



CATHERINE E. PUGH  
MAYOR

**PASSENGER LOADING ZONE REQUEST**  
Parking Authority of Baltimore City  
Department of Operations: On-Street Parking  
200 West Lombard Street, Suite B  
Baltimore, Maryland 21201

443-573-2800 • parkingplanning@bcparking.com



**PARKING**  
OF BALTIMORE CITY  
**AUTHORITY**

Date:

Name of Business:

Type of Business:

Name of Owner/Licensee:

Contact Phone:

Contact Email:

Business Address:

Zip:

Business License Number:

Business Hours/Days of Operation:

What business activity requires a passenger loading zone?

Is there an existing loading zone on your block? Yes      No

If yes, can your business utilize the existing loading zone?

Does your business have access to any of the following?

Driveway	Yes	No
Loading Dock	Yes	No
Garage	Yes	No
Parking Lot	Yes	No

If yes to any of the above, can loading/unloading be conducted from these locations?

Which days and times are you requesting a passenger loading zone?

What type of vehicles will utilize the passenger loading zone?

On an average day, how many vehicles will utilize the passenger loading zone?

What are the existing parking restrictions on the block?

Remarks & Other Considerations:

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Please note the following:

- Even though you are requesting the Passenger Loading Zone, the Passenger Loading Zone remains the property of the City of Baltimore and it may be used by anyone who is actively loading or unloading passengers per Article 31, Section 6-16 (d) of Baltimore City Code.
- A Passenger Loading Zone is not a parking space for you, the drivers of the vehicles who are engaging in loading and unloading/pick-up or drop-off, or anyone else. A Passenger Loading Zone is for the expeditious loading and unloading of passengers and their baggage only. Violators may receive citations.
- You may not restrict access to the Passenger Loading Zone by blocking the area off with cones or any other device. Such an action is in violation of Article 31, Section 3-1.
- Continuous abuse of a loading zone may result in its removal.
- Generally, three weeks is required for investigation of a Passenger Loading Zone Request and for a determination to be made.
- If a Passenger Loading Zone is approved, installation of signs generally takes 30 days from date of approval.
- There are no fees associated with this service.