



# Commercial Vehicle Loading Zone FAQs

## What kinds of vehicles are allowed to occupy a loading zone?

Loading zones are intended for use by commercial vehicles to deliver and pick-up freight. In the District, a commercial vehicle (truck) is defined as any vehicle with more than three wheels that is greater than twenty-two feet in length, or that is used or maintained for transporting freight, merchandise, or other commercial loads or property.

## Is there a fee for using a commercial loading zone?

Pursuant to DCMR Rule 18-2402, the District will begin charging a fee for commercial vehicle loading zones on January 1, 2015. At that time, commercial vehicles will be required to pay for use of commercial loading zones.

## What is the fee structure for commercial loading zones?

There are three (3) ways to pay, an annual permit (\$323), a daily permit (\$25), or PAY-BY-CELL (\$2/hour).

## How do I receive a decal?

Decals are available for carriers that choose to purchase an annual permit. After a permit is issued, the requested number of decals will be sent to the carrier or available for pickup at 55 M St. SE, Washington, DC 20003. The decal will be in the format displayed below.



Unique decal number



### Can I now park in a metered location?

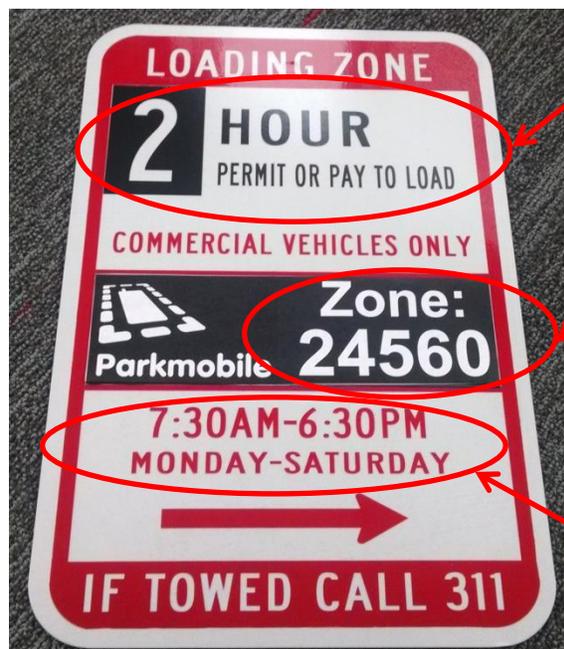
Carriers that purchase an annual or day pass are allowed to park in a legal metered location for two (2) hours **only** from 10am to 2pm without receiving a ticket.

### What is the process for applying for a commercial loading zone permit annual pass or day pass?

As with all other public space permits in the District of Columbia, the Commercial Permit Parking Annual Pass and Day pass are available for purchase on DDOT's Transportation Online Permit System (TOPS, <https://tops.ddot.dc.gov>).

### Will there be new signs for loading zones?

New loading zone signs will be installed throughout the cities that indicate payment is required. The signs will be in the format shown below.



**Pay to Load:** Indicates length of stay permitted (2 hours maximum)

**Park Mobile Zone Number:** Used for carrier paying by cell phone.

**Service Times:** beginning and end time of when a loading zone requires payment.



### **How do I pay by phone for using a loading zone?**

A carrier can pay-by-cell by contacting Park Mobile at 877-727-5758 or visiting <http://us.parkmobile.com/>. Fleet memberships can be obtained through Park Mobile.

### **Can any of the two commercial loading zone permits (annual or day pass) be transferred from one vehicle to another?**

All commercial vehicle permits are vehicle-specific and non-transferrable.

### **My company occasionally leases vehicles. How will they be handled?**

If a company leases a vehicle that is not permitted, a day pass can be purchased. In addition, the pay-by-cell option is available for those vehicles that are not permitted.

### **Can I add a vehicle to my permit?**

Yes. All permits and decals will be tracked. Call 311 or 202-671-2226 for questions regarding your issued permit.

### **How will this program be enforced?**

The enforcement agencies (DDOT, DPW, and MPD) are trained to recognize whether a truck has decals and/or paid to load in commercial loading zones. Coordination amongst the District agencies takes place on a monthly basis to address any issues regarding parking enforcement.

### **Some locations need more loading zones. How does DDOT determine whether a loading zone is needed?**

DDOT proactively establishes loading zones based on development patterns, and by analysis of data that includes increases in freight intensive businesses in a particular area, zoning considerations, and changes in loading zone-related traffic infractions. DDOT also receives suggestions for loading zone placement through its ongoing interactions with freight industry stakeholders and Business Improvement Districts. To request a new loading zone call 311 or 202-671-2226.

### **Does DDOT establish loading zones for the exclusive use of one or more businesses?**

DDOT, as a matter of policy, does not establish commercial loading zones for the exclusive use and benefit of a singular business.



District Department of Transportation

### **How long does it take to review a request for a commercial loading zone?**

The length of time it takes to review a request for a commercial loading zone varies from case to case. DDOT makes every effort to conduct a full investigation of each request, and to ensure that such factors as safety, livability, commercial exigency, are considered before rendering a recommendation. The Policy, Planning, and Sustainability Administration works with other DDOT administrations to ensure that changes to the curbside are consistent with the District's policy framework and operating guidelines. If the request involves the removal of parking or another curbside feature that is in high demand, the process may include the issuance of a Notice of Intent, and a 30 to 45-day comment period for stakeholders to provide feedback and suggestions.

### **How long does it take to obtain a commercial loading zone permit?**

The application process for a day pass is automated, which means that the approval process is instantaneous, and also that the permit will be printable immediately after approval. However, the annual pass is subject to DDOT review, which means that they are not instantaneous, and could take a week or more to process.