use of zones will be revoked and signage will be removed for failure to pay the annual maintenance fee.
6. The City may adjust these fees periodically.
7. No new signage installations will be scheduled until the City receives payment for the initial fees.

CHECKLIST

In order for your request to be reviewed, your application must be complete and include (please check off):

- Letter on company letterhead requesting a standing zone or loading zone, specifically detailing the reasons for the zone. If there is not enough room on this application to answer all questions fully, please provide this information in your letter.
- Two photographs of the proposed location: one from across the street directed at your location and the second from the sidewalk at a property adjacent to your business.
- A diagram detailing the building, sidewalk, street, proposed location of the zone and all other parking restrictions on adjacent properties, including measurements.
- Completed Business Information Section.
- Completed Loading, Standing, or Valet Service Information Section (if applicable).
- Signed Certification Section.

CONTACT INFORMATION

Business Name: _____

Business Address: _____ Ward _____ Zip: 606 _____

Billing Address (if different from business address): _____ Zip: _____

Federal Identification Number: _____ Occupancy Limit: _____

Present parking regulations at your location (meters, etc.): _____

Business Hours:

Monday:	Thursday:	Sunday:
Tuesday:	Friday:	
Wednesday:	Saturday:	

Years at Present Location: _____ Number of Full-Time Employees: _____

Scope of Business Activity _____

Business Licenses Held: _____

Contact Name of Owner or Manager: _____ Title: _____

Contact Phone Number: (_____) _____ - _____ Email: _____

Please fill out only one (1) of the following sections according to the type of zone you are requesting.

NEW 15 OR 30 MINUTE STANDING ZONE

Check if Applying for 15 Minute Standing Zone Check if Applying for 30 Minute Standing Zone

Please understand that:

- Vehicles in standing zones are limited to the minutes designated on the sign with their hazard lights flashing at all times.
- Vehicles that exceed the designated time limit are in violation of the Chicago Municipal Code and may receive a citation.
- Anyone may use a standing zone. Vehicles standing in the zone for the allotted time are not obligated to patronize your business.
- It is illegal to post additional signage designating that the standing zone is reserved solely for your business.
- Any standing zone will be removed for failure to pay annual maintenance fees.

Restriction Times Requested:

Monday:	Thursday:	Sunday:
Tuesday:	Friday:	
Wednesday:	Saturday:	

Length of Zone: _____ feet for approximately _____ vehicle space(s)

Reason for Zone / Business activity requiring standing zone: _____

Please describe the availability/restrictions of on-street parking: _____

Is there an existing standing zone on your block? _____

If there is an existing standing zone on your block, why can't your business use the existing standing zone?

On the average day, how many visitors would utilize the zone? _____

NEW LOADING ZONE

Check if Applying for Loading Zone

Please understand that:

- Loading zones are designated areas in the curb lane for the loading and unloading of deliveries by commercial vehicles only and for momentary passenger pick-up and drop-off.
- Any commercial vehicle can utilize any loading zone. Even if one party pays for a loading zone, the loading zone may be used by any other commercial vehicles to make deliveries to other businesses.
- Any passenger vehicle in a loading zone during the restricted hours is in violation of the Chicago Municipal Code and may receive a citation (*unless the vehicle is being used for child pick-up and drop-off in a "Day Care Loading Zone"*).
- It is illegal to post additional signage in the public way designating that the loading zone is reserved solely for your business.
- Any loading zone will be removed for failure to pay annual maintenance fees.

Restriction Times Requested:

Monday:	Thursday:	Sunday:
Tuesday:	Friday:	
Wednesday:	Saturday:	

Note: If you are seeking to have the requested Loading Zone used in conjunction with Valet Services, the Department of Business Affairs and Consumer Protection requires at least 25 feet for a valet parking service to operate.

Length of Zone: _____ feet for approximately _____ vehicle space(s)

Location of Requested Loading Zone: _____

Do you have access to an alley from your business space? Yes No

If no, why not? / If yes, why is loading not possible from the rear? _____

Is there an existing loading zone on your block? _____ If there is an existing loading zone on your block, why can't you share the existing loading zone? _____

Types of items loaded and unloaded: _____

Size/Type of commercial vehicles that would use the loading zone: _____

Please provide a description or attach a delivery schedule, or invoice record showing frequency and volume of deliveries: _____

Number of daily pickups and deliveries: _____

Are you seeking to have the requested **Loading Zone** designated as a "Day Care Loading Zone?"

Yes No

VALET SERVICE INFORMATION

Are you seeking to have the requested **Loading Zone** used in conjunction with valet services?

Yes No

Please understand that:

- **In order to operate valet services, you must secure a separate valet parking operator license from the Department of Business Affairs and Consumer Protection (BACP). Please visit BACP's website at <http://www.cityofchicago.org/city/en/depts/bacp.html> for additional information on valet loading zones.**
- Valet loading zones are designated areas in the curb lane for the loading and unloading of passengers from vehicles, and for the delivery of valet service by licensed operators.
- When not in use by a valet parking operator, valet zones can be used as loading zones by any commercial vehicle. Any commercial vehicle may use any loading zone. Even if you pay for a loading zone, it may still be used by any other commercial vehicles when the valet parking operator is not using the loading zone.
- Any passenger vehicle in a loading zone during the restricted hours, but not being valet parked is in violation of the Chicago Municipal Code and may receive a citation. Passenger vehicles can be in a valet loading zone during the restricted hours only if they are being valet parked.

Valet Company Information

Name: _____

Business Address: _____

Federal Identification Number: _____

City/State/Zip: _____ Office Phone: (_____) _____ - _____

Contact Person/Title: _____ Email: _____

On-Site Shift Manager (1): _____ Cell Phone: (_____) _____ - _____

On-Site Shift Manager (2): _____ Cell Phone: (_____) _____ - _____

Does the Valet Parking Operator serve other businesses in Chicago? Yes No

Other Locations Served by Operator (rank by proximity to your location):

Business Name: _____ Address: _____

Business Name: _____ Address: _____

Location and description of off-street parking equal to 15% of the occupancy of the business as required by BACP and by Section 4-232-070(d) of the Municipal Code of the City of Chicago.

CERTIFICATION

To be completed by business owner/manager:

I hereby certify that all statements made as part of this application and any attachments herein, are true to the best of my knowledge and belief following reasonable inquiry. I also understand that submission of this application does not guarantee the granting of a standing/loading zone. The City will analyze the benefits of placing the zone versus the reduction of available street parking in the area. I acknowledge that the issuance of a standing/loading zone is a privilege granted by the City and not a right of my business ownership – the curb lane is and shall remain the property of the City. I agree to accept the decision of the alderman or the City to accept or deny my application.

I agree to follow all applicable laws as outlined by the Municipal Code of the City of Chicago, including, but not limited to Chapter 2-156 (Governmental Ethics), and any requirements established by the City. I also understand that the standing/loading zone may be removed at the alderman's discretion or at the urging of any City department including, but not limited to, non-payment of applicable annual maintenance fees.

Name of Business: _____

Signature: _____ Date: _____

Print Name: _____ Title: _____

ACKNOWLEDGMENT OF CONTINUING RESPONSIBILITIES

If the applicant's request is supported by their alderman and if the requested signage is installed by the City, the applicant acknowledges each of the following:

FEES

1. The applicant is responsible for timely payment of all applicable annual maintenance fees.
2. Failure to receive an invoice for the annual maintenance fees is not a defense for non-payment of the annual maintenance fees.
3. The applicant shall promptly provide the City with written notification if any of the applicant's billing information changes including, but not limited to, the applicant's mailing address.
4. The applicant shall promptly provide the City with written notification if the applicant moves or if the applicant no longer wishes to keep the signage.
5. The applicant is responsible for payment of all annual fees up through the time the applicant provides the City with written notice that the applicant has moved or no longer requires the signage. Notices should be sent to:

City of Chicago
Department of Transportation
3458 South Lawndale Avenue
Chicago, IL 60623
Fax: (312)747-6525

6. The City may, at the City's sole and exclusive discretion, suspend the applicant's business license(s), prevent the applicant from receiving permits, or take any other administrative action for failure to timely pay all annual maintenance fees.

USE

1. The City shall not have any responsibility whatsoever for any snow removal, cleanup, maintenance, or traffic control relative to any standing zone, loading zone, or valet zone.
2. The applicant acknowledges that the City may unilaterally revoke the use of the zones for any reason including, but not limited to, traffic improvement.
3. Only the City can tow any vehicles from a standing zone, loading zone, or valet zone, or day care loading zone.
4. Neither the applicant nor anyone acting on the applicant's behalf shall alter, deface, remove, relocate, or destroy any signage installed by the City.

5. The applicant acknowledges that the standing zones, loading zones, and valet zones are not private parking spaces. The City may unilaterally revoke the zones if they are used for private parking.

OTHER

1. The applicant shall promptly notify the City if the signage or poles are damaged or stolen.
2. The applicant shall retain all written records of any communications with the City relative to the signage and any and all financial matters related thereto.

Name of Business: _____

Signature: _____ Date: _____

Print Name: _____ Title: _____

Loading/Standing Zone Annual Payment Guide

Feet	Non-CBD	CBD	Feet	Non-CBD	CBD	Feet	Non-CBD	CBD
up to 20	\$110	\$500	47	\$1,460	\$1,850	74	\$2,810	\$3,200
21	\$160	\$550	48	\$1,510	\$1,900	75	\$2,860	\$3,250
22	\$210	\$600	49	\$1,560	\$1,950	76	\$2,910	\$3,300
23	\$260	\$650	50	\$1,610	\$2,000	77	\$2,960	\$3,350
24	\$310	\$700	51	\$1,660	\$2,050	78	\$3,010	\$3,400
25	\$360	\$750	52	\$1,710	\$2,100	79	\$3,060	\$3,450
26	\$410	\$800	53	\$1,760	\$2,150	80	\$3,110	\$3,500
27	\$460	\$850	54	\$1,810	\$2,200	81	\$3,160	\$3,550
28	\$510	\$900	55	\$1,860	\$2,250	82	\$3,210	\$3,600
29	\$560	\$950	56	\$1,910	\$2,300	83	\$3,260	\$3,650
30	\$610	\$1,000	57	\$1,960	\$2,350	84	\$3,310	\$3,700
31	\$660	\$1,050	58	\$2,010	\$2,400	85	\$3,360	\$3,750
32	\$710	\$1,100	59	\$2,060	\$2,450	86	\$3,410	\$3,800
33	\$760	\$1,150	60	\$2,110	\$2,500	87	\$3,460	\$3,850
34	\$810	\$1,200	61	\$2,160	\$2,550	88	\$3,510	\$3,900
35	\$860	\$1,250	62	\$2,210	\$2,600	89	\$3,560	\$3,950
36	\$910	\$1,300	63	\$2,260	\$2,650	90	\$3,610	\$4,000
37	\$960	\$1,350	64	\$2,310	\$2,700	91	\$3,660	\$4,050
38	\$1,010	\$1,400	65	\$2,360	\$2,750	92	\$3,710	\$4,100
39	\$1,060	\$1,450	66	\$2,410	\$2,800	93	\$3,760	\$4,150
40	\$1,110	\$1,500	67	\$2,460	\$2,850	94	\$3,810	\$4,200
41	\$1,160	\$1,550	68	\$2,510	\$2,900	95	\$3,860	\$4,250
42	\$1,210	\$1,600	69	\$2,560	\$2,950	96	\$3,910	\$4,300
43	\$1,260	\$1,650	70	\$2,610	\$3,000	97	\$3,960	\$4,350
44	\$1,310	\$1,700	71	\$2,660	\$3,050	98	\$4,010	\$4,400
45	\$1,360	\$1,750	72	\$2,710	\$3,100	99	\$4,060	\$4,450
46	\$1,410	\$1,800	73	\$2,760	\$3,150	100	\$4,110	\$4,500

The Central Business District (CBD) is an area whose boundaries are from Lake Michigan at Division Street, then westbound on Division Street to LaSalle Street, then southbound on LaSalle Street to Chicago Avenue, then westbound on Chicago Avenue to Halsted Street, then southbound on Halsted Street to Roosevelt Road, then eastbound on Roosevelt Road to Lake Michigan.



Chicago Department of Transportation
Division of Administration



POS INVOICE

Customer/Company _____

CSR #: _____

Date: _____

Name: _____

Phone: _____
customer phone #

Location of Sign: _____
street

	Description	PRICE
	Dept of Trans (084)	
	084- Standing/Loading Zone Application Fee	\$ 55.00
	<p>Notes for Cashier: Capture 'CSR #' (in Receipt field) Capture NAME (in Customer Name field) Capture 'LOCATION OF SIGN' (in Address field) Capture 'PHONE' (in Comments field)</p>	
	TOTAL	\$ 55.00

Checks Payable To: City of Chicago

Remit to: City of Chicago
Pay at any Chicago payment center
See locations at <http://www.cityofchicago.org/finance>