



Alderman Scott Waguespack 32nd Ward – City of Chicago

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Standing/Loading Zone Application

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. (Example provided)
- Completed Business Information Section.
- Completed Loading, Standing or Valet Zone Section.
- Signed Certification Section.

BUSINESS INFORMATION

Business Name: _____

Business Address/Signs Location: _____ Zip: 606 _____

Billing Address (if different): _____ Zip: _____

Federal Identification Number: _____ Occupancy Limit: _____

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

Business Hours:

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

Length of Time at Location: _____ Number of Full-Time Equivalent Employees: _____

Scope of Business Activity: _____

Business Licenses Held: _____

Contact Name: _____ Title: _____

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

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

Check if Applicable

AMENDMENT TO EXISTING ZONE

If you wish to amend an existing zone, please complete this section and fill out one of the following sections according to type of zone amendment you are requesting. Complete this section **only** if you currently have a standing/loading zone and you would like to make changes to it.

Type of Existing Parking Restriction:

- Loading Zone 15-Minute Standing Zone
- Valet Loading Zone Other: _____

Restriction Times for Existing Zone:

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

Length of Zone: _____ feet and approximately _____ vehicle spaces

Last Invoice Number: _____ Permit Number: _____ Permit Date: _____

Please continue to one of the following sections according to the type of amendment you are requesting.

Check if Applying

15 MINUTE STANDING ZONE

Please understand that:

- Vehicles parking in standing zones are limited to 15 minutes and must have their hazards flashing while the driver is away from the vehicle.
- Vehicles extending their stay over the 15 minute time limit are in violation of the Chicago Municipal Code and are liable to receive a citation.
- Even though the standing zone is placed adjacent to your business, vehicles standing in the zone for the allotted time are not obligated to patronize your business.
- It is illegal to post additional signage in the public way, including signage, which would cause one to assert that the loading zone is reserved solely for your business.

Restriction Times Requested:

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

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

Reason for Zone / Business activity requiring standing zone: _____

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

On the average day, how many sales/visits would utilize the zone? _____ out of a total of _____

Check if Applying

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.
- Any commercial vehicle can utilize any loading zone for up to 30 minutes.
- Any passenger vehicle parking in a loading zone during the restricted hours is in violation of the Chicago Municipal Code and is liable to receive a citation.
- It is illegal to post additional signage in the public way, including signage which would cause one to assert that the loading zone is reserved solely for your business.

Restriction Times Requested:

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

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

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? _____

Types of items un/loaded: _____

Size/Type of commercial vehicles un/loading in the 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: _____

Check if Applying

VALET LOADING ZONE

Please understand that:

- 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 for up to 30 minutes.
- Any passenger vehicle parking in a loading zone during the restricted hours, but not being valet parked is in violation of the Chicago Municipal Code and is liable to receive a citation. Passenger vehicles can be in a valet loading zone during the restricted hours only if they are being valet parked.

Restriction Times Requested:

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

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

Note: The Department of Consumer Services requires at least 25 feet for a valet parking service to operate.

Valet Company Information

Name: _____

Business Address: _____

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: _____ Ward: _____

Business Name: _____ Address: _____ Ward: _____

Business Name: _____ Address: _____ Ward: _____

Location and description of 10% off-street parking as required by the Department of Consumer Services:

Required per Sec. 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. I also understand that a standing/loading zone ordinance is introduced to the City Council at the discretion of 32nd Ward Alderman Scott Waguespack – submission of this application does not guarantee the granting of a standing/loading zone. The analysis of this application will weigh the benefits of placing the zone adjacent to my business versus the disadvantages of 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 of Chicago 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 to partially or fully accept, or deny my application.

Furthermore, I agree to follow all applicable laws as outlined by the Municipal Code of the City of Chicago, and requirements as put forth in this application and by the Committee on Traffic Control and Safety, the Department of Transportation, and the Department of Revenue. I also understand that the standing/loading zone may be removed at the Alderman's discretion or at the urging of any City Department.

Signature: _____ Date: _____

Print Name: _____ Title: _____

Name of Business

Date of Application

Sample Diagram

Created in Microsoft Excel

