



Alderman Michele Smith's Office 43rd Ward, City of Chicago

Standing/Loading/Valet Loading Zone Application

Please submit the following items with your application (incomplete applications will not be reviewed):

- o Letter on company letterhead requesting a standing or loading zone, detailing the reasons the zone is needed.
- o Photographs of the proposed location, adequately documenting the area surrounding the proposed standing/loading zone.
- o Diagram or map detailing the building, sidewalk, street, existing parking restrictions (meters, other loading zones, etc.) and location of the proposed standing/loading zone.

Please submit completed application to Alderman Smith's Constituent Service Office:

2523 N Halsted St
Chicago, IL 60614
(773) 348-9500
(773) 348-9594 (fax)
zoneparking@ward43.org

PLEASE FILL OUT THIS PAGE FOR ALL APPLICATIONS

Business Name _____

Business Address _____

Billing Address _____

Federal ID Number _____

Tax Exempt Status

Business Hours _____

Scope of business activity _____

Business licenses held _____

Contact name and title _____

Contact phone _____ Contact email _____

Applicant signature _____

IF YOU ARE MAKING CHANGES TO AN EXISTING ZONE, FILL OUT THE AMENDMENT SECTION AND THE RELEVANT ZONE SECTION. OTHERWISE, FILL OUT ONLY ONE ZONE SECTION.

AMENDMENT TO EXISTING ZONE

If you have an existing standing or loading zone and would like to make changes to it, please complete this section AND fill out one of the following sections, according to the type of zone you are requesting.

Type of currently existing parking zone:

Loading Zone Standing Zone Valet Loading Zone Other

Restrictions listed on the sign (time limit, flashing lights, days, times, etc.) _____

STANDING ZONE APPLICATION

- o Standing zones may be used by ANY vehicles—drivers of vehicles are not required to patronize or visit buildings of the businesses/individuals who requested the standing zone
- o Vehicles parking in standing zones are limited to 15 minutes and must have their hazard lights flashing while the driver is away from the vehicle
- o Vehicles parking in standing zones for more than 15 minutes are subject to citation and towing
- o Posting signage, whether on the standing zone sign or in the public way, to claim ownership of a standing zone is not permitted

Loading zone times requested:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

Length of zone requested (min 25 ft) _____

Reason for request _____

LOADING ZONE APPLICATION

- o Loading zones are designated for use by commercial vehicles ONLY—passenger vehicles are not permitted to park in loading zones.
- o Passenger vehicles parking in loading zones are subject to citation and towing.
- o Any commercial vehicles—not just those delivering to the business adjacent to the loading zone—are permitted to use the loading zone for up to 30 minutes.
- o Posting signage, whether on the standing zone sign or in the public way, to claim ownership of a loading zone is not permitted.

Loading zone times requested:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

Length of zone requested (min 25 ft) _____

Reason for request _____

Types of deliveries and commercial delivery vehicles that will be using the zone _____

Delivery schedule (including frequency and number of daily deliveries) _____

VALET LOADING ZONE APPLICATION

- o Valet loading zones are designated for delivery of valet service by licensed operators, and for passenger loading and unloading
- o When not in use by a valet operator for valet service, valet zones may be used as a 30-minute loading zone by any commercial vehicle (standard loading zone restrictions apply)
- o Any passenger vehicle parking in a loading zone during restricted hours, but not utilizing valet services, is subject to citation.

Loading zone times requested:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

Length of zone requested (min 25 ft) _____

Valet company information

Name _____

Business Address _____

Contact person _____